

## EXPERIENCE USER TRAINING AND EVALUATION FORM (Glacios 200kV)

Prof/Dr/Mr./Mrs./Ms.* _____	Position: <input type="checkbox"/> MPhil student/ <input type="checkbox"/> PhD student / <input type="checkbox"/> Staff / <input type="checkbox"/> Faculty member
Student / Staff Number: _____	
Training date: ____ / ____ / _____	Evaluation Date: ____ / ____ / _____ By: _____

Evaluation Items		Trained	Pass/Fail
<b>Part A (General Policy and Safety)</b>			
General Policy	The Glacios session is from 5pm-12am.	<input type="checkbox"/>	
	It is highly recommended to book at least 24hr in advance. If you make a booking within 24 hours, please contact the Cryo-EM staff.	<input type="checkbox"/>	
	If you would like to have the Friday evening session, please book the session several days in advance. This allows us to ensure a stable supply of liquid nitrogen. Please note that if the supply is unstable, we may need to cancel bookings as necessary.	<input type="checkbox"/>	
Door Access	Door access is restricted to the person who made the equipment booking, from <b>5:00pm to 12am</b> .	<input type="checkbox"/>	
	Test the card access from 5:00pm to 6pm on your booking day.	<input type="checkbox"/>	
	Enter the lab via the entrance next to subway.	<input type="checkbox"/>	
	Cards with RFID technology (e.g. Octopus card) may interfere with the card detection on the card reader.	<input type="checkbox"/>	
	It is not allowed to pass the student/staff card to non-experienced users to access the lab in non-office hours.	<input type="checkbox"/>	
General Safety	No eating or drinking.	<input type="checkbox"/>	
	Familiarize yourself with the fire escape route.	<input type="checkbox"/>	
	Locate and be aware of the emergency contact information and the first aid box.	<input type="checkbox"/>	
	<b>Always prioritize human safety over your samples!</b>	<input type="checkbox"/>	
Ethane, Oxygen Sensor Alarm	Stop the experiment immediately.	<input type="checkbox"/>	
	Wait until the alarm stops before re-entering the lab.	<input type="checkbox"/>	
Fire Alarm	Stop the experiment immediately.	<input type="checkbox"/>	
	Follow the designated fire escape route to safely exit the lab.	<input type="checkbox"/>	
	Do not re-enter the lab until it has been declared safe to do so by the appropriate authorities.	<input type="checkbox"/>	
	After returning to the lab, please help to close the TEM doors.	<input type="checkbox"/>	
Downgrade Policy	Misconduct during non-office hours may result in warning messages or the suspension of booking privileges during non-office hours.	<input type="checkbox"/>	
	<p>After completing user training, users should be able to handle advanced situations related to the instrument. In most cases, please do NOT directly contact staff members on their personal mobile phones.</p> <p>If you encounter any of the following issues, please take note:</p> <p>a. Door access problem: please check your card access at 4:30pm (before 6pm). If you have not done so, we will be unable to open the door for you outside of office hours. Consequently, you will not be able to enter the Cryo-EM lab.</p>	<input type="checkbox"/>	

	<p>b. Technical problem related to operation: After completing this training, you should be able to resolve common technical problems. However, if you encounter any unexpected hardware problems / error messages, please contact us the following day with the specific details. We will consider waiving charges on a case-by-case basis.</p> <p>c. If you have any specific condition settings, please contact our staff in advance.</p>			
<b>Part B (Operation)</b>				
Sample Loading	Samples must be loaded promptly at <b>5:00 PM</b> .	<input type="checkbox"/>		
	Late arrivals may result in rejection of sample loading, and the session fee will still apply.	<input type="checkbox"/>		
	Only <b>ONE</b> round of sample loading is permitted per session. Users are not allowed to load or unload samples by themselves. All sample loading procedures must be performed by staff.	<input type="checkbox"/>		
Sample Unloading	For sessions on Monday to Thursday, samples must be unloaded by 9:30 AM the following morning.	<input type="checkbox"/>		
	For Friday sessions, samples must be unloaded by <b>9:30 AM on the following Monday</b> .	<input type="checkbox"/>		
	Please note that samples may be discarded if unloading is not completed by the specified time.	<input type="checkbox"/>		
TEM Operation (for screening only)	Load default EPU pre-set.	<input type="checkbox"/>		
	Calibrate image shift.	<input type="checkbox"/>		
	Align beam shift.	<input type="checkbox"/>		
	Solve auto eucentric height error.	<input type="checkbox"/>		
	Use "Get" and "Set" function of EPU	<input type="checkbox"/>		
	Understand "eucentric focus"	<input type="checkbox"/>		
	<b>NEVER</b> touch "diffraction" button on control panel.	<input type="checkbox"/>		
	Understand the risk factors of camera damaging.	<input type="checkbox"/>		
	Parallel beam setting.	<input type="checkbox"/>		
	Stage (X, Y, Z Position).	<input type="checkbox"/>		
	CryoSparc Live setting for TEM QC monitoring.	<input type="checkbox"/>		
After The Run	Close column valves.	<input type="checkbox"/>		
	Unload sample back to Autoloader.	<input type="checkbox"/>		
	Turbo on.	<input type="checkbox"/>		
	Check no error for vacuum and temperature.	<input type="checkbox"/>		
	Close EPU software.	<input type="checkbox"/>		
	Sign the logbook.	<input type="checkbox"/>		
	Remember to take away all your personal belongings.	<input type="checkbox"/>		
	Turn off light and lock the door.	<input type="checkbox"/>		

**Remarks for staff:**

If the user can be processed for experience user training if:

- book and use the instrument 10 times within 6 months. (For Cryo-EM Core)
- has no misbehavior in the last 3 months (with at least 5 bookings).

