

Get started as an YCR internal user

1. **Set up a PPMS account:** All YCR internal users must have a PPMS account (<https://ppms.us/yale/>) to reserve instruments and manage usage. Instructions for account registration and financial authorization are available at <https://ppms.us/yale/vdoc/?pf=38&docid=15>.
2. **Review YCR Policies** (<https://cryoem.yale.edu/policies-and-rates>) to familiarize yourself with YCR services.
3. **Complete the required safety training** below and email certificates to the YCR Site Director at your location: Kangkang Song (kangkang.song@yale.edu; West Campus), Marc Llaguno (marc.llaguno@yale.edu; Yale School of Medicine), or Jianfeng Lin (jianfeng.lin@yale.edu; Science Hill).
 - *Laboratory Chemical Safety training* (<https://ehs.yale.edu/trainings/laboratory-chemical-training>).
 - *Biosafety training* (<https://ehs.yale.edu/trainings/biological-safety-training-part-1> and <https://ehs.yale.edu/trainings/biological-safety-training-part-ii>).
 - Users who perform **negative staining** must also have completed the trainings of *Radiation Safety for Unsealed Sources* (both part I and II, <https://ehs.yale.edu/trainings/radiation-safety-basic-concepts>).
4. **Ensure that the YCR rooms you will use** (listed in Table 1) are included in your lab's **registrations** in Yale EHSintegrator: <https://ehsis.yale.edu/EHSIntegrator/>.
5. **Reserve YCR services** in PPMS by following these steps:
 - (1) **Log into PPMS** (<https://ppms.us/yale/>) to check the availability of your desired instrument.
 - (2) **Make reservations in accordance with YCR Policies.** For example, complete and send an EM training request form (<https://cryoem.yale.edu/scheduling>) to the Site Director at your interested location. The Site Director will schedule the service and notify you.
6. **Get YCR services:** Ship or bring your samples to the site where your reservation was made and then work on-site.

Table 1: YCR rooms to be added to lab registrations in Yale EHSintegrator.

YCR Site	Building	Room	Notes
West Campus	W-ABC	059C	Lab with Vitrobot and Pelco easiGlow
	W-ABC	059E	Krios room
Yale School of Medicine	SHM IE	26	Lab with Chameleon, Vitrobot and Gatan Plasma Cleaner
	SHM IE	26E	T12 room
	SHM IE	26F	Glacios room
Science Hill	YSB	C133	Lab with Fischione1070 NanoClean Plasma Cleaner
	YSB	C133D	Glacios room
	YSB	C133E	Vitrobot room
	YSB	C135C	Negative staining room
	YSB	C135	Lab with Pelco easiGlow, UVOCS, and Carbon Coater
	Bass Center	231	Talos L120C room