

## Instructions for shipping cryo-EM grids

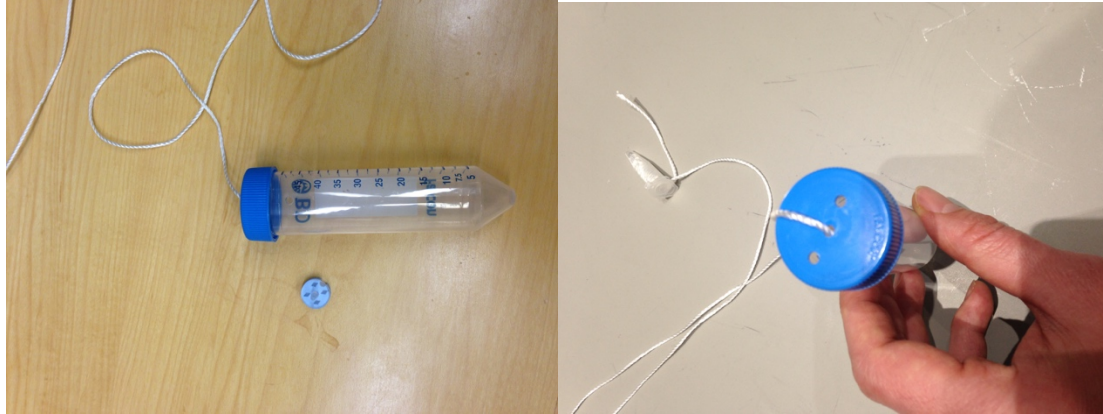
1. Complete a Grid Submission Form (<https://www.cognitofrms.com/HHMI5/HHMICryoEMGridSubmission>)
2. To save sample handling and loading time, the cryo-EM grids should be stored in the least possible number of cryo boxes (e.g. 8 grids in 2 boxes instead of 3 boxes). The cryo boxes should be clearly labeled and tightened properly. User should choose cryo boxes that can be loosened with a commonly available tool such as a small Phillips-Head or slot-head screwdriver.
3. Cryo-EM grids should arrive at the facility 1-5 business days before the start of your reserved time (reserve at <https://cryoem-scheduler.janelia.org>), unless you are bringing them with you.

If you will be collecting on one sample only during your reserved session, the CryoEM facility typically loads up to 8 cryo-EM grids for this sample all during one load. If you are going to collect on two or three different samples (provided the reserved session is long enough), up to 11 grids can be loaded during one load, or two loads can be performed on two separate days with 4-6 grids in each load.

For users with access to autogrids clipping tool (these are users with access to Krios, Arctica or Glacios at their local institute), it is recommended that the cryo grids are clipped into autogrids (also called cartridges) before shipping. This will save sample loading time on the first day of the scheduled data collection session at Janelia and thus the user has more time to collect data.

### Shipping

1. Cool down the dry shipper with LN<sub>2</sub> for 2-3 days before shipment. You may need to add LN<sub>2</sub> periodically.
2. Before shipping, pour out LN<sub>2</sub> from the inner Dewar of the shipper as FedEx does not ship a container with LN<sub>2</sub>. The Dewar will still remain cold for days. Then put the inner Dewar back in the shipper.
3. Transfer the Falcon tube with cryoboxes filled with LN<sub>2</sub> (which should have been stored in liquid nitrogen in a long-term storage Dewar) into the shipper. Leave one end of the string outside the inner Dewar, secure the lid of the inner Dewar.
4. Close the lid of the transfer case of the dry shipper (please use the lock mechanism if present). You are now ready to ship!



Falcon tube with a string for retrieval. Holes are made on the lid and/or on side of the falcon tube so that LN<sub>2</sub> can go in when immersed in liquid nitrogen.



Different models of dry shippers. Shown in each picture is a transfer case with the inner Dewar taken out.

Ship to:

CryoEM facility  
HHMI Janelia Research Campus  
19700 Helix Drive  
Ashburn, VA 20147  
phone: 571-209-4000 x 1106

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