

Brookhaven National Laboratory/ LIGHT SOURCES DIRECTORATE				
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*Approval signatures on file with master copy.

1. Modes of Access

1.1 General Users (GUs)

Much of the research performed at the NSLS is conducted by general users who are scientists interested in using the NSLS for experimental programs under the General User Program.

All facility beamlines at the NSLS reserve at least 50% of their available beam time for general users and PRT beamlines reserve at least 25% of their available beam time for general users.

Requests for beam time at the NSLS are made by submitting a General User Proposal or Rapid Access Proposal (on applicable beamlines) through a web-based system. General user proposals are peer reviewed for scientific merit and rated by the [Proposal Review Panels](#) (PRPs). Allocations of beam time are made by the NSLS [Beam Time Allocation Committee](#).

Proposals are generally active for a two-year period; Rapid Access proposals are active for a one-year period.

1.2 Participating Research Teams (PRTs)

In addition to facility beamlines constructed by the NSLS, a large number of beamlines are designed and instrumented by Participating Research Teams (PRTs). Membership in a PRT is open to all members of the scientific community who can contribute significantly to the PRT's program (i.e., funding, contribution of equipment, scientific program, design and engineering, operations manpower, etc.). PRTs design, construct and maintain beamlines and carry out the day-to-day activities of managing a beamline at the NSLS.

PRTs are obligated to provide at least 25% of the available beam time for use by General Users. In exchange, the PRT has complete control over the beamline and manages its scientific program for up to 75% of the remaining available beam time for a period of up to three years with the possibility of renewal.

1.2.1 Forming a Participating Research Team

Individuals or groups interested in forming a PRT should first contact the [Chair of the NSLS](#) to determine the feasibility of the program.

If the program is feasible, then a PRT Proposal should be submitted to [NSLS User Administration](#) for review by the NSLS Chair. The proposal will be evaluated on the basis of its importance to the NSLS mission and the availability of a beamline or space to construct a beamline. The decision by the NSLS to establish an Agreement with a PRT and the terms of the Agreement are subject to approval by the NSLS Science Advisory Committee (SAC). PRT Proposals may be submitted at any time. The proposal should be submitted in MS Word or Adobe Acrobat (portable document format) and should not exceed ten (10) pages in length. The information that should be included in the proposal is described below:

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1.2.2 Required Content of a Participating Research Team Proposal

A PRT Proposal should include the following information:

1.2.2.1 Participating Research Team

- Names of the scientific, professional, and technical personnel groups or institutions who request consideration as a PRT
- The fraction of time each person will be committed to physically working at the beamline
- Name of the specified spokesperson for the PRT
- Names of all individual PRT members who would utilize the beam time award
- Contact information (name, title, affiliation, address, phone and fax numbers, and email addresses) for all persons listed above
- Brief description of the relevant scientific and technical experience for each team member
- Capability of the experimental group
- Curricula vitae should be included for those people having major responsibilities for the beamline

1.2.2.2 Proposed Program and Scientific Case

Provide a complete description of the proposed program, to include the following:

- Goals and objectives
- Scientific merit
- Synchrotron techniques to be used and why a synchrotron is necessary to the proposed program
- Technical feasibility
- List of the equipment necessary to carry out the proposed program
- Specify what is unique about the program
- Describe what aspects of this program should warrant consideration as a PRT proposal rather than applying for beam time under GU proposals

1.2.2.3 Proposed Benefits and Impacts

In this section, clearly describe how the scientific community and the NSLS will benefit. Include the following:

- Describe the nature of the proposed benefit and/or contribution to the NSLS and the scientific community
- Describe the relationship to existing facilities and any anticipated enhancement of these facilities or new capabilities that will be enabled
- Describe the impacts, both positive and negative, to the NSLS, existing facilities at the NSLS, other science at the NSLS, and the scientific community as a whole

1.2.2.4 Beamline End Station and/or Instrumentation

Describe any existing and planned end station, instrumentation and/or capability. Include the following:

- Designs of any existing or planned end station and instrumentation
- Schedule for completion of the beamline and/or instrumentation
- How the new instrumentation will be maintained in good operating condition
- How the general user usage of the new instrumentation will be supported during the term of the Agreement

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1.2.2.5 Proposal Term

Provide the following:

- The approximate number of days necessary to carry out the program in each cycle
- The number of years necessary to complete the program (up to a maximum of three years)

1.2.2.6 Funding

Provide the following:

- Budget for any work to be performed at the beamline or for upgrading or installation of instrumentation
- Written commitment from funding sources to upgrade, construct or install beamline end station equipment or instrumentation
- Anticipated funding sources and funding levels for operations for the number of years requested

1.2.2 Proposal Submission

Written proposals to form a PRT should be submitted to [NSLS User Administration](#) for review by the NSLS Chair and submission to the Science Advisory Committee.

1.2.3 Proposal Acceptance

The PI will be notified in writing after a determination by the Science Advisory Committee to accept or reject the proposal is made.

1.2.4 Other Requirements

1.2.4.1 New End Stations or Beamline Instrumentation

If the contribution involves a new end station or beamline instrumentation, please contact the Chair of the [Beamline Review Committee](#) and refer to the [NSLS ES&H Policies and Requirements Manual](#) and specifically the [Beamline Safety Review section](#) for additional requirements.

