

Remote Experiments at HFIR and SNS

A step-by-step guide for users

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Submit Proposal

Is your experiment a good candidate to be run remotely? If it is, submit a proposal requesting a remote experiment by selecting "yes" on the Instrument Selection page in IPTS.

2

Confirm Proposal

Confirm your proposal in IPTS as soon as possible after approval. You will need to specify dates you cannot participate and finalize experiment samples and containers. Go to "My Actions" on your IPTS home page.

3

ORNL Access

All users are required to have an active badge, even if you are participating remotely. Be sure to respond to User Office emails regarding access. Contact the User Assistant team (hfirnsusers@ornl.gov) with questions.

4

Scheduling & Communication

Communicate with the instrument team during scheduling. Reiterate your plan to participate remotely. Slack is a great tool for experiment communication. To get started, log into the **ORNL Neutron Sciences Workspace** with your ORNL username and password.

5

Confirm Attendance

Once your experiment is scheduled, you will receive an automated email from IPTS with a link to indicate how you will participate. Select "Remote Instrument Control" so that the User Office will know to follow up on your access and training.

6

Training & Work Control

Review and acknowledge the training videos and the experiment safety sheet, found under "My Actions" in IPTS. You will not be able to access beamline controls until these are reviewed. Contact the User Office at neutronusers@ornl.gov with questions or issues.

7

Ship Samples

Ship samples to arrive 7 business day before scheduled beam time. View our **Shipping Guide** for details. All samples must have safety data sheets, disposition information, loading sheets, and packing lists completed prior to shipment.

8

Beamline Controls

The instructions for accessing the beamline controls are covered in the **training videos in IPTS** (login required). Your local contact will provide additional guidance.

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Troubleshooting

Contact the User Office (neutronusers@ornl.gov) for issues with your login, IPTS, or Slack. Contact the Sample Management team (neutronlabs@ornl.gov) for sample and shipping related issues. For urgent issues during your experiment, contact your local contact or the Instrument Hall Coordinators (865-241-4432).