

SOP for use of the IVIS Spectrum Imaging Core (Located in room 1117 BPS)

- Authorized users with card access to the IVIS Imaging facility and adjoining animal facility **MUST** check the IVIS scheduling calendar to know when:
 1. CAR animal care staff will be in the facility to carry out health checks and cage cages,
 2. CAR veterinary staff will perform clinical rounds

Research personnel should not be in the IVIS facility while CAR personnel are working in the facility.

- Authorized users (research personnel) with animals in the IVIS animal room or who wish to use the IVIS Spectrum for imaging studies **MUST** e-mail rtsf.ivis@msu.edu to request time in the facility.
- Must complete the following form when entering and exiting the facility (<https://forms.gle/fbpzxtmiQ5K2dH3LA>)
- Researchers from other buildings on campus who are scheduled to use the IVIS room must have:
 - ❖ Completed the daily online health-check form <http://covidhealthscreen.msu.edu/>
 - ❖ Complete the BPS Covid-19 sign-in/sign-out sheet <https://docs.google.com/forms/d/e/1FAIpQLScmS9dKEF1rRi-fsxNnu8cWEqe72rqO8lyNeM08LZsOeID6Yg/viewform>
 - ❖ Enter BPS via the loading dock door and proceed immediately to the IVIS room
 - ❖ Must wear a face covering over the nose and mouth at all time while accessing the IVIS
- To enter the IVIS room – 1117 BPS – swipe your MSU ID card in front of the keypad and follow the posted directions.
 - ❖ Once inside the room, don shoe covers as you cross over the yellow and black line on the floor
 - ❖ Proceed to the sink and wash your hands with soap and water
 - ❖ After drying your hands, don full PPE (head cover, face mask, gown and gloves). **DO NOT TOUCH YOUR FACE (EYES, NOSE/MOUTH) WITH YOUR GLOVED HANDS.**
 - ❖ Proceed into room 1117A if you will be working with/checking on animals
- When operating the IVIS Spectrum, a face mask/cloth face covering and gloves must be worn at all times.
- Cleaning protocol upon completion of imaging:
 - ❖ Follow the established cleaning protocol to clean the interior chamber of the IVIS Spectrum i.e. sporocidin, water, 70% ethanol. Note: contact time for Sporocidin is 5 minutes
 - ❖ Log off the computer
 - ❖ Squirt some Sporocidin disinfectant onto a paper towel, wipe down the protective plastic cover over the computer keyboard, wipe down the computer mouse and the computer table
 - ❖ Take a new paper towel, wet it with Sporocidin disinfectant and wipe the door handle and the front of the IVIS Spectrum
- Remove PPE and shoe covers as you step over the yellow and black line on the floor to exit the IVIS room

- Take some paper towels and spray them with disinfectant solution (both are located on the computer desk by the door).
- Use the disinfectant soaked paper towel to wipe the light switch, and both door handles (inner and outer door handle) as you exit the IVIS room
- Swipe your MSU ID card in front of the keypad and ARM the door to the IVIS facility.
- Gently wipe the keypad with a paper towel wet with disinfectant solution
- Place the used paper towel in the trash can located between the X-RAD and IVIS rooms
- Hands can be washed in the restrooms which are located on the 1st floor by the elevators. There is also an automatic hand sanitizer dispenser outside the elevators on the ground floor across from Spartys.