

Procedure Number: NScD-USER- 104	Rev.0
----------------------------------	-------

Procedure Title: **NScD USER/EXPERIMENT CHECK-IN**

Description/Justification of Change

A procedure is needed to define the check in of users and experiments at the ORNL Neutron Scattering Facilities (HFIR and SNS)

Does this revision impact any of the following processes/tools?

Process/Tool	NA	No	Yes	List specific impact and required action
User Portal	<input type="checkbox"/>	x	<input type="checkbox"/>	
IPTS	<input type="checkbox"/>	x	<input type="checkbox"/>	
User Tool	<input type="checkbox"/>	x	<input type="checkbox"/>	
ITEMS	<input type="checkbox"/>	x	<input type="checkbox"/>	
Experiment Scheduler	<input type="checkbox"/>	x	<input type="checkbox"/>	
External Webpage	<input type="checkbox"/>	x	<input type="checkbox"/>	
Internal Webpage	x	<input type="checkbox"/>	<input type="checkbox"/>	
Other NScD User Procedures	<input type="checkbox"/>	<input type="checkbox"/>	x	References include NScD-USER-101, OPM-6-U-09, NS-ADM-1210, NScD-USER-108
Other (list):	<input type="checkbox"/>	x	<input type="checkbox"/>	

Reviewers

Originator – Lisa Fagan 9/27/13

Subject Matter Expert – Chrissi Schnell 9/27/13

Approvers

HFIR Operations- Gary Lynn 27SEP13

SNS Operations – Bobby Cross 9-27-2013

(Additional reviewers and approvers may be added as deemed necessary)

PURPOSE AND SCOPE

This instruction identifies the **On-Site** actions required for a Visiting Scientist or Scientific Team (both are referred to as **User**) to perform a neutron scattering experiment at the Oak Ridge National Laboratory (ORNL). The facilities for this research are within the Neutron Sciences Directorate (NScD) and include the:

- High Flux Isotope Reactor (HFIR)
- Spallation Neutron Source (SNS)

This instruction will describe the necessary steps that **USERS AND ORNL STAFF** will follow **AFTER** the User has:

1. Arrived On Site at the ORNL
2. Processed through the ORNL Visitor Center
3. Completed all activities coordinated by the ORNL User Office (e.g., confirmed User access time and dates, etc.) (ref. NScD-USER-101)

ENCLOSURES

NScD-USER-104, Pages 1 - 5

DISCUSSION

The User/Experiment Check-In is accomplished in three primary steps:

1. User Check-In
2. Sample Check-In
3. Experiment Check-In

Once completed, the User is ready to enter the facility and begin the activities associated with setting up (lab time, sample prep, etc.) and performing their neutron scattering experiment at the Instrument. The steps to accomplish this process, and the staff responsible, will be identified in this instruction.

CAUTION

Because of the complexity of some of the processes that must be completed before the User can perform their experiment, Users are strongly encouraged to arrive at ORNL at least **ONE BUSINESS DAY EARLY**. Users are not, however, permitted to access the Instrument area or Beam Line area before their scheduled experiment time.

PREREQUISITES

1. User Prerequisites
 - 1.1 User is On Site at the ORNL
 - 1.2 User has performed all activities with User Office check-in (ref. NScD-USER-101) which includes the assignment and verification of training.
 - 1.3 **IF** experiment will be performed at **SNS**, **THEN** User Office communicates to "**Operations Staff**" that the User has completed all activities described in NScD-USER-101.
 - 1.4 **IF** experiment will be performed at **HFIR**, **THEN** User Office communicates to "**Local Contact**" (identified in IPTS) that the User has completed all activities described in NScD-USER-101.
2. Experiment Prerequisites
 - 2.1 Proposal is scheduled and confirmed
 - 2.2 User provided samples and equipment are listed in the proposal
 - 2.3 Operational Review outputs - inspections and visual checks, are identified for experiment check in

INSTRUCTIONS

1. User Check-In
 - 1.1 **SNS** User Check-In
 - a. The Operations staff on shift for check in receives communication from User Assistant (UA) in User Office that the user is ready for them
 - b. Operations staff meets User at User office **OR** provides instruction to UA directing the User to meet them at a specified location.
 - 1.2 **HFIR** User Check-In
 - a. Local ORNL Contact (Identified as the EMS contact in the IPTS) receives communication from User Assistant (UA) in User Office
 - b. Local Contact (or designee) meets User at User office **OR** provides instruction to UA directing the User to meet them at a specified location.

