InSynC Beamtime Proposals

Instructions for online submission
into the NSLS PASS System

Go to: http://pass.nsls.bnl.gov

National Synchrotron Light Source - Windows Internet Explorer

https://pass.nsls.bnl.gov/login.asp

File Edit View Favorites Tools Help

Favorites | National Synchrotron Light Source

PASS System

Proposal Allocation Safety Scheduling

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New Users:

In order to use PASS for the first time, you must register as a PASS User and obtain a password.

▶ Register as a PASS User

End of Run Survey:

As part of the annual DOE report, the NSLS (and other DOE facilities) are required to ask users to take part in a User Satisfaction survey to provide feedback to the Office of Basic Energy Science (BES) and to improve user services and the NSLS facility.

Please fill in this form at the completion of your experiment.

▶ End of Run Survey

Return to NSLS Home Page

Returning Users:

User ID:

Password:

Login

Forgot Password?

If you don't have a PASS account, click here. (If you do, log in under "Returning Users".)

National Synchrotron Light Source - Windows Internet Explorer

https://pass.nsls.bnl.gov/new_user.asp

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New Users of the PASS System

You should be a Registered BNL Guest or a BNL Employee to use the PASS System. For Guests, if you have not already done so, the first step is to Register as a BNL Guest.

Register with the PASS System

Please select from the following:

- (●) I have already received a Permanent BNL Guest or Life Number
- ( ) I have not yet received a BNL Guest Number and I would like a Temporary PASS ID in order to utilize the PASS System until my permanent number is assigned

Next > Return to NSLS Home Page

If you have a BNL ID, enter your guest number here. If not, get a temporary ID.

National Synchrotron Light Source - Windows Internet Explorer

https://pass.nsls.bnl.gov/signup_bnl.asp

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PASS System Registration

Please enter your BNL Guest or Life Number, last name, and birthdate. Your birthdate is used for verification purposes only.

BNL Guest or Life Number:

Last (Family) Name:

Date of Birth: January 1 1950

After verifying the above information is correct, PASS will use the full name, email address, and other information you already have on file with BNL. After the registration process is complete, you will have the opportunity to view the information currently on file and request changes.

Your BNL Guest or Life Number will be used for your PASS User ID.

Choose a Password:

Confirm Password:

Login Return to NSLS Home Page

Enter your BNL Guest number, last name, birthdate, and choose a password. Then Click “Login”.

IMPORTANT!

Once you've entered the PASS System, the "BACK" button on your browser will not work correctly. So read carefully before proceeding to each step.

National Synchrotron Light Source - Windows Internet Explorer

https://pass.nsls.bnl.gov/main.asp

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- Beamline Scheduling
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Welcome Lisa Miller

Select "Create a new PASS form"

New Features:

Personal Information on file: You now have the ability to check the status of your appointment end date, visa, passport, and training information as well as your personal information, right here in PASS. On the left navigation, go to the choice Personal Information and you can see all these items. You have the ability to modify your personal information using the link provided. Visa and passport must be updated upon physical site access check in. Training information is automatically updated the day after the training course has been completed. If you have any questions, please send an email to nslspass@bnl.gov.

Word Template of PASS Form: Choose the third line on the left navigation PASS Form Template to obtain a Word template of the major items required on the PASS form. You can take your time writing the main points of your proposal and make sure it's complete before actually inputting the PASS form. Just copy and paste your entries from the Word template.

New PASS Forms

Create a new PASS Form:

Define a new experiment. Initial application for Beamtime.

Access PASS Forms

Access your existing PASS Forms:

Check status. Request Beamtime against an existing PASS Form. Add a Safety Approval Form.

Safety Approval Forms

View Safety Approval Forms which list you as an Experimenter:

Familiarize yourself with all SAFs which list you as an Experimenter.

National Synchrotron Light Source - Windows Internet Explorer

https://pass.nsls.bnl.gov/form/principal2.asp

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BROOKHAVEN NATIONAL LABORATORY

Principal Investigator

Please verify all the information listed below is correct:

Last Name (Family Name):	Miller
First Name:	Lisa
Institution:	Brookhaven National Laboratory
Institution Phone:	344-2091
Email Address:	lmiller@bnl.gov

You may request a change to any of the above information. After you complete your request for changes, return to PASS and create a New Proposal.

