

1 Introduction

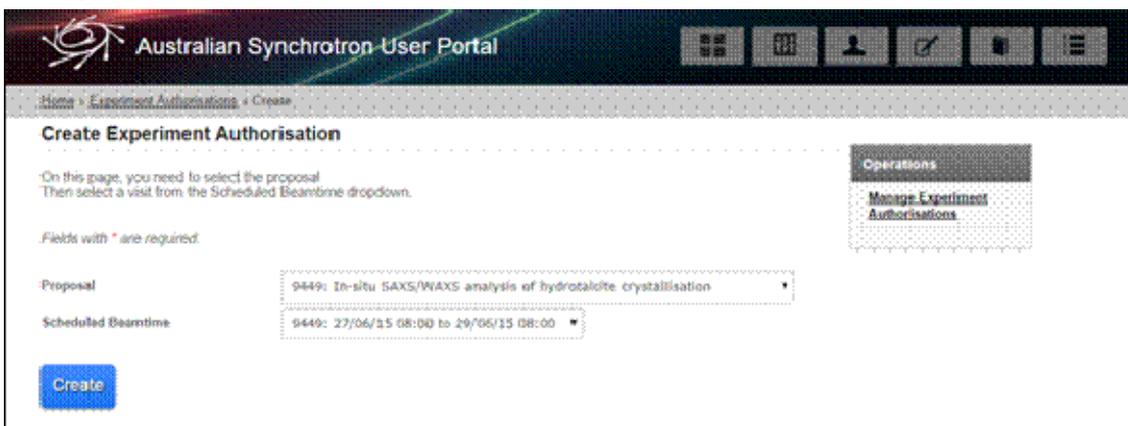
All Users of the Australian Synchrotron (AS) are required to submit an Experiment Authorisation (EA) via the [Australian Synchrotron User Portal](#), and have it approved, before commencing any experimental work within the facility.

2 Creating an EA for scheduled beamtime

From the User Portal Dashboard, proceed to the 'Experiment Authorisations' section, select 'Create and manage' and then select the 'Create EA' link.

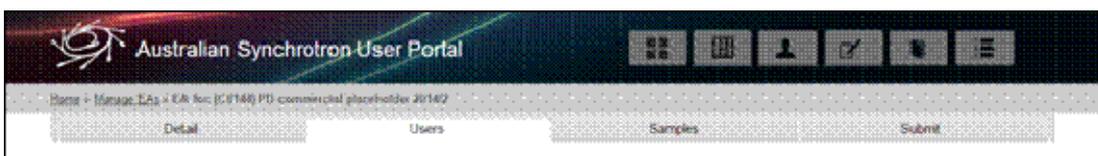


From the dropdown menus, select first the proposal number and then the dates of the beamtime allocation for which you would like to create an EA. Once selected, press the 'Create' button.



3 Completing the Experiment Authorisation

The EA is set up as a series of tabs which must be filled out before the final Submit tab will allow submission of the EA. These tabs can be selected in any order and there are additional buttons for navigation at the bottom of each.



3.1 Tab 1: Details

This section includes details about the beamtime such as the Proposal ID, Experiment title, Round, Beamline and Status of the proposal. Please check these are correct.

The second half of this page contains a set of questions which are specific to each beamline. Some questions are compulsory, some are optional. If you are unsure how to answer any of these questions, contact a member of the particular beamline team to ask for clarification.

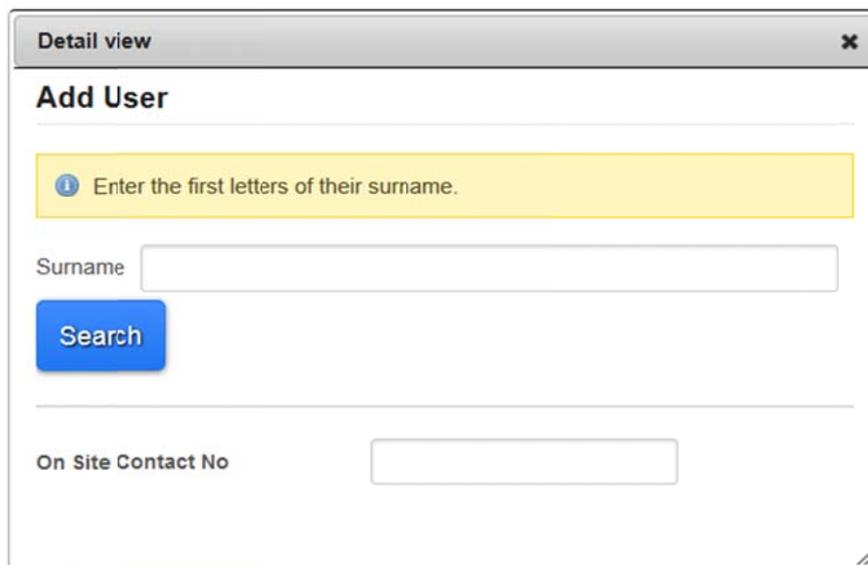
Once you have completed these questions press 'Next'.

3.2 Tab 2: Users

In this section, you must provide details of all Users who will be onsite participating in this allocation of beamtime. Any changes to the User list must be submitted at least 5 working days prior to the start of the experiment.

Users can be added to an EA by clicking on the 'Add Users to EA' button and then searching for the User by surname. If adding a new User, there is also a link to create a new account in the portal for this person.

