



# Center for Imaging Research Operational Procedure

## SYSTEM MODIFICATION

---

Category: Center for Imaging Research Operational Procedure

Procedure #: CIR.SOP.3

Applies to: Investigators, study personnel, MRI staff.

---

### PURPOSE:

Outline the guidelines, procedures, and documentation required for making modifications to a MR system's configuration. Mitigating the risk of introducing errors, vulnerabilities, or disruptions to an MR system.

### DEFINITIONS:

- **System Modification:** The installation of hardware or software (i.e. shell scripts, prototypes, applications) on an MRI system
- **Project:** An activity, potentially spanning multiple sessions, utilizing imaging hardware, including pulse sequence and reconstruction development.
- **CIR Faculty Technical Council:** A group defined by MCW Center for Imaging Research leadership who have the technical expertise to assess the impact of system modification on system stability and performance.

### POLICY:

- A. System modification without documented permission is prohibited.
- B. Permission is only required at the onset of a given project.
- C. Permission is not required for every new modification unless it represents a substantial deviation in system or equipment use from the original proposal.
- D. Approval for a system modification must receive a majority vote of the CIR Faculty Technical Council and responses will be provided in writing.
- E. All unapproved modifications will be immediately deleted, with a \$1,000 administrative fee charged to the individual responsible for the modification.

### PROCEDURES:

- A. PI's may submit written requests to the CIR Faculty Technical Council (which meets weekly) for approval of MRI system modification processes.
  - a. Concerns regarding a decision made by the CIR Faculty Technical Council on a system modification request can be expressed in writing by CIR members to Dr. Vince Mathews, the Chair of Radiology, who provides oversight of the CIR.

**Approval Date:** 09/07/2023

**Effective Date:** 09/07/2023

**Revision History:** 09/07/2023