ERG EQUIPMENT/DARKROOM PROCEDURES

Failure to follow these procedures will result in loss of access to the ERG equipment.

1. **Access Policy**
   1) All users must be trained before a user account is activated. Contact Systems Analysts to schedule training sessions.
   2) The ERG equipment is Password protected. You must log on to use it.
   3) Do not share your password with other users.
   4) Do not allow anyone to work under your logon.

2. **Availability**
   1) ERG equipment and the attached Darkroom are available 24 hours/day and 7 days/week.
   2) Sign up using Google Calendar during working hours <u>at least 48 hours in advance</u> of your session.
   3) There are four six-hour sessions available per day:

   <u>Session 1.</u>   **7:00 a.m. – 1:00 p.m.**
   <u>Session 2.</u>   **1:00 p.m. – 7:00 p.m.**
   <u>Session 3.</u>   **7:00 p.m. – 1:00 a.m.**
   <u>Session 4.</u>   **1:00 a.m. – 7:00 a.m.**

   4) If you need more than one 6-hour session/ day, you must have permission from the Systems Analysts.
   5) If you need less than 6 hours, indicate your actual time of use on the Google Calendar.
   6) If you must cancel your ERG session, you must delete your sign-up on the Google Calendar.
   7) Those who consistently sign up but do not use their reserved times will lose access to the ERG equipment.
   8) Users will be notified of maintenance downtime at least one week prior to scheduled maintenance.

3. **ERG Equipment Use**
   1) Do not change any computer settings.
   2) Do not attempt to repair the equipment if it is not functioning. Contact System Analysts immediately.
   3) If reagent supplies are low, contact Systems Analysts.
   4) Clean the work area and lock the door when your session is complete.

4. **Darkroom Use**
   1) If you are dark-adapting animals, print your name, phone number, and date/time of dark-adaptation on the white board outside the room.
   2) If your animals will need food/water during adaptation, schedule care in advance with Mark Dittmar.
   3) Clean the area and lock the door when adaptation is complete. Please take dirty Biohazardous cages back to room A022 for processing.

5. **Systems Analysts Contact Information**
   Feng Li: feng-li@ouhsc.edu   42820 or 229-8717
   Nanette Wheatley: nanette-wheatley@ouhsc.edu   361-7473
   Failure to follow these procedures will result in loss of access to the ERG equipment.

DIRECTOR_____

DVM_____