1.2.4.2 PRT Memorandum of Understanding and NSLS Agreement

If the PRT Proposal is accepted, NSLS User Administration will contact the PI to complete a [PRT Memorandum of Understanding](#) and a [NSLS Agreement for PRTs](#). The MOU is among the members of the PRT describing the contributions and responsibilities of each institutional member. The NSLS agreement is between the NSLS and the PRT to clearly define the roles and responsibilities of both parties regarding funding, staffing, and allocation of beamtime. The signed MOU and Agreement must be accepted by the NSLS Chair prior to the start of operations.

1.2.4.3 Operating Accounts

The PRT must establish an appropriate [user operating account](#).

1.2.4.4 Laboratory Space

Generally, each beamline has a laboratory/set up space. Contact the Building Manager for review of space allocation and any further requirements.

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1.2.5 Renewal

At the expiration of their allotted term, PRTs will be notified by NSLS User Administration to make a formal presentation to the Science Advisory Committee to request renewal. A new [Memorandum of Understanding](#) and Agreement will be required following renewal. NSLS User Administration will contact the PI to complete these documents.

1.2.6 Beam Time

PRTs manage their scientific program and allocate and schedule beam time among their members.

1.3 Contributing Users (CUs)

Contributing Users (CUs) are individuals or groups who carry out research at NSLS Facility Beamlines and also enhance beamline capabilities and/or contribute to their operation. CUs typically develop instrumentation in some manner, either bringing external financial and/or intellectual capital into the evolution of the beamlines, or by making an external contribution to the operation of the beamlines. For example, a CU might expect to accomplish one or more of the following:

- Develop a new capability or new instrumentation;
- Develop a dedicated end station or beamline;
- Build a new user community;
- Engage in education and/or outreach;
- Perform other activities outside the scope of the NSLS General User (GU) Program and deemed by the NSLS Science Advisory Committee (SAC) to be valuable to the NSLS user community.

To encourage involvement and in exchange for making these contributions available to GUs and the facility, CUs may be recognized for their investments by receiving a specified percentage of beam time on one or more Facility Beamlines for a period of up to three years, with the possibility of renewal.

1.3.1 Becoming a Contributing User

To become a CU on an NSLS Facility Beamline, an individual or group should first contact the Beamline Spokesperson to determine the feasibility of the proposed project. Beamline Staff are listed under each beamline in the [Beamline Guide](#). If the project is feasible, then a CU Proposal should be submitted to the [NSLS User Administrator](#) for review by the NSLS Chair. The Proposal is submitted using the format of a memorandum of understanding between the members of the CU group. The CU proposal will be evaluated on the basis of its importance to the NSLS mission and availability of beam time on the requested beamline. Decisions by the NSLS on whether or not to establish an Agreement with a CU and the terms of the Agreement are subject to approval by the NSLS Science Advisory Committee (SAC). CU Proposals may be submitted at any time. The proposal should be submitted in MS Word or Adobe Acrobat (portable document format) and should not exceed ten (10) pages in length. The information that should be included in the proposal is described below:

1.3.2 Required Content of a Contributing User Proposal

A Contributing User Proposal should include the following information:

1.3.2.1 Contributing Users

- Names of all principal investigators (PIs) and members of the CU group
- Name of the project director (PD) for the CU

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- Contact information (name, title, affiliation, address, phone and fax numbers, and email addresses) for all persons listed above
- Brief description of the relevant scientific and technical experience of the PI and CU members

1.3.2.2 Proposed Program and Scientific Case

Provide a complete description of the proposed program, to include the following:

- Goals and objectives
- Description of the scientific program
- Synchrotron techniques to be used
- Technical feasibility
- Availability of the equipment necessary to carry out the proposed program
- Specify the requested beamline, what is unique about it, and why it is necessary to the proposed program. If more than one beamline is requested, provide the information for each beamline.
- Describe the reason why this program should warrant consideration as a CU proposal rather than a GU proposal

1.3.2.3 Impact of Proposed Contribution

In this section, clearly describe how the NSLS and the NSLS General User community will benefit. Include the following:

- Describe the proposed contribution
- Describe the relationship to existing facilities and any anticipated enhancement of these facilities or new capabilities that will be enabled
- Describe expectations for NSLS contribution (if any)
- Potential benefits to and positive impacts on GUs

1.3.2.4 Operation of End Station or Beamline Instrumentation

If endstation or beamline instrumentation will be part of the CU contribution, provide a plan describing:

- How the new instrumentation will be maintained in good operating condition
- How the general user usage of the new instrumentation will be supported during the term of the Agreement

1.3.2.5 Proposal Term

- The approximate number of days necessary to carry out the program in each cycle
- The number of years necessary to complete the program (up to a maximum of three years)

1.3.2.6 Funding

Provide the following:

- The names of CU institutions, type of contribution (equipment, staff, monetary, etc.) and annual value of contribution
- Preliminary budget for capital items, fabrication, assembly and operations.
- Anticipated funding sources and levels for the number of years requested

1.3.2.7 CU Staff

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List all CU staff members and any applicable beamline laboratory staff, including: CU spokesperson, CU local contact, CU safety coordinator, CU training coordinator, CU proposal reviewer, CU scheduler, laboratory steward, and deputy lab steward(s).

1.3.2.8 Procedural Requirements

This section cannot be altered, and contains requirements for all CU members in the following areas:

- Safety
- Quality Assurance
- Communications
- Reporting
- Responsibility for Maintaining Accuracy of Information

1.3.2.9 Signatures

Representatives of each CU institution must sign and date the CU Proposal.

