The UMMC Cancer Institute Animal Imaging Core Facility provides access to a Caliper IVIS Spectrum instrument on a fee-for-service, self-service basis. Usage is restricted to authorized individuals who have completed the necessary training, submitted the IVIS User Registration Form, received approval from the Core Facility Oversight Committee, and gained approval from the IACUC for IVIS experiments involving live animals.

**Location:**
The IVIS Spectrum unit is located in the Lab Animal Facility in the new Guyton Research Complex room G-077.

**New Users – Gaining Access to the Core:**
- **Registration:** All users must complete and sign a User Registration Form. Fill out the User Registration Form available at the Core Facility’s website ([http://cancerinstitute.umc.edu/research/animal_imaging.html](http://cancerinstitute.umc.edu/research/animal_imaging.html)), and submit the form to the core facility director (via email to gbidwell@umc.edu or via campus mail to Gene Bidwell, Department of Neurology).

- **Training:** Appropriate training must be obtained prior to using the IVIS. Training is provided by the facility director (or a designee). Contact Gene Bidwell (gbidwell@umc.edu; ext. 4-6787) to schedule a training session.

- **IACUC approval:** All live animal imaging must be approved by the IACUC. Confirmation of protocol approval must be provided before access to the facility will be allowed, and the protocol number/s must be listed on the User Registration Form.

**Existing Users – Scheduling Time on the Instrument:**
- **Signup Process:** The Outlook calendar associated with the Core Facility's email address (animalimagingcore@umc.edu) is used to schedule time on the instrument.
  1. From your Outlook client, choose “New Meeting Invitation”
  2. In the “To” box, enter animalimagingcore@umc.edu
  3. In the subject box, enter the PI’s name followed by the user’s name in parentheses. Example: Bidwell lab (Huiling Liu)
  4. Leave the location blank
  5. Select “none” under “Reminder”.
  6. Click “Scheduling Assistant” to see the current calendar to determine availability of the instrument.
  7. Sign up for the time you need. **You must sign up for at least 1 hour. Billing will be done in whole hour increments.**
  8. Click “Send”. The director or administrative assistant will accept the appointment and you will get an acceptance confirmation. Even if you don’t get a confirmation immediately, it is OK to use the instrument during your scheduled time.
o **Accessing the IVIS room:** Once registration and training has been completed, users will be given a key code to use to access the facility.

o **Usage Fees:** Core Facility use will be billed at a rate of $40/hour for Cancer Institute Full and Associate members. The usage fee is $80/hour for Cancer Institute Affiliate Members and non-members. All billing will be done in whole hour increments, and a minimum of 1 hour will be charged for each use.

o **Cancellation:** IVIS sessions can be cancelled up to 24 hours prior to the scheduled use by submitting a meeting cancellation via Outlook. All scheduled uses not cancelled prior to 24 h in advance will be charged at the normal rate, regardless of whether the instrument was used or not.

o **Data Storage:** Once registered and trained, users can create a desktop folder in which to temporarily store their lab’s data. However, long-term data storage on the IVIS computer is not recommended, as this data is subject to deletion. Data may be removed from the IVIS computer using a USB flash drive or USB external hard drive.

o **PI responsibilities:** It is the user’s and PI’s responsibility to:
  
  • Follow all Animal Imaging Core Facility procedures
  • Sign up using the Outlook calendar for all time spent using the instrument
  • Report any malfunction or abnormal condition of the equipment to the Core Facility director
  • Clean the instrument chamber, anesthesia induction chamber, and benches before and after each use, following the “IVIS Spectrum Cleaning Procedure” available at [http://cancerinstitute.umc.edu/research/animal_imaging.html](http://cancerinstitute.umc.edu/research/animal_imaging.html). Any user who doesn’t properly clean the equipment may be charged a nominal fee at the discretion of the Core Facility Oversight Committee.
  • Pay for any damage caused to the equipment because of misuse or negligence.

o **Access termination:** The facility managers have the right to deny access, temporarily or permanently, to any user that does not comply with the above procedures.