

Plan Your Visit Checklist

This checklist includes general requirements that apply to all users and is intended to help plan a visit to Oak Ridge National Laboratory's (ORNL) High Flux Isotope Reactor (HFIR) and Spallation Neutron Source (SNS) to conduct neutron scattering experiments.

Experiment Preparation

First-time users at HFIR and SNS

1. Accept the User Agreement
 - If there is a User Agreement in your account through the ORNL Guest Portal (<https://user.ornl.gov/Account/Login>), read and accept it.
 - If there is not a User Agreement in your account, contact ORNL Business Services (useragmt@ornl.gov).
2. Read and understand the Neutron Sciences User Charter (<https://neutrons.ornl.gov/sites/default/files/User%20Charter.pdf>).

Training

1. Complete prearrival, web-based training (<https://neutrons.ornl.gov/users/plan-your-visit>)
 - ORNL Site Access Training
 - HFIR General User Access Training (GUAT for Neutron Scattering Users) for experiments at HFIR
 - SNS Experiment Hall Access Training for experiments at SNS
 - Radiological Worker Training for HFIR and SNS Users
2. Schedule on-site training (You will be contacted by the User Office and instrument staff for these trainings)
 - Practical Factors Evaluation (PFE)
 - Instrument specific training
 - User laboratory specific training

Traveling to ORNL

Before Arriving

1. Notify the User Office of your arrival date to ensure site access will be available.
2. Arrange for accommodations at the ORNL Guest House (<https://guesthouse.ornl.gov/>) or an offsite hotel.

Required Identification

1. Bring an ID that is compliant with the REAL ID Act (<https://www.dhs.gov/real-id>) for access to ORNL and the user facilities.

Additional Identification/Documents for Foreign Nationals

1. Bring your current passport
2. Bring visa documents or LPR “green” card (ex. I-797, DS-2019, I-20 forms or EAD cards).
3. Arrange for a Visa Waiver – Business (VWB) or B-1 status to enter the United States.
4. Receive a Visa Waiver – Business or B-1 status stamp at your port of entry.

Transportation to ORNL

Be aware, no ride sharing services, such as Uber and Lyft, are permitted on the ORNL site.

1. If traveling by plane, arrange for transportation to ORNL from the airport.
2. If traveling by car, know the driving directions (<https://neutrons.ornl.gov/users/plan-your-visit>) to ORNL.

Getting Around ORNL

1. If you plan not to have a vehicle while at ORNL, understand the extra planning required for getting around the ORNL campus and monitoring your experiment (<https://neutrons.ornl.gov/users/onsite>).