1.3.3 Proposal Submission

Written proposals to form a CU should be submitted to [NSLS User Administration](#) for review by the NSLS Chair and submission to the Science Advisory Committee.

1.3.4 Proposal Acceptance

The PI will be notified in writing after a determination by the Science Advisory Committee to accept or reject the proposal is made.

1.3.5 Other Requirements

1.3.5.1 New Beamline Construction or Beamline Upgrade

If the contribution involves the construction or upgrade of beamline instrumentation, please contact the Chair of the Beamline Review Committee and refer to the NSLS ES&H Policies and Requirements Manual and specifically the Beamline Safety Review section for additional requirements.

1.3.5.2 Contributing User Proposal and NSLS Agreement

If the Contributing User Proposal is accepted, the NSLS User Administration Office will contact the PI to complete an NSLS Agreement. The NSLS Agreement is between the NSLS and the CU to clearly define the roles and responsibilities of both parties regarding funding, staffing, safety, operations, and allocation of beamtime. The signed Proposal and Agreement must be accepted by the NSLS Chair prior to the start of operations.

1.3.5.3 Operating Accounts

The CU must establish an appropriate user operating account.

1.3.5.4 Laboratory Space

Generally, each beamline has a laboratory/set up space. Contact the beamline's Spokesperson for information.

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1.4 Methods and Instrumentation Development Teams (MIDTs)

Methods and Instrumentation Development Teams (MIDTs) are groups who undertake development of synchrotron radiation methods or instrumentation on NSLS Diagnostic & Instrumentation (D&I) Beamlines. MIDTs submit proposals to the NSLS for extended blocks of beam time adequate for method and instrumentation development on a D&I Beamline. The proposal must include a Safety Approval Form that includes a detailed safety analysis of their proposed activities. The proposals are reviewed by and allocated through the NSLS Division Heads and the NSLS Chair. The selection process is reviewed annually by the NSLS SAC.

The MIDT must demonstrate sufficient resources to carry out the proposed technique or instrumentation development program, including the operating costs of their endstation and associated equipment during their beamtime. Further, the MIDT must provide operational safety oversight when they are performing work at NSLS. Collaboration with NSLS staff in the development program is strongly encouraged but not required.

MIDTs may request beam time on an NSLS Diagnostic and Instrumentation (D&I) beamline for a period of up to three years, with the possibility of renewal.

1.4.1 Becoming a Methods and Instrumentation Development Team (MIDT)

To become a MIDT on an NSLS Diagnostic and Instrumentation (D&I) Beamline, an individual or group should first contact the Beamline Spokesperson to determine the feasibility of the proposed project. Beamline Staff are listed under each beamline in the [Beamline Guide](#). If the project is feasible, then a MIDT Proposal should be submitted to the [NSLS User Administrator](#) for review by the NSLS Division Heads and Chair. The Proposal is submitted using the format of a Memorandum of Understanding (MOU) between the members of the MIDT. The MIDT Proposal will be evaluated on the basis of its importance to the NSLS mission and availability of beam time on the requested beamline. Decisions on whether or not to establish an Agreement with a MIDT and the terms of the Agreement are made by the NSLS Chair and Division Heads. MIDT Proposals may be submitted at any time. The Proposal should be submitted in MS Word or Adobe Acrobat (portable document format) and should not exceed ten (10) pages in length. The information that should be included in the proposal is described below:

1.4.2 Required Content of a Methods and Instrumentation Development Team (MIDT) Proposal

A Methods and Instrumentation Development Team (MIDT) Proposal should include the following information:

1.4.2.1 MIDT Members

- Names of all principal investigators (PIs) and members of the MIDT
- Name of the project director (PD) for the MIDT
- Contact information (name, title, affiliation, address, phone and fax numbers, and email addresses) for all persons listed above
- Brief description of the relevant scientific and technical experience to carry out a synchrotron development program of the PI(s)

1.4.2.2 Proposed Development Program

Provide a complete description of the proposed development program, to include the following:

- Description of the development program

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- Goals and objectives
- Feasibility
- Description of the equipment necessary to carry out the proposed program
- Explain what is unique about the requested beamline and why it is necessary to the proposed program
- Describe the reason why this program should warrant consideration as a MIDT proposal rather than a GU proposal on a Facility or Participating Research Team (PRT) beamline, or CU proposal on a Facility Beamline

1.4.2.3 Impact of Proposed Contribution

In this section, clearly describe how the MIDT will make a significant impact on the NSLS or on the user community.

1.4.2.4 Operation of End Station or Beamline Instrumentation

If endstation or beamline instrumentation will be part of the MIDT, describe how its operations will be supported.

1.4.2.5 Proposal Term

- The approximate number of days necessary to carry out the program in each cycle
- The number of years necessary to complete the program (up to a maximum of three years)

1.4.2.6. Funding

Provide the following:

- The names of MIDT institutions, type of and annual value of resources to be provided, and requested beam time allocations.
- Anticipated sources of funding to carry out the development proposed, including capital resources, operating expenses, management, and staffing, and associated funding level per year for the requested term.

1.4.2.7 MIDT Staff

List all MIDT staff members and any applicable laboratory staff, including: MIDT spokesperson, MIDT local contact, MIDT safety coordinator, MIDT training coordinator, MIDT scheduler, laboratory steward, and deputy lab steward(s).

