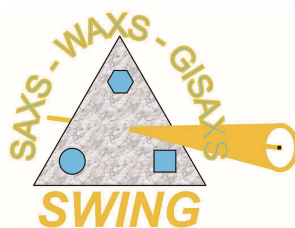


WELCOME TO



Synchrotron SOLEIL
L'Orme des Merisiers
Départementale 128
91190 Saint-Aubin – FRANCE
www.synchrotron-soleil.fr



SWING

beamline

Arriving at SOLEIL 02

Your experiment 05

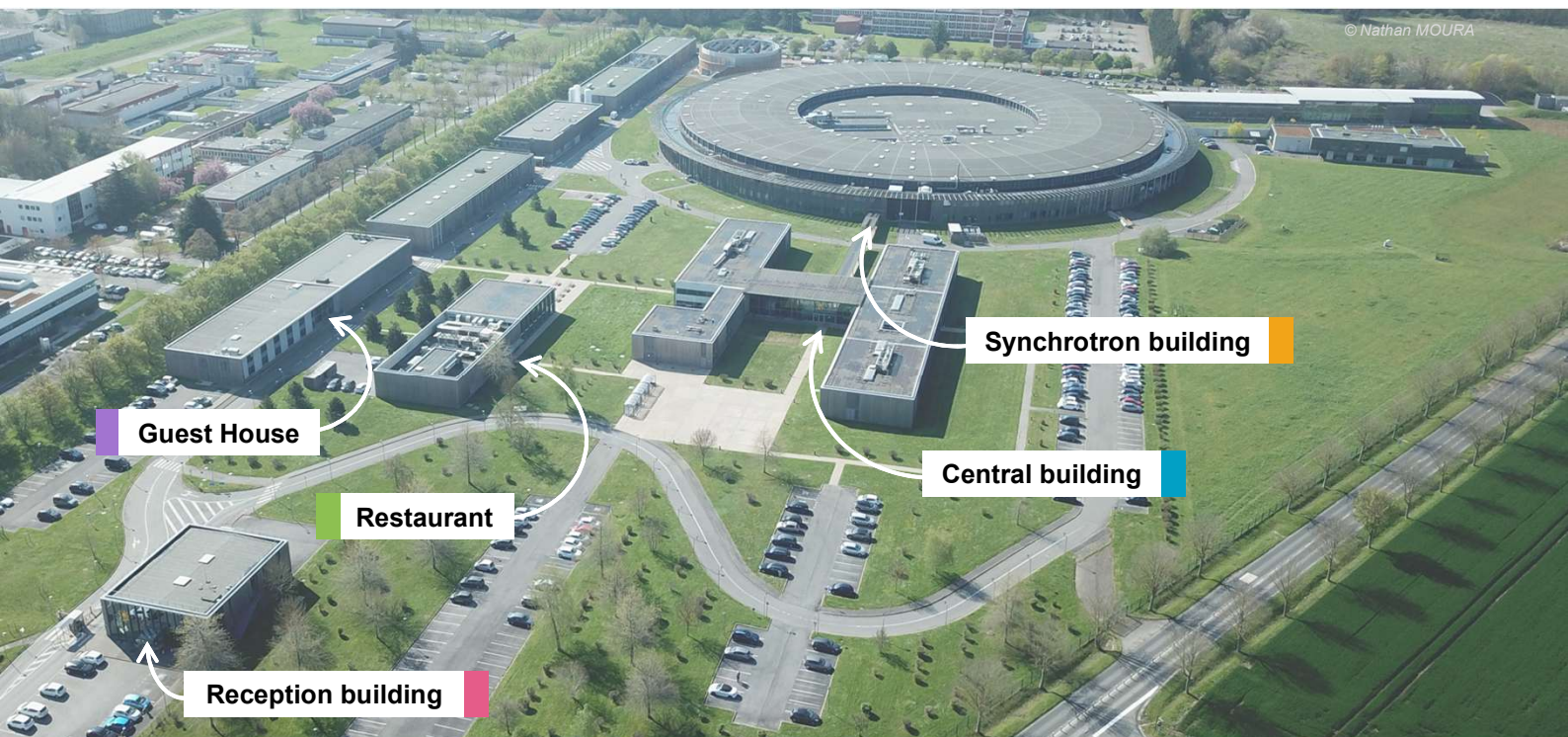
Practical information 11

After your experiment 13

Arriving at SOLEIL

SOLEIL RECEPTION DESK

Reception desk
☎ 01 69 35 91 91
Guard
☎ 01 69 35 91 22
Night-guard
☎ 06 77 20 39 83



