Dear MicroCT users,

Beginning Fall Semester Phase, the PCMD MicroCT Imaging Core is open to PCMD users subject to special operation policies. As our core is located within the McKay Lab, all policies for working in McKay Lab during Fall Semester Phase will be enforced. Policy violations can be reported to pcmd.microct@gmail.com, or to the McKay Lab through "Report a Problem" form.

Mandatory: Please enroll in PennOpen Pass.

PPE & Safety Policies: (Penn EHRS guideline)
1. **Surgical masks or Penn branded cloth masks are required.**
2. Per McKay Lab policy: **Lab coat, safety glasses and gloves MUST be worn in MicroCT rooms at all times**. We provide gloves. **You MUST bring your own safety glasses/goggles and lab coat**.
3. Gloves must be used on keyboard and mouse.
4. **NEVER spray any liquids into the workstation, tape, tape drive, or scanner. They are not water resistant!**

General Policies:
1. **Only 1 person is allowed per room at any given time.**
2. Onsite MicroCT analysis is NOT allowed in MicroCT rooms. Please use our remote analysis computers instead.
3. Any scan extending 10 min into other user's reservations will be stopped by us.
4. Users are responsible for removing their samples from the sample holder after the scan. If users are unable to find an empty sample holder and did not receive any instructions from the previous user, they can relocate the samples into an empty centrifuge tube in the room.

Calendar Reservation Policies:
1. **MicroCT room calendars:** We will be using MicroCT room calendars to enforce only 1 person per room.
   - "**335A: MicroCT & 3D Printer**": In room 335A, MicroCT35 and MicroCT45 can operate in parallel as long as only 1 person is in this room at a time. Please indicate MicroCT35 or MicroCT45 in calendar events.
   - "**368C: VivaCT40**": VivaCT40 is located in room 368C.
   - "**368B: VivaCT80**": VivaCT80 is located in room 368B.
2. *Ex vivo* **scans**: NEVER make a reservation beyond 2 weeks in advance.
   MicroCT users are NOT allowed in the room while *ex vivo* scans are in progress, we ask that you create **3 calendar events** on calendars.
   a. Calendar event #1: Setting up your scan.
   　　PI initial: Room#: Scanner model: pennkey: Phone#
   　　Example → XSL:335A:MicroCT35:yiluz: 123-456-7890

   b. Calendar event #2: Indicate *ex vivo* scans are in progress.
      PI initial: Room#: Scanner model (Not in room): pennkey: Phone#
      Example → XSL:335A:MicroCT35 (**Not in room**):yiluz: 123-456-7890
   c. Calendar event #3 (McKay users waived): Retrieving your sample from the scanner.
      PI initial: Room#: Scanner model: pennkey: Phone#
      Example → XSL:335A:MicroCT35:yiluz: 123-456-7890
3. ***In vivo* scans**: *In vivo* scanning has a higher priority and no reservation restrictions for using VivaCT40 and VivaCT80. Only 1 calendar event is required.
      PI initial: Room#: Scanner model (*in vivo*): pennkey: Phone#
      Example → XSL:368B: VivaCT80 (*in vivo*):yiluz: 123-456-7890
4. (For Non-McKay users) Please send an email (including scan date, time slot, and calendar events title) at least 1 day before your scan. Requests will be processed in the order received. **The cut-off processing time is 6pm weekdays.**

Common Q&A:
   Q: How do I estimate the scan time?
   A: Once you select the regions of interest, you will see the estimated time on scan software. Multiply that time by factor 1.2 is the actual scan time. For example, if it shows 20 min, it will actually take 24 min (on MicroCT35, VivaCT40, and VivaCT80). The multiplication factor is 1.4 on MicroCT45.

MicroCT35 and VivaCT40 Detailed Reservation Policies:
1. **Working hours** on these scanners are defined as: Weekdays 9am - 9pm.
   Limit: 4 hours per lab per day during working hours: 9am-1pm, 1-5pm, 5-9pm.
2. No restrictions on the scan day. You can reserve if additional time is available.
3. No restrictions for off-hours (<9am or >9pm), weekends, and holidays.
   Examples of working hours reservation:
      a. If your scan takes 4 hours, you may book either 9am-1pm, or 1-5pm, or 5-9pm. You booking should NOT cross 2 time slots above, e.g.: 10am-2pm or 2-6pm.
      b. If your scan takes 6 hours, you may book either 7am-1pm or 5-11pm. You may NOT book 1-7pm or 9am-3pm.
4. No restrictions on the scan day. You can reserve if additional time is available.
5. Do NOT reserve the entire overnight as there might be early morning users.
6. On the VivaCT40: ***In vivo* scanning** has priority and no reservation restrictions.

MicroCT45 Detailed Reservation Policies:
1. Weekdays Limit: 12 hours continuous scan per lab.
2. No restrictions on the scan day. You can reserve if additional time is available.
3. Weekends & Holidays Limit: 24 hours continuous scan.

VivaCT80 Detailed Reservation Policies:
   ***In vivo* scan** has priority. Currently, no reservation restrictions.