Evaluation will be conducted after the training for 5-working days.

Fail the evaluation if:

- Fail any black item.
- Fail any 2 white items in either Part A or Part B.

If the user fails, he / she can apply again 3 months later.

CPOS Cryo EM

CPOS Cryo-EM Lab

Dear User,

This document is written to address the lab regulation & safety concerns when you are qualified to be an experienced user for any instruments within the LKS Cryo-EM Laboratory.

Please read through the Health and Safety section of the Operation Manual and be alerted in the lab area always.

When completed, sign the form below and return it to the LKS Cryo-EM Laboratory at LLG03 of Laboratory Block, Li Ka Shing Faculty of Medicine, HKU.

- 
- I confirm that I have been notified of any potential hazards and are reminded to be aware of all health and safety issues in LKS Cryo-EM Laboratory, in which the instrument of which I am an experienced user resides.
  - I am aware of all regulations and users' responsibility for LKS Cryo-EM Laboratory.
  - I am aware of the no tolerance policy of any abused use in non-office hours booking.

**Name:**

**Staff / Student No.:**

**Department:**

**P.I. Name:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

CPOS Cryo EM

## EXPERIENCE USER TRAINING FORM (Glacios 200kV)

Evaluation Items	
Part A (General Policy and Safety)	
General Policy	The Glacios session is from 5pm-12am.
	It is highly recommended to book at least 24hr in advance. If you make a booking within 24 hours, please contact the Cryo-EM staff.
	If you would like to have the Friday evening session, please book the session several days in advance. This allows us to ensure a stable supply of liquid nitrogen. Please note that if the supply is unstable, we may need to cancel bookings as necessary.
Door Access	Door access is restricted to the person who made the equipment booking, from <b>5:00pm to 12am</b> .
	Test the card access from 5:00pm to 6pm on your booking day.
	Enter the lab via the entrance next to subway.
	Cards with RFID technology (e.g. Octopus card) may interfere with the card detection on the card reader.
	It is not allowed to pass the student/staff card to non-experienced users to access the lab in non-office hours.
General Safety	No eating or drinking.
	Familiarize yourself with the fire escape route.
	Locate and be aware of the emergency contact information and the first aid box.
	<b>Always prioritize human safety over your samples!</b>
Ethane, Oxygen Sensor Alarm	Stop the experiment immediately.
	Close TEM column valves.
	Wait until the alarm stops before re-entering the lab.
Fire Alarm	Stop the experiment immediately.
	Close TEM column valves
	Follow the designated fire escape route to safely exit the lab.
	Do not re-enter the lab until it has been declared safe to do so by the appropriate authorities.
	After returning to the lab, please help to close the TEM doors.
Downgrade Policy	Misconduct during non-office hours may result in warning messages or the suspension of booking privileges during non-office hours.
	<p>After completing user training, users should be able to handle advanced situations related to the instrument. In most cases, please do NOT directly contact staff members on their personal mobile phones.</p> <p>If you encounter any of the following issues, please take note:</p> <ol style="list-style-type: none"> <li>Door access problem: please check your card access at 4:30pm (before 6pm). If you have not done so, we will be unable to open the door for you outside of office hours. Consequently, you will not be able to enter the Cryo-EM lab.</li> <li>Technical problem related to operation: After completing this training, you should be able to resolve common technical problems. However, if you encounter any unexpected hardware problems / error messages, please contact us the following day with the specific details. We will consider waiving charges on a case-by-case basis.</li> <li>If you have any specific condition settings, please contact our staff in advance.</li> </ol>
Part B (Operation)	
Sample Loading	Samples must be loaded promptly at <b>5:00 PM</b> .
	Late arrivals may result in rejection of sample loading, and the session fee will still apply.

## CPOS Cryo-EM Lab

	Only <b>ONE</b> round of sample loading is permitted per session. Users are not allowed to load or unload samples by themselves. All sample loading procedures must be performed by staff.
Sample Unloading	For sessions on Monday to Thursday, samples must be unloaded by 9:30 AM the following morning.
	For Friday sessions, samples must be unloaded by <b>9:30 AM on the following Monday</b> .
	Please note that samples may be discarded if unloading is not completed by the specified time.
TEM Operation (for screening only)	Load default EPU pre-set.
	Calibrate image shift.
	Align beam shift.
	Solve auto eucentric height error.
	Use "Get" and "Set" function of EPU
	Understand "eucentric focus"
	<b>NEVER</b> touch "diffraction" button on control panel.
	Understand the risk factors of camera damaging.
	Parallel beam setting.
	Stage (X, Y, Z Position).
	CryoSparc Live setting for TEM QC monitoring.
After The Run	Close column valves.
	Unload sample back to Autoloader.
	Turbo on.
	Check no error for vacuum and temperature.
	Close EPU software.
	Sign the logbook.
	Remember to take away all your personal belongings.
	Turn off light and lock the door.