Next > Cancel

Verify and click “Next”

Comments Privacy and Security Notice

National Synchrotron Light Source - Windows Internet Explorer

https://pass.nsls.bnl.gov/form/title.asp

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Title, Field of Research

Facility: NSLS

Title of Experiment: Imaging Copper in Pennies using X-Ray Fluorescence Microprobe

Primary Field of Research for this Experiment: (Please Select)

Type of Proposal:
- ○ PRT Member
- ○ General User
- ◉ Rapid Access (available techniques)
- ○ Proprietary User
- ○ Proprietary User with PRT arrangement
- ○ SAF Only (Authorized Use Only)
- ○ Feasibility Study (Not yet available within PASS)
- ○ Classified Research (Not yet available within PASS)

(For proposal types not yet available, please contact NSLS User Administration)

Does this experiment involve work to be performed on an active CRADA: (click here for a description)

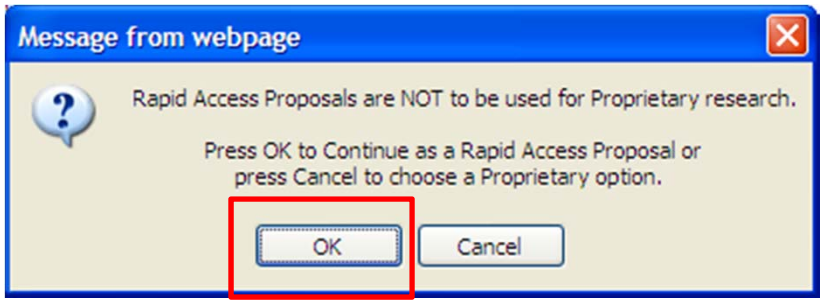
○ Yes ◉ No

If Yes:
CRADA Number:
CRADA Title:
CRADA Department:

Remote use:
- ◉ On-site Access: Experiment will be performed on-site, in person by the PI's experimenters. The PI (and approved experimenters) may also request remote computer access for operating equipment, data collection and retrieving data.
- ○ Remote Access: Experiment will be conducted by the PI's experimenters entirely through remote (off-site) access to beamline equipment. Permission from beamline staff is required. No on-site access will be granted. The PI (and approved experimenters) will be granted remote computer access for operating equipment, data collection and retrieving data.
- ○ Proxy (Service) Access: Experiment will be conducted by beamline staff on samples sent by the PI. No on-site access will be granted. Discussions with beamline staff prior to proposal submission are required. The PI may request remote computer access for retrieving data only.

Next > Cancel

Enter a title, primary field of research, and select "Rapid Access"


Message from webpage
Rapid Access Proposals are NOT to be used for Proprietary research.
Press OK to Continue as a Rapid Access Proposal or
press Cancel to choose a Proprietary option.
OK
Cancel

Click OK

National Synchrotron Light Source - Windows Internet Explorer

https://pass.nsls.bnl.gov/form/delegate.asp

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BROOKHAVEN NATIONAL LABORATORY

Imaging Copper in Pennies with X-ray Fluorescence Microprobe

Delegate

PASS allows you to assign a Delegate for this PASS Form. Assigning a delegate is optional. A delegate has the ability within PASS to act on your behalf for all things pertaining to **this PASS Form**. You can change a Delegate at any time and you can remove a Delegate at any time.

Among other things, a Delegate is able to:

- Create and Submit Beam Time Requests against this PASS Form
- View the overall proposal rating and reviewer's comments of this PASS Form
- Create and Submit Safety Approval Forms against this PASS Form