1.4.7.8 Procedural Requirements

This section cannot be altered, and contains requirements for all MIDT members in the following areas:

- Safety
- Quality Assurance
- Communications
- Reporting
- Responsibility for Maintaining Accuracy of Information
- This is part of the Proposal template and will be provided by NSLS User Administration.

1.4.7.9 Signatures

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Representatives of each MIDT institution must sign and date the Proposal.

1.4.3 Proposal Submission

Written proposals to form a MIDT should be submitted to [NSLS User Administration](#) for review by the NSLS Chair.

1.4.4 Proposal Acceptance

The PI will be notified in writing after a determination by the Chair of the NSLS to accept or reject the Proposal is made.

1.4.5 Other Requirements

1.4.5.1 New Beamline Construction or Beamline Upgrade

If the contribution involves the construction or upgrade of beamline instrumentation, please contact the Chair of the [Beamline Review Committee](#) and refer to the [NSLS ES&H Policies and Requirements Manual](#) and specifically the [Beamline Safety Review](#) section for additional requirements.

1.4.5.2 MIDT Proposal and NSLS Agreement

If the Proposal is accepted, the NSLS User Administration Office will contact the PI to complete a NSLS Agreement. The NSLS Agreement is between the NSLS and the MIDT to clearly define the roles and responsibilities of both parties regarding funding, staffing, safety, operations, and allocation of beamtime. The signed Proposal and Agreement must be accepted by the NSLS Chair prior to the start of operations.

1.4.5.3 Operating Accounts

The MIDT must establish an appropriate [user operating account](#).

1.4.5.4 Laboratory Space

Generally, each beamline has a laboratory/set up space. Contact the beamline's Spokesperson for information.

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2. Requesting Beam Time

2.1 General Users (GUs)

2.1.1 General User and Rapid Access Proposal Submission

The NSLS accepts proposals for programs as well as for single experiments through the online [Proposal, Allocation, Safety and Scheduling \(PASS\)](#) system. Principal investigators (PIs) must contact beamline staff prior to submitting a proposal to ensure the experiment may be performed on the beamlines requested. Beamline capabilities, techniques and staff members are listed in the [Beamline Guide](#).

2.1.2 Submissions Deadlines

The same [submission deadlines](#) apply for proposals for proprietary research and general user research. Rapid Access proposals may be submitted at any time.

2.1.3 Proposals Review and Ratings

The [Proposal Review Panels](#) (PRPs) are responsible for rating General User and Rapid Access proposals for scientific merit, technical feasibility, capability of the experimental group, and availability of the resources required. [Proposal ratings](#) are assigned on a scale of 1 to 5 (1 being the highest rating and 5 being the lowest). Proposals with ratings between 3 and 5 may wish to submit a new Proposal that addresses the PRP comments in order to improve the rating and thus improve chances of receiving beam time. Proposals with ratings between 4 and 5 are automatically inactivated and should not expect to receive beam time. The user will receive email notification of the rating. Rapid Access proposals, due to their more compressed schedule, are reviewed with a yes or no decision (yes is considered to be a score equivalent to 2.5 or better).

2.1.4 Beam Time Allocation

Facility beamlines at the NSLS are constructed, maintained, staffed and operated by the NSLS. Others were built by a consortia of users, called Participating Research Teams (PRTs). General users may apply for beam time on both facility and PRT beamlines.

The [Beam Time Allocation Committee](#) (BTAC) is charged with allocating beam time to both new Proposals and Beam Time Requests. The BTAC allocates beam time based on peer-reviewed proposal ratings, taking into account any beam time limitations for a specific technique or commitments for partitioned access. If the Beam Time Request is against a previously allocated Proposal, the BTAC also takes into consideration the past productivity of the group. The user will receive written notification of the beamline and beam time allocated.

2.1.5 Requesting Beam Time in Subsequent Cycles

A proposal does not automatically receive beam time for every cycle during its lifetime. A Beam Time Request must be submitted online through the [PASS system](#) on or before the [deadline](#) for each scheduling cycle during which beam time is desired. Similarly, a Current Cycle Beam Time Request, available on select beamlines as shown on the PASS initial screen, must be submitted online through the PASS System, although there is no deadline. General users must contact beamline personnel prior to submitting a beam time request to ensure the experiment may be performed on that beamline. Beam Time Requests are not rated again, but are routed directly to the Beam Time Allocation Committee for beam time allocation.

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2.1.6 Scheduling Beam Time

After the allocation process is complete, the Principal Investigator (PI) will receive an email notification of the beamline assigned and the amount of time allocated for the cycle. The PI will be directed to verify or adjust the safety information submitted with the proposal and also to schedule beam time through the [PASS system](#). Thereafter the PI will receive another email confirming the scheduled beam time.

2.1.7 Declining Beam Time

General Users may withdraw their Proposal or Beam Time Request any time before the Beam Time Allocation Committee meeting. Please contact the [Proposal Coordinator](#) as soon as possible if a cancellation is necessary. Allocation meetings are held approximately forty-five (45) days after the deadline date for proposal submissions. Contact the [Proposal Coordinator](#) for exact dates.

2.1.8 Appeals

General questions about procedures, proposal ratings, or comments from the PRP or the Beam Time Allocation Committee should be addressed to the [Proposal Coordinator](#).

Appeals related to proposal ratings should be sent to the [Proposal Coordinator](#) via e-mail immediately after the PI receives the rating so that an appropriate and timely review can be made by the Proposal Oversight Panel (POP) prior to allocation.

