

**SOP 12  
Data Handling**

**MRI Facility**

**Centre for Neuroscience Studies**

**March 2021**

**Approved: March 22, 2021  
Next Revision: March, 2023**

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## SUMMARY

- i. The 3T MRI Facility is used primarily for *in-vivo* studies of human and animal structure and function. These studies include assessment of metabolism and physiology, cognitive function, and vascular dynamics, not only in normal and research patient populations, but also in in-vitro and animal models using a variety of advanced nuclear magnetic resonance imaging and spectroscopy techniques. The facility resources are available to peer-reviewed grant funded scientific collaborators with appropriate Review Ethics Board (REB) protocols in place. See SOP# 04 - New Protocols and Ethics Procedures.
- ii. Full-time technical support for scanner operation is provided and included in hourly rates (see SOP# 13 - System Billing Guide and Standard Rates) during regular weekday hours, Monday through Friday, 9:00 am – 5:00 pm. Scanning support for after-hours and weekend scanning may also be arranged through the MR Manager.

## DATA HANDLING

- i. All data collected in the CNS MR Facility is stored in a DICOM database. At the end of the study the MRI Operator will extract the images in DICOM format into a temporary directory. Within 1 business day, the operator will transfer the data to a dedicated MRI data storage server with access restricted to on-campus Queen's University access only. Image data will be in DICOM format. Once transferred, the image data will be removed from the image database on the MRI console system.
- ii. Each Principal Investigator paying for time on the 3T system will be given a user account on the data storage server, with a unique username and password and a single assigned directory for data storage. The data on the server will be accessible for read only. Please contact the MR Manager to request access (see Personnel and Emergency Contacts in the SOP section of the web site - <http://neuroscience.queensu.ca/facilities/mri-facility#sop>).
- iii. The data will remain available on the server for at least 30 days. On the 1<sup>st</sup> of each month, all data older than 30 days will be removed from the MRI data storage server. The server has appropriate and adequate backups for this period. The data storage server is NOT meant to be a backup of your data, and the CNS MR Facility is not responsible for the storage of data older than 30 days.
- iv. Users are expected to transfer their data from the server to their own computers for analysis, and for maintaining their own data archives. The analyzed data will not be allowed to be transferred back to the server for archival purposes. Only original data will be included in the MRI data storage server.

## AUTHORIZED SIGNATURES

Prepared by:



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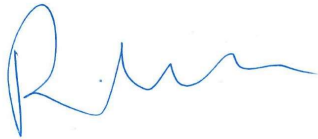
**Donald Brien**  
Manager, CNS MRI Facility

**March 22, 2021**

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**Date**

Approved by:



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**Roumen Milev, MD, PhD, FRCPsych, FRCPC**  
Director, Centre for Neuroscience Studies

**March 22, 2021**

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**Date**