Guidelines for allocations in 2022-1 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 (2022-1) 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.

BNL COVID-19 vaccination and face covering policies
All guests and users coming onsite at Brookhaven National Laboratory (BNL) 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 in accordance with federal mandate and requirement under Brookhaven Science Associates’ prime contract. To manage this new requirement, we ask that all guests and users arrive at BNL Monday through Friday (unless a holiday) between 7:30 AM and 3 PM. 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 or 631-344-7114 at least one week in advance of your arrival.

Please keep in mind that everyone on the Brookhaven Lab site—regardless of vaccination status—must also wear a face covering and socially distance while in Lab buildings.

Please refer to BNL’s web page on the COVID-19 vaccination policy and the use of face coverings for more details.

Change in Multifactor Authentication for LBMS computers
As part of the ongoing effort to maintain a secure computer environment at BNL, access to all LBMS computers now requires two factor authentication (2FA). To log onto a LBMS system, you will need to use both your password and respond to a “push” from BNLS’ Duo service.

On January 8, 2022, LBMS will transition from using the Commercial to the Federal version of Duo. We are making this change to be compliant with DOE rules regarding the use of cloud computing providers and to make the LBMS more secure.

To be able to access computers after January 8th, you will need to be enrolled in the Federal version of Duo. To do this please follow the following link: https://duo-fed-enroll.bnl.gov

If you are already enrolled in Duo, you will not need to download a new app for your phone but will need to follow the instructions in the link above. If you have questions or need help, please contact BNL’s Helpdesk at itdhelp@bnl.gov or +1-631-344-5522.
If you would like to receive notification e-mails about the LBMS computer systems, you can sign up for our notifications by e-mail using the following link: https://lists.bnl.gov/mailman/listinfo/nsls2-computing-notifications-l

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 15 users per microscope will be permitted on-site during the 2022-1 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
  o All allocated proposals must have an active SAF.
  o 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.
  o 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.
  o If the on-site user requires the use of the lab, this should be included in the SAF.
  o After SAF approval, the GUV Center finalizes user appointments and encode an access card for the LBMS facility.

• Travel and entry to BNL
  o 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.
  o 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.
  o 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.
  o 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.
  o 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.