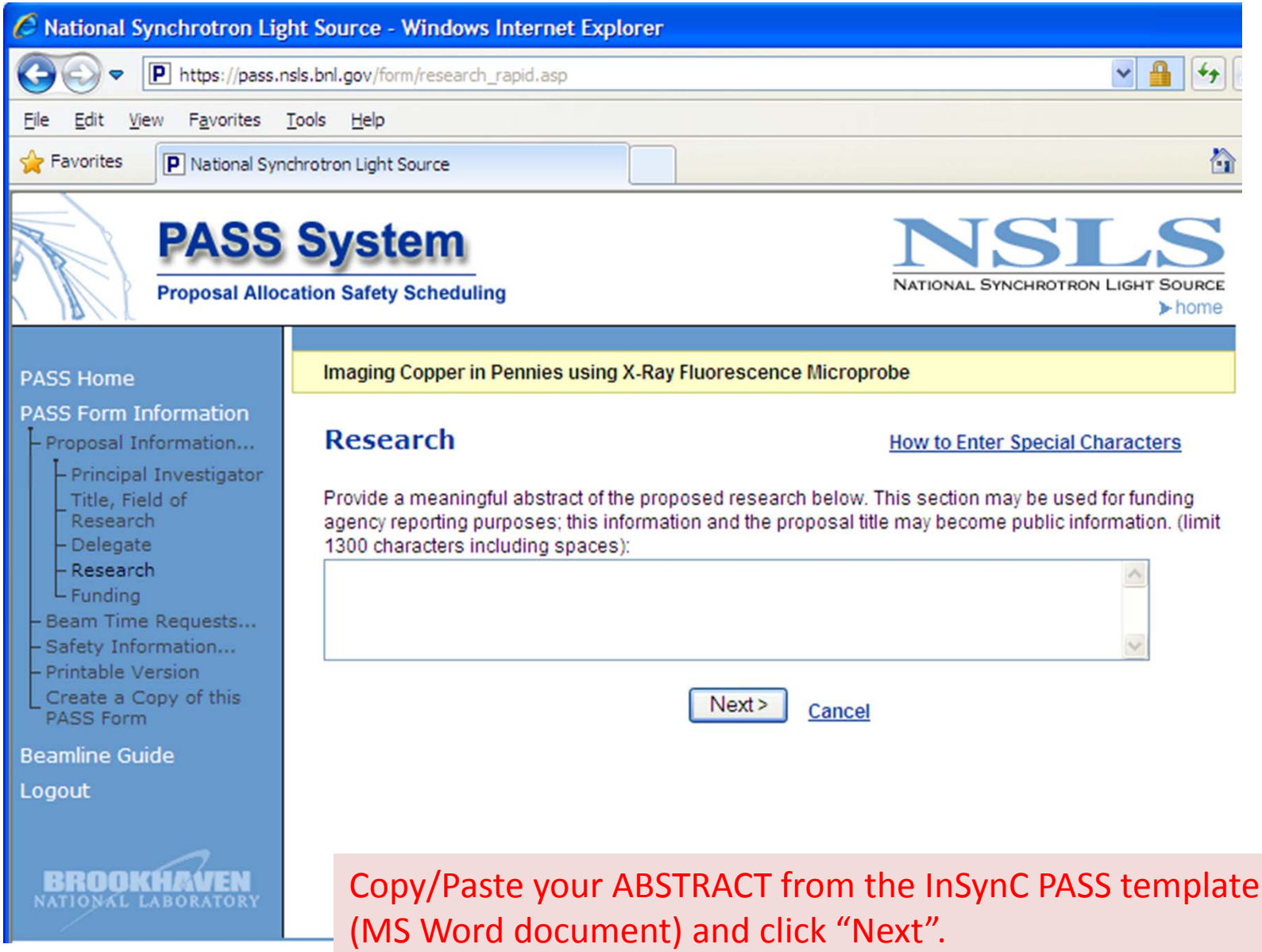
The only requirement for a Delegate is that they must have a permanent BNL Guest or Life Number.

No Delegate is currently Assigned.

Assign a Delegate | Next > | Cancel

No delegate is necessary. Click “Next”

Comments | Privacy and Security Notice



Copy/Paste your ABSTRACT from the InSynC PASS template (MS Word document) and click “Next”.

National Synchrotron Light Source - Windows Internet Explorer

https://pass.nsls.bnl.gov/form/funding_source_edit.asp?ffsid=0

File Edit View Favorites Tools Help

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BROOKHAVEN NATIONAL LABORATORY

Imaging Copper in Pennies using X-Ray Fluorescence Microprobe

Funding

Funding Source: DOE, Office of Workforce Development

Specify (only if requested):

Next > Cancel

The InSynC program is funded by the DOE Office of Workforce Development. Select it from the dropdown list and click “Next”.

