NE-CAT Synchrotron Checklist

Before you go

- Complete [APS registration](#).
  - Registration for non-U.S. citizens requires additional paperwork (ANL-593), which is automatically generated when registering, but requires a **minimum of two weeks** to process.
  - Additionally, non-U.S. citizens from sensitive countries require and indices check. APS requests the these individuals register **12 weeks** prior to their arrival at APS to allow for the additional processing time required for the indices checks.
  - See APS's Notice to [Non-U.S. Citizens](#).
- Ensure you have an active beamline proposal and have been scheduled beam time.
- Returning users should check to make sure their APS user's badge is not expired.
  - Expired badge can be renewed through the APS User Office.
  - Renewal requires a **minimum of two weeks** for non-U.S. citizens, so renew in advance of your arrival.
- Obtain gate access to Argonne National Lab.
  - A valid, unexpired APS user's badge for each individual is sufficient
  - If any of your group does not have a valid badge (or has an expired badge) call the APS User Office to arrange for a gate pass.
  - Every individual needing access to the site must have either a gate pass (and valid photo ID) or an active APS user's badge.
- Complete Experimental Safety Assessment Form (ESAF).
  - Link provided to ESAF system in scheduling emails.
- Complete APS required training.
- Make appropriate travel arrangements.
  - [Transportation](#) to Argonne National Lab
  - Hotel Accomodations
    - Argonne Guest House : 800-632-8990
- Pucks for use in the sample mounting robot may be borrowed from NE-CAT
  - See puck-loaning policy <add link>
  - contact [Surajit Banerjee](#)

Useful Phone Numbers:
- APS User Office: 630-252-0900
- NE-CAT 24ID-C beamline: 630-252-1824
- NE-CAT 24ID-E beamline: 630-252- 7480

Important Notes

APS operates a trash in/trash out policy where any chemical waste generated by a user should be removed and disposed of by the user at their home institute.

To take with you

- APS ID Badge
- GERT Training card
- Foreign nationals need their passport/visa
- Nitrile/Latex gloves & cotton gloves for cryo handling
- Kimwipes
- Notebook and record of crystals brought to NE-CAT
- Pens/markers
- External hard drive for data backup
  - Should be linux readable
    - Any ext format is good
    - Windows format usually works but not guaranteed
    - MAC format doesn't work
  - Firewire, USB, min-USB, micro-USB and eSATA connectors are available at the beamlines.
  - Beamlines capable of plug n play with 3.5 inch internal hard drives
- MSDS for any hazardous chemicals brought

Computers

Internet access at APS is available through Argonne's wireless network. To use the network, users will be required to fill out a visitor network registration. This registration comes up automatically when a laptop connects to the wireless network and opens a web browser. Through the registration, a user may request one week or one month of access to the network.

Users should contact their support staff if they experience any problems connecting through the wireless network.

Before you leave

- Clean up beamline area
- Print or write a FedEx label for any and all dewars to be shipped.
  - UPS shipping also available
- Leave dewars in "Out" location for staff to put out for FedEx pick up.
  - Staff will empty dewars of liquid nitrogen before shipping
  - If "wet shipping" or using propane popsicles, a Hazardous shipping form must be filled out and given to your local support staff.
- Complete End-of-Run form