Normal Operating Procedure for PI Agents

1. Remember: **subject safety and comfort is always top priority.**
2. Prepare the acquisition, stimulus, gantry, and setup supplies needed before participant arrives.
3. Obtain informed consent and signatures on the Consent/HIPAA forms.
4. Fill out MEG consent form (need study info, participant URSI, consent date).
5. Have the participant remove all metal and electronic devices as listed on the MEG Metal Screen Form. Personal property can be stored in the locker in the restroom. Scrubs are available if participant’s clothing is unsuitable.
6. Note the beginning time for the use of the MEG room.
7. If there is potential for the participant to have a noisy scan due to unremovable metal: perform a noise run with the participant. Inform the participant of the camera and microphone. Have them sit quietly in the MEG while scanning to check noise levels. Check eye blinks, deep breaths, and head motion.
8. Apply the HPI coils, electrodes, and EEG cap as applicable.
9. Perform digitization (fiducials, HPI coils, EEG electrodes, and extra head points >100).
10. Situate the participant in the MEG.
11. Connect HPI and electrodes.
12. Apply stimulus and response devices (earbuds, glove, etc).
13. Raise chair so that the top of the participant’s head is touching the helmet, but no pressure exists on participant’s head or neck. When you get close to the proper position, move the chair up slowly in small increments to avoid putting pressure on the participant’s head or neck.
14. Have participant relax their neck/shoulders/back.
15. Ask if there is space between the top of their head and the helmet; if so, raise the chair slowly in small increments until the top of the head just touches the helmet.
16. Make sure the participant is comfortable and provide pillows, blankets, and/or armrests as necessary.
17. Go over task instructions and perform practice script, if necessary.
18. When ready to begin, recheck participant positioning (participants will relax and slide down from the helmet). Raise as necessary.
19. Tell the participant about the camera, intercom, and how to open the door.
20. Leave the MSR and close the door.
21. Check with the participant to make sure they are okay.
22. Tech double checks acquisition parameters, checks noise, measures HPI.
23. Give instructions and/or practice run to participant.
24. Tech starts data acquisition, raw and average collection.
25. Start stimulus delivery.
26. Both tech and PI Agent observe trigger detection and averaging.
27. Throughout the scan:
   a. Check in with participant periodically between and/or during tasks via the microphone and camera
b. Observe participant behavior – respond as appropriate

c. Between tasks, encourage and allow the participant to relax, breathe deeply, move around in the chair, or close their eyes -- whatever will help refresh them and keep them alert and awake.
2. When scan is complete, tech stops acquisition and saves data files.
3. Remove participant from MEG.
4. Use care in removing the HPI coils, electrodes, and EEG: do not damage cables. Offer participant sink, shampoo & towels if EEG done, or washcloth for electrodes.
5. Note the time of end of use of MEG room.
6. Debrief the participant. Ask questions regarding strategies used, comfort level, awareness, emotional distress, etc.
7. After participant leaves, sanitize MEG helmet and response devices. Discard used auditory ear tips and put used linens in hamper. Return computer and lab equipment to condition pre-experiment.