Comments Privacy and Security Notice

National Synchrotron Light Source - Windows Internet Explorer

https://pass.nsls.bnl.gov/form/funding_sources.asp

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Funding

List all Funding Sources:

Funding Source:	Specifics:	
DOE, Office of Workforce Development		Remove

Add Funding Source | Next > | Cancel

If you have other funding, click “Add Funding Source.” Otherwise, click “Next”.

Comments | Privacy and Security Notice

National Synchrotron Light Source - Windows Internet Explorer

https://pass.nsls.bnl.gov/beamtime/current_cycle.asp

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Current Cycle Request

How to Enter Special Characters

The NSLS divides the calendar year into three Cycles. Specifically: January through April, May through August, and September through December. Current Cycle Requests submitted near the end of a cycle may automatically be moved to the succeeding cycle.

This is a Current Cycle Request for September - December 2010

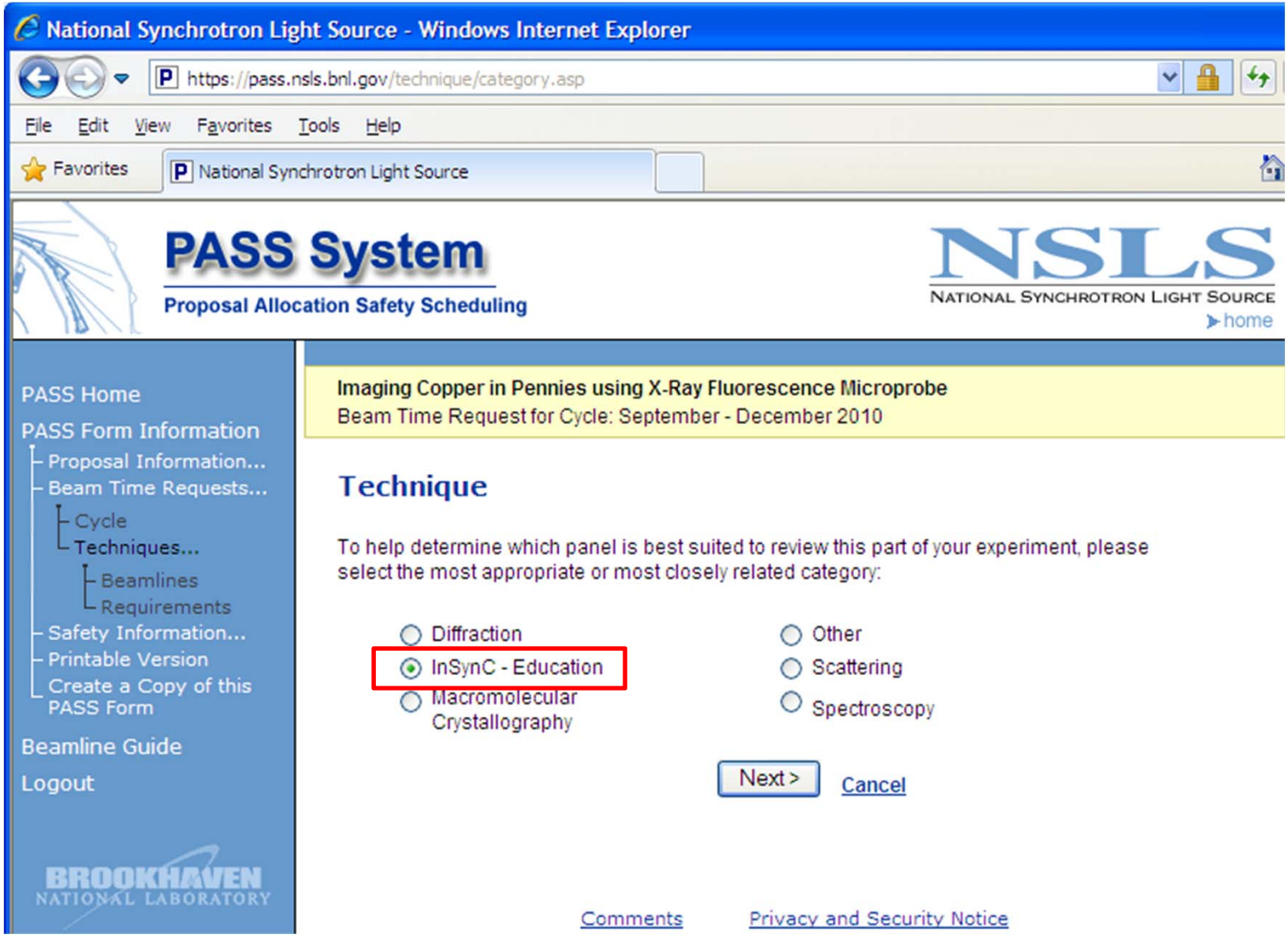
Comments to Beamline Scheduler:

Not necessary – leave empty.

Proposed work, plans and accomplishments for Beam Time in the **requested cycle** for this PASS Form. Please mention why Beamtime should be allocated on short notice for this proposal. Progress made with any previous Beamtime should be noted here as well. (limit 2000 characters including spaces)

Copy/Paste your remaining info from the InSynC PASS template (MS Word document) and click “Next”.

Next > Cancel



Select “InSynC – Education” for your technique and click “Next”.

National Synchrotron Light Source - Windows Internet Explorer

https://pass.nsls.bnl.gov/technique/review_panel.asp

File Edit View Favorites Tools Help

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Imaging Copper in Pennies using X-Ray Fluorescence Microprobe
Beam Time Request for Cycle: September - December 2010

Review Panel

Proposal Review Panels (PRPs) are responsible for rating General User Proposals for scientific or technical merit and innovation. Based on the Technique you have chosen, the Proposal Review Panel covering InSynC - Education Rapid Access has been selected to evaluate this proposal.

Next > Cancel

Great! Just click “Next”.

Comments Privacy and Security Notice

National Synchrotron Light Source - Windows Internet Explorer

https://pass.nsls.bnl.gov/technique/beamline.asp?blrid=0

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Beamline

The beamlines listed below are capable of performing this technique. Please select the desired beamline from the list. You should consult the Beamline Guide and contact Beamline staff before making your choice. Please review the list of Beamlines With Beamtime Available in this cycle.

Choose Beamline:
- U2B
- X6A
- X26A

Experienced NSLS Users may prefer to choose from a list of all beamlines.

Next > Cancel

Select your beamline and click “Next”.

U2B = Infrared Microspectroscopy
X6A = Protein Crystallography
X26A = X-ray Fluorescence Microprobe

National Synchrotron Light Source - Windows Internet Explorer

https://pass.nsls.bnl.gov/technique/beamlines.asp

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InSynC - Education

Beamlines

Please list your beamline choices in order of preference. If your first choice beamline is unavailable, your second choice beamline will be considered, etc.

Beamlines:

Beamline:	Beam Time Type:	
X26A	General User Beamtime	Remove

Add Beamline Request | Next > | Cancel

Your beamline will be listed. Just click “Next.”

National Synchrotron Light Source - Windows Internet Explorer

https://pass.nsls.bnl.gov/technique/beamline_days.asp

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Beamlines

You have selected X26A as your first choice beamline.

Number of days of Beam Time desired **during this cycle**: 1

Minimum number of days needed: (below which experiment cannot be done effectively) 1

Next > Cancel

Enter “1” day into each box and click “Next.”

National Synchrotron Light Source - Windows Internet Explorer

https://pass.nsls.bnl.gov/technique/requirements.asp

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Depending on your beamline, the information here will differ.

Requirements

Wavelength / Energy Range:	10 keV
Spot size on sample:	10 microns
Resolution:	
Energy:	1 eV
q:	
Other:	

X6A, X26A: 10 keV
U2B: 4000 – 500 cm-1

X26A, U2B: 10 microns
X6A: 500 microns

X6A, X26A = 1 eV
U2B: 4 cm-1

Provide an explanation as to which characteristics of the beamline chosen are most important (e.g. energy range, focusing, equipment):

high brightness, small spot

OK for all beamlines

Next > Cancel

Once done, click “Next”

Comments Privacy and Security Notice

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https://pass.nsls.bnl.gov/technique/done.asp

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Technique Complete

Technique Information related to InSynC - Education is now complete.

