



BBL MRI Lab: New Booking and Invoicing Regulations for 2013

1. Applicability

The use of the Magnetic Resonance Imaging (MRI) Laboratory, part of the Brain and Behaviour Laboratory (BBL), University Medical Centre (CMU), University of Geneva, is subject to the regulations described in this document. These regulations replace the previously applied MRI Lab Booking Rules with immediate effect. Additional regulations, in particular concerning safety, training requirements for scanner operators, and the use of information technology (IT) resources, also apply (see the BBL web site: <http://bbl.unige.ch>).

2. Prerequisites

The use of the MRI lab is only permitted for MRI studies that satisfy the following conditions:

1. The study has been **approved by the scientific committee** of the BBL.
2. The study has been **approved by the appropriate ethics committee**.
3. The study has appropriate **insurance coverage**. (NB: The insurance that covers studies carried out at the HUG does not cover the BBL.)

Reservations (including those for “pilot” studies) can only be made if all of the above conditions are met and the corresponding documents (proof of ethics approval and insurance cover) are on file.

3. Reservations

In order to be able to make a reservation, lab users need to sign up for a lab calendar account at <https://bbl.calpendo.com>. Due to the limited availability of individual accounts, no more than two subscriptions will be accepted for any given study. However, read-only access to the calendar is possible using a guest account. Login data for the guest account can be obtained from the MRI lab manager at mrیمان@unige.ch.

The lab calendar system only accepts reservations for approved studies with a valid study code. The study code (generally an abbreviation or acronym based on the study title) is attributed by the MRI Lab Manager, the BBL scientific committee, or the head of MR physics staff, when the study is approved.

The calendar permits each user to make and modify only reservations pertaining to their own study(s). In order to ensure fair distribution of machine time between studies, and to prevent reservations exceeding the allocated quota, the calendar software also applies the following restrictions:

Total quota: For every study, the BBL Scientific Committee will allocate a quota of total scanning time. No reservations are possible once the allocated quota has been used up. This limit applies to all studies at all times.

Standard reservations: Slots can be booked up to 6 weeks in advance. In order to ensure fair distribution of machine time between studies, reservations are limited to a certain number of hours over a fixed interval. The calendar administrator will adapt these limits depending on the number of concurrent studies. For example, reservations may be restricted to no more than 10 hours over any period of 10 days.

Long term reservations for priority studies: With the approval from the BBL scientific committee, special priority studies will be permitted to book up to 12 weeks in advance. The limits on total quota and number of hours per fixed interval remain the same as for standard reservations.

Short term reservations: Slots can be booked up to 2 weeks in advance, without the limitation on hours per interval that applies to standard reservations. This is intended to ensure that any leftover slots and cancelled slots can be used as efficiently as possible. This is available to all approved studies.

Out of hours reservations: Reservations for studies without a dedicated MRI Scanner Operator are restricted to the working hours of the BBL staff radiographer(s). Studies that have their own BBL-accredited operator are not subject to his limitation, and slots may be booked on any day of the week at any time of the day.

Special Organisational Constraints: If there are particular organisational constraints associated with a study, such as availability of participants or of specialist staff only on a certain day of the week, the study can be given a “right of first refusal” of the time slot in question. This is achieved by reducing the standard reservation time limit for all other studies from 6 weeks to 5 weeks for those slots.

Low priority studies, and pilot studies during busy periods: At times of high demand, the BBL scientific committee may class certain studies, and studies in the pilot phase, as having low priority. Standard reservations will then no longer be available to these studies, and they will be limited to short term reservations.

Maintenance and repairs: Reservations for scheduled equipment maintenance and repairs are not subject to any of the above limitations and are entered into the calendar as far in advance as possible.

4. Cancellations

Should it become necessary to cancel a reservation, this must be done no later than 48 hours before the start of the slot, by logging into the BBL Booking System and deleting the reservation. Slots cancelled after this deadline will be invoiced at 50% of the full rate, unless they are used for another study.

There is no formal requirement to advertise cancellations on the MRI lab mailing list (BBL-MRI@unige.ch), and sending a message to the list does not free users of the obligation to delete the reservation in the calendar. Still, users are welcome to advertise cancellations on the list if they wish to do so.

5. Force Majeure

Should it be impossible to carry out an experiment due to circumstances beyond the researcher’s control, this has to be communicated without delay to the MRI Lab Manager (mrیمان@unige.ch) in order to avoid the slot being invoiced. In case of technical problems, the MRI lab fault reporting procedure (as displayed in the MRI control room) also has to be followed. Failure to do so will result in the slot being invoiced at the full rate. Examples of acceptable reasons include technical failure of the MRI scanner or other equipment provided by the BBL, and power cuts.

The slot will be invoiced if the problem could have been avoided with due diligence. This includes, but is not limited to:

1. Slots booked for participants who cannot be scanned due to a known contraindication. It is the researchers’ responsibility to pre-screen participants when recruiting them, and to obtain sufficient documentation about implants if any and to make it available to the scanner operator, so that appropriate safety data may be retrieved before the cancellation deadline.
2. Technical failure of scripts, software, or instrumentation provided by the researcher, due to lack of adequate testing ahead of the slot.
3. Study participants not showing up on time, not showing up at all, or withdrawing consent to participate. Researchers are encouraged to contact participants shortly before their appointment to remind them. Exceptions can be made if the researcher can demonstrate that the reason for the cancellation can be regarded as *force majeure*, for example a participant not being able to attend due to sudden illness or unexpected major perturbation of public transport.

6. Use of the Study Code

The correct study code must be used for reservations in the booking system, entered into the log book when using the MRI scanner, and entered on the MRI scanner console in the field "Accession Number" during patient registration. Use of the MRI scanner without entering a valid study code, or using a code belonging to a different study, is prohibited.

7. Invoicing

Unless cancelled in good time, booked slots will be invoiced at the applicable rate. Use of the MRI scanner outside of the booked slots will be invoiced as well.

If an experiment should overrun its allocated time slot, the additional time used will be invoiced. If the delay stops the following study from using their slot, the BBL reserves the right to invoice the "lost" slot to the researchers responsible for the delay.

Slots that have not been cancelled will be invoiced at the full rate, whether they have been used or not. Retrospective cancellations are not acceptable.

In order to reduce the cost of performing an MRI study, it is recommended that researchers only book time for acquiring MRI images. Researchers should meet their participants ahead of time to prepare for scanning before the beginning of the corresponding MRI slot (filling in written informed consent forms, pre-scan training). Use of the Behavioural Testing Lab (where a PC with response button boxes is available), the seminar room, and the reception area, is encouraged (book separately).

8. Tariffs

Applicable tariffs are published separately on the BBL website. Where a reduced off-peak tariff is applicable, this applies before 8:00a.m. and after 6:00p.m. on weekdays as well as all day on Saturdays, Sundays, and public holidays.

9. Housekeeping

As there is no housekeeping service provided by the university, the users of the lab are required to ensure the lab is clean and tidy before they leave. If necessary, lab users may be assigned additional housekeeping duty (such as emptying the bins and mopping the floor) by the MRI lab manager, week by week, by lottery.

10. Lone Working

Scanner operators are not permitted to work alone when scanning human participants. At least one more person has to be present in the control room - either a collaborator of the lab (who has attended the safety briefing), or any other person who has been safety screened and instructed by the MRI operator.