**User’s Guide for the Michigan State University**

**RTSF Cryo-EM Facility Core**

Users must follow the RTSF Cryo-EM Facility Core’s rules, regulations, and instructions, including those written below and any given by the Director and/or Staff Manager. **Failure to adhere to these practices will result in termination of facility access privileges.**

1. Users will operate instruments and accessories in keeping with safe laboratory practices, including the appropriate disposal of samples and other material.
2. Users will provide their own supplies for biological samples: proteins, buffers, etc.
3. Supplies for grid preparation will be on hand at the facility: pipette tips, microfuge tubes, stains, gold fiducial markers, etc.
4. Users will use only facility-approved grid supplies or get special permission from the Director and/or Staff Manager to use something new: especially grids, glid clips and C rings.
5. Users will not install, remove, or modify software on any computers (cryoEM1, cryoEM2, cryoEM3, cryoEM4, or those associated with the microscope).
6. Users will not connect data storage devices or media (e.g., USB sticks, portable hard drives, CDs, DVDs) to any computers without supervision from the Director and/or Staff Manager, and/or Pappan.
7. Users will not use computers for internet browsing, e-mail, or any other electronic communication with individuals or systems outside of the RTSF CryoEM facility Core.
8. Users will not use Staff computers or access any items on or in their desks.
9. Users will not perform physical modifications to any instrument system without written authorization and supervision from the Staff.
10. “A and C” Users will not adjust instrument parameters without permission from the Staff. “B” Users may adjust instrument parameters, but must do so under their own saved EPU session files and must notify the Staff of the changes they are making.
11. Users will provide accurate documentation in the instrument logbooks, on the instrument calendar, and on sample submission forms, accounting for the amount of time each instrument is used. All Users will verify these entries with the Staff
12. In the event of instrument, computer, or other accessory failure, Users should inform the Staff as soon as possible.
13. Abuse of instruments will incur charges at rates to be authorized by Michigan State University, which are available on the RTSF CryoEM Core Facility website

(<https://cryo-em.natsci.msu.edu/>).

**Release of Liability for the Michigan State University**

**RTSF Cryo-EM Facility Core**

In order to access any of the equipment housed in the RTSF Cryo-EM Facility Core, each User must agree to abide by the rules and regulations of the Core as listed on the User’s Guide.

Please sign/date this form and submit it to Core Staff

1. I hereby acknowledge that I completely understand the terms and conditions set forth for equipment use, billing, and reservations as stated in the User’s Guide for the Michigan State University RTSF Cryo-EM Facility Core.
2. I agree to abide by all rules, regulations, and policies of the Michigan State University RTSF Cryo-EM Facility Core as well as the directions of the Core Director and Staff.
3. I acknowledge that I will be held responsible for charges associated with the use of the instrument according to the rates listed on the facility website: <https://cryo-em.natsci.msu.edu/services/>
4. I acknowledge that I will be held responsible for damages to any Core equipment or accessories resulting from negligence or failure to follow Core policies, and that all expenses related to repair or replacement of equipment for such actions will be provided by me or my Faculty Sponsor immediately.

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| Signature of User |  | Printed Name of User |  | Date |
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| Signature of Faculty Sponsor |  | Printed Name of Faculty Sponsor |  | Date |