To mark this Beam Time Request Complete and continue, press Next.

Next >

Great! Click "Next"

Note: Beam Time Requests are not reviewed by the NSLS until they are Submitted. To Submit your Beam Time Request, continue using the Next button above, then follow the instructions to Submit.

Comments Privacy and Security Notice

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https://pass.nsls.bnl.gov/beamtime/done.asp

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Beam Time Request: Beam Time Request Complete

Your Beam Time Request is now complete.

Before this Beam Time Request can be submitted to the NSLS, Safety Information must be provided. Why is this being requested?

Information on the Safety Approval Form should be as complete as possible at the time you submit the Beam Time Request. The Safety Approval Form is associated with the Beam Time Request, but will be submitted for Safety Review separately, usually after Beam Time has been allocated.

If you do not yet have complete information for preparing the Safety Approval Form, simply indicate that where applicable. You can update the Safety Approval Form at any time until it is submitted for Safety Review.

Proceed to Safety Information

Click here to enter safety information.

Comments Privacy and Security Notice

National Synchrotron Light Source - Windows Internet Explorer

https://pass.nsls.bnl.gov/safety/experimenters2.asp

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Imaging Copper in Pennies using X-Ray Fluorescence Microprobe

Experimenters

List all Experimenters who will physically perform the experiment at NSLS (or will perform the experiment remotely).

- In order to list an Experimenter, the Experimenter must have an active BNL appointment and you must have available their BNL Guest or Life Number.
- Experimenters can be added to this list at any time (even after submission). If an Expermenter does not yet have a BNL Guest or Life Number, you should add them to this list once the number is received.
- Removing an experimenter from this list is only possible until Beam Time is requested.

Name:	Institution:
Lisa Miller	Brookhaven National Laboratory

Add Experimenter | Next > | Cancel

Comments | Privacy and Security Notice

You may add additional experimenters here, but this can also be done once beamtime is approved, which is the simpler route; if you add experimenters now, they will need to have a Guest Number.

So just click “Next”.

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https://pass.nsls.bnl.gov/safety/select_saf_with_add.asp

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Safety Approval Form

Safety Envelope:

Your experiment may fall within the boundaries of a predefined Safety Envelope. In order to determine this, you will answer a specific set of review questions pertinent to the area chosen. If the experiment falls within an envelope, your Safety Approval Form's approval will be expedited.

To use the Standard Protein Crystallography Experiment envelope, please click here

Create a New SAF:

For experiments which do not appear to fall within a Safety Envelope and none of your existing SAFs is closely related , please continue with Creating a New SAF.

Create a New SAF Cancel

Click here.

National Synchrotron Light Source - Windows Internet Explorer

https://pass.nsls.bnl.gov/safety_approval_form/equipment.asp

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BROOKHAVEN NATIONAL LABORATORY

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Equipment

How to Enter Special Characters

Experimental Equipment Required:

- [x] Experiment will utilize available Beamline or Cluster equipment:
- [ ] Equipment necessary for this experiment will be supplied by the user group performing the experiment:

List each piece of equipment.

List equipment that will be used which is not a permanent part of the beamline. Include pressure chambers, gas manifolds, heating apparatus, lasers (specify laser class), cooling apparatus, cryogenic equipment, items that will be inserted into the beamline vacuum, etc. Include self assembled electrical equipment and any equipment which is not UL approved.

Next > Cancel

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You will not likely be bringing equipment (only samples) to the beamline. If this is true, click this box and then click “Next”.

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https://pass.nsls.bnl.gov/safety_approval_form/materials.asp

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BROOKHAVEN NATIONAL LABORATORY

Imaging Copper in Pennies using X-Ray Fluorescence Microprobe

Materials

List all the materials to be used for your experiment. **Include both sample and preparation materials.** All chemical reagents, cryogens, and gasses are to be listed here.