2.1.9 Proposal Expiration

Proposals become inactive upon the first of the following occurrences: (1) the proposal received a rating between 4 and 5, (2) a new proposal has been submitted with the same title, or (3) two years have elapsed (one year for Rapid Access proposals).

2.1.10 Charges for Beam Time

There are no charges for beam time under the General User Program.

2.1.11 Proprietary Research under the General User Program

Proprietary research may be conducted under the General User Program. Refer to Proprietary Research for information.

2.1.12 Laboratory/Set Up Space

Short term laboratory/set up space for general users may be reserved. Contact the appropriate [laboratory steward](#) prior to arrival at BNL.

2.2 Participating Research Teams (PRTs)

PRTs manage their scientific program and allocate and schedule beam time among their members.

Refer to the Mode of Access for PRTs for information on forming a Participating Research Team.

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2.3 Contributing Users (CUs)

CUs manage their scientific program and allocate and schedule beam time among their members.

Refer to the Mode of Access for Contributing Users for information on becoming a Contributing User.

Prior to the submission [deadline](#) for GU proposals, CUs must declare the number of days they will utilize, up to their total award for the upcoming cycle by contacting the [Proposal Coordinator](#). If no declaration is made or the declaration is not timely, the entire allocation on that beamline will be transferred for use by GUs.

2.4 Methods and Instrumentation Development Teams (MIDTs)

NSLS Division Heads and the NSLS Chair will allocate time for Methods and Instrumentation Development Teams.

2.5 Proprietary Research

Proprietary research is work conducted under a Class Waiver for Proprietary Users of Energy Research Designated User Facilities. Such research may be conducted by private individuals, representatives from educational institutions, nonprofit organizations, or industry.

Under the terms of the DOE Class Waiver, the user is obligated to pay the full-cost recovery rate for NSLS usage. In return, the user has the option to take title to any inventions made during the proprietary research program and to treat as proprietary all technical data generated during the proprietary research program.

Special procedures are in place for Proprietary Research and must be adhered to prior to performing any proprietary experiment at the NSLS.

2.5.1 Proprietary User's Agreement

The terms and conditions under which proprietary research may be conducted at the NSLS are set forth in the NSLS Proprietary User's Agreement, which must be in place before any experiment can commence.

Such an Agreement is between the legal entity sponsoring the research (i.e., the private individual, university, or corporation) and Brookhaven Science Associates (BSA), operator of Brookhaven National Laboratory. A single User's Agreement can cover numerous research proposals over a 5-year period, with automatic extensions unless either party terminates. The Agreement is prepared by the BNL's Office of Intellectual Property and Sponsored Research. Requests for a prepared copy of the Agreement and any questions pertaining to negotiating such an agreement should be directed to the Guest, User, Visitor (GUV) Center at (631) 344-3333.

2.5.2 Proprietary Research Rates and Accounts

Any beam time used for proprietary research purposes must be charged the [full cost recovery rate](#) (click on file type desired, scroll down Column A to National Synchrotron Light Source, then follow the row over to the "Non DOE Program and NIH, Total with FCR" column).

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Users must set up a [proprietary research account](#) prior to submitting a Proprietary Research Proposal. A 100 percent advance of the estimated annual usage of proprietary research hours is required to be in the account before proprietary work can begin. This is required as stated in the U.S. Department of Energy Accounting Handbook, Chapter 13 (<http://www.cfo.doe.gov/policy/actindex/chap13.pdf>).

2.5.3 Proprietary Research Performed under the General User Program

2.5.3.1 Proprietary Proposals

Proprietary research requested through the General User Program requires the submission of a proprietary form through the online [Proposal, Allocation, Safety and Scheduling \(PASS\)](#) system.

Principal investigators (PIs) must contact beamline staff prior to submitting a proposal to ensure the experiment may be performed on the beamlines requested. Beamline capabilities, techniques and staff members are listed in the [Beamline Guide](#).

2.5.3.2 Submissions Deadlines

The same [submission deadlines](#) apply for proposals for proprietary research and general user research.

2.5.3.3 Proposal Review and Allocation

Proprietary proposals are submitted to the [Proposal Coordinator](#) to be reviewed and approved by the NSLS Chairman. Once the proposal is approved, the Principal Investigator (PI) will receive email notification with information pertaining to the allocation.

The [Beam Time Allocation Committee](#) (BTAC) is charged with allocating beam time to both new Proposals and Beam Time Requests. The user will receive written notification of the beamline and beam time allocated.

2.5.3.4 Requesting Beam Time in subsequent cycles

A proposal does not automatically receive beam time for every cycle during its lifetime. A Beam Time Request must be submitted online through the [PASS system](#) on or before the [deadline](#) for each scheduling cycle during which beam time is desired. Beam Time Requests are not rated again, but are routed directly to the Beam Time Allocation Committee for beam time allocation.

2.5.3.5 Beam Time Scheduling

After the allocation process is complete, the Principal Investigator (PI) will receive an email notification of the beamline assigned and the number of days allocated for the cycle.

Beam time is scheduled directly between the PI and the beamline.

2.5.4 Proprietary Research Performed With Participating Research Teams (PRTs)

Proprietary work is often conducted by PRTs or by those collaborating with PRTs. Proprietary research through this method does not require a proposal, and beam time is allocated and scheduled directly with the beamline personnel.