BEAMLINE CONTACTS



SWING PHONE: 01 69 35 97 53



Javier PEREZ
Beamline manager

☎ 01 69 35 96 19
✉ javier.perez@synchrotron-soleil.fr
📍 Office: A1.1.02 – Central Building, 1st floor



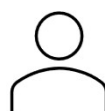
Thomas BIZIEN
Beamline scientist

☎ 01 69 35 96 20
✉ thomas.bizien@synchrotron-soleil.fr
📍 Office: A2.1.05 – Central Building, 1st floor



Aurélien THUREAU
Beamline scientist

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📍 Office: A2.1.13 – Central Building, 1st floor



Arnaud GIBERT
Beamline engineer assistant

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✉ arnaud.gibert@synchrotron-soleil.fr
📍 Office: O3.1.10 – Synchrotron building, 1st floor

BADGE

At your arrival, you received a badge at the Reception. This badge is needed for the following accesses 24 hours a day:

- SOLEIL site
- The Synchrotron building
- The library
- Beamline
- Guest House
- The support laboratories facilities if requested

GUEST HOUSE

During your stay, the management strongly recommends you to keep your valuables in the safety deposit box at your disposal in the room.

For non-subsidized participants, a **financial contribution of 55€/night** (including VAT) is required. It does not include breakfast.

On the day of your arrival, check-in should be done **after 15:00**.

On the day of your departure, please check-out **before 12:00**. If necessary, a luggage room is at your disposal on the first floor of the building.

Outside opening hours and if the manager is not available, please contact SOLEIL's reception desk (☎ 01 69 35 91 91).

Guest House manager:

☎ 01 69 35 82 00

✉ hebergement@synchrotron-soleil.fr

Week Opening hours:

8h00 - 12h30 & 13h30 - 18h30

Week-ends Opening hours:

8h00-12h30



Reminder:

It is **forbidden** to drink **alcohol** at the Guest House.

GENERAL INFORMATION



SOLEIL inside calls:

dial the four last numbers.

External calls from SOLEIL:

add "0" before dialling the number.



© Marine CAPODANO

Emergency contact inside SOLEIL:

☎ Red phone or dial **18** from a SOLEIL landline.

RESTAURANT



© Nathan MOURA

	During beamtime periods		During machine shut down periods	
	Monday to Friday	Week-end & public holiday	Monday to Friday	Week-end & public holiday
Breakfast	7:30-9:00			
Lunch	11:45-13:45 <i>closed at 14:15*</i>	12:30-13:30 <i>closed at 14:00*</i>	12:30-13:30 <i>closed at 14:00*</i>	<i>Closed</i>
Dinner	19:00-20:00 <i>closed at 20:30*</i>	19:00-20:00 <i>closed at 20:30*</i>	<i>Closed</i>	

*Please respect the closing hours

Meal tray content:

BREAKFAST

- 1 hot drink
- 1 orange juice
- 1 bread
- 1 piece of delicatessen or cheese
- 1 pastry
- 1 fruit or 1 yogurt
- Jam/butter/honey

LUNCH/DINNER

- 1 starter
- 1 main course
- 1 cheese/1 yogurt
- 1 dessert
- 1 individual drink
- 1 coffee/1 tea



For your meals expenses :

You have to pay directly at the restaurant cash desk with cash or credit card (VISA, MasterCard, American Express). Please do not forget to leave your badge at the SOLEIL reception building when you leave SOLEIL. You can also drop off your badge in the boxes located at the Guest House or the reception desk.



→ Subsidized participant:

A subsidized badge means that Synchrotron SOLEIL takes in charge all your meals at SOLEIL's restaurant.

