**Access and Usage Policy**

**Access to the Lab**

The ATRC Imaging suite is located in room 136 Advanced Technology Research Center, Oklahoma State University, Stillwater, OK 74078. The lab is open Monday through Friday, 8AM to 5PM for daily access and trained approved users have 24/7 access. Issuing of access rights is done in accordance with the university and the ATRC’s key/card policies.

**Laboratory safety**

All users must have current training certificates and X-ray badges to operate any instrument or equipment independently. No food, drink, tobacco or pets are allowed in the lab. No chemicals are allowed without specific permission and training.

To become a user, the following steps must be fulfilled.

**Radiation safety**

Each new user must fill out two request forms, one for radiation safety and the other for dosimetry monitoring.

<https://research.okstate.edu/research-compliance/rso/documents/radiation-safety-training-request.pdf>

<https://research.okstate.edu/research-compliance/rso/documents/badge-request-form.pdf>

The radiation safety form has to be signed by the X-ray lab PI and the user’s research supervisor has to sign the dosimetry monitoring form. The filled forms should be sent to the OSU Radiation Safety Office (RSO). Once they receive the forms, they will send the new user a link to complete the online safety training. After the user completes the online training, he/she will get a certificate and RSO will mail the imaging lab the user’s X-ray badge. The radiation safety training has to be renewed annually.

**Machine safety**

After receiving the X-ray badge, the person in charge of the X-ray equipment will train the new user to operate instrumentation safely and independently. Cross-training of new users by existing users is not allowed. Once the training is completed, the user must fill out the machine specific training form. All training certificates are reported to RSO and kept on file. Users cannot operate any instrument without scientist approval. The machine specific training has to be renewed annually.

**Equipment reservation**

When all the training is completed, an invitation to the google calendar for the requested instrument will be sent to the user. Once the user has access to the calendar, they may book the instrument using the scheduling page on the ATRC Imaging suite’s website. If you need assistance, please email Dulani Bajjala. A user can reserve an instrument for a two-week period maximum at a time. If a user wants to reserve an instrument for a month, they must keep a week gap after two weeks and then book the remaining two weeks in the calendar.

**Using equipment**

Trained approved users can operate the instrument independently. Non-trained users can use equipment with assistance from the person in charge of the X-ray equipment. Non trained users are not required to have an X-ray badge or training certificates. The users are responsible for cleaning the area that they have used to prepare the sample.

If a user observes some abnormality in the way the instrument functions, contact Dulani immediately by phone or email.

**Billing policies**

The service fees are available on the Cost & Fees page on the website. Following the close of each month of usage an invoice for equipment operation will be sent to the user.