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If beam time is not available through PRT membership or collaboration, then beam time for proprietary work can be requested through the General User Program. See the Beamline Guide for identification of PRT beamlines.

2.5.5 Safety Approval Form

The PI will be directed to verify or adjust the safety information submitted with the proposal and also to schedule beam time through the [PASS system](#). Thereafter the PI will receive another email confirming the scheduled beam time.

A completed Safety Approval Form (SAF) must be submitted at least one week before the scheduled beam time through the [Proposal, Allocation, Safety and Scheduling \(PASS\)](#) system. PIs performing proprietary research should complete a "Proprietary User" or "Proprietary User with PRT Arrangement SAF."

2.5.6 Reporting Proprietary Usage

All proprietary users are required to report proprietary usage, or PRTs confirm non-usage, each month. Proprietary users are contacted via email by the NSLS Proposal Coordinator to verify running dates and times according to SAFs run in the previous time period. Proprietary time is required to be billed each month according to the U.S. Department of Energy's Accounting Handbook, Chapter 13 (<http://www.cfo.doe.gov/policy/actindex/chap13.pdf>).

Please note a one-hour set-up charge and one-hour take-down charge is applied to EACH proprietary run. When 5 minutes or more have elapsed into the next hour, it is considered to be one full hour.

2.5.7 Proprietary Research Invoices

After usage is reported and confirmed for the monthly period, the user's proprietary account will be charged, and an invoice for usage will be sent by BNL to the user. Payment terms are net 30 days.

2.5.8 Proposal Expiration

Proposals become inactive after 2 years has elapsed. For Rapid Access proposals, the expiration is one year.

2.6 Classified Research

Classified Research can be performed at the NSLS, generally on NSLS facility beamlines. Extensive discussions with the [NSLS Chair](#) must take place in advance of such research. Currently, there are no classified research experiments being performed at the NSLS due to extensive security requirements and such research is not generally encouraged at the NSLS.

2.7 Discretionary Time

2.7.1 Feasibility Studies

Feasibility Studies that are not proprietary in nature may be eligible for a limited amount of beam time Chair's discretionary time depending on the availability of the requested beamline and on the type of work. Experiments are generally performed on NSLS facility beamlines. Contact the [NSLS Chair](#) for more information.

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2.8 Deadlines

Up-to-date deadlines for submission, beamline review, PRP review, POP review, allocation, safety review, and scheduling are available on the [PASS System deadline page](#).

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3. User Requirements

3.1 Pre-Arrival Requirements for All Users

New users and those with expired appointments must complete the following at least 30 days prior to arrival at BNL. Contact [NSLS User Administration](#) for additional information.

3.1.1 Guest (User) Appointments

All researchers coming to the NSLS to perform experiments or any work on a beamline must have an active appointment with Brookhaven National Laboratory. If you are a new user or your appointment has expired, you must register in [BNL's Guest Information System](#) at least 30 days prior to arrival.

3.1.2 Register for Gate Access to Brookhaven National Laboratory

To ensure you will be granted access to the BNL site and to avoid delays on arrival and the possibility of not gaining access to the site, all users must register for gate access. Prior to arrival, submit notification of your arrival and anticipated departure dates into [BNL's Guest Arrival Notification System](#).

3.1.3 Safety Training

All new users and those with expired appointments must complete the following training modules, which are available online, before access to the experimental floor will be granted:

1. General Employee Radiation Training (GERT) training - transferable to all other BNL Departments and may also be transferable to other Department of Energy (DOE) facilities. For users who have completed GERT at another DOE facility, reciprocity may be granted and should be arranged in advance (find out more). Training is valid for two years.
2. NSLS Safety Module - includes the NSLS facility-specific safety orientation. Training is valid for two years.
3. Cyber security training - required for all facility users, as well as a Computer Use Agreement. The training is valid for one year, and the Computer Use Agreement is a one-time read and sign document.

Save significant time by completing these modules online prior to arrival.

3.2 Pre-Arrival Requirements for Principal Investigators

All Principal Investigators who have been awarded beam time must complete the following applicable items. Allow sufficient time to process related documentation:

3.2.1 Safety Approval Form

A Safety Approval Form (SAF) must be submitted online through the [Proposal, Allocation, Safety & Scheduling \(PASS\) System](#) for every experiment at least seven days prior to the start date of the experiment. All experimenters must be listed on the SAF. In most cases, SAFs are valid for one year. For PIs who are required to submit proposals, the SAF will expire on the expiration date of the proposal or one year from the date the SAF was approved, whichever first occurs. For questions and information related to Safety Approval Forms, contact the [NSLS Safety Officer](#).

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3.2.2 Human Tissue Research

Legal requirements to protect human subjects apply to a broad range of research activities and are directed at the ethics issues involved with human research. [Human Tissue Research requirements](#) apply to work involving human bodily materials including individual human cells or tissue, blood, urine, nail clippings, hair, and almost any other sample that is collected from a human subject. Human proteins expressed in bacteria cultures are NOT covered. Refer to the above link for additional information and forms. For questions and information related to human tissue research, contact the [NSLS Safety Officer](#).

3.2.3 User Operating Accounts and Telephone Access Codes

All Principal Investigators should set up [operating accounts](#) of \$1,000 for each of their experimenters to cover expenses while at the NSLS for use of trades, shops, stockroom withdrawals, and telephone charges. PIs should also request telephone access codes for their experimenters.

