

**PACIFIC NORTHWEST
CRYO-EM CENTER**

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



PNCC Policies: Microscope Time

version 3

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 remote 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, scheduled 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. Cancellation Policy
 - a. Cancelling within 2 weeks of a schedule reservation results in 100% loss of reserved time. This includes requesting to end time early because samples are not high quality.
2. Independent Use:
 - a. A user must be certified by PNCC before being allowed independent use of equipment.
 - b. PNCC staff must inspect all grids and load autoloader cassettes.
3. Data Collection Reservation:
 - a. Booking time - Minimum: 24 hours increments, Maximum: 120 hours
 - b. Up to 4 grids can be loaded for a scheduled data collection reservation on one sample. SPOCs will screen these 4 grids and setup data collection on the one grid showing the best sample quality for a minimum of 24 hours.
 - i. Exceptions can be made for Tomography data collection.
 - c. Samples for Krios time must be pre-screened before requests are accepted.
 - i. Please send - images of sample taken in cryo-conditions
 - ii. Samples can be screened at PNCC to ensure proper grid quality.
4. Screening Reservations:

- a. Booking time - Minimum: 4 hours, Maximum: 22 hours (which includes 4 hours of screening followed by data collection set up and an overnight data collection)
 - b. Up to 11 grids can be screened in an 8-hour reservation.
 - c. Two 4-hour screening slots are available each weekday: 9am-1pm and 1:30pm-5:30pm.
5. 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.

Scheduling Questions:

1. What are your expectations for this session?
2. Reservation type:
 - **Remote Access** – dynamic queue
 - **Remote Access** – scheduled session
 - **On-site Access** – scheduled session
 - a. Who plans on visiting? (max 2 visitors/proposal)
 - b. Will SPOC needed for training: yes/no
3. Indicate what time will be used for:
 - **Wet Lab Training:** How many grids do you want to prepare on-site?
 - **Screening:** How many grids do you want to screen?
 - a. Maximum: 11 grids can be screened in 8hrs, 5 grids in 4hrs
 - Please send pre-clipped grids, we can provide you with purchase information for clipping tools
 - **Data collection:** Answer all questions below
 - a. How many hours do you want to reserve? (Indicate # images/particles you need to collect, and grid type to help estimate hours)
 - Maximum: 4 grids can be loaded for a reservation on one sample, with 1 grid selected for collection (24hrs ~3000 images)
 - b. What is your target resolution (if known)?
 - c. Will this acquisition require an energy filter or phase plate?
 - d. What technique will be used: SPA/Tilted SPA/Tomography
 - e. **Required:** Grids (or duplicate batch) must be pre-screened to request Krios time
 - Please send low and high magnification images
4. When will samples be ready/When do you want visit (suggest 2 dates)?
5. Fill out a [Grid Submission Form](#) for samples you want to send for this request.

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. Limited: allocated time (up to 24 hours) must be used within 3 months of award.
 - b. General: a renewable allocation (up to 120 hours) are provided up to four times per year for up to two year.

- i. Each new 120hr allocation expires after 6 months.
- ii. New allocations are dependent on PIs submitting a general extension request.
 1. PIs may submit a request after using 72hrs of their current hours in order to help with scheduling time on the microscopes.
- 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.