

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

(2025.01)

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.

2. Open hour and access control

- 2.1. AS users: 09:00-20:00, Monday through Friday. Door access control starts from 18:00, if necessary, a temporary access card to enter and exit lab after hours can be borrowed from ASCEM by a personal ID card **during office hours** on the machine day.
- 2.2. Non-AS users: 09:00-16:00, Monday through Friday. The applicant can borrow a temporary access card from ASCEM by a personal ID card to enter and exit lab during the machine day.

3. Reservation

- 3.1. Time booking is calculated in the unit of 2 hours, and 4 hours is the maximum each time. Finish the experiment on time, all tools must be warmed up and dried in the last 30 minutes of the booking time for the convenience of the next User. 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*.
- 3.3. 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.
- 3.4. Facility Manager may coordinate to optimize the usage when Vitrobot is over booked.

4. Training and certification

- 4.1. A training course is offered once in two weeks and is limited to 3 trainees each time. Please contact Facility Manager for details.
- 4.2. Users need to re-do certification and re-sign the Agreement when not using Vitrobot for over three consecutive months.

5. Requirements for usage

- 5.1. User is responsible for the good condition of instruments during the reserved time. User who operates instruments during off-hours is responsible for the maintenance of the entire facility and environment. His or her lab will be held for reparation responsibility for facility damages due to negligence of instructions. Refusal to pay for reparation may cause the entire lab members to be barred from using ASCEM instruments.
- 5.2. 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.
- 5.3. User needs to submit biosafety validation 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 application is approved.**
- 5.4. 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.**

6. 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.

7. 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