A. PURPOSE: Due to the expanding number of investigators utilizing the CMI modalities, there has to be a centralized process of scheduling and allotting imaging time to avoid conflict and to aid in the use of machines for everyone involved. This SOP is intended to illustrate the procedures for scheduling imaging at the Center for Molecular Imaging through our online system. Please note that this system is only for scheduling bioluminescent and fluorescent modalities during normal business hours. Scheduling for weekend, after hours, MRI, CT and the surgical room must be done by contacting Amanda Fair (awelton@umich.edu or 734-615-3009).

B. PROCEDURES: All animal SOPs in place through ULAM/UCUCA must be followed concurrently. If you have any hazardous animals or animals treated with radiation, you must adhere strictly to the current animal handling policies.

1. If you are a new user or are a returning user and have not filed a current user agreement form, please visit http://www.med.umich.edu/msair/ and completely fill out the user agreement form. These forms are needed in order to acquire access into the BSRB Level D facility. All shortcodes must be submitted and approved prior to use.

2. You may either mail completed forms to: Amanda Fair, BSRB room D207, Box 2200 or you may fax the completed forms to Amanda Fair at 734-615-1599.
3. After your forms have been received and approved for completeness, you will be contacted for mandatory training sessions. Once training has been completed you will be emailed a six-digit Personal Identification Number (PIN). This number will serve as your entry code for ULAM pass through door D010 and also as your password for the website scheduling system. Please memorize this PIN code and do not distribute or share your code with anyone else.

4. You will also be emailed a five-digit cipher lock combination to gain entry into our animal holding rooms. Proper PPE and all ULAM procedures must be followed when entering the animal rooms. Please refer to the appropriate imaging SOP for additional instructions.

5. When you are ready to proceed with your experiments, please visit our online scheduling system to set your appointment. A link to the scheduling system entitled “Instrument Scheduling” can be found on our website (http://www.med.umich.edu/cmi/) under the heading “BSRB” or “NCRC”. The directions for this system are below.

6. Please keep in mind that only those that have been trained by CMI personnel are allowed to enter the facility. In addition, whoever schedules use online will need to be present for the imaging session and log their name in the book following use. We require that the online scheduling system accurately represent who will be present in the room completing the imaging.
a. You may schedule imaging time on BL1, BL2 and the CRi by selecting the appropriate button. You must contact Amanda Fair to schedule MRI, CT, PET, SPECT. The 7T MR imaging system is available for users to schedule on Tuesdays and Thursdays but you must contact Amanda Fair at awelton@umich.edu or 734-615-3009 for availability.

b. Log in with your UM uniquename and the 6-digit entry code provided in the CMI access email.

c. A view of the current week will appear after login. Please note that weekend days are visible on the calendar but can only be scheduled by contacting Amanda Fair (awelton@umich.edu or 734-615-3009). To schedule a different week than the current week scroll ahead with the arrow button.

d. Click on the “+” sign in the upper right corner of the day and time block you would like to schedule.
e. The Add Entry window will then appear. Start by indicating whether or not your animals will be considered ABSL-2 when imaging (this information should be in your active animal protocol).

f. Next choose which project your imaging should be billed to. This drop-down menu should contain all active projects for your PI on file with the CMI.

g. Complete the Date and Time fields as appropriate. **Keep in mind that you will now be billed according to this schedule so reserve only the time you will need.** Appointments can be cancelled using this system up to 24 hours before the scheduled time. After that you must contact Amanda Fair (awelton@umich.edu or 734-615-3009) and appointments will be adjusted for extenuating circumstances only. **Please continue to record your usage in the log book within the imaging room so we have an accurate record of use.**

h. Finally, check whether or not you’d like to receive a reminder email and then click save.
i. You will then be redirected back to a view of the week and your appointment should appear on the day/time that you reserved.

j. If you want to view the details of this appointment just click on your name and the details will open in a new window.

k. If you want to edit or delete the entry click on the appropriate button as indicated below.

l. When you are satisfied with your schedule make sure and logout using the button at the bottom of the page next to Current User.