

Agreement for the Regulations of Vitrobot at Academia Sinica Cryo-EM Center (ASCEM)

(2021.03)

To maintain the function and ensure service quality of ASCEM Vitrobot, please read through the following regulations before applying to use Vitrobot.

1. Eligibility

Certified users from Academia Sinica. Off campus applications will be operated by Manager/Staff for facility administrative consideration.

2. Open hour and access control

09:00-20:00, Monday through Friday. Door access control starts from 20:00, please contact ASCEM staff or super user on site for entrance and exit after hours.

3. Reservation

3.1. Time booking is calculated in the unit of 2 hours, and 4 hours is the maximum each time. User must be the applicant, i.e. false impersonation is prohibited.

3.2. Certified campus user can reserve Vitrobot by directly submitting a “**Service Request**” via *Academia Sinica Online Reservation System*. Uncertified campus user must contact Facility Manager for training and certifying first.

3.3. Only under the permission of Facility Manager, an urgent and necessary request from an uncertified campus user is acceptable and the Vitrobot operation will be done or assisted by Facility Manager/Staff.

3.4. Manager/Staff assistance on Vitrobot operation is limited to use **Vitrobot2**. User must fully discuss with Facility Manager before reserving Vitrobot2 by directly submitting a “**Service Request**” via *Academia Sinica Online Reservation System*. The available time slots are 14:00-16:00, Monday through Friday. User needs to communicate with the staff about the sample state and the conditions for making cryo-grid samples, otherwise the common equipment settings will be adopted for the procedures. The conditions for preparing cryo-grid samples are the consensus between the staff and the user, user needs to understand that the ice thickness of the cryo-grid samples will vary depending on the sample state and also, there is no guarantee that the ice thickness will meet the experimental requirements. The pre-treatment of the cryo-grids is not covered by the staff, such as grid cleaning and various coating.

3.5. An impromptu request for Vitrobot is unacceptable. Reservation must be done at least one day ahead of Vitrobot2 operation, and 2 hours ahead for Vitrobot3. Cancellation must be done by notifying Facility Manager at least 24 hours ahead of the booked time for Vitrobot2, and 2 hours ahead of that for Vitrobot3.

3.6. Facility Manager may coordinate to optimize the usage when Vitrobot is over booked.

4. Training and certification

A training course is offered once in two weeks and is limited to 3 trainees each time. Please contact Facility Manager for details.

5. Service charge

5.1. The cost for using Vitrobot, including Trainee’s practice, is NT\$500 per unit (2 hours). User is expected to prepare own consumables (grid), or if necessary, the cost for ASCEM’s supplies is NT\$350 per piece of copper grid.

5.2. Manager/Staff assistance on Vitrobot operation is NT\$1,000 per time for campus user and NT\$2,000 per time for off campus user, with 4 cryo-grids in maximum. The samples need to be delivered to the staff before the machine time. If the samples are not delivered on time, no make-up will be offered and the fee will still be charged according to the regulations. If the 4 cryo-grids are all failed, the staff will re-produce one more time without charging the staff-operation fee for the reproduction, but the user still needs to pay for Vitrobot using and consumables.

5.3. For a PI within Academia Sinica, the cost will directly be charged via *PI Budget Management System* by following a campus charge scheme. An off-campus charge scheme will be adopted for a payment source other than Academia Sinica. A statement of charge will be emailed to PI, please pay soon after receiving it.

6. Requirements for usage

6.1. User is responsible for facility’s good condition during the booked time. His or her lab will be held for reparation responsibility for Vitrobot damages due to negligence of instructions. Refusal to pay for reparation

may cause the entire lab members to be barred from using Vitrobot.

- 6.2. User should properly write the facility Logbook on site and 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.
 - 6.3. User needs to submit a proposal with biosafety validation attached and follow a distinct set of biosafety regulations when samples are other than general samples, such as virus or biohazardous samples. User may reserve Vitrobot only when the proposal is approved.**
 - 6.4. User certification may be revoked if violation of regulations occurs repeatedly, and/or causes serious Vitrobot damage. Supervisor/PI also will be notified of the matters. Serious violators may be prosecuted for violation of academic ethics.**
7. Contact: Dr. Yuan-Chih Chang (Facility Manager) kondo@gate.sinica.edu.tw / Ms. Hui-ju Huang huijuhuang@gate.sinica.edu.tw TEL: +886-2-2787-3288.
 8. The regulations are subject to be reviewed and revised by time for providing the best service of ASCEM. Any ambiguity caused by language, please refer to Chinese version.

- **I have read and fully understood the content of this agreement, and hereby agree to sign and comply with the regulations listed above.**

Applicant (sign) Date: (yyyy) (mm) (dd)

Supervisor/PI (sign) Date: (yyyy) (mm) (dd)

Institute of Supervisor/PI