



User Rules

Users of the experimental 7T MRI facilities must agree to the following rules via a signature:

- Bookings must be made via email to technical-operational management (TOL).
- Only *Advanced Users* and the TOL are entitled to operate the 7T MRI machines.
- *Basic Users* and other members of staff are not entitled to independent operation of the MRI machines. They may participate only in the presence of an *Advanced User* or the TOL.
- Only *Advanced Users* receive transponder access to the MRI labs (approval by the TOL). It is not allowed to pass the transponder onto third parties. The *Advanced User* has to ensure that no unauthorized persons have access to the rooms.
- All safety regulations and the User Rules must be observed when operating the MRIs.
- The provided work instructions must be observed.
- Once each calendar year, all users must attend the MRI safety briefing.
- The MRI machines and the associated equipment shall be kept in proper condition. Faults and defects have to be reported immediately to the TOL.
- It is not permitted to take magnetic or magnetizable objects, or any technical devices, into the radio frequency (RF) cabins without consultation of the TOL.
- Before every measurement, all users must read the lab book, which is available at the workstations, to keep up to date with current operating changes.
- Each measurement must be documented in the laboratory notebook, including all anomalies, faults and defects of the devices.
- The *User* confirms, with his signature, that an approved animal proposal, with the permission to perform MRI examinations under anesthesia, exists. For the animals to be examined, a current health certificate from the respective animal husbandry must be presented to the TOL.
- When working with genetically modified organisms (GMOs), the documentation sheet for genetically modified laboratory animals has to be provided to the S1-project leader of the MRI lab (Susanne Mueller). For long-term and regular MRI examinations of GMOs, the rooms of the MRI facilities must be included in the *Users* own S1-facility.
- For *in vivo* measurements under inhalation anesthesia, 2 people must always be present for safety reasons.
- After completing the investigation, the rooms of the MRI facilities must be left in an orderly and sanitary condition. All gases must be turned off.
- Each *User* is instructed to secure his or her data responsibly and on time.
- *Users* must adhere to the booked measurement times. Cancellations must be made no later than 24 hours prior. Otherwise, the full price will be charged for the time.
- For system accounting, the service life (in hours) must be registered in the lab book at the workstations, and a cost center or billing address provided to the TOL.
- The *User* confirms with his or her signature that the complete *User* regulations of the 7T MRI Core Facilities have been delivered.

Name _____

Date _____

Sign _____