

SARIC Modified Operations for Level 2

Scheduling SARIC time During Level 2

- The iLab scheduling ability for the IVIS, Ultrasound, PET/SPECT/CT, and the Analysis Workstation will remain locked to all but SARIC staff. Investigators will have view access to each schedule to determine current availability, but requests for specific time must be made via email directly to Aris Xie (xiea@ohsu.edu) for IVIS, or to William Packwood (packwood@ohsu.edu) for any other SARIC equipment.
- For the IVIS, Ultrasound, and Data Analysis schedule requests, please provide 3 days advance notice to allow the SARIC staff to approve your request and place it on the schedule. Staff will process shorter notice requests as promptly as they are able.
- For procedures involving the PET/SPECT/CT please contact William Packwood as early as possible in the planning stages of your project to discuss needs and capabilities. For existing PET/SPECT/CT projects, a MINIMUM of 1 week advance time is required for each acquisition date (longer advance time is preferred), but more complex protocols or those involving CRR produced PET or SPECT radionuclides will require more advance notice.
- Hours of operation in the core will be limited to 8am-5pm M-F. No off hour scheduling will be permitted during Level 2 operations.
- Training of new users will not be conducted during Level 2 operations

Planning you Schedule Request

- When planning for a request, please refer to the Level 2 Occupancy Limits (see below) as relates to the currently scheduled time with other equipment in the core. If a scheduling conflict occurs, please negotiate a solution with the other investigator(s) involved and then contact Aris or William (depending on the equipment involved) to adjust the iLab schedule(s) accordingly.
- Please plan for the time required to observe cleaning and disinfection protocols (see below) within your requested reservation period. It is suggested that investigators plan to cease data collection at least 15 min prior to the end of their reserved time to complete, PPE, animal anesthesia recovery, cleaning/disinfection, and other procedures to return the equipment/station to a usable state for the next investigator. This is to prevent reservation delays magnifying through the work day.
- For investigators wishing to schedule SARIC staff to perform data acquisition, hourly “Supervised” rates for the IVIS and Ultrasound are listed on the [SARIC webpage](#). Due to very limited availability of the SARIC staff for Supervised data collection, this time will be allocated to investigators without current SARIC trained staff.

- All new projects requesting SARIC support will require approval from the Core Director Jonathan Lindner (lindnerj@ohsu.edu) prior to confirmed scheduling. Core staff can obtain this approval.

Occupancy Limits during Level 2

- The SARIC will operate under the policy that only one individual will be allowed in the facility at any one time. This will cover all individuals including William Packwood who is responsible for microPET/SPECT/CT imaging, high-resolution US services, and the Data Analysis Station; Aris Xie who is responsible for optical imaging; or individual investigators who are already trained optical imaging, US imaging, or Analysis Station operation.
- Users will announce themselves when entering the SARIC to avoid breaching the set occupancy limits.
- Any exceptions to the “one person” policy must be approved by the Director of the SARIC and will only apply to situations where Mr. Packwood is required in the microPET/SPECT/CT room and another investigator is in either the optical imaging or US room (no occupancy in the central ante-room which houses the Data Analysis Station).
- In cases where the core is operating under an approved exception to the “one person” policy, investigators will be separated from Mr. Packwood by the wall between MRB270C (the microPET/SPECT/CT room) and the rest of the core. However, the appropriate 6ft distancing is to be observed if both parties are entering or leaving at the same time.
- Last minute delays or same day changes to the existing iLab core schedule are directed by all users to be confirmed ASAP with the SARIC facilities manager William Packwood via txt (503-984-4172) and email (packwood@ohsu.edu).

PPE Procedures

- Gloves, facemasks, and lab coats/disposable gowns must be worn in the SARIC at all times.
- Please don PPE either prior to or immediately after entering the core. A supply of PPE will be provided (located on the rack between the hall door and the sink).
- Eye protection is provided and located on the glassware drying rack. Please disinfect eye protection prior to both use and return. Do not leave the SARIC at the end of your reservation time without returning borrowed SARIC eye protection.
- A video demonstrating proper don/doff procedures can be viewed [here](#).
- Contact William Packwood (packwood@ohsu.edu) if there is a shortage of any PPE

Cleaning and Disinfection

- Sani-cloth wipes will be provided next to each of the workstations. Please wipe down all work surfaces and equipment in the vicinity of the work space (except where counter indicated i.e. keyboards and ultrasound transducers) prior to and after each work session.
- NOTE: Sani-cloth or other cleaners are not to be used on the ultrasound transducers. Alcohol wipes will be provided for this purpose.
- As their surfaces cannot be readily disinfected, keyboards are wrapped in plastic film. If you use a keyboard, please replace the cover film prior to leaving. This includes the keyboard incorporated into the ultrasound equipment.
- In the event that the Sani-cloth supply chain runs short, bleach is provided. Mix in a 10:1 ratio using the supply under the sink and the labeled spray bottles provided. This mixture must be prepared daily. If you mix a new bottle please date it accordingly.
- At the completion of each work day that included researcher use of the facility, Mr. Packwood will be responsible for repeat cleaning of surfaces that were used, and for ensuring that plastic sheeting has been replaced.

Animal Handling (including drop off/pick up)

- For independent imaging of animals in the IVIS or Ultrasound rooms, researchers will follow the normal procedure for bringing animals in and out of the core (including bagged transport of cages and using the temporary racks in each of the equipment rooms to house the cages while in the facility).
- For imaging that has been requested to be conducted by SARIC staff. Researchers will arrange with the staff member to set a drop off time to the SARIC on the same day as imaging. A dedicated counter space in the common room (270) will be designated for animal drop off. Drop off will occur only during normal business hours and at a time when there are no other personnel in the facility. The animals will not be left alone for more than 1 hour, and researchers are required to follow DCM policies for human treatment of animals with regards to temperature, access to food/water, and analgesia when applicable.
- For PET imaging that will require radioisotope decay before the return of live animals to permanent housing, the core will continue to use room MRB256 for this purpose and researchers will follow the normal procedure of dropping off and picking up in the core (room MRB270).

Data Management

- Data transfers from previously-acquired data will be allowed during Level 2. However, to reduce the diversity of computer users and the use of PPE, it is preferable that SARIC personnel perform these data transfers to either encrypted thumbdrives or to networked computers.
- For microPET/SPECT/CT data or analysis results from the SARIC Data Station, OHSU Box upload is the preferred data transfer method. As neither the IVIS nor the Ultrasound equipment are network connected, transfer to encrypted thumbdrive is the only data transfer option for these data files.