

**PACIFIC NORTHWEST  
CRYO-EM CENTER**

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



**PNCC Scheduling Policies**

version 4

**General Policies**

1. You must have submitted a Use and Access Agreement [\[link\]](#) before requesting to use PNCC resources.
2. You must have submitted an On-site Badge Form and letterhead to visit PNCC without escort [\[link\]](#).
3. When scheduling microscope time, you can elect to either:
  - a. Book a Static Reservation (needed for on-site visits and training).
    - i. PNCC Coordinator will send an official confirmation email.
  - b. Put samples on the Dynamic Queue [\[link\]](#) (generally faster and more lenient cancellation policies, remote only).
4. You should make a separate scheduling form [\[link\]](#) submission for every session at PNCC.
  - a. Your SPOC may contact you to further discuss the request and clarify instrument and/or training needs.
5. Requests are assigned calendar dates on a weekly basis.
  - a. Equipment failures may require rescheduling, as needed.

**Guidelines for Microscope Requests and Training\***

1. Cancellation Policy
  - a. Static Reservations:
    - i. With > 2 weeks' notice: full refund of hourly allocation cost.
    - ii. With < 2 weeks' notice: 50% loss of reserved time (minimum of 24 hours).
  - b. Dynamic Queue:
    - i. If cancellation is done before day of collection, no loss of hours will occur.
    - ii. If samples are loaded, will lose time from point of cancellation until 9am (PST) the next day.
2. Dynamic Queue requests will cede their position in the queue until samples are confirmed as being onsite at PNCC and ready to load on a microscope.
3. If scheduling time on a Krios, you should make a best effort to ensure your samples are of sufficient quality:
  - a. Failures of samples to meet expectations qualify as a cancellation event.
  - b. For new samples, please send example images taken in cryo-conditions (mid or high mag) of what is expected.
  - c. New samples can be screened at PNCC as a separate screening request to select the best grids for data collection.

4. Data Collection Requests
  - a. Time can be requested in 24 hours increments, maximum of 120 hours.
  - b. Up to two (2) grids will be loaded into a Krios per 24 hours of scheduled time. Data will be acquired on one of the grids.
5. Screening Requests
  - a. Booking time - 4 hours, 8 hours or maximum of 24 hours (which includes 4 hours of screening followed by data collection set up and an overnight data collection).
    - i. Will be charged full requested time.
  - b. Up to 5 grids can be screened for a 4-hour reservation, 11 grids for an 8-hour.
  - c. Two 4-hour screening slots are available each weekday: morning and afternoon.
6. Benchwork Guidelines
  - a. Proposals are given up to 4 hours of SPOC time for sample preparation (used in one session). If additional benchwork is needed for your project, please arrange for training or alternate means of providing samples that reduce benchwork needed from PNCC staff.
  - b. During Covid-19 operations, staff availability onsite is greatly reduced. If your request requires substantial benchwork by staff, it will be done as allowed, which can delay data acquisition.
    - i. We allow freezing up to 4 grids per scheduling request per sample. Users should send samples ready to be frozen on a grid and able to be stored long term at  $-20^{\circ}\text{C}/-80^{\circ}\text{C}$ , grids supplies, and a detailed description for freezing samples including: concentration, volumes to be used, and parameters needed for Vitrobot/Leica GP2.
7. Samples
  - a. Sent samples need to be listed on sample table in proposal or extension requests. If unlisted, sample(s) will either be sent back or destroyed (BSL-2 sample(s) must be destroyed).
  - b. Please make sure to list "PNCC Proposal #----" somewhere on the shipment and include a shipment return label.
    - i. International shipments must include a copy of declaration paperwork.
  - c. All samples must have a virtual grid submission form [\[link\]](#) submitted to a SPOC before samples are shipped to our center and a printed grid submission form submitted inside the dry shipper.
  - d. By default, PNCC will return shippers back immediately without samples.
  - e. All samples are stored in PNCC's Storage Dewar.
    - i. Samples will be destroyed after 8 weeks. Please arrange for return if needed.
8. Training
  - a. Training incurs an hourly allocation. Refer to SPOC regarding specific training policies.
9. 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.
  - c. Grid loading polices for independent users are:
    - i. for data collection up to 4 grids may be loaded per 24-hour session.
    - ii. for screening up to 11 grids may be loaded per 4-hour session.

## **Time Allocation Policies**

1. 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 of up to 120 hours can be provided up to four times per year, for up to two year.
    - i. Each 120hr allocation expires after 6 months or before the year 1 or 2 deadlines, whichever is sooner. Time does not roll over from year 1 to year 2.
    - ii. New allocations are distributed after internal approval of a submitted extension request [[link](#)].
      1. PIs may submit extensions ahead of time, if more hours are needed for a long session.

\* Contact your SPOC if you have exceptional circumstances.