Purdue MRI Facility
Nominal Configuration Checklist

Please fill out this form at the end of your imaging session and deposit it in the appropriate bin in Purdue Research Office #3 prior to your departure.

Project _________ Date of Session _______ Start Time ____ End Time ____

Was the system in a nominal configuration upon your arrival?

Yes ☐ No ☐

Please provide details of any improper configuration found upon arrival:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

As you leave, please confirm that the following tasks have been performed:

1. MRI equipment (coils, phantoms, etc.) returned to storage positions ☐ ☐ ☐
2. Padding materials returned to storage positions ☐ ☐ ☐
3. Used linens placed in the laundry hamper ☐ ☐ ☐
   Linens used: _____________________________________________________________
4. MRI patient bed cleaned, dried, and docked ☐ ☐ ☐
5. Experiment equipment (e.g., AV system) used returned to storage locations ☐ ☐ ☐
6. Control and scan rooms cleared of experiment equipment ☐ ☐ ☐
7. Data retrieved then deleted from GE machine ☐ ☐ ☐
8. Copy of experimental protocol placed in Purdue Research Office #3 (PRO3) ☐ ☐ ☐
9. Copy of completed Screening Questionnaire(s) placed in PRO3 ☐ ☐ ☐
10. If human subjects: Copy of signed Consent Form placed in PRO3 ☐ ☐ ☐

☐ Check this box if the next Primary Operator was present prior to your departure. Please provide the name of this individual: ____________________________.

☐ Check this box if the next Primary Operator was not present prior to your departure, and complete the following “shut down” task checklist:

1. 8-channel head coil and TLT/ACR phantom in place on fully-raised patient bed ☐ ☐ ☐
2. Scan room lights off; MRI bore light off ☐ ☐ ☐
3. Scan room door locked and key returned to secured, double-secret position ☐ ☐ ☐
4. Logged out of real-time system (mrirt.ecn.purdue.edu) ☐ ☐ ☐
5. MRI “System Restart” (from the Tools page on the console) complete ☐ ☐ ☐
6. Console room lights turned off ☐ ☐ ☐
7. Console room door closed and locked ☐ ☐ ☐
8. InnerVision’s log book and safety screening binder returned to proper cabinet ☐ ☐ ☐
9. Nurse’s station lights turned off ☐ ☐ ☐
10. Break room cleaned ☐ ☐ ☐
11. Purdue office, storage and wet prep rooms cleaned, closed, and locked ☐ ☐ ☐

If “No” was checked for any of the tasks, or any difficulties were encountered during return to nominal configuration, please provide details: ____________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Primary Operator (Name and Signature) ________________________________

Secondary Operator (Name and Signature) _______________________________