



Centre universitaire  
de santé McGill  
Institut de recherche



McGill University  
Health Centre  
Research Institute

## **POLICIES AND PROCEDURES**

### Platform access

The SAIL Platform is intended to support the imaging needs of the scientific community and to positively contribute to their research activities. Any investigator and/or personnel from their lab who does not adhere to the policies and procedures cited below, or whose conduct is deemed unacceptable by the SAIL manager or director, will be denied access to the platform and precluded from performing further imaging studies at SAIL facilities.

### Initial contact

The first step to establishing an imaging study is to contact the SAIL manager to discuss research ideas. Initial consultations will primarily focus on the feasibility of the study. Once a general research strategy has been discussed, the SAIL team will work with the investigator for guidance on specific techniques, procedures, and experimental design.

### iLab

SAIL uses the online software iLab to manage studies, scheduling and billing. The researcher is required to sign-up for a free iLab account and to submit an Animal Imaging Protocol (AIP) via the SAIL iLab page ([https://rimuhc.corefacilities.org/service\\_center/show\\_external/3714/sail\\_platform](https://rimuhc.corefacilities.org/service_center/show_external/3714/sail_platform)) prior to start any project. This document summarizes the background of the research, the goals of the project, the experimental plan, sample sizes, number of scans requested, and a description of specific imaging techniques. SAIL Standard Operating Procedures (SOPs) may be accessed to assist in the preparation of the AIP. Once submitted, the AIP will be reviewed by the SAIL director.

### Animal Use Protocol

Any study involving live animals needs to be accompanied with a valid peer-reviewed Animal Use Protocol (AUP) including all the details (room number, number of animals, procedures, drugs, etc.) of the project to be performed at SAIL and needs to be approved by the RI-MUHC Institutional Animal Care and Use Committee (IACUC).

### Facility orientation

Once the project has been approved, the researcher and/or their lab personnel will need to attend a facility orientation session where they will learn the safety rules of the platform. During that orientation session, the researcher will also be required to sign a copy of their AIP along with the present policies and procedures.

### Provided material

All analgesic and anesthetic agents other than isoflurane must be provided by the researcher. Basic consumables (e.g. gloves, syringes, needles) will be offered by the platform. Radiotracers will be purchased via the platform and will be charged to the researcher.

### Scheduling the studies

Once the project has been approved and the facility orientation has been completed, the researcher must consult with the SAIL manager to discuss scanner/facility availability and make a reservation request. In general, the facilities are available from 9 AM to 5 PM, Monday through Friday, although other arrangements are possible and may be discussed with the SAIL manager. Once accepted, reservation(s) will be posted to the iLab online schedule and the reservation will then be confirmed via e-mail.

### Performing the imaging study

SAIL staff will be responsible for operating the MRI, SPECT/CT and PET/CT scanners, will provide expertise in monitoring the animal during the scan, and can provide assistance with other animal procedures.

Unless otherwise agreed upon with the SAIL manager, the researcher is required to have someone from their lab on site during the studies, is responsible for bringing their animals from their animal housing facility to/from the scanner and is responsible for all treatments and/or procedures outside of the actual scanning procedure.

For MRI studies, only authorized SAIL staff will have access to the magnet/equipment rooms, unless otherwise pre-arranged with the SAIL manager and appropriate technical training has been provided.

Any scans resulting in image abnormalities caused by methodological errors (bad scan sequence, hardware bug, etc.) will be credited to the researcher whereas errors of biological nature (animal movements) will be billed normally. As such, the researcher should expect and budget a 10% (or more depending on the project) failure rate.

The researcher is responsible for any damage caused by negligence to an instrument.

### Animal housing

Animals (mice and rats) housed at the RI-MUHC Glen site that will undergo imaging at the SAIL Platform need to stay within the SAIL housing rooms as per SAIL-SOP-02, and are not allowed to return to the main Vivarium housing rooms. Animals transferred from facilities outside the RI-MUHC Glen site need to be accompanied by a valid health status certificate and approved AUP, and transportation procedures as described in SAIL-SOP-01 must be followed.

### Data transfer

Following completion of imaging studies, the data will be transferred to the SAIL server for long-term data storage. SAIL is not responsible for lost data. Therefore researchers are required to keep a copy of their own data.

### Scan identification file names

The researcher is responsible to keep a record of the specific scan identification file names used by the SAIL file naming system and to link these to their own animal ID.

### Image processing/analysis

Any processing/analysis of image files after scanning will be charged to the researcher. Estimates of time needed to complete image processing and analysis will be provided by SAIL. In the case where a manual definition of Regions of Interest (ROIs) is required, researchers will be trained to complete this task by themselves using SAIL workstations at no cost.

### Billing and cancellation

RI-MUHC researchers will be required to provide a cost center number prior to scheduling any instrument. McGill researchers must provide a purchase authorization number (PO) via McGill Marketplace. Researchers from other institutions are also required to provide a valid purchase authorization number which will be referenced on the invoice.

The reserved block of time on a scanner, or the actual scanning time (if in excess of reserved time), will be billed to the researcher. Researchers can cancel a scheduled scan at no cost by notifying SAIL at least two (2) working days ahead of their reservation or four (4) working days if radiotracers are required; Otherwise fees for the complete reservation will be charged. Additional costs may apply if scans are requested outside of regular working hours (9 AM to 5 PM). Frequent cancellations may result in

administrative fees and/or access restriction. In the event of technical issues or instrument malfunction, SAIL reserves the right to cancel a reservation without prior notice.

#### Acknowledgment in publications using SAIL equipment

The existence of the RI-MUHC SAIL Platform depends in part on proper acknowledgment in publications as it is an important metric of the value of the facilities. Proper acknowledgment of SAIL provides a visible measure of its impact so that it may continue to provide its essential services in the best ways possible. Where to acknowledge: Scholarly reports, presentations, posters, papers, publications. Suggested format: "We thank the SAIL Technology Platform of the Research Institute of the McGill University Health Centre and staff for services provided"