STEP 2

NOTE

Reference **OPM-6-U-09** for Sample Management Procedure For all Neutron Scattering Experiments at **SNS**

Reference **NS-ADM-1210** for Sample Management Procedure For all Neutron Scattering Experiments at **HFIR**

2. Sample Check-In

2.1 **SNS** Sample Check-In

- a. Sample Management staff will check in samples in accordance with procedure OPM 6-U-09.

2.2 **HFIR** Sample Check-In

- a. Local Contact directs User to Sample Management Staff at the Sample Management Desk. Sample Management Staff will check in samples in accordance with procedure NS-ADM-1210.

STEP 3

NOTE

The User **should** confirm if there are Lab and Local Needs in IPTS prior to arriving at the ORNL. The User Assistant (UA) in the User Office will coordinate and confirm. Laboratory Staff is notified to begin the training process, which may include scheduling the laboratory walk-through.

3. Experiment Check-In

3.1 **SNS** Experiment Check-In

- a. Sample Management Staff will determine if the user requires a laboratory.
- b. **IF** the User requires laboratory time, **THEN** a Laboratory Staff member trains and coordinates/provides access to necessary laboratories for User. Qualified Local Contact may provide training and access privileges if Laboratory Staff member is

not available (e.g., after hours or week-end)

3.2 **HFIR** Experiment Check-In

- a. Sample Management Staff will determine if the user requires laboratory time.
- b. **IF** the User requires laboratory time, **THEN** the Sample Management Staff directs the User to a Laboratory Staff member who trains and coordinates/provides access to necessary laboratories for User. Qualified Local Contact may provide training and access privileges if Laboratory Staff member is not available (e.g., after hours or week-end)

3.3 Did User bring any equipment that will be used during the experiment?

- a. **IF** Yes, **THEN** Scientific Associate shall ensure appropriate ORNL Staff review and approve for operation at the ORNL. This includes but is not limited to reviews and approvals from safety, electrical safety officer, health physics, fire protection or engineering. Any non-NRTL equipment will get an automatic review.
- b. **IF** No, **THEN** proceed to Step 4

4. Local Contact (or designee) assists User with set up and sample preparation as needed.

5. Local Contact (or qualified instrument staff) provides User with Instrument Specific Training

STEP 6

WARNING

An **APPROVED** Experiment Safety Summary (ESS) sheet is required before an Experiment can begin.

6. An **APPROVED** Experiment Safety Summary (ESS) sheet shall be reviewed **AND** signed by participating users and Local Contact **THEN** posted at the Instrument Beam-Line prior to the experiment beginning in accordance with Experiment Safety and Health Review ESH procedure NScD-USER-108.

7. Local Contact will review Instrument and Experiment Specific information with User

7.1 Experiment and Instrument parameters

7.2 Local contact will remain involved, as necessary, for the duration of the experiment to assist the User.

DEFINITIONS

1. **USER:** A non-NScD employee (or research team) who is visiting an ORNL facility to perform approved experimental activities or research
2. **LOCAL CONTACT:** The NScD employee, (identified in IPTS or EMS) that is the primary staff contact assigned to a User.
3. **ON SITE:** Physically on the premises of the Oak Ridge National Laboratory
4. **SITE:** The Oak Ridge National Laboratory
5. **FACILITY:** Spallation Neutron Source or the High Flux Isotope Reactor
6. **INSTRUMENT:** The assembly of components (mechanical, electrical, and associated instrumentation) used to perform a neutron (or x-ray) scattering experiment. (example: HB-1 and CG-3 at HFIR *or* SEQUOIA and HYSPEC at SNS)
7. **OPERATIONS STAFF:** An Instrument and Source Division (ISD) employee that includes, but is not limited to, staff identified as a Scientific Associate (SA), Instrument Hall Coordinator (IHC), or a member of the Scientific Laboratory team
8. **LAB SPECIFIC TRAINING:** The required training, specifically the walkthrough to give access to an NScD user laboratory.
9. **INSTRUMENT SPECIFIC TRAINING:** The required training and walkthrough given at a particular instrument (neutron or x-ray) to allow usage of the instrument under the user program.
10. **EXPERIMENT:** A set of activities associated with one specific neutron instrument, one facility, and one team over a contiguous timeframe. Currently an experiment is identified by using IPTS numbers along with specified time frame. In the future, a proposal may have more than one "experiment" listed.

REFERENCES

1. NScD-USER-101 User Processing
2. OPM-6-U-09 Sample Management for Neutron Scattering Experiments at **SNS**
3. NS-ADM-1210 Sample Management for Neutron Scattering Experiments at **HFIR**
4. NScD-USER-108 Experiment Safety and Health Review

REVISION HISTORY

1. This instruction is the original issuance and does not replace an existing instruction or procedure