

**PACIFIC NORTHWEST
CRYO-EM CENTER**

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



PNCC Policies: Microscope Time

version 2

Microscope Scheduling Policies

1. Users must have submitted a PNCC Use and Access Agreement before scheduling time.
2. Users must have submitted PNCC On-site Badge 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 SPOCs 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. Cancellation Policy
 - a. Cancelling within 2 weeks of a reservation results in 100% loss of reserved time
 - i. This includes requesting to end time early because samples are not high quality.
 - ii. Samples can be screened at PNCC to ensure proper grid quality.
3. 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.
4. Data Collection Reservation:
 - a. Up to 4 grids can be loaded for a scheduled data collection reservation.
 - i. Exceptions can be made for Tomography data collection.
 - b. 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
5. Screening Reservations:
 - a. Up to 11 grids that can be screened in an 8 hour reservation.
 - b. Two screening sessions are available each weekday: 9am-1pm and 1:30pm-5:30pm.

6. Wet-Lab Sample Preparation/Training:
 - a. All proposals have up to 4hrs of SPOC time for sample preparation (should be used in the same day).
 - b. After the allocated 4hrs, user should send frozen grids or come on-site to receive training on preparing their own samples.

Time Allocation Policies

1. PNCC will email current remaining allocations to proposal PI's monthly.
2. Time allocations expire based on the following "use-it or lose-it" 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.
 - iii. Proposal loses any remaining allocated hours at the end of the first-year mark and will receive their first 120hr allocation at the beginning of year two.