York MRI Facility

MRI Data Handling

1. Introduction

1.1. The 3T MRI scanner at the York MRI Facility is used primarily for in-vivo studies of human and animal structure and function. These studies include assessment of cognitive function and vascular dynamics, metabolism and physiology in normal and research patient populations. The facility resources are available to peer-reviewed grant funded scientific collaborators with appropriate Review Ethics Board protocols in place, see SOP #20-01 "New Protocols and Ethics Procedures".

1.2. Full-time technical support for scanner operation is provided and included in hourly rates (see SOP #70-01 "System Billing Guide and Standard Rates") during regular weekday hours Monday through Friday, 9 am – 5 pm.

2. Data Handling

2.1. All data collected in the York MRI Facility is initially stored in a DICOM database on the MRI console computer. At the end of the study the Operator will transfer the images in DICOM format to the Investigator's directory on the DICOM server.

2.2. Each Investigator will be given a User Account on the DICOM server, and is responsible for transferring data off of the DICOM server to their local systems using sFTP.

2.3. Data will remain available on the MRI console for a maximum of two weeks time.

2.4. Data will remain on the DICOM server for 6 months.

2.5. No person shall delete data from the MRI console computer unless it has been uploaded fully to the network DICOM server. This applies to all situations, including, but not limited to, data acquired for a study, a tour, or a presentation, data acquired in the process of developing new protocols or testing hardware/software/pulse sequences.