



1. **Initiating New PET Studies/Protocols**

Prior to initiating/scheduling a new PET protocol you are required to complete a Protocol Initiation Form and submit to: pet.scheduling@yale.edu

Once received, you will be contacted to schedule a protocol kick-off meeting. The purpose of this meeting is to confirm all PET procedures, including verification of key staff involved, level of medical coverage required, and scheduling requirements. The PI is responsible for providing a study overview during this meeting.

Please notify the PET Center of all major protocol amendments. These updates are required to ensure proper upkeep of our internal documentation as well as accurate reporting to regulatory agencies (e.g. FDA) and Yale oversight committees (e.g. HIC, RIDC/RDRC, and YU RSC). If imaging procedures are impacted, an additional kick-off meeting may be required prior to amendment implementation.

2. **Scheduling:**

A. Scan Requests: All scheduling requests and questions must go through pet.scheduling@yale.edu only. This includes every scan request and change request. *Please do not call or send emails to individual staff in the PET Center, as this will result in delayed receipt and processing of the request.*

B. PET Scan Dates: Scan dates are provided approximately 4-6 weeks in advance. If you are unable to use a scheduled PET scan date, contact pet.scheduling@yale.edu to cancel and request a new scan date. This should be done as soon as possible to avoid cancellation fees.

Important:

- Do not delegate your scan date to another PI. The PET Center will reassign canceled slots based upon the current pending scan requests. When you cancel a scan slot, you may offer replacement recommendations, if you are aware of another PI seeking a slot.
- If a subject is identified after a slot is cancelled, please contact pet.scheduling@yale.edu to re-schedule.

C. PET Scan Times:

- a.** TENTATIVE arrival and injection times will be provided 14 calendar days in advance. Please be aware these times are subject to change.
- b.** OFFICIAL (confirmed) arrival and injection times will be provided 7 calendar days in advance.
- c.** For outside/purchased doses (e.g. [¹⁸F]FDG), times are provided one month in advance.
- d.** Please note that times may change on the PET scan day, due to unforeseen circumstances. We recommend that subject availability is confirmed for the full scan day (~7am-5pm), to ensure scans may proceed in the event of delays. *(Refer to section 3B for delayed scan policy)*

D. Subject Information:

- Subject information is to be provided to the PET Center no later than 3 business days prior to the scheduled scan.
- If subject information is not received by this deadline, a \$100 fee will be charged.
- Failure to provide subject information, or failure to respond to requests for information, may result in the slot being canceled. In this case, a late cancellation fee will be applied.

3. Cancellations/Scan Changes:

A. **Cancellations:** The following fee structure will be used for cancelled PET scan slots:

- **No cancellation fee:** scans canceled ≥ 14 calendar days prior to the scheduled scan date
- **Early cancellation fee** (8% of the cost of the scheduled study): scans canceled between **13 and 8** calendar days prior to the scheduled scan date.
- **Late cancellation fee** (20% of the cost of the scheduled study): scans canceled **between 7 and 3** calendar days prior to the scheduled scan date
- **A study canceled 2 business days or less prior to the scheduled scan date will incur 100% of the cost of the study.**
 - Exception: During Yale Recess/Holiday periods, timing will be adjusted to calendar days.
- **Day of Scan Cancellation Fees:** 100% of the scheduled study cost
- **Fee Waivers/Reductions:** Cancellation charges may be waived or reduced under certain circumstances. Requests for a fee modification must be sent to pet.scheduling@yale.edu . Please include the study name, date, and cancellation reason. Requests will be approved at the discretion of the PET Center.

B. **Delayed Scans:** The PET Center may need to adjust the injection time on the day of scan, due to chemistry/pharmacy or other operational delays.

- If the delay is less than 2 hours, and the subject declines the scan, a late cancellation fee will be charged.
- If the delay exceeds 2 hours, and the subject declines the scan, a fee will not be charged.
- *Note: Please ensure subjects are informed that delays are possible and they may be asked to remain at the PET Center longer than initially estimated.*

C. **Rescheduled Scans:** The PET Center may reschedule your scan, if an urgent need arises. In these cases, vulnerable or sensitive populations may supersede scans such as healthy controls.

D. **Change Requests:**

- **Radiotracer change requests**
 - All radiotracer change requests must be received no later than **8** business days before the scheduled scan.
 - Changes received after this deadline, which are still able to be accommodated, will incur a tracer conversion fee of \$500.
 - For outside/purchased doses (e.g. [^{18}F]FDG), change requests must be received within **3** business days. Change requests that are received/implemented after this time will incur a tracer conversion fee of \$500.
- **Procedures Change requests**
 - Requests to add a procedure (e.g. add drug dosing, arterial line, medical coverage, or increase scan length) must be received no later than **4** business days before the scheduled scan, to ensure adequate staff coverage.
 - Changes received after this deadline that are still able to be accommodated will incur a procedure change fee of \$125.
- **Subject Change requests**
 - Subject changes must be made no later than 12PM 1 business day before the scheduled scan.
 - If a change request is received after 12PM for scans occurring the next day, the PET Center may cancel your scan slot, and a late cancellation fee will be applied.

- For scans that are scheduled on Monday, changes will need to be made no later than 12PM Friday. If there happens to be a holiday before a scan, the changes will also need to be done 1 business day before the scheduled scan.
- Participant changes cannot be completed on the day of the PET scan.

Please note that late change requests require additional time/resources to confirm feasibility, adequate staff, and update files. The PET Center aims to accommodate requests wherever possible.

4. Scan Day Requirements

- **Coordinator Coverage:** All subjects must be accompanied to the PET Center imaging floor by a study coordinator.
 - The coordinator must stay onsite until the research subject has been injected with radiotracer.
 - Once scanning has begun, the coordinator may leave the area if they are reachable for urgent issues. Coordinators are required to verify their contact information is on file, and return 15 minutes prior to the end of the PET scan, in order to be onsite for subject discharge.
 - For some vulnerable populations, a coordinator may need to stay onsite throughout the scan day.
- **PET Center Access:** All study personnel must leave with their subject at discharge. This is the end of the scan day and concludes access to the PET Center. Additional time/space is only permitted if required in order to comply with the protocol procedures and if requested/approved in advance.
- **Physical Exam and/or EKG:** If a recent physical exam or EKG is not available and cannot be obtained prior to the PET scan day, please contact the PET Center to schedule these procedures. The cost for these additional procedures are \$250 for the physical exam and \$100 for the EKG.
- **Early Arrivals:** Research subjects, and non-PET Center research staff, are not permitted to be on the imaging floor without PET Center medical personnel. If you arrive early, do not attempt to enter the imaging floor. You and your participant must wait to be checked-in by nursing staff or other medical personnel.
- **Late Arrivals:** If your subject is running behind schedule, please contact the PET Center Nursing Staff at: (203) 491-8438