

# Agreement for CEM3 Super Users at Academia Sinica Cryo-EM Facility (ASCEM)

2025.12 Ver.

## 1. Eligibility

Certified Super Users from Academia Sinica and other academic institutions

## 2. Validity for certification

To keep the eligibility as a super user, there must be usage records within 3 months after being certified. With usage records, the validity period will be automatically extended by 3 months.

## 3. Open hour and access control

① Please refer to the facility service regulations for applying services. Non-AS super users can only book for weekday time slots.

② AS super 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 (including holidays) can be borrowed from ASCEM by a personal ID card during office hours.

③ Non-AS super 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.

## 4. Training and certification

① For the first time of booking, please contact Facility Manager for a confirmation of the date.

② Training and certification need to be done on separate days and will be conducted in the first two hours of the reserved machine time.

③ Users need to re-do certification and re-sign the Agreement when not using CEM3 as a super user for over three consecutive months.

## 5. Requirements for usage

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. After being trained or certified, 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 banned from using ASCEM instruments.

② User certification may be revoked if violation of regulations occurs repeatedly, and/or causes serious instruments damage. Supervisor/PI also will be notified of the matters. Serious violators may be prosecuted for violation of academic ethics.

## 6. CEM3 Manager and Super User trainer: Dr. Yen-Song Steven Chen [ysc25317@as.edu.tw](mailto:ysc25317@as.edu.tw)

TEL: (02) 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