

Facility Access and Training

The Bindley Imaging Facility locations are 24-hour access controlled with card readers. Prior to being granted access, all training and facility specific requirements must be completed. Each trained user that requires access must have an authorized Purdue ID Card. If you want to use the facility, please use this [link](#) to select the appropriate instrument and submit a Request Services (training request).

Step-By-Step Instructions

1. Check the Bindley Imaging Facility homepage for [core capability](#), available [instruments with specifications](#), and [rates](#). If any questions contact [Andy Schaber](#)
2. Make sure you are registered in iLab. It also requires your P.I. accepts you into the lab and assigns an account to your name. Please contact [Natasha Nikolaidis](#) for information on registering.
3. Please use this [link](#) to select the appropriate instrument to submit a Request Services (training request).
4. Email [Andy Schaber](#) to schedule the training session.
5. Facility safety and introduction must be completed prior to independent access to the facilities. These forms can be obtained through [Susan McCreery](#).
6. After above actions are complete, you will have facility access and iLab access based on specific instrument
7. It is highly recommended that the first independent session with the instrument should be scheduled through iLab and coordinated with [Andy Schaber](#) so he can be available during this session. This ensures if there are any questions, you are able to get them addressed immediately. Furthermore, it might be helpful if you have positive samples to use for this initial session so you can get more comfortable on the instrument.

Users of mCT, Ami, IVIS II, Intravital MP and VECTor+ Instructions

1. In addition to the above step-by-step instructions, please understand the specific instructions for the following instruments:
2. All users must provide up-to-date PACUC Protocol number (if using animals on these instruments).
3. **Perkin Elmer mCT instrument Radiation Safety**
 - a. Complete [Radioactive Mat./Radiation Producing Use App Form A-4](#). Email completed form to Andy Schaber for signature as the Project Director and he will forward to REM for processing and updating new user to mCT (under Authorization Number:55MCROCT).
 - b. Complete REM training of PPT:
 - i. Look for: **Micro Computed Tomography (MCT)** training:
<https://www.purdue.edu/ehps/rem/training/training.html#M>
4. **VECTor+ Nuclear Medicine instrument Radiation Safety**
 - a. Complete [Radioactive Mat./Radiation Producing Use App Form A-4](#). Email completed form to Andy Schaber for signature as the Project Director and he will forward to REM for processing and updating new user to mCT (under Authorization Number:55SPCT01).
 - b. Complete REM training of PPT:
 - i. Look for: **X-ray Computed Tomography (MCT)** training:
<https://www.purdue.edu/ehps/rem/training/training.html#M>

Loss of Access:

Access to the Facility will be revoked for following reasons:

- Fail to follow core policies
- No longer employed by Purdue University
- Your P.I. requests it
- Change of P.I.
- Not using any of the instruments for a period of 1 year

If your PUID-Card has been de-activated for one of the above reasons, you will need to request access again with all current information.

Equipment reservation

After you are a trained user with access to the facility you are able to make your own reservation and use the facility independently 24/7.

To make a reservation, please follow the following steps:

1. Login in [iLab](#)
2. Click on "Schedule Equipment"
3. Choose the system you need by clicking on the name under the different categories.
4. By drag and dropping, you can reserve an open time slot that works best for you. There is no price difference for after-hours usage of the instruments.

Start and Stop a Session (computers are located in the facilities to login to iLab)

After you reserved a system you can start and stop session. To start and stop a session please follow the following steps:

1. Login in [iLab](#)
 - a. If somebody is already logged on, then log this person off
2. Click on "Go to Kiosk"
3. Start your session by clicking "Start"
4. Log out
5. For finish the session please login again and press the "Finish" button.

Please make sure that you don't finish any other session by checking if your name is in the top right corner. After that please don't forget to logout.

Cancelling a Session

For cancelling reservations, please "Cancel" the appointment in iLab. This has to be done prior to the start of your scheduled reservation. If this does not happen, you can still email [Andy Schaber](#) to request him to cancel your reservation. If you do not cancel, it results in a no show and prevents anyone from using it during that time. Currently, we are evaluating disciplinary actions for no shows.