→ Not-subsidized participant:

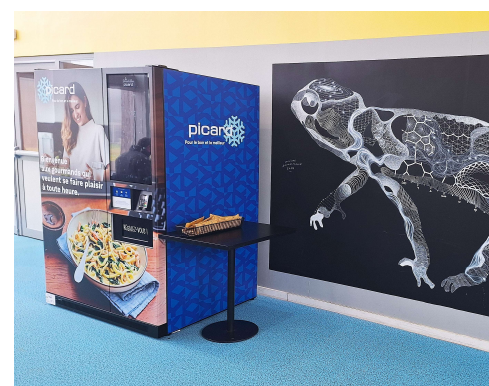
A non-subsidized badge means that you have to pay for your meals at SOLEIL's restaurant. The cost of one meal includes food and charge for admission.

PICARD Snack Bar

A vending machine for individual prepared meals, as well as microwaves, are available in the SOLEIL restaurant, providing convenient and flexible access at any time of the day or night, 7 days a week (accessible during the beam shutdown).

Prices range from €2.85 to €6.95 including VAT, with a new offer every 3 to 4 weeks.

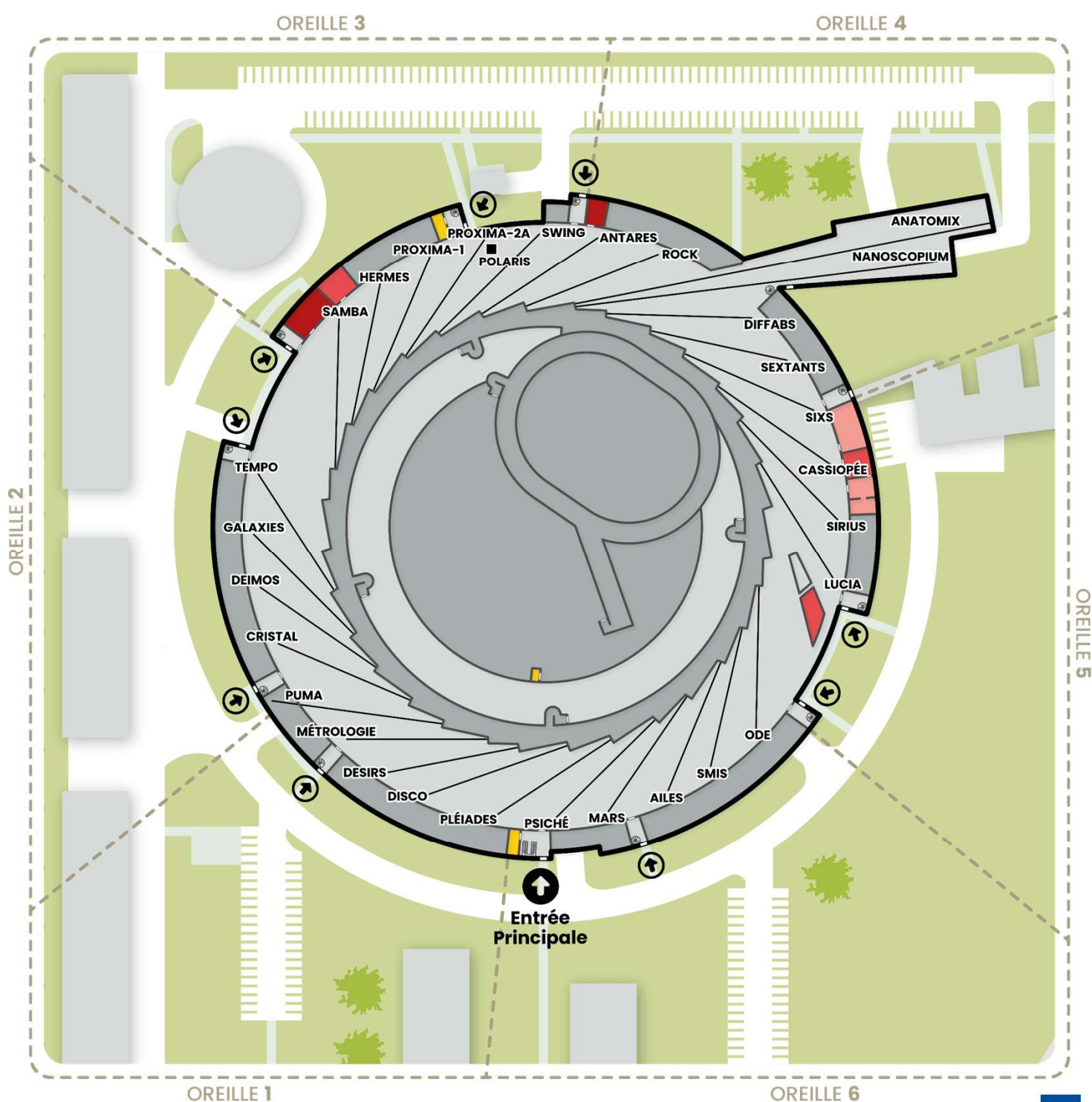
This turnkey service is accessible to people with reduced mobility (PRM).



