

## Agreement for use of the BECM facility

This agreement aims to ensure a clean and functional environment for the BECM facility. The undersigned and his/her supervisor agree to follow the outlined rules. Failure to comply to these rules of conduct can result in a ban from using the BECM facility and/or financial compensation of the damages as a result of improper use of equipment.

- 1) I will only use equipment on which I was trained by BECM facility staff and for which I have been authorized as a user.
- 2) Before I start using any equipment, I will sign in using the accompanied sign-in sheet.
- 3) Before using any equipment, I make a visual inspection of the cleanliness and intactness of it. If anything is suspected to be wrong with the equipment, I will immediately report this to the facility staff.
- 4) If I break any BECM equipment due to inappropriate usage I myself or my PI can be asked to cover the costs of repair.
- 5) Before returning used equipment back to its store, I make a final assessment of its proper functioning and cleanliness. If a next user reports at the start of their session a damage that was not reported, I or my PI may be made responsible for the discovered damage.
- 6) I will follow the standard operation guidelines outlined in the official BECM document and sketched below.
  - a. **Negative stain area:** Separate heavy radioactive from light and non-radioactive waste, clean all used pieces of equipment, store tweezers in the provided box on the bench upon completion of my experiments.
  - b. **Cryo plunger:** Tweezer can be obtained via BECM staff. After the use close valves on ethane bottle, switch off the plunger, remove liquid nitrogen and ethane, cleanup the work space.
  - c. **Glow discharger:** After use, switch off machine, leave the cover closed and clean up the work space.
  - d. **Cryo holders/ pumping station:** Ensure that the pumping station is running and under vacuum. Run a warm up cycle on the cryo holders. Inspect intactness of holder tip and presence of clamp ring.
  - e. **Desiccator:** Use only the shelves allocated space for my group and do not touch other people's grids without explicit approval.
  - f. **Cryo grid storage dewar:** Each group has to provide for themselves storage pucks for cryo grids and cryo grid boxes. Ensure that during the handling of the storage dewar other samples do not get damaged. A sheet has to be filled out to track the samples.
  - g. **JEOL JEM-1400 microscopes:**
    - Fill in the logbook before starting experiment
    - Inspect sample holder for any damage before starting the experiment.

- Until training is complete, the microscopes can only be used during office hours and under supervision.
  - Beam current should be maximally 5  $\mu\text{A}$  above dark current while the  $\text{LaB}_6$  filament is switched on.
  - After the use, switch off the filament, move stage to neutral position, reduce magnification to 500 and spread the beam, turn off MDS mode.
  - Return any used equipment back to the sample preparation lab.
  - Complete record in the logbook upon completion of the experiment.
- h. **CryoARM300:** The setup will be done only by BECM staff and only with explicit approval of the staff the user can handle parts of the program.
- i. **Liquid nitrogen tanks:** The users are responsible for refilling of the liquid nitrogen tank stored in sample preparation lab. If the 120 l tank is empty or nearly empty, it should be brought to the Centraal Magazijn for refill. The first user on the next day will bring it back to BECM.
- 7) I and my PI are aware that the BECM charges user fees for use of the microscopes on hourly (JEOL 1400) or daily (cryoARM300) basis and agree with payment of the usage time.
- 8) I will acknowledge use of the BECM facility in research output resulting from the use of the facility with:  
 “Some of this work was performed at the VIB-VUB facility for Bio Electron Cryogenic Microscopy (BECM), supported by grants from the Research Foundation Flanders (FWO Vlaanderen) [G0H5916N].”

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 (Print name User)

\_\_\_\_\_  
 (Signature)

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 (Date)

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 (Print name PI)

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 (Signature)

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