USC Translational Research In Vivo Core User Policy and Guidelines

1. In general you must follow the SOPs and Guidelines outlined by the USC Translational Research In Vivo Core facility.   All SOPs, policy and guidelines are downloadable at http://ibt.usc.edu/translational-research-vivo-core.
2. Core facility hours of operation (including surgical procedures and equipment) are Monday to Friday, 8:00am to 4:00pm. All survival surgical procedures must end by 3:00pm. To use the facility outside of the hours please contact the In Vivo Core Administrator.
3. Please use Google calendar to schedule for room booking/instrumentation/procedure. The administrator will provide you with login and password.
4. Bookings must be conducted **at least 72** hours in advance. Any procedure booked after, must be authorized by Core Administrator with an email confirmation.
5. Do not over booked the google calendar. If the equipment or room is booked and you need to use it due to contingencies in your protocol, please contact Core Administrator.
6. All rooms/equipment/ personnel are color-coded. – See Apendix 1
7. Please do not book large blocks of time unless you are utilizing the facility. Please note, you will be charged for the full time booked regardless of use.
8. To book technician time please use the yellow tab in parallel to the room tab.
9. You must have a hardcopy of your updated protocol at all times.
10. Each booking must contain the following information:
    a. PI and Users (identify if you are a P30 member)
    b. # and type of animal
    c. Survival or non-survival procedure
    d. Protocol #
    e. Specify instruments
    f. Specify procedures
    g. Contact info: Person to be contacted if clarification is requried. This info must include a phone number.
    h. Indicate if technician will be needed.

    If any of the above information is missing then the reservation will be cancelled.
11. If your experiment requires Core equipment, such as OCT, RetCam, ERG, etc, you must include a Core technician booking as well. Core equipment may not be operated without Core technician supervision unless the person has a Signed "Independent Operator User Form". The use of the equipment includes export and data analysis as well.
12. For all instrumentation please use the designated logbook, indicating:
    a. Protocol #
    b. PI and Users (identify if you are a P30 member)
    c. Experiment/# and Type of animal
    d. Time of use
    e. Issues/comments

    Missing information may result in additional charges.
13. A designated representative on the protocol must be present at all times during any surgical or imaging procedure.

Appendix 1:

In Vivo Core Suites	Equipment available	Google calendar color-coded
G18 – Animal preparation	Statim	Light green
G19 – Small animals procedure room	Surgical microscope, rodent anesthesia machine	Dark green
G21 – Small/large surgery room	Surgical microscope, OKN	Orange
G22 – Small/large surgery room	Surgical microscope	Dark Pink
G23 – Large surgery room	Surgical microscope, anesthesia machine, recording setup	Light Blue
In Vivo Core Equipment		Brown
OCT Bioptigen		
OCT Spectralis		
RetCam		
ERG		
Slit Lamp		
In Vivo Core Personnel		
Technician		Yellow
DAR Vet		Dark blue
P30 users		Light pink