

What to do before arriving

By following the subsequent suggestions, experimental time at the SEQUOIA instrument will be more efficiently utilized.

Arrival time

It is highly recommended that all users arrive at least one day before the scheduled start date of the experiment. This will accommodate for all requisite training, sample preparation, etc. which may be necessary. In the case that more involved sample or other preparation is necessary, please plan to arrive earlier.

Sample Shipment

Non-radioactive samples must arrive at least one calendar week before your experiment to avoid any delays to your experiment. **All samples must be entered and confirmed in [IPTS](#) before shipping.** DO NOT ship any sample which has not been confirmed in IPTS. Sample confirmation requires specifying if the sample will be returned to the user or disposed of. If the sample is to be returned, then the Radiation Safety Officer, contact information, and proper shipping address must be provided.

Addresses

For non-radioactive samples, please send the parcel to the following shipping address:

Attention: <Any special requirements, e.g. freezer>
<Recipient Name>, SNS User Sample IPTS-####, BL17
Oak Ridge National Laboratory / SNS Site
Chestnut Ridge, Bldg 8920
Oak Ridge, TN 37830

For radioactive samples (DOT Class 7) which are NOT fissile materials, special nuclear materials, or require something beyond a typical commercial carrier, please plan for the parcel to arrive at least two weeks in advance to the following shipping address with the proper DOT packaging, placarding, and labeling for the radionuclides and activity:

Attention: <Any special requirements, e.g. freezer>
<Recipient Name>, SNS User Sample IPTS-####, BL17
Oak Ridge National Laboratory
Bethel Valley Road, Bldg 7001
Oak Ridge, TN 37830

Please include your facility's report of radionuclide composition as this will aid us in handling the sample.

For samples that are fissile materials, special nuclear materials, or require something beyond a typical commercial carrier, please contact neutronlabs@ornl.gov.

Shipping Information

When shipping your samples to HFIR or SNS, you are responsible for adherence to relevant federal, state, and local laws and regulations, and applicable facility and ORNL policies and procedures. Please verify with your institution if you are unsure.

- Pack samples in a secure, DOT/ICAO approved container with correct regulatory marking and labeling.
- Each shipment must include a detailed packing list of all samples and materials shipped. All samples must be individually labeled. For small samples, mark the container or position in the sample holder with a number and include a numbered list. Labels or packing list must indicate sample constituents/formula.
- If shipping from outside the United States, you are responsible for all aspects of the U.S. Customs clearance process. This would include payment of any applicable duties or fees, which is accomplished by selecting "Deliver Duty Paid" (DDP) as the Incoterms rule on a proforma invoice. Often express carriers will provide brokerage services by filing necessary documents with U.S. Customs as the Importer of Record and then billing your account for any consequent duties or fees.

Sample Preparation

A Laue x-ray station is available as a part of the SNS Scientific Laboratory suite. Use of the Laue machine is administered by Dr. Matt Stone who may be contacted at:

Matthew B. Stone
Neutron Scattering Science Division
Oak Ridge National Laboratory
PO Box 2008 MS6475
Oak Ridge, TN 37831-6475

Phone: (865)-202-6898
Fax: (865)-574-6080
stonemb@ornl.gov.

Crystal alignment by means of neutrons may be performed at the HFIR. Use of the crystal alignment station is governed by Dr. Lee Robertson who may be contacted at:

Lou Santodonato
Neutron Facilities Development Division
Oak Ridge National Laboratory
PO Box 2008 MS6473
Oak Ridge TN 37831-6430

Phone: (865)-719-0656
santodonatol@ornl.gov

Other laboratory equipment is available for sample preparation within the SNS and HFIR scientific laboratories suite. For more information, please contact Chrissi Schnell, the Neutron Scattering Science Division scientific laboratory coordinator:

Jamie Werner
Neutron Scattering Science Division
Oak Ridge National Laboratory
PO Box 2008 MS6475
Oak Ridge, TN 37831-6460

Phone: (865)-217-6204
wernerja@ornl.gov

User Portal

Visit the user portal: <https://user.ornl.gov> to check that all training is up to date and completed before arrival.

