

OCT EQUIPMENT PROCEDURES

Failure to follow these procedures will result in loss of access to the OCT 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 OCT 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) OCT equipment is available 24 hours/day and 7 days/week.
- 2) Sign up using Google Calendar during working hours at least 48 hours in advance of your session.
- 3) 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.**

- 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 OCT 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 OCT equipment.
- 8) Users will be notified of maintenance downtime at least one week prior to scheduled maintenance.

3. OCT Equipment Use

- 1) Change to clean cages each time you bring animals to the OCT room.
- 2) Do not move the OCT equipment out of the OCT room.
- 3) Do not change any computer settings.
- 4) Do not attempt to repair the equipment if it is not functioning. Contact System Analysts immediately.
- 5) If reagent supplies are low, contact Systems Analysts.
- 6) Fill out the OCT Use Log sheet at the end of each session.
- 7) Clean the work area when your session is complete.

4. Systems Analysts Contact Information

Feng Li: feng-li@ouhsc.edu 42820 or 229-8717

Nanette Wheatley: nanette-wheatley@ouhsc.edu 361-7473

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DIRECTOR _____

DVM _____