

SOLEIL USERS CHARTER

Dissemination date	Redactor	Auditor	Approver	Modifications
2020/02/07	Experiment Division	SOLEIL's Scientific Direction	SOLEIL's Direction	
Recipients	Users			

PUBLIC

Electronic version shall prevail.



SOLEIL USERS CHARTER

1. LOCAL CONTACT DUTIES

One of the scientists of the requested beamline is assigned to your project and acts as **Local Contact**. His/her contact information is included in your Experiment **Invitation Letter**. For the benefit of your experiment, you are strongly encouraged to contact him/her as soon as possible in order to discuss your experiment and set up, organize your arrival or specify any particular requirement you may have regarding your experiment(s).

The Local Contact:

- ensures the beamline is properly set-up to perform your experiment(s),
- provides sufficient training and support for your team to efficiently and safely operate the beamline,
- helps with the sample environment set-up already available on the beamline.

Outside of working hours (typically from 8:30 a.m. to 5:30 p.m. on weekdays) the users are asked to contact the **Floor Coordinator** (9797) for all matters. The **Floor Coordinator** may require an intervention from the **Local Contact**, but only from 5.30 p.m. to 11.00 p.m. on weekdays and 8.00 a.m. to 8.00 p.m. on weekends and holidays.

2. USERS' DUTIES

- All users must perform the Safety Training course before starting the experiment.
- The samples to be brought to SOLEIL must comply with those mentioned in the accepted proposal. Exceptionally a complementary list of samples may be declared in the SUN set, but it must be approved by the safety group and the beamline staff prior to beam time.
- All participants must be declared by the Main proposer in the SUN set, within the appropriate delay.
- It is the responsibility of the users to provide sufficient human resources to operate the beamline 24 hours a day and perform experiments throughout the entire beam time. The users are requested to leave the experimental areas, the working spaces of the beamline and the support laboratory as clean and tidy as found when they arrived.
- Upon beamtime completion you are requested to submit an "**end of run report**" and an "**experimental report**" through the SUN set. Failure in providing the latter report may be detrimental for future beam time allocation by the **Peer Review Committees**.

3. COLLABORATIONS

Users and beamline scientists may wish to collaborate on a subject of common interest. This agreement should occur before the start of the experiment on the beamline(s).

Publication (general rules outside collaboration schemes):

1. Results from experiments performed at SOLEIL (except for proprietary data) should be published.
2. Publications: technical aspects related to the facility should be checked by beamline staff prior to publication. All confidentiality rules will be respected by SOLEIL personnel.
3. All publications resulting from work at SOLEIL must include a clear reference to all the beamline(s) and support labs used for experiments, as well as the corresponding proposal numbers, and include acknowledgments using the following format:

“Experiments were performed on the “XXXX” beamline(s) {using the “yyy” support lab} at SOLEIL Synchrotron, France (proposal number(s) YYYYxxx, ...).”

The contribution of the beamline staff should be fairly recognized in the publications or in the acknowledgments, such as:

“We are grateful to {Local Contact name} for assistance and to the SOLEIL staff for smoothly running the facility.”

Support from external sources (EC, national or international grants, etc....) should also be clearly mentioned.

A similar acknowledgement should be included at conference presentations, including proceedings, and at any other public presentations.

If the publication also includes data collected at another synchrotron beamline, please indicate which experiments were made at SOLEIL and elsewhere.

4. We remind you that we need your cooperation in keeping track of all publications resulting from research carried out at SOLEIL. References of publications should be deposited via the SUN set. Your publication record is made available to the **Peer Review Committees** for future beamtime applications. We would strongly appreciate that you send a reprint to the SOLEIL library.

REMOTE ACCESS TO DATA COLLECTION AND COMPUTING FACILITIES AT SYNCHROTRON SOLEIL

Terms

SOLEIL: Synchrotron SOLEIL

Local Contact (**LC**): person in charge of the experimental station during the scheduled beam time session.

Beamline Manager (**BLM**): person in charge of the beam line to whom the experimental station belongs.

Main Proposer of a standard project (**MP**) or Principal Investigator of a Team in a BAG (**PI**) or BAG Coordinator (**BC**): in the following all referred to as **MP**.

Participants: all participants registered on a scheduled beam time session at Synchrotron SOLEIL (on site or remote).

Hall Coordinator: SOLEIL staff providing first level of user support. Hall Coordinators are available 24h/24h when experiments are performed unless explicitly communicated. Communication must be performed in French or English by phone calling (00)33-(0)-16935-9797.

SOLEIL terms of service

Under the terms “Remote Access” here we intend the set of software and hardware components that SOLEIL provides for the following purposes:

- the control of experimental stations in the frame of approved scientific projects;
- the processing of data collected at SOLEIL under an approved scientific project;
- the retrieval of raw or processed data obtained as described above.

Remote access to SOLEIL data collection, retrieval and computing facilities is provided as a best effort with no guarantee of results.

Remote access to SOLEIL is granted for a scheduled beam time session if the BLM agrees to a formal request of the PI and if the LC considers that all conditions for remote operation of the experimental station are fulfilled.

SOLEIL reserves the right to deny remote access at any moment to any participant or a whole project if a violation of security is suspected or the LC considers that the conditions allowing remote operation are no longer fulfilled.

Terms of usage of the services:

- Participants agree to work in due diligence and at the only purpose of performing the approved scientific experiments.
- Participants will not initiate any connection or remote operation of the beam line before the explicit consent of LC on the first day of the experiment.

- Participants will stop remote operations and will disconnect at the time agreed with the LC at the beginning of the experiment or at any time if requested by LC or any other qualified SOLEIL staff replacing the role of LC (e.g., Floor Coordinator or BLM).
- During the time of a remote experiment, Participants at controls may alternate but the contact person must be communicated to the LC every time it changes. In case of need, this user may be contacted at any time of day and night by SOLEIL. If contact cannot be established, SOLEIL has the right to stop remote operation and experiment without further notice.
- Participant willing to connect acknowledges that connection quality is not dependent solely on SOLEIL infrastructure and that SOLEIL will not provide any support on hardware or software components beyond the limits of SOLEIL, therefore client configuration to access the provided remote services is entirely under the responsibility of the Participant.
- PI, BLM, MP and Participant will not disclose credentials to anyone except the participants themselves (PI, BC, participants) or the LC and they will not make them more largely accessible to anyone by any means. PI, BLM, MP and Participant disclosing credentials will be held responsible for all actions performed through these credentials.
- PI, BLM, MP and Participant should immediately report to LC or Floor Coordinator if credentials have been disclosed to third parties or they are aware of any misuse or abuse of these.

For more information: [Remote access web page](#)