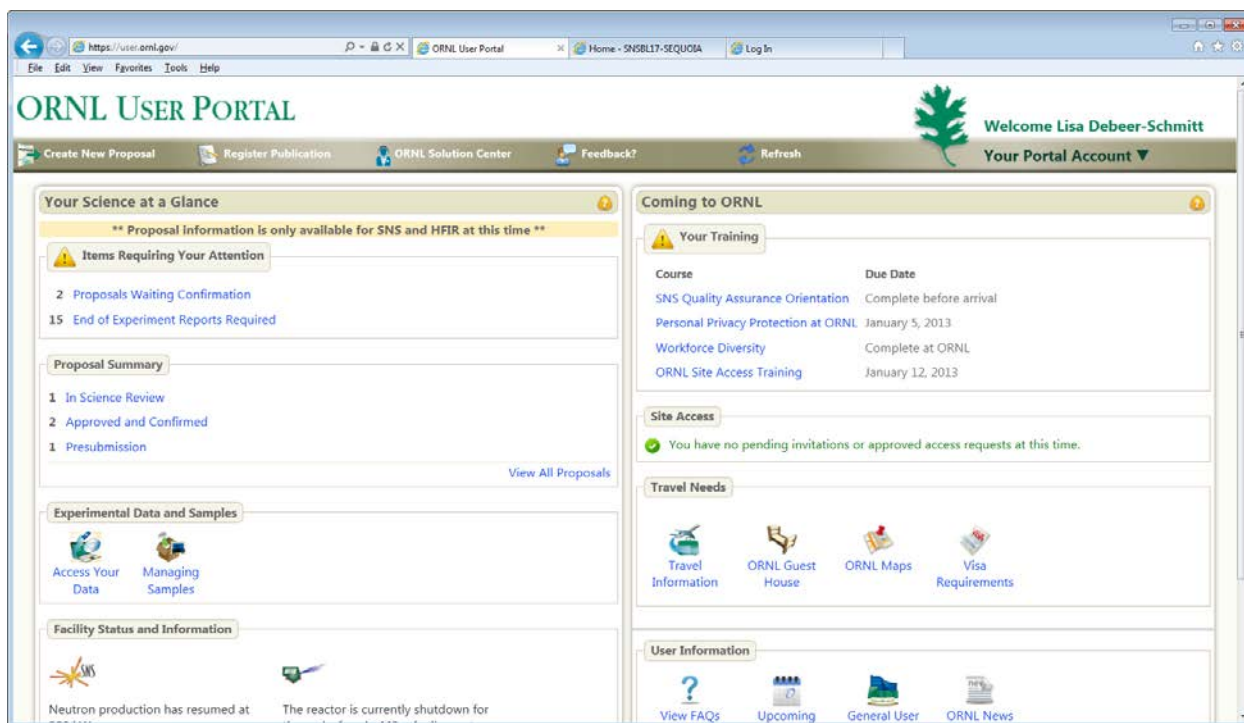



Figure 1: Screen shot of the IPTS login page.

Request access to SEQUOIA computer

Once a valid UCAMS or XCAMS account is established, visit <https://neutronsrl.us/accounts/request-sns.html> to request access to the SEQUOIA data analysis computer.


Neutron Sciences Account Request Page

SNS Instrument Computer and Portal User

2) Please select your instrument

☐ ARCS
☐ Backscattering Spectrometer
☐ CNCS
☐ Liquid Reflectometer
☐ Magnetic Reflectometer
☐ NOMAD
☐ POWOEN
☐ EQSANS
☐ SEQUOIA
☐ SNAP
☐ TOPAZ
☐ VULCAN

3) Please enter your Proposal ID (preferred) or a justification for access (max 75 characters)

Figure 2: Screen shot of the analysis computer account request page.