

## Guidelines for Jan. – Apr. 2022 (2022-1) allocations including on-site user access to NSLS-II

*Definition of an “on-site NSLS-II user”: A researcher who has been allocated beam time on a NSLS-II 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 NSLS-II) staff.*

NSLS-II is committed to helping users perform their experiments even during this challenging time. **The primary focus for the spring (2022-1) cycle will be the allocation of highly rated proposals that can run remotely.** We will also continue to permit limited users on-site to support highly rated experiments that cannot be run remotely. The guidelines for this process are detailed below.

### Beam time allocations

- Only active beam time proposals are eligible for beam time.
- Preference is given to highly rated proposals that can be run remotely.
- Beamline staff will allocate and schedule all proposals prior to the start of the 2022-1 cycle. This is to ensure that the on-site users are equally distributed in space and time throughout the cycle.
- Up to 15 on-site users per beamline will be permitted during the 2022-1 cycle for highly rated proposals that cannot be run remotely. Each science program manager will also have the discretion of distributing a maximum of 30 additional on-site users per program.
  - Beamline staff will decide how to distribute the on-site users, e.g. 15 proposals with 1 on-site user each, 7 proposals with 2 on-site users each, or some other combination.
  - Social distancing constraints will continue to limit the number of users+staff that can be at the beamline at the same time. In most cases, this is no more than 2 people at the beamline 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.
  - The on-site user's experience and ability to safely operate the beamline 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).

### Change in Multifactor Authentication for NSLS-II computers

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

On January 8, 2022, NSLS-II 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 NSLS-II 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](mailto:itdhelp@bnl.gov) or +1-631-344-5522.

If you would like to receive notification e-mails about the NSLS-II 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>

### **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 and remote users, including those mailing samples to the beamline staff for analysis.
- 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 beam time is allocated and at least one month prior to beam time.
- In addition to the [standard NSLS-II user training requirements](#), all on-site users must take the BNL COVID-19 training prior to coming on-site: <https://www.bnl.gov/COVID19/return-to-site-training.php>

### **Process for managing on-site user access**

- Beam 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 beamline staff and the proposal PI prior to the time of allocation.
  - All proposals with on-site users must be allocated and scheduled in the PASS system **prior to the start of the 2022-1 cycle**.
  - If a user requires setup and/or take-down time, this time should be included the allocated time.
  - For a given beamline, the scheduled beam time for two proposals with on-site users may not overlap.
- Safety Approval Form
  - All allocated proposals must have an active SAF.
  - SAFs with on-site users must be approved by the ESH, NSLS-II management, and Beamline Staff **at least 2 weeks prior to the beam time**. If a proposal already has a valid SAF, a new SAF is no longer required for on-site users.
  - The SAF should indicate the user(s) coming on-site for the experiment. Beamline staff must also be listed as on-site users.
  - If the on-site user requires the use of a lab, this resource should be included in the SAF.
  - After SAF approval, the GUV Center finalizes user appointments and encodes access cards for the experimental floor for the duration of the 2022-1 cycle.

- 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**. 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 NSLS-II access card through the end of the cycle.
  - Housing reservations on-site can only be made by users with active appointments and allocated beam time. On-site housing cannot be used for self-quarantining. A list of local hotels can be provided that allow quarantining.