Your experiment

BEAMLINES AND SUPPORT LABORATORIES MAP

- Biology Lab 1 & 2
- Chemistry Lab 1, 2 & annex
- Materials' Lab
- ⬇ Entrances
- Elevators



USER'S CHARTER

Local Contact Duties:

One of the scientists of the requested beamline is assigned to your project and acts as Local Contact. That person's contact information is included in your Experiment Invitation Letter. For the benefit of your experiment, you are strongly encouraged to contact your Local Contact as soon as possible in order to discuss your experiment to set up and/or specify any particular requirement you may have.

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 to handle the sample environment set-up.

Outside working hours (typically from 8:30 a.m. to 5:30 p.m. on weekdays) the users are asked to contact the Hall Coordinator (9797) for all matters. The Hall Coordinator may ask for 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.

Users' Duties:

- All users must perform the on-line Safety Training before starting the experiment.
- The samples that are 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 the beam time (safety forms' function in the SUN set).
- All the people who will take part in the experiment have to be declared by the main proposer within the imposed time limit.
- 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 they found it when they arrived.
- Upon beam time 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 to future beam time allocation by the Peer Review Committees.

Collaborations:

Users and beamline scientists may wish to collaborate on a subject of common interest. This agreement should occur before the beginning 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 the publication. All confidentiality rules will be respected by SOLEIL staff.
3. All publications resulting from work at SOLEIL must include a clear reference to all the beamline(s) and support labs used for the experiments, as well as the corresponding proposal numbers, and include acknowledgments using the following sentence: "Experiments were performed on the "XXXX" beamline(s) {using the "yyy" support lab} at SOLEIL Synchrotron, France (proposal number(s) YYYYxxxx, ...)."

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, 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 beam time applications. We would strongly appreciate that you send a reprint to the SOLEIL library.

SAFETY CLASSIFICATION OF PROJECTS

→ **Green** (no danger): experiment can be carried out.



→ **Yellow** (specific danger): safety checking prior to the experiment beginning is required.

→ **Red** (identified danger): safety checking prior to the experiment beginning is required and the presence of one user is mandatory on the beamline at any time.

Some safety rules:



- No experiment classified red will start on the week-end or during the night.
- No matter how the experiment is classified, safety group can check at any time the experiment while running.
- Safety Group reserves the right to stop the experiment if safety rules are not respected.
- If the experiment is classified yellow or red, the following particular set up has to be observed: the experiment cannot start if the Safety Approval Sheet has not been signed by the user, the hall coordinator and the safety group.

