

# SMALL ANIMAL IMAGING ORIENTATION (COM)

DIVISION OF COMPARATIVE MEDICINE

## Employee Information:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Employee Status: Faculty \_\_\_ Student \_\_\_ Staff \_\_\_ Other: \_\_\_\_\_

PI: \_\_\_\_\_ Phone: \_\_\_\_\_ Mailbox: \_\_\_\_\_ E-mail: \_\_\_\_\_

## GENERAL ORIENTATION

Provided by Facility Manager

### Access

\_\_\_\_\_ Granted only after documented completion of this equipment and room orientation with **Technical Leadership**, either Dr. Karoly "Charlie" Szekeres at 396-9393 or [kszekere@health.usf.edu](mailto:kszekere@health.usf.edu) for access to the IVIS Lumina III in COM room 1320S or Vevo ultrasound in COM room 1321S, or with Chris Katnik at 974-4679 or [ckatnik@health.usf.edu](mailto:ckatnik@health.usf.edu) or Linda Clark at 974-9682 or [lclark@health.usf.edu](mailto:lclark@health.usf.edu) for the iThera MSOT in COM room 1319S, and signature of the **Facility Manager** below.

\_\_\_\_\_ Granted only after written assurance by signatures below that this request for equipment use has been preceded by imaging equipment use self-training and imaging room use in-person training, as described below. Imaging suites are restricted to documented trained and approved users only.

\_\_\_\_\_ After hour, weekend and holiday access must be arranged with the Facility Manager in advance.

\_\_\_\_\_ Access and equipment use fees are included in CM monthly charge-back invoices, and cover the costs of equipment procurement, equipment oversight (e.g., anesthesia vaporizer recalibrations) and supplies (e.g., isoflurane, oxygen, Oxivir Tb, PPE). Rooms left unclean may incur additional charge-backs.

### Training

\_\_\_\_\_ Instrument/equipment imaging training is required before equipment use and room access being granted.

\_\_\_\_\_ Training must include self-review and understanding of either the **IVIS living image software user's manual chapters 2-6** or the **Vevo 2100 guide pages 1-12**, or the **Insight/InVision/MSOT user manual parts 1-3**, as appropriate, viewable on the CM website under training & technical resources at <http://www.usf.edu/research-innovation/comparative-medicine/technical-training-resources.aspx>

\_\_\_\_\_ Equipment is connected to the health shared drive to which images can be saved.

\_\_\_\_\_ **DO NOT** use a thumb drive with equipment.

\_\_\_\_\_ Additional IVIS imaging assessment licenses can be procured via Comparative Medicine.

### Safety

\_\_\_\_\_ PPE minimum includes a disposable lab coat, shoe covers, and gloves and sleeves when handling animals.

\_\_\_\_\_ Any perceived exposure or injury is to be reported to your supervisor.

### Scheduling

\_\_\_\_\_ All imaging equipment use must be scheduled in advance using the web-based calendar viewable at:

[https://calendar.google.com/calendar/embed?src=comimaging%40gmail.com&ctz=America%2FNew\\_York](https://calendar.google.com/calendar/embed?src=comimaging%40gmail.com&ctz=America%2FNew_York)

\_\_\_\_\_ Contact the Facility Manager for access to the calendar. When making a reservation include the instrument/equipment being requested, PI, name of individual using the equipment, phone number, and email.

### Decontamination

\_\_\_\_\_ To prevent the potential spread of microbial agents that jeopardize the validity and reproducibility of data, complicate data interpretation, or introduce zoonotic concerns, procedural areas & equipment must be decontaminated in advance and following use.

\_\_\_\_\_ Review and understand **SOP #1015 Decontamination of Common Procedural Areas**

\_\_\_\_\_ It is the responsibility of the individual using a common procedural area to decontaminate the equipment and work surfaces that may come in contact with animals prior to and after each use.

\_\_\_\_\_ Oxivir Tb spray is available for disinfecting gloved hands and sleeves. **DO NOT spray Oxivir on equipment or into the IVIS chamber.**

\_\_\_\_\_ Oxivir Tb wipes are available for use on equipment surfaces that may come into contact with animals.

\_\_\_\_\_ Allow Oxivir Tb 5 minutes of disinfecting contact time prior to animal and equipment use.

\_\_\_\_\_ Alcohol wipes may be used as an equipment rinse following Oxivir Tb, but is not a surface disinfectant.

### Rates

\_\_\_\_\_ Imaging can be provided by trained Comparative Medicine staff at the current technical service rate.

\_\_\_\_\_ Daily equipment use fees are charged-back to users in CM monthly invoices.

Orientation & training provided to \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_  
Trainee signature Date

Orientation & training provided by \_\_\_\_\_ and confirmed by \_\_\_\_\_  
Technical Leadership signature Facility Manager signature