

CryoEM-PT - Policies

Access and day-to-day operation of the Glacios 200kV. The priority of the facility is to keep the machine in top-notch condition and to help acquire data.

- **Access:**

- In general, on a first-come-first-served basis. An access list will be made with the PO/approval email counting as the request date.
- Service requester should provide data about their sample that shows that the sample is sufficiently pure and concentrated for Cryo-EM; for example negative stain TEM images of their sample.
- 25% of the microscope time per week will be reserved for industry. Industry requests will be placed onto the same general access list. As before, the policy for priority will on a first-come-first-served basis. However, if the needs of companies exceed this 25% value, a limit of 50% of the number of available hours will be set in order to also allow the use of the Cryo-Microscope for academic projects. If the industry does not use the 25% of allocated time, the hours will be available for academic use.
- The Cryo EM can be booked for a minimum of ½ day and each institution is only allowed a maximum of 2 days per week in any given microscope.
- Only in justified cases, such as researchers determining a preliminary 3D structure and confirming an optimal data acquisition, an institution can get more than 2 days of access in a row.
- If demand highly outstrips available machine time (more than a 1-month waiting time for access), the CryoEM-PT review panel can define priority projects.
- If there is free machine time (no waiting list), the user can request an extended time of usage (more than 2 days/week).
- Facility users are required to acknowledge the CryoEM-PT network / AEMIS facility and provide information regarding any publications and/or grants containing data acquired in the facility. This information is critical for obtaining additional funding for the network. The following sentence is required in the acknowledgments:

The cryo electron microscopy work was performed at the AEMIS facility at INL, Braga Portugal with the support of NORTE-01-0145-FEDER-081197 and Cryo EM-PT.

The INL Guesthouse (if available) can be used by facility users if they come from >100km away. The rates are 30 € for single or double rooms.

- Prices for Glacios access: Half day full service are calculated as 4 hours operator and 6 hours machine time. Half day self-service include only machine time. Full day full service are calculated as 8 hours operator and 12 hours machine time. Full day self-service include only machine time. The half day sessions are divided into morning and afternoon sessions. The morning session must end at 14:00. The Member States are currently Portugal and Spain. Prices are in Euros and do not include VAT.

	Industry		Academia	
	Outside Member States	Inside Member States	Outside Member States	Inside Member States
Half day full service	722	670	468	405
Half day self-service	565	514	311	249
Full day full service	1444	1341	935	811
Full day self-service	1130	1027	622	497
Vitrification, 1 sample	108	90	90	86

- The AEMIS facility will also provide support with the vitrification of samples. The price for 1 sample includes the vitrification of 4 grids (to obtain good ice and sample dilution), with Quantifoil grids provided by the facility.
- For Training Courses, the price is €227/hour, to be shared by all participants in each course.
- Prices will have an annual increase of 2%.
- Intellectual property belongs to the users. The data of each experiment will only be stored on the network for a relatively short period to be defined by the UGO and CG, before being deleted from the system after confirmation with the user. (to be defined by the coordination committee)
- Satisfaction surveys will be sent to users 1 month after the experience has taken place and will be analysed by the CC and the Users Committee. (to be defined by the coordination committee)

Day-to-day operation considerations

- 1x month cryo-cycle over the weekend. If accelerated ice contamination is observed a short cryo-cycle will be run as required.
- Each Monday will be reserved for the facility. The idea is to do alignments, check the equipment, do preventive maintenance, and implement new workflows/techniques. If this time is not fully required, it will be used to load samples / acquire grid maps or for data acquisition.
- The facility will be as flexible as possible to best ensure machine integrity and data output. This might include booking the machine for more than 1 day a week or adjusting the order of data acquisition (for example pairing a short request with an overnight request, to minimize downtime).
- The facility will do the machine bookings to ensure the optimal load of the machine.
- Grids of several service requests will be loaded at the same time.
- In order to avoid delays, the machine will not wait for samples. All grids to be loaded for full service should be at INL 48 hours in advance, otherwise, the request will not be considered for that week.
- The facility will load the grids into the cassette and the microscope for safety reasons and to minimize machine downtime, except for cases where the users have sufficient expertise to perform this procedure (We will determine how long it takes to load 12 grids and do grid maps. This can become a base fee per grid).
- Training for Vitrobot/Leica GP early on, so that pipeline is filled.
- The first workflow to be implemented will be “single particle reconstruction” and normal image acquisition workflow. After SOP and/or user manual is completed and available, Tomography and then MicroED workflows will be also implemented. The LN2 vitrified sample storage at INL is already available. Future users of the facility are therefore already welcome to vitrify their samples and have them available; either to be used in an application specialist training as a test sample or for as soon as the respective workflow is implemented.
- Training will only be given after the facility staff has tested and is comfortable with a specific workflow.
- Training requests will be placed on a training list. This procedure will be on a first-come-first-served basis, and priority will be given to one user from each research group. In other words, if one group requests training for more than one person, this will only be honoured if there are free slots in the training session after the inclusion of one user from each of the other groups requesting training. Groups should state their preferred “superuser”.