If the experiment is classified green, the signature of the Safety Approval Sheet (SAS) by the safety group



No safety checking prior to the experiment beginning

SAFETY APPROVAL SHEET		
Beamline/Branch/station: Tel:		Proposal number:
Experiment title:		
Starting date and time: Finishing date and time:	Machine operation mode: Beam spot size:	
Main proposer (responsible for the experiment):	Local contact name: Tel:	
List of persons authorised on the beamline:		
Safety measures:		
EXPERIMENT AUTHORISATION:		
Main proposer:	Date:	Signature:
Local contact:	Date:	Signature:
Safety Group Officer (for red or yellow experiment):	Date:	Signature:
END OF EXPERIMENT:		
Main proposer:	Date:	Signature:
Local contact:	Date:	Signature:
Safety Group Officer (for red or yellow experiment):	Date:	Signature:

Safety checking prior to the experiment

SAFETY APPROVAL SHEET		
Beamline/Branch/station: Tel:		Proposal number:
Experiment title:		
Starting date and time: Finishing date and time:	Machine operation mode: Beam spot size:	
Main proposer (responsible for the experiment):	Local contact name: Tel:	
List of persons authorised on the beamline:		
Safety measures:		
EXPERIMENT AUTHORISATION:		
Main proposer:	Date:	Signature:
Local contact:	Date:	Signature:
Safety Group Officer (for red or yellow experiment):	Date:	Signature:
END OF EXPERIMENT:		
Main proposer:	Date:	Signature:
Local contact:	Date:	Signature:
Safety Group Officer (for red or yellow experiment):	Date:	Signature:

Safety checking prior to the experiment beginning and presence of one user is mandatory on the beamline at any time

SAFETY APPROVAL SHEET		
Beamline/Branch/station: Tel:		Proposal number:
Experiment title:		
Starting date and time: Finishing date and time:	Machine operation mode: Beam spot size:	
Main proposer (responsible for the experiment):	Local contact name: Tel:	
List of persons authorised on the beamline:		
Safety measures:		
EXPERIMENT AUTHORISATION:		
Main proposer:	Date:	Signature:
Local contact:	Date:	Signature:
Safety Group Officer (for red or yellow experiment):	Date:	Signature:
END OF EXPERIMENT:		
Main proposer:	Date:	Signature:
Local contact:	Date:	Signature:
Safety Group Officer (for red or yellow experiment):	Date:	Signature:

COMPUTING



Computing information:

You will be able to connect yourself to SOLEIL's Experiences network and to achieve the following operations during your stay with your login (User Name), your SUN set password and your proposal number:



- Web navigation
- To consult your emails
- To recover or treat your data after the experiment

The WiFi network is available with your personal laptop in the Guest House, meeting rooms, Auditorium and library. Choose the "Guest" network and connect yourself with your SUN set ID and password. WiFi is also available via your EDUROAM account.

You can either connect yourself with a beamline computer or with your personal laptop. In this case, the preliminary identification of the lap-top is mandatory: the lap-top MAC address must be declared in your personal information in the SUN set.



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User computing charter:

Every user must respect the following User computing charter:

The use of Synchrotron SOLEIL Information Systems is restricted to a personal and non-transferable access right. Every user is responsible for the use of computer resources for which she is granted access to. She must respect SOLEIL IT Systems general security rules, notably by respecting the following recommendations:

- Choose secure passwords; never disclose them.
- Disconnect yourself or lock your account when leaving your workstation.
- Backup your data using personal devices or SOLEIL provided services.
- Protect your personal workstation with antivirus software, updating it on a daily basis.
- Do not provide access to SOLEIL systems or networks to unauthorized users through the sources you use.
- Follow current rules within SOLEIL pertaining to software installation or connection of any device to the network.

Users are also reminded that:

- It is forbidden to use SOLEIL computer resources, including Internet and e-mail services, outside your field of activity, in particular for private, profitable or playful purposes.
- The user makes a commitment not to disturb normal behaviour of network and computer systems, be it through abnormal use of equipment, subversion of security systems, or introduction of malicious software (viruses, Trojan horses, logical bombs...).

For maintenance and technical management purposes, usage of hardware or software resources, as well as network communications, can be monitored and analysed, according to French applicable legislation.

GRADES

The data Reduction and Analysis Group (GRADES) gives support regarding scientific software, methodologies and computing resources to users.

- help to prepare experimental projects,
- bring a wide set of software and methodologies during experimental beam-time,
- provide access to software and computing resources to treat the acquired data.

Our services are available to all scientists that already came at SOLEIL or have a validated participant list for an experiment. Use your SUN set ID.

