**Micron IV EQUIPMENT PROCEDURES**

**Failure to follow these procedures will result in loss of access to the Micron IV equipment.**

1. **Access Policy**

All users must be trained before access to the Micron IV equipment. Contact Systems Analysts to schedule training sessions.

1. **Availability**
2. Micron IV equipment is available 24 hours/day and 7 days/week.
3. Sign up using Google Calendar during working hours at least 48 hours in advance of your session.
4. There are four six-hour sessions available per day:

**Session 1. 7:00 a.m. – 1:00 p.m.**

**Session 2. 1:00 p.m. – 7:00 p.m.**

**Session 3. 7:00 p.m. – 1:00 a.m.**

**Session 4. 1:00 a.m. – 7:00 a.m.**

1. If you need more than one 6-hour session/ day, you must have permission from the Systems Analysts.
2. If you need less than 6 hours, indicate your actual time of use on the Google Calendar.
3. If you must cancel your Micron IV session, you must delete your sign-up on the Google Calendar.
4. Those who consistently sign up but do not use their reserved times will lose access to the Micron IV equipment.
5. Users will be notified of maintenance downtime at least one week prior to scheduled maintenance.
6. **Micron III Equipment Use**
7. Change to clean cages each time you bring animals to the Micron IV room.
8. Do not move the Micron IV equipment out of the Micron IV room.
9. Do not change any computer settings.
10. Do not attempt to repair the equipment if it is not functioning. Contact System Analysts immediately.
11. If reagent supplies are low, contact Systems Analysts.
12. Fill out the Micron IV Use Log sheet at the end of each session.
13. Clean the work area when your session is complete.
14. **Systems Analysts Contact Information**

**Feng Li:** [**feng-li@ouhsc.edu**](mailto:feng-li@ouhsc.edu) **42820 or 229-8717**

**Nanette Wheatley:** [**nanette-wheatley@ouhsc.edu**](mailto:nanette-wheatley@ouhsc.edu) **698-6235**

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