

**PACIFIC NORTHWEST
CRYO-EM CENTER**

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



PNCC Scheduling Policies

version 7

General Policies

1. All users must accept the PNCC [User Agreement](#) before requesting use of PNCC resources.
2. There are two [access mechanisms](#) at PNCC:
 - a. Screening Access - Sample preparation services and training for users with limited cryoEM resources.
 - b. General Access - User training and data collection on grids for ongoing cryoEM projects.
3. There are two ways to [schedule experiments](#):
 - a. Static Reservations
 - i. Provides a reserved block of time with exclusive use of a microscope.
 - ii. Primarily used for on-site visits and training.
 - iii. To visit on-site, requestors(s) must submit an [On-Site UVIF](#) to our [user office](#).
 - b. Dynamic Queue
 - i. Faster turnaround times with more lenient cancellation policies.
 - ii. Primarily for service requests (screening or data collection).
4. PNCC offers [microscope services](#), [independent access](#), and [sample optimization](#) consultation, access, and services to our users.
 - a. Wait time for services maybe dependent on length of session request or number of samples submitted.
5. Complex instrumentation can fail. PNCC will happily refund time lost due to microscope failures but cannot guarantee operation outside of standard hours. PNCC standard operating hours are weekdays from 9 am to 5 pm (Pacific).
6. Misuse or abuse of any PNCC policies, instruments, or staff can lead to a reduction (or revocation) of access.

Cancellation Policies

1. Static Reservations
 - a. With ≥ 2 weeks' notice: full refund of hourly cost.
 - b. With < 2 weeks' notice: 50% loss of reserved time (minimum of 24 hours).
2. Dynamic Queue
 - a. With > 1 day notice: full refund of hourly allocation cost.
 - b. With ≤ 1 day notice: refund of remaining time after 9 am the next day.

Shipment Policies

1. We have guidelines and requirements for [shipments](#).
2. [New samples](#) can be added to an approved proposal in the portal.

Time Allocation Policies

1. Screening Access
 - a. Proposals are issued up to 5 days of on-site PNCC access.
 - b. Hours expire four months after award.
2. General Access
 - a. Proposals are issued allocation(s) for instrument access in blocks of up to 120 hours.
 - b. Proposals are limited to a maximum 480 hours per year.
 - c. PNCC does not guarantee the opportunity to utilize the full 480 hours.
 - d. New allocations can be requested by submitting an [Extension Request](#).
 - i. New allocations are issued when the current allocation is exhausted.
 - ii. New allocations may not receive a full 120 hours.
 - iii. Allocated hours cannot be banked or held indefinitely.