For further details please see <https://www.synchrotron-soleil.fr/en/users/experiment-carry-out-project-soleil/network-and-computing-requirements#GRADES-EN>

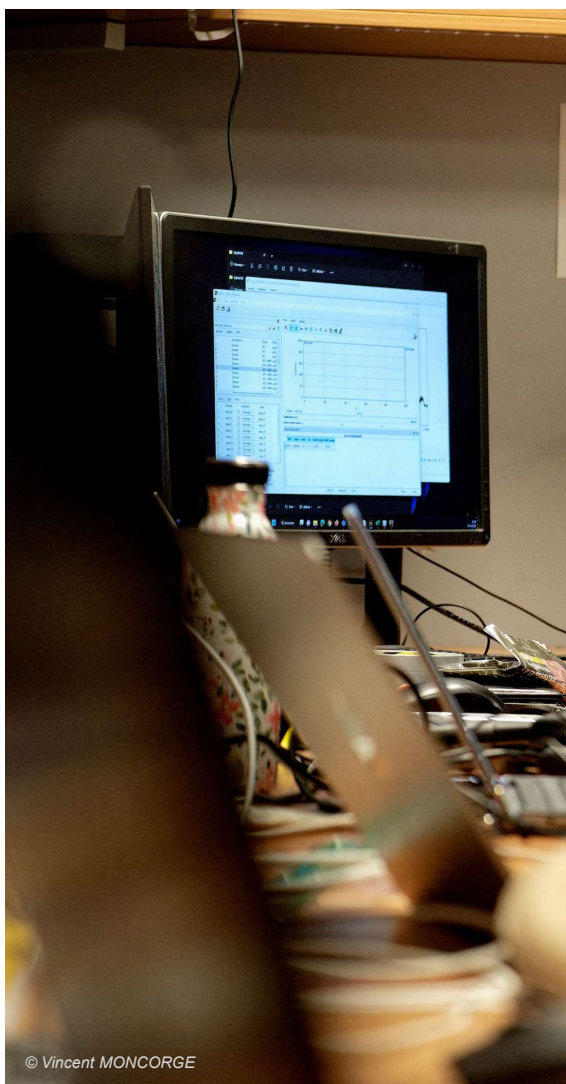
GLOBUS

Experimental data can be transferred from SOLEIL synchrotron to an external location via the GLOBUS web service (<https://www.globus.org>).

Any user of SOLEIL can retrieve his own data from a past session, provided these data have been saved in the corresponding beamtime session folder on the SOLEIL storage (/beamline_name-users/project_number, e.g. /swing-users/30281133).

Documentation on the usage and troubleshooting instructions of the GLOBUS web services are available within the user portal (<https://sun.synchrotron-soleil.fr>) under the tab "Experiment Data".

Every user requesting to use this service is requested to own an ORCID identifier (<https://orcid.org>), valid SUN set identifiers, being a participant of the project that produced data at SOLEIL and that data were stored in the corresponding project storage location as explained above.



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LABORATORIES ACCESS



The main proposer has to confirm access request to the respective support laboratories after the proposal has been scheduled by the beamline and to get in touch with the manager of the concerned laboratory as soon as possible.

All visitors bringing material, including samples or equipment to SOLEIL, are advised that such equipment or material remains entirely under their responsibility.

Warnings and indications in the laboratory must be respected. Individual protection against hazardous substances must be used for any handling (lab-coats, gloves, glasses, closed shoes and working under fume hood if necessary).

Any waste must be disposed of in suitable containers (separation of flammable products, acids, basics, solvents, carcinogenic, harmful or toxic substances...).



Access Mode:

Secured access and with badge: when you arrive, please contact the head of laboratory concerned. (Exceptionally outside this schedule please contact the beamline manager or the local contact).

Please read the basic security instructions of laboratories (electricity, constraints, and experiments: www.synchrotron-soleil.fr/en/users/current-call-proposals/safety-classification-requirements-and-training



Safety instructions:

It is strictly forbidden:

- To modify or intervene on laboratory installations and instruments without prior and formal authorization by the manager of the laboratory,
- To work alone in the laboratory,
- To drink or eat in the room.



