

SOP for use of X-RAD320 (Located in room 1114 BPS).

- Authorized users with card access and who have received hands-on training should view the X-RAD320 Google Calendar prior to e-mailing rtsf.xrad320@msu.edu to request a time to use the X-RAD320.
- An acknowledgement e-mail will be sent confirming X-RAD usage time, and the requested time slot will appear on the X-RAD320 Google calendar. The X-RAD may not be accessed unless an acknowledgement e-mail has been received.
- All researchers using the X-RAD320 **MUST** complete the following form when entering and exiting the facility (<https://forms.gle/2jYNkSdujxnQksQd8>)
- Researchers from other buildings on campus who are scheduled to use the X-RAD320 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-fsxNnu8cWEqe72rqO8IyNeM08LZsOeID6Yg/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 in common spaces in BPS and maintain social distancing while accessing the X-RAD320
- To enter the X-RAD320 room – 1114 BPS – swipe your MSU ID card in front of the keypad. You will hear the door click, push down on the door handle to enter the room.
- Once inside the X-RAD room, turn on the lights, and proceed to the sink to wash your hands
- Thoroughly dry your hands and don a pair of nitrile gloves (located on the metal rack by the sink). **DO NOT TOUCH YOUR FACE (EYES, NOSE/MOUTH) WITH YOUR GLOVED HANDS.**
- Using gloved hands, turn on the X-RAD with the key
- Use the touch screen to login using your lab ID and password. **DO NOT TOUCH THE TOUCH-SCREEN WITH BARE/UNGLOVED HANDS.**
- Select your program file and proceed to warm up the unit prior to irradiating your samples.
- Turn off the X-RAD once your irradiation is complete.
- Use the disinfectant spray to wet some paper towel (both located on the stool by the door to the room)
- Wipe the key used to turn the X-RAD no/off, and door handle of the X-RAD with the paper towel wet with disinfectant. Discard the paper towel in the trash can by the sink.
- As you leave the X-RAD room, spray some more paper towel with disinfectant solution and use it to wipe the light switch, the inner and outer door handles as you leave the room.
- Place the used paper towel in the trash can located between the X-RAD and IVIS rooms
- Remove your gloves and place them in the trash. 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.