There are currently no Materials Listed. Please add a Material.

Add Material Cancel

To enter a description of your samples, click "Add Material."

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https://pass.nsls.bnl.gov/safety_approval_form/material_edit.asp?mid=0

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Imaging Copper in Pennies using X-Ray Fluorescence Microprobe

Materials

Name of Material	pennies
Quantity	10
Location while at NSLS:	at beamline
Return to Home Institution:	(•) Yes ( ) No

Enter the details of your sample here. Be sure to say "Yes" you will return the samples to your home institution and click "Next".

Materials that are not returned to your home institution when your experiment run is finished must be included in the BNL Chemical Management System (CMS) and bar coded.

Materials that are to be included in the BNL Chemical Management System are identified on each Safety Approval Form and marked with the words, "Bar Code". Upon arrival at the beamline, you must arrange to have these materials entered into the BNL CMS by paging the CMS team at extension 6092.

Next > Cancel

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Materials

List all the materials to be used for your experiment. **Include both sample and preparation materials.** All chemical reagents, cryogens, and gasses are to be listed here.

Material:	Quantity:	
pennies	10	Remove

Add Material | Next > | Cancel

If you have additional samples, click “Add Material”. If not, just click “Next”.

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Task, Risk, Emergency Response

How to Enter Special Characters

The following fields are to collect information about the risks to personnel health and safety or synchrotron operation presented by your experiment. Describe the mechanics of your experiment, analyze the potential risks, anticipate potential mishaps, list the required controls, and plan your response should controls fail.

Experiment Description:

Describe the tasks and procedures required for your experiment. Provide sufficient information to illustrate what will be done, who will do it, and where procedures will occur. Describe how the materials and equipment listed previously will be used.

conventional X-ray fluorescence microprobe experiment

Risk Analysis

Evaluate your experiment and report the potential hazards or risks (chemical vapor or gas exposure, liquid spills to the skin or facility surfaces, radioactive contamination, exposure to physical hazards from lasers, radioactive sources, or cryogens, etc.).

no risks

Required Precautions

Identify the required precautions (personal protective equipment, posting, process restrictions, and material containment, transport and quantity limitations). If your experiment presents no risk, please indicate as having No Risks.

no risks

Emergency Response:

Include a description of required actions should there be a spill, gas release, or any event that requires specific action to control potential risks. If not applicable to your experiment, please specifically indicate.

none

Next > Cancel

Each box must be completed with a concise description. If there are no hazards for a particular field, enter “No risks”.

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Wastes

List all wastes that will be generated. Include anticipated quantities of each. The NSLS Safety Staff will identify which wastes are hazardous (RCRA). Any hazardous wastes generated at BNL must be disposed at BNL through the BNL Waste Management Division.

There are currently no Wastes listed. Please add a Waste or signify below that no Wastes are generated with this experiment.

☑ No wastes will be generated during this experiment.

Add Waste | Next > | Cancel

If you will be generating any wastes that might be hazardous or will need disposal at BNL, click “Add Waste”. Most experiments will not have wastes, so just click “Next”.

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Imaging Copper in Pennies using X-Ray Fluorescence Microprobe

Regulatory Requirements

Will your work involve human subjects research, human bodily materials, or animals? ○ Yes ◉ No

If yes, there may be ethics requirements to be resolved with the BNL Office of Research Administration, Institutional Review Board at (631) 344-3362. Contact them. Human bodily materials can include, cells, blood, urine, tissues, organ, hair, nail clippings, teeth, etc. Most experiments involving these can be declared 'exempt' from extensive review by the Office of Research Administration.

Will you bring any organisms or viruses, any biological toxins (DOE select/etiologic agents), or any organism or virus that contains recombinant DNA to the NSLS? ○ Yes ◉ No

If yes, there may be additional review and registration requirements that can take several weeks to resolve. Contact the NSLS Experiment Review Coordinator at (631) 344-5366.