Samples:

- Each sample must be identified and specifically declared according to its nature,
- All chemicals and materials necessary for samples preparation have to be declared on-line (SUN set).
- Each sample or handled (bio)chemical product has to be labelled. The following information has to be mentioned:
 - The name of the product,
 - The date,
 - The name of the project and phone number of the person to be contacted.

ACCESS TO BIOLOGY LABORATORIES



Biology laboratory 1: dedicated to the preparation of samples for experiments carried out on beamlines (equipment dedicated to last step purification and/or characterisation).
Biology laboratory 2: access request to this laboratory must be justified by specific needs or applications, and when the equipment is not available in the biology lab 1. The decision will be made by the Biology lab manager.

Location in Synchrotron building:

- BIOLAB1: O4.0.01 - ground floor
- BIOLAB2: O3.0.01 - ground floor



Safety requirements:

- Only biological and biochemical materials approved by the safety group of SOLEIL synchrotron can be used.
- **Handling biohazardous chemicals alone in the laboratory is forbidden.**



Gabriel DAVID

BIOLABs Manager / BIOSAFETY Manager

☎ 01 69 35 97 35 – 06 08 68 57 00

✉ gabriel.david@synchrotron-soleil.fr



Blandine PINEAU

BIOLABs Assistant engineer

☎ 01 69 35 97 73

✉ blandine.pineau@synchrotron-soleil.fr

ACCESS TO CHEMISTRY LABORATORIES



Location in Synchrotron building:

- Office: O4.1.13 - first floor
- CHEMLAB1: O3.0.02 - ground floor
- CHEMLAB2: O5.0.02 - ground floor
- CHEMISTRY Annex: between ODE and LUCIA beamlines - ground floor



Safety requirements:

- Only gases and chemicals approved by the safety group of SOLEIL synchrotron can be used.
- **Handling hazardous chemicals alone in the laboratory is forbidden.**
- You have to respect the instruction and the safety rules in each chemistry laboratory.

The user's choice between Chemistry lab 1 and Chemistry lab 2 depends on the location of the beamline where the experiment is carried on, because of the long beamlines (NANOSCOPIUM, ANATOMIX, PUMA), which force users to use the stairs to reach their laboratory. To a lesser extent, the choice between the two labs depends on the equipment that is needed for the samples' preparation and whether it is present in the laboratory or not. (For example the glove box is only available in the chemlab2).

The two laboratories are dedicated to the preparation of samples for experiments carried out on beamlines.

CHEMISTRY annex (located between LUCIA and ODE beamlines) is dedicated to the characterization of materials in complement of the synchrotron techniques (XRD, UV-Vis, Raman spectrometers...). To obtain access, it is necessary to ask for "chemlab 2" and contact the laboratory team.



Stéphanie BLANCHANDIN

Manager

☎ 01 69 35 96 85 – 06 70 39 03 97

✉ stephanie.blanchandin@synchrotron-soleil.fr



Karine CHAOUCHI

Assistant engineer

☎ 01 69 35 97 40

✉ karine.chaouchi@synchrotron-soleil.fr

ACCESS TO MATERIALS' LABORATORIES

laboratoire >

< MATERIAUX

Location in Synchrotron building:

- Surfaces laboratory: O5.0.01 - ground floor
- High pressure laboratory: O5.0.03 - ground floor

The main proposer has to apply on the SUN set to get access to laboratories support facilities. If the main proposer fails to contact the Materials' Laboratory Manager, the access to the lab will not be granted.



Safety requirements:

- Only gases and chemicals approved by the safety group of SOLEIL synchrotron can be used.
- An individual protection must be used (lab-coat, gloves, glasses, closed shoes and working under fume hood if necessary) for any handling which requires it (liquid gas handling, cutting of sample, etc).
- You have to read and sign the Users' Manual before working in the Laboratory and give it back to the laboratory staff.



