

Guidelines for “Remote Access” on the Far-Infrared Beamline

In some circumstances arrangements may be made for beamline staff to help a user run an experiment remotely. Essentially this means a user will inform the beamline staff of the conditions which are required for an experiment and the beamline staff will set up those conditions for the user and run the spectrometer. The process for this type of operation is as follows:

1. Contact the beamline scientist to determine if remote access will be available. This service is NOT guaranteed, and is NOT normal beamline operation; it is a service that may be provided to help user get data in a timely and an efficient manner. It is entirely up to the discretion of the beamline scientist whether this service will be offered or not for a particular experiment. A few situations which will automatically cause a request for remote access to be rejected:
 - a. The user has never done an experiment at the beamline.
 - b. The experiment has large practical difference from typical beamline operation.
 - c. The experiment is over 6 days in length
 - d. The experiment cannot be left unattended for between 7 pm and 7am.

If any of the above conditions apply the beamline staff may consider such an experiment if they are offered co-authorship on any publications produced. Again this is up to the discretion of the beamline staff.

2. Once a remote access request has been granted, the user must forward a detailed description of the experiment to the beamline scientist a minimum of two weeks before the beamtime. This description must include filled out experimental forms (found at <http://exshare.lightsource.ca/farir/FARIR%20EXP/Forms/AllItems.aspx>) for each spectrum to be collected, this includes calibrations and backgrounds. (the easiest way to accomplish this is to fill out the form online and then print it as a PDF then the resulting PDF can be sent as an e-mail attachment to the Beamline scientist. The beamline scientist will review this document to ensure the feasibility of the plan.
3. Any and all chemicals and equipment need for the experiment that are not already at the beamline must be sent to the beamline a minimum of two weeks before the beamtime.
4. When the beamtime for the experiment starts the equipment will be set up to the specification laid out in the plan. (Remember as always, all set up time comes out of your beamtime allocation) Once set-up is complete spectra will be collected using the parameters requested by the user in 2. Data will be uploaded to the experimental folder at least once a day so the user can review it. If changes to the parameters are needed the user may call or e-mail the beamline staff to make the changes. The beamline staff will endeavour to make the requested changes ASAP, however as beamline staff have many responsibilities there may be some delay between the request and the actual change in parameters.
5. Beamline staff will generally not evaluate the data.
6. When the users beamtime expires the experiment will be terminated, whether the complete dataset requested has been collected or not. (Same as if the user was present)
7. All data will be uploaded to the users experimental folder.