**OCT EQUIPMENT PROCEDURES**

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

1. **Access Policy**
2. All users must be trained before a user account is activated. Contact Systems Analysts to schedule training sessions.
3. The OCT equipment is Password protected. You must log on to use it.
4. Do not share your password with other users.
5. Do not allow anyone to work under your logon.
6. **Availability**
7. OCT equipment is available 24 hours/day and 7 days/week.
8. Sign up using Google Calendar during working hours at least 48 hours in advance of your session.
9. 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 OCT 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 OCT equipment.
5. Users will be notified of maintenance downtime at least one week prior to scheduled maintenance.
6. **OCT Equipment Use**
7. Change to clean cages each time you bring animals to the OCT room.
8. Do not move the OCT equipment out of the OCT 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 OCT 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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