Stefan KUBSKY

Manager

☎ 01 69 35 96 41

✉ stefan.kubsky@synchrotron-soleil.fr

📍 Office: 04.1.12 – Synchrotron building, 1st floor



Mathieu CHEVROT

Laboratory assistant engineer

☎ 01 69 35 97 84

✉ mathieu.chevrot@synchrotron-soleil.fr

📍 Office: 04.1.12 – Synchrotron building, 1st floor



© Nathan MOURA

Biology lab



© Nathan MOURA

Chemistry lab



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Materials' lab

Practical information

USER OFFICE

Opening hours:
8:30-12:30 / 13:30-17:30
Monday to Friday (Central building)

✉ useroffice@synchrotron-soleil.fr



Frédérique FRAISSARD

Head – User office

☎ 01 69 35 96 52



Camille ENJOMET

Administration

☎ 01 69 35 96 51



France ROUET

Administration

☎ 01 69 35 96 90



More information available online on SOLEIL Users Net (SUN). You will find in particular, the '**Users general guide**', the '**Proposal guide**' and the **SUN set** (available using your login and password).



Website: sun.synchrotron-soleil.fr/sunset/bridge/sunset/



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HALL COORDINATORS

Call number in case of equipment failure during runs:

☎ 01 69 35 97 97

The hall coordinators team is in charge of:

- Providing technical support and service to beamline users in case of equipment failure.
- The diagnosis and repair of beamline equipment.
- Contacting specialized technical service groups for land-line and on-site diagnosis and repair.

USEFUL INFORMATION

1. Closest Hotel:

Hôtel Les Chevaliers des Balances

📍 Place de la Mairie, 94190 St Aubin

☎ +33 1 69 41 20 55

2. Cash dispenser:

Société Générale

📍 4 Mail Pierre Potier - 91190 Gif-sur-Yvette

3. Day doctors (during working hours):

Pôle médical de Moulon:

📍 2 Allée des Marguilliers, 91190 Gif-sur-Yvette

☎ +33 1 69 85 33 13 or +33 1 53 66 64 27

4. Pharmacy:

Delmas Pharmacy

📍 8 Mail Pierre Potier - 91190 Gif-sur-Yvette

☎ +33 1 69 07 50 53

5. Orsay hospital:

Standard

☎ +33 1 69 29 75 75

Emergencies

☎ +33 1 69 29 75 62 or +33 1 69 29 75 63 (secretariat)

Emergency contacts outside SOLEIL:

Emergency services*

☎ 15

Police*

☎ 17

Fire brigade*

☎ 18

European emergency call*

☎ 112

Poisons information center

☎ +33 1 40 05 48 48

* Toll free number

Night doctors & week-ends:

Emergency

📍 +33 8 26 88 91 91 SOS

week-ends and at night

Taxi:

Les Ulis

☎ +33 1 69 07 48 88



After your experiment

DEPARTURE FROM SOLEIL



Before your departure please respect the following rules:

- Leave the beamline and all experimental areas you had access to (hutches, laboratories...) as clean as they were when you arrived. Concerning specific beamline requirements about cleaning aspects and waste disposal please see the beamline users' Manual available on the beamline,
- Prepare samples and equipment for shipping,
- Please do not forget to give back your badge at SOLEIL Reception Building at your departure. You can also deposit your Guest House and SOLEIL access badge in the boxes that are located on the Guest House desk and on the Reception desk.

END OF RUN REPORT

As soon as the experiment is over, we kindly ask the main proposer to write the end of run report (available on the SUN set clicking on 'End of run reports', in the section 'Proposals') about the experiment work and your stay. It takes just a few minutes!

EXPERIMENTAL REPORT

We remind you that for any project submitted to Peer Review Committee, an **experimental report** must be written in English and submitted on the SUN set.

Failure to provide such report may prevent the proposers from being allocated beam time for the continuation of the proposal or for a new proposal.

PUBLICATIONS

Do not forget to submit as soon as possible your publication on-line in the SUN set. Please send the reprint to SOLEIL library by e-mail.

Jean-Marc LUCACCHIONI

Library

☎ 01 69 35 96 96

✉ jean-marc.lucacchioni@synchrotron-soleil.fr

📍 Office: A2.0.39 – Central Building, 1st floor

