User Management section

Adding experiments (Invitation Letters)

This is a formal notice sent at the start of the period of invitation (usually the start of the FY) that the experiment is invited and reminding them of key things including how people should register and their responsibility to go through a safety review and let us know of changes.

I have letters here:

V:\TF\Facet II\Invitation Letters

Getting a user census and asking for updates is useful to be able to do random tallies of users during the course of a year. The official data call for sending to the DOE happens in November every year for the previous FY.

Update the proposal site for internal use: https://slac.sharepoint.com/sites/facet/facet_public/newnav/Pages/Proposals.aspx

Experiments that are invited should be marked on the website:

https://facet-ii.slac.stanford.edu/proposals/accepted-proposals

And added to the list on the shift report site.

https://aosd.slac.stanford.edu/facet-shift-report/admin/index/

http://ad-ops.slac.stanford.edu/facet-shift-report/admin/index/

For admin stuff (like adding experiments), the username/password info is in V:\TF\Facet II\User Administration\Shift Summary\admin_info.txt

Start the safety review and track the safety review progress on the sharepoint site: https://slac.sharepoint.com/sites/facet/facet_public/newnav/Pages/Proposals.aspx

Safety Review

Overall process is a released document here:

https://slac.sharepoint.com/sites/pub/Publications/080-0020_Test_Facilities_Expt_Review_and_Approval.pdf

Part of the safety review is with Radiation Physics. RP must review and approve all beamline installations. There is a line item in the BAS about having all the experiments approved by RP. The signer is responsible to ensure this remains the case throughout the operation of the beam so if there is a change during an active BAS, that change must be approved prior to being installed to keep the BAS valid.

Past RP memos are located here:

V:\TF\Facet II\Experiment Safety Reviews\Memos to Radiation Physics

Safety reviews also include the TF safety review committee. Material and notes of approval are stored on the V drive here:

V:\TF\Facet II\Experiment Safety Reviews

And are tracked here:

https://slac.sharepoint.com/sites/facet/facet_public/newnav/Pages/Proposals.aspx

Performance Reports

The DOE will ask for quarterly reports on how beamtime is spent.

Historical (FACET-II) reports are kept on the V drive:

V:\TF\Facet II\Performance Reports

Experimenters log beam time through this shift report form maintained by Matt Gibbs:

https://aosd.slac.stanford.edu/facet-shift-report/index/ (non-admin link)

https://aosd.slac.stanford.edu/facet-shift-report/admin/index/ (admin link)

~~http://ad-ops.slac.stanford.edu/facet-shift-report/index/~~ (non-admin link)

~~http://ad-ops.slac.stanford.edu/facet-shift-report/admin/index/~~ (admin link)

For admin stuff (like hiding/deleting existing shift reports), the username and password info is in 'V:\TF\Facet II\User Administration\Shift Summary\admin_info.txt'.

When an experiment gets invited for beamtime, ensure that they are added to the experiment list!

Proposal Management

Add proposals to the library with PYYYYMMDD format. Track through feasibility review, PAC review and safety review. When an experiment is approved, it is assigned an E or T number. Change the P number to the E or T number. Proposals are restricted as they are confidential.

Links that are restricted to FACET-II management:

Proposals Library

Proposals summary views

User Numbers

Kept here:

V:\TF\Facet II\Users

Summary spreadsheet links to the FACET numbers too so you can see the whole timeline.

People can ask for user numbers at any time of the year but typically the DOE ask in October with a November deadline so we collect those official numbers in November. The spreadsheet that the DOE provides is sent to each PI for them to complete. If we have completed lists from the previous year, or from updates over the course of the year, it saves a lot of time and leads to better QA. So if the lists are updated over the year, be sure to add them to the V drive so at the time of the data call, the updates can be sent to the PI just for them to confirm.

There is usually a later call by the lab for the numbers which gets put into a lab report.

I have had people ask me in the middle of the year for the number of Russian users or the number of users from small businesses etc. It can be quite random.