

Guidelines for allocations in 2021-1 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 spring (2021-1) 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.

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.
- One user per proposal will be allowed on-site. This means that only a single user will be allowed on-site at BNL and have access to the LBMS facilities, including Lab-Office Buildings (LOBs) and the lab. Two or more users will **not** be able to be on-site for the same proposal and/or work different shifts.
- The on-site user's experience and ability to safely operate the microscopes will be an important consideration.
- 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.**
 - The SAF should list only one on-site user, i.e. the person who will be coming on-site to BNL to participate in the experiment.
 - 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 – if applicable, users from quarantine states need to be informed of their responsibility to complete the [NYS online traveler health form](#) and be in compliance.
 - 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.
 - GUV center will check for an approved SAF, active appointment, 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.