3.2.4 Shipping Hazardous and Radioactive Materials to BNL

BNL has established requirements for the transport of hazardous and radioactive materials. All staff and users must adhere to the [requirements for Transport of Hazardous and Radioactive Materials](#) to BNL when making plans to transport materials either by a commercial carrier or in rented or personal vehicles.

3.3 Planning Your Visit

3.3.1 Travel Plans

Travel arrangements should not be made until after you receive notification that your appointment has been approved (and you receive your permanent 5-digit guest number). We do not recommend that airline tickets be purchased until you receive notification of your approval. Those arriving without approval will not be granted access to BNL.

3.3.2 What To Bring With You

3.3.2.1 Identification:

All users must bring the [required identification](#) to finalize or renew their appointment and to receive a BNL photo badge. Your BNL photo badge is required for each visit. To ensure your access to BNL, the NSLS experimental floor, and the NSLS stockroom, you must have your badge with you at all times while onsite.

At certain times, you may be asked to verify authorization to be onsite when entering BNL. Users should bring a copy of all experiment and user-related documentation received from the NSLS.

Foreign nationals are strongly encouraged to bring their valid passport and all visa documents during every visit. These documents must be on file with the Guest, User and Visitor (GUV) Center and up to date at all times. Expired documents will result in delays in accessing the BNL site and may prevent entry.

3.3.2.2 Medical Insurance Cards

Bring your medical insurance and prescription cards with you.

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3.3.3 Accommodations

3.3.3.1 Onsite Housing

Dormitory rooms and a number of furnished apartments (one to four bedrooms) are available. Reservations for [Onsite Housing Accommodations](#) are made online directly with the Housing Office. Housing is extremely limited during summer months. If accommodations require more than dormitory space, contact the [NSLS Deputy User Administrator](#).

3.3.3.2 Hotels Near BNL

Most [hotels](#) are located within a 45-minute drive from BNL.

3.3.4 Offsite Transportation to/from BNL

Mass transit is extremely limited and you may require several modes of transportation.

- [Airports](#)
- [Land Transportation \(airport shuttles, buses, car rentals, taxis\)](#)
- [Rail Transportation](#)
- [Ronkonkoma Train Station Shuttle to BNL](#)
- [SUNY Stony Brook Shuttle to/from BNL](#) (pdf)
- [Maps and Directions](#)

3.3.5 Onsite Transportation

BNL is somewhat isolated and public transportation is minimal, at best. Onsite transportation should be considered for lengthy visits.

- [Onsite Courtesy Shuttle](#)
- [Shopping Shuttle](#)
- [Car Rentals](#)
- [Enterprise Rent-A-Car](#) (onsite at BNL)
- [BNL Bicycle Program](#)

3.4 Check-In Requirements

On arrival at BNL, users must check in at the following locations.

3.4.1 Gate Access at BNL Entrance

New users and users with expired appointments (see date at bottom of your ID card) will need to provide their name and institution to the guard at the BNL entrance gate. It is strongly recommended that you arrive only on a normal working day between the hours of 7 a.m. and 5 p.m. to avoid delays or the possibility of being asked to return during normal working hours to finalize your appointment.

Users with active badges will need to present their BNL Photo Identification Badge.

3.4.2 Housing Check-In

If you have housing reservations, proceed to the appropriate housing check-in location:

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- Users arriving Monday through Friday (8 a.m. to midnight) or Sunday (4 p.m. to midnight) should proceed to the Housing Office in Building 400.
- Users arriving all other times (including holidays) should proceed to Police Headquarters in Building 50.

3.4.3 Guest, User, and Visitor (GUV) Center Check-In

New users and users with expired appointments must arrive at the GUV Center on normal workdays between 7 a.m. and 5 p.m. to finalize their appointment and verify identification documents. You will not be permitted access to the NSLS during evening and weekend hours until your appointment is finalized and you receive a valid BNL ID badge.

Users with active badges and current training may access the NSLS experimental floor at any time during normal operations.

Radiation Dosimeters are no longer necessary for short-term users of the NSLS. Long-term (more than 60 days in a year) users of the NSLS and all users of the Source Development Laboratory must obtain a radiation dosimeter (also known as TLDs). TLDs may be obtained from the GUV Center Monday through Friday, between 7 a.m. and 5 p.m., User Administration Monday through Friday, between 8 a.m. and 5 p.m., or from an Operations Coordinator in the NSLS Control Room at any other time. Training must be current and you must possess a valid BNL ID badge.

3.5 Experimental Start-Up Requirements

Prior to beginning your experiment, the following items must be completed:

3.5.1 BeamLine Orientation and Safety Awareness (BLOSA) Training

Each user must receive [BeamLine Orientation and Safety Awareness \(BLOSA\) Training](#) on the beamline on which they will be conducting experiments. It is the responsibility of the cognizant beamline personnel and the experimenters to ensure that training is obtained.

As a condition for beam authorization, a beamline will not be enabled by Operations Coordinators unless all personnel (staff and users) present at the beamline have received BLOSA training. All users arriving after the start of the experiment will be expected to receive BLOSA training at the time of arrival. Refer to information at the above link.

3.5.2 Equipment Identification and Tagging

The Department of Energy requires that all Capital Equipment at BNL have bar codes or ID tags to indicate ownership. If your organization does not have [Equipment Identification Tags](#) (with logos, etc.), they may be obtained free of charge from the NSLS Stockroom.

3.5.3 Barcoding Chemicals

Contact BNL Chemical Management System (CMS) / MSDS Group personnel to barcode any chemicals as required.

