

New User Orientation Form

**LEGINON ACCOUNTS**

All users must register their project and as a Leginon user prior to their first TEM session.

To verify if you have an account and a project, go to emgweb.nysbc.org \_\_\_\_\_\_\_\_\_\_

 Initials

**LABORATORY SUPPLIES**

SEMC Lab users must purchase their own consumable supplies.

Grids, grid boxes, Krios cartridges and small personal tools **must be purchased** ***prior*** **to your session.**

We encourage you to buy these directly from the vendors.

Go to <http://semc.nysbc.org/start.html#supplies> to see the list of consumable lab supplies that will be needed for your project(s), and the supply houses where they can be obtained.

In addition, it is possible to purchase consumables through the SEMC Lab in smaller amounts in the form of kits; this option should only be used when supplies cannot be obtained from the vendors in time for an upcoming session.

For a description of these kits and instructions on how to pay for them with a personal check or via PayPal go to <http://semc.nysbc.org/start.html#supplies>. PLEASE READ THE INSTRUCTIONS AT THE WEBSITE CAREFULLY. \_\_\_\_\_\_\_\_\_

 Initials

**STORAGE OF SUPPLIES AND SAMPLES**

The member institution laboratory bench is shared among all member institutions. There is no long-term storage of supplies in the laboratory bay, and materials may be discarded by staff or other users without warning.

If SEMC Lab users use the member institution user laboratory bench, refrigerator and freezers during sample preparation, all materials should be labeled with the date, user name and institution. Unlabeled or undated materials will be discarded immediately.

There is limited temporary cryo storage in designated communal LN2 dewars. Note: users are responsible for the inventory and maintenance of these dewars.

If users would like to use the cryo storage dewars, use the tubes provided.

* Label grid boxes well with your name, project identifier and date.
* If you are sharing these tubes with other users from your home institution, add your name, date and PI name to the tag on your tube.

Any samples stored in the cryo storage dewars for longer than 1 month may be discarded by staff or other members from your institution to make room for new samples.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_