

Requirements & Affidavit for ASCEM Facility Application Relevant to Virus or Biohazards

(2021.01)

Academia Sinica Cryo-EM Facility (ASCeM) is a P1 laboratory. To ensure safety and service quality of ASCeM facilities, pathological samples must be non-infectious. Infectious samples must be inactivated. In addition, before accessing the ASCeM facility (including Vitrobot and CEM1-4), User needs to submit a proposal and obtain the approval from ASCeM Priority Committee (<http://cryoem.ibt.sinica.edu.tw/access.php>). To fulfill the requirements, please go through the following and provide further information along with the proposal.

1. Species information
 - 1.1. Scientific Name: _____ Host: _____
Sample Source Lab: _____
 - 1.2. Association with human infectious disease in sample? Positive Negative
(Please refer to APPENDIX B of *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules* <https://osp.od.nih.gov/biotechnology/nih-guidelines/>)
2. If 1.2 above is "Positive", infection route to human is: by blood by air by other: _____
 - 2.1. Please provide a description of inactivation procedures, including Formalin ratio, operating temperature and duration, preservation temperature and methods (refrigerate or freeze) and so forth.
 - 2.2. Please provide biosafety data, such as TCID50, PFU, or MOI.
3. For virus that is not associated to human infection, please also provide the inactivation information of 2.1 above.
4. After the approval of a proposal, Applicant needs to notify Facility Manager/Staff of the sample when using ASCeM facilities to prepare cryo-sample or collect data.
5. Applicant needs to follow specific instructions on site for handling sample, filter paper, grid, and tweezer etc. when using ASCeM's Vitrobot.
6. Applicant is responsible for the safety of Facility and workspace during the booked time. His or her lab will be held for reparation responsibility for Facility pollution and Staff infection due to negligence of instructions. Refusal to the responsibility may cause the entire lab members to be barred from using ASCeM Facilities.
7. Applicant should properly follow instructions for disposing all experimental and personal wastes. User is expected to leave the facility site in a safe and clean condition as before.
- 8. User certification may be revoked if violation of regulations occurs repeatedly, and/or causes serious Facility damage. Supervisor/PI also will be notified of the matters. Serious violators may be prosecuted for violation of academic ethics.**
9. This document is subject to review and revision with time, for providing the best service of ASCeM.

AFFIDAVIT

I, _____ (Print Name of Applicant), have read and fully understood the content of this document, and hereby to agree to comply with the requirements and declare that the marked answers below are true to the best of my knowledge.

1. Is the raw sample infectious?..... Yes No
2. What is the Risk Group for the sample? RG2 RG3 RG4
3. Is human the host? Yes No
4. Is the sample inactivated? Yes No
5. Is the biosafety data prepared? Yes No

Applicant's Signature

Supervisor / PI's Signature

Institute of Supervisor / PI (Full Name)

Date (mm / dd / yyyy)