

Experiment Summary

Proposal Run: **XXXXXX** **Title:**
Instrument: **Run Cycle:** SNS 2016-B
Start Date: **End Date:**
Local Contact:

Sample Management Acknowledgement (SMA)

User Acknowledgement: Management and Disposition of Samples

Note: Do not leave the facility with equipment or samples that have been checked in at the Sample Management Desk. You cannot remove equipment or samples from the ORNL site without approval and proper documentation.

Sample Disposition Options

1. Wasting your sample
 - a. Please provide all known hazard information, so samples can be properly classified.
 - b. *Samples will be held for 30 days after the conclusion of your experiment, and then will be wasted.*
2. Shipping your samples back to your home institution.
 - a. Please provide/confirm the correct shipping information
 - b. If the samples are expected to be radioactive, please provide the contact information for your Radiological Safety Officer.
 - c. *Unless requested earlier, samples will be held for at least 30 days after the conclusion of your experiment and then will be shipped back to you as time permits*

Note: An additional option of hand-carrying your sample is available on a limited case-by-case basis. This option initiates a set of paperwork that can take up to 4 days for approval. You are NOT authorized to take your samples until you have been given authority by Sample Management staff to do so.

3. Hand-carrying your sample
 - a. Authorization will be given to you by Sample Management Staff to hand carry your sample or equipment and is only granted AFTER the following has occurred:
 - i. They must be approved by ORNL Shipping AND Radiological Protection staff
 - ii. Must have an approved Hand Carry form with the sample
 - iii. Must have an approved Authorized Limits Evaluation for Clearance form with the sample

Disposition and Check-out Notes:

Note: Before leaving ORNL, all Users are required to meet with their Local Contact, other instrument staff, or an Instrument Hall Coordinator to ensure that equipment and samples are not leaving the site without appropriate approval for release by ORNL staff AND that the user has all required paperwork.

The disposition route that has been chosen for the samples in this experiment is recorded in the ITEMS Sample Tracking database.

This disposition will be considered your final choice for the management of your samples after your experiment. Should you decide to change your disposition route:

- * During your experiment: Return to the sample management desk and notify staff of the change.

- * After your experiment: You will have up to 30 days from the close of your experiment to notify the Instrument Staff or Sample Management Staff of the change.

If no notification is received, the samples will be processed as indicated in the sample management record and on this acknowledgement form.

By entering my user account password, I certify that I have read this document and understand the content. I understand that I cannot remove samples from the ORNL site without proper approvals and that I may be subject to penalties if ORNL processes are violated.

Team Members

<u>Name</u>	Role	Institute	User Id	Signed
	Principal Investigator			-
	Collaborator			-