

## Guidelines for allocations in 2021-2 including on-site user access to LBMS

*Definition of an “on-site user”:* A researcher who has been allocated EM time on a LBMS proposal and has been designated as an “on-site” user on an approved Safety Approval Form. This includes researchers traveling to BNL from offsite and BNL (non LBMS) staff.

LBMS is committed to helping users perform their experiments even during this challenging time. **The primary focus for the fall (2021-2) cycle will be remote experiments.** But we will also permit users on-site to support a few highly rated experiments that cannot be run remotely. The guidelines for this process are detailed below. It must be emphasized that the health, safety, and wellbeing of the facility staff and the user community are of paramount importance. We kindly ask for your patience during this time.

### **New BNL vaccination policy**

Beginning November 17, 2021, all guests accessing the Brookhaven National Laboratory (BNL) site are required to provide proof of vaccination or proof of exemption from the vaccine requirement from your home institution. Those with proof of exemption will also be required to provide proof of weekly COVID-19 testing while on site. This is a new requirement under Brookhaven Science Associates’ prime contract.

All guests are required to arrive at the Lab site Monday through Friday (unless a holiday) between 7:30 a.m. and 3 p.m. If you **MUST** arrive outside of these hours, requests will be handled on a case-by-case basis, and you must contact Kathleen Nasta at [nasta@bnl.gov](mailto:nasta@bnl.gov) or 631-344-7114 at least one week prior to your arrival. Please ensure you arrive early enough to allow adequate time for this process prior to the start of your research for the day.

To remain responsive to the workplace safety needs of all on-site personnel during the ongoing challenges of the COVID-19 pandemic, a vaccination validation system has been established for employees, users, guests and visitors. This system is intended to eliminate ambiguity, and to reduce concerns associated with compliance to the CDC and DOE guidelines. This practice involves the issuance of a special blue “validated” badge and lanyard for vaccinated individuals that must be worn on site. The validation process will only document that the individual has shown proof of vaccination. Vaccination details will not be retained in any BNL data system.

For more details on the BNL vaccination policy and the vaccination validation process, please see the [Vaccination Requirements for Laboratory Guests](#).

### **Microscope time allocations**

- Only active proposals are eligible for microscope time.
- Preference is given to highly rated proposals that can be run remotely or mail-in.
- Up to 10 users per microscope will be permitted on-site during the 2021-2 cycle. Additional on-site users are at the discretion of the facility management. The on-site user's experience and ability to safely operate the microscopes will be an important consideration.

- Social distancing constraints will continue to limit the number of users+staff that can be at the microscope at the same time. In most cases, this is no more than 2 people at the microscope at once. So, if more than one on-site user is allocated, they must work in shifts.
- All on-site users must wear their [vaccine validation card](#) or their vaccine exemption card at all times.
- The [face covering policy](#) for staff and users will follow the BNL guidelines.
- User must comply with BNL, NY state and Federal travel/quarantine rules as applied at the time of their travel (see below).

### Guest Appointments and Training

- For all allocated proposals, the PI must confirm that **all users involved in the experiment** have an active appointment. This is required for on-site, remote, and mail-in users.
- New users and those with expired appointments should register online here: <https://www.bnl.gov/guv/gis.php>. This process should start as soon as EM time is allocated and at least one month prior to microscope time.
- In addition to the [standard LBMS user training requirements](#), all on-site users must take the BNL Guest Orientation and COVID-19 training prior to coming on-site: <https://www.bnl.gov/cryo-em/userguide/next-steps.php>

### Process for managing on-site user access

- Microscope Time Allocation and Scheduling
  - Users should not assume that their proposal will be allocated with an on-site user. This will be discussed between the LBMS staff and the proposal PI prior to the time of allocation.
  - All proposals with an on-site user must be allocated in the PASS system **at least 3 weeks prior to the scheduled EM time**.
  - If a user requires setup and/or take-down time, this time should be included the allocated time.
  - For a given EM, the scheduled time for two proposals with on-site users may not overlap.
- Safety Approval Form
  - All allocated proposals must have an active SAF.
  - When a proposal is allocated with an on-site user, a new SAF must be submitted **at least 3 weeks prior to EM time**. Existing, approved SAFs cannot be used. There will be no exceptions.
  - SAFs with on-site users must be approved by the ESH, LBMS management, and EM Staff **at least 2 weeks prior to the EM time**.
  - If the on-site user requires the use of the lab, this should be included in the SAF.
  - After SAF approval, the GUV Center finalizes user appointments and encode an access card for the LBMS facility.

- Travel and entry to BNL
  - [All NY state and BNL travel rules](#) apply to users and guests. International travel guidelines, including the list of countries where travel to the US is prohibited, can be found [on the CDC website](#).
  - For the first visit every cycle, on-site users must arrive at BNL during normal business hours and check in at the Guest, User, Visitor (GUV) Center in Bldg 400. Subsequent re-entry is permitted off hours. Any user not approved to be on-site will be asked to leave BNL.
  - Beginning November 17, 2021, all users must check in at the Occupational Medicine Clinic in Bldg 490 to validate their vaccination status or provide proof of vaccination exemption. See the [BNL vaccination requirements](#) for more details.
  - GUV center will check for an approved SAF, active appointment, vaccination validation (or exemption), and completed training. They will activate the LBMS access card through the end of the current LBMS time cycle.
  - Housing reservations on-site can only be made by users with active appointments. On-site housing cannot be used for self-quarantining. A list of local hotels can be provided that allow quarantining.

#### **ORCID iD**

- the LBMS is now requiring users to enter their ORCID iD persistent digital identifier as part of the guest registration process. If you do not already have an ORCID iD, please sign up for one by going to the ORCID website.