

User Policy

Last update: August 2023

General Policies:

1. No calendar reservations, no use of any equipment.
2. Users are responsible to modify or cancel their scanner reservations in advance. Failing to cancel scanner reservations will result in being charged 1 hour at the scanning rate of the first occurrence and being charged for the full reservation time at the scanning rate of the second occurrence.
3. Any active scan extending over **30 min** into the next user's reservations can be stopped by the manager with notifications if requested by the next user. (Please notify the next user in advance for potential time conflicts)
4. Sample names should follow the format: PI initials_Pennkey_Sample info.
Example → [XSL_mike_rat femur_01](#)
5. Users are responsible for removing their samples from the sample holder after the scan. If users are unable to find an empty sample holder, they can relocate the samples to any centrifuge tube.

Location and access

1. MicroCT Imaging Core is on the 3rd floor of Stemmler Hall, 3450 Hamilton Walk, Philadelphia, PA 19104.
2. Location of scanners and computers:

Scanner/Computer	Room
MicroCT 35, 45	335A
VivaCT 40, 80	368B, 368C
Analysis (I), (II)	315

3. **Non-Penn users** can only access the core during business hours, *i.e.*, 9 AM – 5 PM on weekdays.

Calendar Reservation Policies:

1. Calendar event names should include PI's initials, Pennkey, phone#, and either "Scan Only," "Analysis Only," "Scan & Analysis," or "*In vivo* Scan".
Example → [XSL_mike_xxx-xxx-xxxx \(Scan Only\)](#)
2. **MicroCT45:** For reservations, at most **24 hours every 2 days** for each lab during weekdays and weekends. Please do not make any reservations out of **2 weeks** in advance.
3. **MicroCT35:** For reservations, at most **8 hours per day** for each lab during weekday working hours (9am-5pm). No restrictions for off-hours and weekends.
4. On the day of scanning, you can extend your reservation with any available time.

Billing Policies:

1. Self-service scan: \$25/hour. Full-service scan: \$50/hour. External image importing: \$10/sample.
2. Training rate: \$100 for the first user of a new lab, and \$50 for the following users within the same lab.
3. MicroCT image analysis (self-service): Free
4. We will send out quarterly billing statements with detailed info for every scanned sample.

Non-Penn Users:

Non-Penn users need to complete new mandatory EHRs safety training. To start with, please [register with EHRs through this site](#). Once registered, you will be directed to an EHRs webpage for training. Once completed, you will be able to download a training certificate and will be forwarded to a webform to notify EHRs of completion. You will receive email confirmation of your completed training.

When completing the form, please enter the following information in the relevant fields:

- Principal Investigator/Program Director: X. Sherry Liu
- Department/Program: Penn Center for Musculoskeletal Disorders MicroCT Imaging Core
- Building Location: Stemmler Hall Room 335
- Supervisor: Wen Sang