

**PACIFIC NORTHWEST
CRYO-EM CENTER**

Mail code CL-P2M
2730 S.W. Moody Ave.
Portland, OR 97201



PNCC Policies: Microscope Time

version 05/15/2019

Microscope Scheduling Policies

1. Users must have submitted a PNCC Use and Access Agreement before scheduling time
2. Users must have submitted PNCC Visitor Form to be on-site at PNCC without escort
 - a. Requires attached verification of user affiliation on their institutional letterhead
3. Users can elect to:
 - a. Book a reservation for instrument access (needed for on-site visits and training)
 - b. Put samples on the PNCC queue, which works on a first come, first served basis.
4. Users communicate with their assigned PNCC Scientific Contact (SPOC) to schedule time at PNCC or arrange for placement in the queue.
 - a. SPOC helps determine appropriate instrument and/or training needs.
 - b. SPOC ensures sufficient progress has been made since last session.
5. Requests for scheduling are finalized in weekly PNCC group meetings
 - a. PNCC User Coordinator will send an official confirmation email.
 - b. When microscopes have unscheduled maintenance, reservations will be postponed. Users with affected reservations will be notified by PNCC and a new microscope session will be organized.

General Guidelines for Scheduling Requests

1. Can only reserve up to 5 consecutive days for a single session
2. A single proposal cannot hold more than one scheduled reservation at a time
3. A single proposal cannot hold *consecutive* slots in the standby queue
4. Independent Use:
 - a. A user must be certified by PNCC before being allowed independent use of equipment
 - b. PNCC staff must inspect grids and load autoloader cassettes
5. Instrument Use:
 - a. Samples must be pre-screened before explicit requests for Krios time are accepted
 - i. Images of sample taken in cryo-conditions
 - ii. Strong argument for biochemical mastery of the sample
 - b. Projects given time, or help, with iterative screening will use time allocation in accordance with their reservation, not actual microscope use
6. Scheduling Times:
 - a. There are (currently) two screening sessions in a day available to users.
 - i. 9am-1pm and 1:30pm-5:30pm
 - ii. The afternoon slots should prioritize samples that may extend to exploratory overnight data collection.

- iii. Users must coordinate with SPOC if samples are to be loaded in preparation for after-hours or weekend sessions
- b. On average 4-11 grids can be screened per 4-hour session. It takes roughly 30 mins to screen one grid depending on how thoroughly it is sampled at high-magnification.

Time Allocation Policies

1. PNCC will email current remaining allocations to proposal PI's monthly.
2. Time allocations expire based on the following rules:
 - a. Rapid: allocated time (up to 24 hours) must be used within 3 months of award
 - b. Standard: allocated time (up to 120 hours) must be used within 6 months of award
 - c. Programmatic: a renewed allocation (up to 120 hours) is issued every 3 months
 - i. This allocation expires after 6 months
 - ii. New allocations are dependent on PIs submitting a brief progress report