

X-RAD320 Irradiation System Access Form.

INSTRUCTIONS: COMPLETE THE INFORMATION BELOW AND RETURN VIA E-MAIL TO xrad320@cns.msu.edu.

Requesting Access for:

Name	Office Phone
Campus Address	Home Phone
MSU ID (A PID/Z PID)	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 irradiating animals)*

Analytical X-ray Training
(required online ORCBS class)

Date completed:

Access Agreement:

- I have read and agree to follow the attached "Rules for using the X-RAD320" irradiation system.
- I acknowledge that I must complete the online "Analytical X-ray Training" class (see ORCBS website under training) **BEFORE** I can receive training on the X-RAD320.
- I acknowledge that I must be trained by Dr. Sandra O'Reilly before I can use the machine. Initial training is \$72 and **MUST BE** completed by each person using the machine.
- I acknowledge that I will be billed at the current rate (presently \$12/15minutes, in increments of 15 minutes) for use of the X-RAD320 Irradiation System.
- I acknowledge that I must give at least 24 hours notice of cancellation if I cannot make my scheduled time for using the X-RAD320, 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 X-RAD320.
- I understand that failure to follow all security and protocol requirements will result in loss of access and use of the X-RAD320.
- I acknowledge that User ID sharing is strictly prohibited and will result in the lab losing X-RAD320 privileges.

Card Holder Signature

Date:

Principal Investigator Signature

Date:

X-RAD320 Approval *(required for MSU Police to grant Access)*

Date Approved

Date sent to DPPS

Date Filed

Rules for using the XRAD 320.

FAILURE TO COMPLY WILL RESULT IN LOSS OF ACCESS TO THE X-RAD 320.

TRAINING:

1. Each user must complete the online “Analytical X-ray Training” class (<http://www.oeos.msu.edu/TRAIN/RDXA/>) **BEFORE** they can receive training on the X-RAD320.
2. All users must undergo official training with Dr. Sandra O’Reilly.
3. To schedule training e-mail xrad320@cns.msu.edu
4. No second hand training is allowed.
5. Only people with authorized card access and an approved request to use the X-RAD320 should be in the facility.
6. Each user will have a unique log-in to use the X-RAD320.
7. User ID sharing is strictly prohibited and will result in the lab losing X-RAD320 privileges.

PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS:

No PPE is required to use the X-RAD320 other than what is required to be worn for the specimen being irradiated.

SCHEDULING:

1. E-mail xrad320@cns.msu.edu to request the link to view the scheduling calendar for the X-RAD320.
2. Scheduling requests and cancellations should be sent to xrad320@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 X-RAD320 is \$12 per 15 minutes (billed in 15 minute increments).

The X-RAD 320 should be left clean and tidy for each researcher. Report any problems to xrad320@cns.msu.edu or contact Dr. Sandra O’Reilly at 884-3832.