



Center for Imaging Research Operational Procedure

PARKING LOT USAGE

Category: Center for Imaging Research Operational Procedure

Procedure #: CIR.SOP.2

Applies to: Investigators, study personnel, MRI staff, imaging participants, imaging patients.

PURPOSE:

Establish guidelines, time limits and regulations that govern the usage and management of the Center for Imaging Research (CIR) parking lot. Allowing Public Safety and CIR Administration to effectively manage parking resources and maintain a smooth flow of traffic within the parking lot ensuring each imaged person will be guaranteed a parking spot.

DEFINITIONS:

POLICY:

- Five reserved parking spots are available to patients and study subjects for use with an associated MR System reservation. One of the five available spots is accessible for individuals with disabilities according to the guidelines of the Americans with Disabilities Act (ADA).
- Time limits are set to ensure that each imaged person will be guaranteed a parking space, and is dependent upon the minimal available exam duration, budgeted time between exam reservations, and the number of spaces and imaging systems.
 - Patients and study subjects are able to park in the reserved lot with restrictions as follows:
 - Mondays, Wednesday afternoons, and Fridays will have a 60-minute pre-exam and 30-minute post exam parking allowance. With a minimal appointment time of 60-minutes on a scanner.
 - Tuesdays, Wednesday mornings, and Thursdays will allow 30-minute pre-exam and 15-minute post-exam parking reservation. With a 15min reservation minimum on the scanners.
 - Weekend parking availability when only one system is operating will be 60-minute pre-exam and 30-minute post-exam reservation.
 - There is no restriction on parking arrival time for exams that are the first available slot on the systems.
- If a scanner reservation does not include a participant, such as during protocol setup, phantom, or pilot scans. A study team member may request a permit for the

study team. Otherwise, parking spots are not available for use by any other staff, faculty, study team members, or principal investigators. Members of these groups must continue to park in the designated MCW employee and visitor's lot.

- A parking permit must be displayed at all times within any vehicle parked in the reserved lot. Study teams are responsible for the distribution of permits to study participants.
- Public Safety will conduct regular patrols of the parking lot to ensure compliance among users. Individuals found to be in violation of this policy may have their vehicles towed at the expense of the vehicle owner.

PROCEDURES:

1. Investigators must submit a parking permit request at least two business days in advance of an MRI system reservation. Parking requests can be submitted and can be approved at the same time you request a scan on a MR system.
 - a. To do this select Yes, I need a parking reservation, fill out the required parking request form.
 - b. Then select the reserve box under "Reserve time on a linked Schedule" and select a parking spot for your participant.
2. A basic vehicle description (make/model/color), study PI, date of exam, and start and end times must be included in all requests.
3. A valid permit, in the form of a digitally signed PDF, will be issued by a CIR team member. This will include information about the facility, a valid date, start time, end time, study PI, and vehicle description.
4. Patients and participants must display the permit on their vehicle dashboard upon arrival for an exam. If a permit is forgotten, a CIR team member will issue a replacement upon the participant's check-in.
5. The CIR retains the right to modify all permit requests to fall within the guidelines of our policy. We will notify the requestor of any alterations via email upon confirmation of the parking reservation.

Approval Date: 03/22/2023

Effective Date: 03/22/2023

Revision History: 09/07/2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
First available scan	Start: 4:00 am End: +30 min	Start: 4:00 am End: +30 min	Start: 4:00 am End: +15 min	Start: 4:00 am End: +15 min	Start: 4:00 am End: +15 min	Start: 4:00 am End: +30 min	Start: 4:00 am End: +30 min
Prior to 12:30 pm	Start: -60 min End: +30 min	Start: -60 min End: +30 min	Start: -30 min End: +15 min	Start: -30 min End: +15 min	Start: -30 min End: +15 min	Start: -60 min End: +30 min	Start: -60 min End: +30 min
After 12:30 pm	Start: -60 min End: +30 min	Start: -60 min End: +30 min	Start: -30 min End: +15 min	Start: -60 min End: +30 min	Start: -30 min End: +15 min	Start: -60 min End: +30 min	Start: -60 min End: +30 min
Last available scan	Start: -60 min End: Midnight	Start: -60 min End: Midnight	Start: -30 min End: Midnight	Start: -60 min End: Midnight	Start: -30 min End: Midnight	Start: -60 min End: Midnight	Start: -60 min End: Midnight