Will you bring radioactive materials to the NSLS? ○ Yes ◉ No

If yes, there are specific requirements for material transport and for use at the beam line. The BNL Isotopes and Special Materials group will help with transport and can be reached at (631) 344-5645. Beam line work practices are to focus on minimizing the potential for contamination. Specific arrangements are to be made with the NSLS Facility Support Representative at (631) 344-5565.

Will you use or bring a laser to BNL? ○ Yes ◉ No

If yes, the ANSI Hazard Class of the device will determine what is required for operation. Class 3b and 4 systems require training, eye exams, careful documentation, and review by the BNL Laser Experiment Review Coordinator. Class 2 and 3a systems require registration and posting. Contact the NSLS Experiment Review Coordinator at (631) 344-5366.

Will you require laboratory space for sample preparation or wet chemistry? ○ Yes ◉ No

If yes, contact a Lab Steward to request laboratory space (bench, fume hood, or equipment). Requirements for using the laboratories can be found here. Describe your materials, tasks, risks, and required precautions in this Safety Approval Form.

Will you generate any Hazardous Wastes at the NSLS? ○ Yes ◉ No

Users must follow the NSLS Hazardous Waste Disposal directions for all RCRA wastes generated at BNL. If you are uncertain about how to classify your wastes, contact the NSLS Experiment Review Coordinator at (631) 344-5366 for assistance.

Will you use magnetic field producing equipment (beamline equipment or your own equipment) or any magnetic materials capable of producing a magnetic field at or above 0.5mT [5 G], measured outside the physical boundary of the device? ○ Yes ◉ No

If yes, give us a detailed explanation of the planned use in the experiment description section of the SAF. Additional review, surveys, posting and training may be required. We will need to take into consideration the magnet's field strength and pattern, use of any cryogens, and any potential oxygen deficiency hazards that may result from the cryogen. Contact the NSLS Experiment Review Coordinator at (631) 344-5366.

Will you bring any electrical equipment to the NSLS that operates at or above 50 volts and:

- **Is not marked with a Nationally Recognized Testing Laboratory label or,**
- **Has not been previously approved by a BNL Electrical Equipment Inspector or,**
- **Has been modified since being approved or NRTL labeled?**

○ Yes ◉ No

If yes, this equipment will have to be evaluated before operating at the NSLS. At minimum, electrical equipment that is energized at or above 50 volts must be sufficiently enclosed to prevent accidental contact with energized parts; all exposed metal parts likely to become energized must be bonded and

Answer the questions appropriately.

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Regulatory Requirements Summary

Printable Version

Your responses indicate your experiment will not involve any further Regulatory Requirements at this time.

Next > Cancel

Most experiments will not have regulatory requirements to be addressed. Just click “Next”.

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User Comments

Please list any comments to assist Safety Staff in reviewing your experiment. (limit 1000 characters including spaces)

none

Next > Cancel

Enter any comments to the safety staff. If none, indicate as such and click “Next”.

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Safety Approval Form

The Safety Approval Form is now complete and its status is Draft.

You should now return to the Beam Time Request to Review or Submit.

Almost done. Click “Beam Time Request”

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https://pass.nsls.bnl.gov/beamtime/info.asp?btrid=10316

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Imaging Copper in Pennies using X-Ray Fluorescence Microprobe
Beam Time Request for Cycle: September - December 2010

Beam Time Request Information

Entry of this Beam Time Request is complete. Review or make changes using the menu on the left.

When you are satisified with your entries, you should Submit the Beam Time Request to the NSLS. Your request will not be routed for rating until you have submitted to the NSLS.

Submit this Beam Time Request to NSLS

Submit!

Techniques for this Beam Time Request:

Click the Technique for complete details.

Category:	Technique:	Status:	
InSynC - Education	InSynC - Education	Complete	Remove

Return to Beam Time Requests

Comments Privacy and Security Notice

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https://pass.nsls.bnl.gov/beamtime/submitted.asp

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Beam Time Request for Cycle: September - December 2010

Beam Time Request: Beamtime Request Submitted

Your Beam Time Request has been submitted.

You have the following options:

- Return to the PASS Form Information page to review this PASS Form.
- View a Printable Version of the PASS Form. Use your browser's print command to print and and keep a copy for your records.
- Return to the PASS Home Page

Congratulations, you're done!