NE-CAT User Operation Policy

1. All beam time requests must come from a Principal Investigator (PI) or a spokesperson designated by the Institute or PI of the group. We will not accept requests directly from individual group members. This policy will ensure that individual groups have coherent internal priorities.
2. The PI/spokesperson is responsible for submitting all the relevant information for ESAF (Experiment Safety Assessment Form) at least seven days before the scheduled starting date. No experiment can be run without an APS approved ESAF.
3. The PI/spokesperson must make sure that all group members are current in APS training requirements before coming to the beam line.
4. It is the PI/spokesperson's responsibility to give a three week advance notification if a scheduled beam time has to be cancelled. Those who fail to do so will loose their priority for beam time in the following run cycle.
5. If there is a delay in arrival of the group members for a scheduled beam time, the PI/spokesperson should inform the beam line staff as soon as possible. Those groups that arrive late at the beam line, without informing the beam line staff in advance, may not be allowed to use the beam line on that day. There will be no user orientations/startups after 4.00pm in any event.
6. It is the user's responsibility to take care of their samples shipped to the guest house during weekends/holidays.
7. It is the PI/spokesperson's responsibility to make sure that all group members are present at the beam line at the beginning of the scheduled beam time for a one time beam line orientation. Those failing to participate in the orientation will not be permitted to operate the beam line. If a day is being used by more than one group, time should be split up in such a way that each group should have at least 2 hours of data collection experience before6.00pm. More than three groups sharing one day of beam time will not usually be permitted.
8. Users are not allowed to start experiments on their own without training and authorization by the beam line staff. A user is not allowed to train another user on beam line operation.
9. The PI/spokesperson is responsible for all the activities of the group members at the beam line, irrespective of his/her presence at the beam line. PI's must reimburse the cost to replace or repair any loss/damage caused to the beam line equipment or any accessory by a member of his/her group.
10. Users should bring all the required tools (such as cryo-tong, crystal-wand, vial clamp, robot loading tools etc.) to perform their experiments.
11. Each group must send at least two people per beam line, at least one of whom must have synchrotron experience. Inexperienced users may not operate a beam line alone. No user may operate a beam line alone for more than 16 consecutive hours. All users are mandated to take 8 hours of rest per day of beam time.
12. Solo operation of two beam lines will not be permitted in any event. If any group is allocated beam time at both beam lines simultaneously, policy 11 must strictly be followed.
13. Any user who is found not to follow NE-CAT operation policy and instructions of the beam line staff will be asked to stop the experiment and leave the facility. On the first occurrence, such users will be kept on probation, during which they can use a beam line only under the supervision of an experienced user or a beam line staff member. On a second occurrence, such users will be prohibited from using NE-CAT beam lines.
14. Before leaving, it is the user's responsibility to return any items borrowed from NE-CAT and to complete the end-of-run and shipping forms.
15. It is the PI/Spokesperson's responsibility to acknowledge NE-CAT/APS in journal/book/thesis/conference publications based on work carried out using NE-CAT facilities. The format of this acknowledgement is provided on the NE-CAT web page. Those failing to do so will loose their priority for beam time in future run cycles.
16. The PI/Spokesperson is required to cooperate with beam line staff in providing a brief summary on their projects that used NE-CAT beam lines for inclusion in NE-CAT's annual report to our funding agency. Those failing to do so will loose their priority for beam time in future run cycles.