

SOP Number :	300.04
Title :	Equipment Handling Procedure

Revision Chronology			
Version Number	Effective Date	Review Date	Reason for Change
300.01	August 3, 2021	January 21, 2022	Initial Version
300.02	January 24, 2022	May 5, 2022	Facility Name Change
300.03	May 5, 2022	August 12, 2022	Updated DT equipment
300.04	August 15, 2022	January 10, 2023	Updated lead apron inventory

 Director Signature

 Date

1. Scope

This SOP describes the procedures for handling equipment owned by and/or stored in the CenTRI facility.

2. Procedures

a. Equipment Handling Procedure

- Equipment owned by the CenTRI facility may be used by all investigators for studies performed in the facility. It is the responsibility of the investigator and/or experimental support personnel to ensure that the equipment used is functional before beginning, and after completing the experiment.
- If a piece of equipment is damaged or found to be not working, it is the responsibility of the investigator and/or experimental support personnel to inform the CenTRI facility manager, or facility director of the equipment and its current state. System performance problems must be documented in the console logbook located at the appropriate operator console.
- Equipment that belongs to a specific investigator **MUST** be labelled and is to be used by that group only. Other investigators are not permitted to use labelled items unless it is their own, or unless they have received permission to do so.
- Please use courtesy in handling all equipment in the CenTRI facility. Many of the items are extremely fragile, expensive, and irreplaceable. Upon completion of a study please turn off all pieces of equipment that were used during the study, ensure they have been cleaned and/or disinfected, and stored in their proper location.

b. Core Facility Equipment

Below is a list of equipment that is considered the responsibility of the core facility. **All other equipment being used is considered the responsibility of the Investigator.**

- Canon Acquillion PRISM Edition CT Scanner (TSX-306A)
 - Bayer MedRad Stellant Power Injector
 - Ivy Biomedical Cardiac Trigger Monitor Model 7800
 - CTF Handle
 - CTF Foot pedal
 - Phantom Table Mount
 - QC Phantom

- Small, medium, large-sized water phantoms
- Table Head holder
- Table Footrest
- Head holder with arm rest
- Leg cushion
- Immobilization straps (4)
- Swann Security Camera
- CT Patient Lead Shield
- Canon Alphenix Core+ (INFX-8000V)
 - Angio WorkStation
 - Tabletop Mattress (2)
 - Tabletop Arm Attachment
 - Mobile Lead Shielding Storage Rack
 - Lead Skirts (8)
 - Lead Vests (8)
 - Thyroid Collar (8)
- Carestream OnSight Extremity Scanner
 - Foot-and-ankle step
 - Patient Chair
 - Radiation shields
 - Arm board
 - Foot support and cushion
 - Leg cuffs
 - Kneeling pads
 - Bore plug (ankle side and foot/toes side)
 - Step box
 - QC water phantom
 - QC image quality phantom
 - Geometric calibration (GeoCal) phantom
- Carestream DRX-Evolution Plus

- Carestream DRX Plus 4343C Detector (1)
- X-ray Calibration Plate
- Mobile DR Panel Holder
- Table geometric calibration phantom
- Wall bucky geometric calibration phantom
- Two GE Proteus XR/A (RSA)
 - Carestream DRX Plus 3543C Detector (2)
 - System Interface Box (2)
 - Tether Interface Box (2)
 - Patient Contact Tether Cable (2)
 - FUJIFILM CR Reader
 - Large (14" x 17") FUJIFILM FCR Cassettes (2)
 - Small (10" x 12") FUJIFILM FCR Cassettes (2)
 - Decubitus Sponge