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3.5.4 Safety Approval Form (SAF)

Log into the [Proposal, Allocation, Safety & Scheduling \(PASS\) System](#) to locate your SAF and verify that it has been approved. Ensure all experimenters who have arrived and who expect to arrive at the NSLS are listed on the form. Verify that all requirements determined during the safety review were satisfied.

3.5.5 Enabling of the Beamline

Contact an Operations Coordinator to enable the beamline to begin your experiment.

3.6 Experimental Clean Up and Close Out

The following items must be completed in order to close out your experiment. Please allow yourself a sufficient amount of time to complete these tasks.

3.6.1 Chemicals, Hazardous and Radioactive Materials

3.6.1.1 Removal of Chemicals & Hazardous Materials

- Check your Safety Approval Form for notations by the Experimental Review Coordinator.
- Refer to the PRM on [Hazardous Waste Management](#) for specific instructions.
- Remove any chemicals you own from the NSLS or label/barcode them and store properly.
- Take any hazardous wastes to the Hazardous Waste Collection Area and complete any required paperwork.
- If you are leaving permanently, contact [Chemical Management personnel](#) to transfer all your barcoded chemicals to another individual.

3.6.1.2 Shipping of Hazardous and Radioactive Materials Offsite

- BNL has established requirements for the [Transportation of Hazardous and Radioactive Materials](#). All staff and users must adhere to the requirements detailed at the above link when making plans to transport materials either by a commercial carrier or in rented or personal vehicles.

3.6.2 Non-BNL Property

- Tag and label property owned by you or your institution that you plan to remove and ship to an off-site location.
- [NSLS Shipping Procedures](#) must be followed for all items leaving the BNL site.

3.6.3 Housekeeping

- Check that all assigned lab space is clean and safe.
- Remove all equipment, compressed gas cylinders and liquid nitrogen dewars from the lab and place them in the proper storage area.
- Dispose of all garbage, shipping containers and packing materials properly.

3.6.4 Close-Out

Notify an Operations Coordinator to close out your experiment. He or she will remove your Safety Approval Form and the Statement of Responsibility and will lock out the beamline.

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3.7 Check-Out Requirements

3.7.1 Radiation badges

- Radiation Badges marked "TEMP" (signed out each month) are to be placed in one of the TEMP slots at one of the badge boards. If you return before the end of the month, re-use the radiation badge assigned to you. If you do not return before the end of the month, you must request a new one on your next visit.
- Radiation Badges "PERMANENT" (issued automatically) are to be placed into your assigned numbered slot on your badge board. If you are leaving permanently or will return infrequently, see your [Facility Support Representative](#) to cancel your permanent badge.

3.7.2 Key Cards

Return any (temporary/orange) Key Cards to the Control Room or to User Administration.

3.7.3 Library Books

Return library books to the appropriate library.

3.7.4 Housing Keys

Return housing keys to the Housing Office or to BNL Police Headquarters if Housing is closed.

3.7.5 BNL Photo ID Badge

- If you are leaving permanently, return your BNL Photo ID badge to NSLS User Administration or the Guest, User and Visitor (GUV) Center in building 400.
- If you will be returning before the expiration date of your appointment (indicated on your badge), retain your ID badge so that you may regain access to the BNL site.
- All ID badges must be returned to NSLS User Administration or the Guest, User and Visitor (GUV) Center in building 400 at the time of expiration of your appointment.

3.7.6 Close-Out Accounts

Computer Accounts: Contact the [ITD Account Management Office](#) to close out all email, domain accounts, cryptocards, IDAS and other computer accounts.

3.8 User Obligations

3.8.1 End of Run Survey

As part of an annual DOE reporting process, the NSLS and other DOE facilities are required to ask users to complete a user satisfaction survey after completion of their experimental run to provide feedback to the Office of Basic Energy Science (BES) and to improve user services and the NSLS facility. The [End of Run Survey](#) is completed online.

3.8.2 Publication References/Citations

All users are obligated to inform the NSLS of their publications or Ph.D. theses based on research carried out, in whole or in part, at the facility. [Publication Citations](#) are submitted online. The NSLS compiles a list

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of all of the citations and makes it available in various publications and reports. Users must submit full citations online at the above link upon publication of the work.

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Document
Review
Frequency

2 Years

Review signatures on
file with master copy of
controlled document

LIGHT SOURCES DIRECTORATE REVISION LOG		
Document Number:	LS-UA-0002	
Subject:	NSLS User Access Procedures	
Rev	Description	Date
O	Initial Document	5/6/2005
B	Changed Procedures extensively due to revision of web-site; now entitled User Access Guide. Changes include: streamlining and reorganization of all information, and revising amount of time needed to process Guest Information System registrations as well as appointment approvals.	1/22/07
C	Extensive changes throughout to clearly explain Rapid Access proposal procedures, add Methods and Instrumentation Development Teams (MIDTs) access, and re-write Participating Research Team (PRT) and Contributing User (CU) required submissions for proposal, memorandum of understanding, and NSLS agreement.	4/1/2009
D	Changed (1) Proprietary Usage Section (pages 11-13) - updated info; added more detail in Users Agreements, Rates and Accounts, and Reporting; added new section on Invoicing; re-ordered bullets; (2) Methods, Instrumentation and Development Teams opening paragraph (bottom of page 6) – removed review by PRP through PASS (this was an error).	8/24/2009