

UCSD Center for Functional MRI

Locker Policy and Locker Request Form

The Center for Functional MRI has a limited number of lockers and is unable to accommodate every investigator's need. However, it is our goal to offer each investigator the opportunity to request a locker to store equipment and materials needed to conduct scanning in the Center. Locker assignment will be based on the requestor's prior year's scanner usage, projected scanner usage, and the need for storage space. The locker request process is as follows:

- 1) Complete Locker Request form (see below) providing reason for need of a locker.
- 2) Email request to jdonaldsonii@health.ucsd.edu.
- 3) Requests will be reviewed as received.
- 4) Review criteria are based on the requestor's prior year's scanner usage, projected scanner usage, the needs described in the request form, and availability of lockers.
- 5) Once request is approved, the investigator will be assigned an available locker.
- 6) If no locker is available, the approved request will be placed on the waiting list.
- 7) Stored Equipment and Materials shall be in compliance with EH&S safety standards.
- 8) The Center reserves the right to inspect the contents of lockers to ensure compliance with EH&S Safety Standards.
- 9) Violation of EH&S Safety Standards, scanning inactivity for longer than 4 months or lack of current operator status are grounds for locker forfeiture.
- 10) The Center is not responsible for the security of the contents in the lockers.

CENTER FOR FUNCTIONAL MRI LOCKER REQUEST FORM

PI Name: _____ Date: _____

Project Name: _____

Reasons for request: _____
