

IVIS Imaging Access Form

INSTRUCTIONS: COMPLETE THE INFORMATION BELOW AND RETURN VIA E-MAIL TO ivis@cns.msu.edu.

Requesting Access for:

Name	Office Phone
Campus Address	Home Phone
MSU ID	e-mail Address

Security information for the MSU Police:

Spartan ID Card #	If you do not already have a PIN, select 4-digit code
<i>Your Spartan ID card # is located on the back of your Spartan ID card</i>	<i>If you already have a PIN code, the same number will be used. To request a PIN by phone, call 353-1965 after submitting form</i>

Required Information:

Name of Principal Investigator (P.I.)

Phone number for P.I.

Department

Grant # / Account # *(for billing purposes)*

Approved AUF # *(required for imaging animals)*

Access Agreement:

- I have read and agree to follow the attached security and protocol requirements to use the IVIS Spectrum Imager.
- I acknowledge that I will be billed at the current rate (presently \$40/hr, in increments of 30 minutes) for use of the IVIS Spectrum.
- I acknowledge that I must give at least 24 hours notice of cancellation if I cannot make my scheduled time for using the IVIS Spectrum, otherwise I will be charged in full for the time scheduled.
- I agree that I must contact Dr. Sandra O'Reilly (cell phone: 517-285-4547, office: 884-3832, e-mail: oreillys@msu.edu) immediately if I am experiencing any problems with the IVIS Spectrum.
- I understand that failure to follow all security and protocol requirements will result in loss of access and use of the IVIS Spectrum.

Card Holder Signature

Date:

Principal Investigator Signature

Date:

IVIS Official to complete this section:

IVIS Approval *(required for MSU Police to grant Access)*

Date Approved

Date sent to DPPS

Date Filed

Rules for using the IVIS Spectrum Imaging Facility.

FAILURE TO COMPLY WILL RESULT IN LOSS OF ACCESS TO THE IVIS SPECTRUM.

TRAINING:

1. All users must undergo official training with Dr. Sandra O'Reilly or another certified IVIS trainer.
2. To schedule training e-mail ivis@cns.msu.edu
3. No second hand training is allowed.
4. Only people with authorized card access and an approved imaging request to use the IVIS facility should be in the facility.
5. Each Principal Investigator (PI) will be given a two or three letter ID based on their initials. All researchers carrying out imaging studies must use their PI's ID when prompted by the Living Image Software.

PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS:

The following PPE is required when using the IVIS Spectrum and entering the adjoining animal room:

1. Shoe covers.
They should be placed over your shoes as you step from the "dirty" to the "clean" area of the imaging facility i.e. step over the yellow and black line.
2. Head cover
3. Gown
4. Gloves

SCHEDULING FOR IMAGE ACQUISITION AND DATA ANALYSIS :

1. E-mail ivis@cns.msu.edu to request the link to view the scheduling calendar for the IVIS Spectrum and/or the Data Analysis computer.
2. Scheduling requests and cancellations should be sent to ivis@cns.msu.edu.
3. Twenty-four (24) hours notice of cancellation must be given otherwise the scheduled time will be billed to the PI's account.
4. The current rate to use the IVIS Spectrum is \$40 per hour (billed in half hour increments).
5. Overtime is not allowed if the IVIS Spectrum is reserved after you. If you are running over your time you must stop as soon as the next researcher requires access to the machine.

SUPPLIES:

The following items are supplied for use with the IVIS Spectrum.

1. Isoflurane, anesthesia for the vaporizer on the XGI-8 anesthesia machine. The protocol for filling the vaporizer is located in the SOP folder. You MUST refill the vaporizer when necessary.
2. An oxygen tank with a preset 50psi regulator is attached to the IVIS Spectrum and secured to the desk. Oxygen tanks should be changed if the needle on the regulator is in the red zone.
3. Cleaning supplies for the IVIS Spectrum are located in the green tub in the room i.e. Sporicidin, MilliQ water and 70% Ethanol. The protocol for cleaning the IVIS Spectrum is located in the SOP folder.
4. **F-air canisters**, these **MUST BE WEIGHED BEFORE AND AFTER EACH IMAGING SESSION AND THE WEIGHTS RECORDED ON THE LOG SHEET**. Canisters must be disposed of by ORCBS when their initial weight has increased by 50 grams.

The IVIS Spectrum Imaging facility should be left clean and tidy for each researcher. Report any problems to ivis@cns.msu.edu or contact Dr. Sandra O'Reilly at 884-3832.