[Add User to EA \(max 7 users\)](#)



If you cannot find the account of the person you were searching for, you may create it yourself.

[Enter New Account Details](#)

3.2.1 Spokesperson

Each User group must nominate a group Spokesperson. The main duties and responsibilities of the Spokesperson include:

- i. being physically present during the allocated beamtime, except for those Macromolecular/Micro crystallography (MX) experiments where all Users are participating remotely;

- ii. being the main point of contact during the allocated beamtime;
- iii. ensuring their Users adhere to the AS's policies and procedures at all times;
- iv. ensuring their Users have completed the AS safety inductions (i.e. WHS; Radiation Safety; PSS Training Video), as well as laboratory and beamline training as appropriate; and
- v. ensuring their Users conduct themselves in a courteous and professional manner while onsite.

The Spokesperson is also typically responsible for the submission of the EA. However, another person within a User group can submit an EA and nominate an appropriate Spokesperson.

A contact phone number must be provided for the Group Spokesperson, and this must be a number where they can be contacted during the beamtime - a mobile phone number is most appropriate. Additional mobile phone numbers for as many other attendees as possible should also be provided.

3.2.2 Safety Training Status

Each User must have valid facility safety training in order to submit the EA. Any Users without valid training will display 'Expired' in the 'Safety Training Status' field. Instructions on how to complete the induction offsite will be emailed upon clicking the "Email User" button.



3.3 Tab 3: Samples

You must provide details of all samples, reagents and equipment that you intend to bring onsite. You should also detail any procedures which you will carry out ONSITE at the AS.

Samples/reagents and equipment which have not been declared will not be allowed onsite and may cause your beamtime to be delayed or cancelled.

Note: Unless by prior arrangement, all samples and stock reagents must be removed from site by the user group at the conclusion of the experiment.

3.3.1 Experimental hazards

Select all hazards which apply to samples/reagents being brought onsite via the checkboxes, or select 'no hazard' if no samples/reagents are hazardous.

3.3.2 Adding Samples

- i. Download the beamline specific sample spreadsheet template using the 'download blank sample spreadsheet template' button. The cells within the spreadsheet template contain information on how to complete the spreadsheet and an example sample for further guidance. Include details of all samples/reagents that you will bring onsite.

DOWNLOAD BLANK SAMPLE SPREADSHEET
TEMPLATE

Note: Only sample submissions using the official template for the correct beamline will be accepted.

- ii. Once you have completed the sample spreadsheet, save it for your own records and then upload the spreadsheet using the 'Upload completed sample template' button.

UPLOAD COMPLETED SAMPLE TEMPLATE

- iii. If you wish to append the samples in the existing sample spreadsheet for this experiment, download the current sample spreadsheet, using the 'Download current sample spreadsheet' button, append the spreadsheet, save it for your own records and use the 'Upload completed spreadsheet' button above.

DOWNLOAD CURRENT SAMPLE
SPREADSHEET

Note: Uploading a new spreadsheet will overwrite the existing spreadsheet.

- iv. Upload all (M)SDS associated with hazardous samples/reagents using the 'Upload a file' button.

Note: (M)SDS are required for all hazardous samples/reagents unless an (M)SDS meeting the requirements of Schedule 7 of the Commonwealth Work Health and Safety Regulations 2011 is already available on Chemwatch. The (M)SDS must be less than 5 years old.

3.3.3 Electrical and other equipment

You must indicate if you intend to bring electrical or other equipment onsite via the check box. List any equipment being brought onsite in the text box. This may include: electrical equipment (must have current test and tagging); ionising or non-ionising radiation sources including lasers and UV sources; pressure equipment etc. Additional documents can be uploaded using the 'Upload a file' button located below the text box.

3.3.4 Experimental procedures

You must detail any experimental procedures that you will be carrying out onsite, either at the beamline or within an onsite laboratory, incorporating proposed risk mitigation/controls that will be used to minimise any risks associated with the experiment. This includes the risk

mitigation/controls associated with the handling of hazardous samples (having regard to the information in any associated (M)SDS).

Ensure that any experimental setup has been discussed with the beamline staff prior to your beamtime.

3.3.5 Additional documents

Additional documentation e.g. risk assessments can be uploaded using the 'Upload a file' button.

3.4 Tab 4: Submit

3.4.1 Review

Review all information entered in the previous sections.

Note: All EAs must be submitted at least 5 full working days before the date of the experiment. Any alterations to a submitted EA must be made, and the EA re-submitted, at least 3 full working days before the date of the experiment.

You can check the status of your EAs through the dashboard in the User Portal.

3.4.2 Declaration

The following declaration is agreed to by the person submitting the EA:

I hereby confirm that all information I am supplying in support of this application for Experiment Authorisation is correct. I understand that any users or samples not listed will not be allowed into the Australian Synchrotron. I am duly authorised to complete and sign this application on behalf of the Users participating in this experiment.

4 Experiment Approval

The User Office, a Scientist from the relevant beamline and the Safety Team all need to approve the EA for the experiment to proceed. If further information is required from the Users by any of these departments, the EA may be declined. In such cases, Users will receive an email stating which department has declined the EA and a description of what extra information is being sought. Resubmittal of the EA, including the additional information is then required.

Once the EA has been approved by all three departments, the User will receive an email stating the experiment has been approved.