

Plan Your Visit Checklist for HFIR and SNS Users

Consult the detailed [User Guide](#) if you need more information on each requirement. Contact the [User Office](#) for any questions.

Experiment Preparation

- ☐ **Confirm Your Proposal** via the action item on your [IPTS](#) homepage.
- ☐ **Ensure all team members have an ORNL User ID.** Visit the [ORNL Guest Portal](#) to create an account to access ORNL computer resources. You will need to register as a CNMS/SNS/HFIR user.
- ☐ **Obtain ORNL Site Access Approval.** The [User Office](#) will email an invitation to users without current site access approval. Respond promptly to ensure your site access request is approved in time for your experiment.
- ☐ **Confirm Your Participation.** You will get an automated email from IPTS when your experiment is scheduled. Click the link to indicate how you will participate in your experiment. Remote users should reference the [User Guide to Remote Experiments](#).
- ☐ **Communicate with instrument staff** on experiment details. Instrument staff will communicate with user teams about experiment planning via email, IPTS, or Slack. To get started with Slack, log into the [Slack ORNL Neutron Sciences Workspace](#) with your ORNL user ID and password.
- ☐ **Verify your Institution has a User Agreement** with ORNL. If there is a User Agreement in place it will be listed in your profile on the [ORNL Guest Portal](#). If there is no agreement listed, contact useragmt@ornl.gov to complete the process.
- ☐ **Read and Acknowledge the Institution User Agreement.** You will find this as an action item on the [ORNL Guest Portal](#). This step only needs to be completed once, until/unless you change institutions.
- ☐ **Read and understand the Neutron Sciences [User Charter](#).**
- ☐ **Communicate sample arrival plans** with instrument staff. If you plan to ship your samples to ORNL, review the detailed [shipping guide](#) for shipping requirements.
- ☐ **Complete [prearrival, web-based training](#).** The User Office will contact you with information about your required training and provide the appropriate links.
- ☐ **Schedule on-site training.** You will be contacted by the User Office to schedule on-site training classes.

Planning Your Travel

- ☐ **Arrange for your team to bring a vehicle** for navigating the ORNL campus. The route from HFIR to the ORNL Guest House is not walkable, and ORNL taxi services are limited to business hours on weekdays. Review the [driving directions](#) to ORNL and the [HFIR and SNS site maps](#).
- ☐ **Arrange for accommodations** at the [ORNL Guest House](#) or an offsite hotel in [Oak Ridge](#) or [Knoxville](#).
- ☐ **Bring an ID that is compliant with the [REAL ID Act](#)** for access to ORNL and the user facilities.
- ☐ **If you are a Foreign National, bring this additional identification:**
 - Current passport
 - Visa documents or LPR “green” card (ex. I-797, DS-2019, I-20 forms or EAD cards). Visitors entering from outside the United States must arrange to enter with a [Business-Type Visa](#), either a Visa Waiver Program (VWP) - Business or Visitor Visa - Business (B-1) status.
- ☐ Foreign Nationals traveling from overseas need to receive a Visa Waiver-Business (VW-B) or Business B-1 status stamp at your port of entry.

- Review the current ORNL [COVID-19 guidelines](#) and the [United States CDC travel guidelines](#).

Arrival at ORNL

- **Stop at the security checkpoint** and present your identification for admittance to the ORNL campus.
- **Pick up your badge** at the Chestnut Ridge Visitors Center located on the second floor at the SNS (8600 Spallation Drive), Monday – Friday between 7:30am-4:00pm Eastern. Evening/weekend arrivals must be arranged in advance with the [User Office](#).
- **Check in with the User Assistant** on duty that day to pick up your dosimeter and verify training is complete/scheduled.
- **Attend on-site training** classes if needed.
- **Check in with sample management staff.** SNS Sample Check-In is located on the 2nd floor next to K-201. HFIR Sample Check-In is located in the Cold Guide Hall next to the CG-3 beamline.
- **Meet with your local contact** for instrument training and signing the ESS (Experiment Safety Sheet).
- **Contact an Instrument Hall Coordinator** (IHC) at 865-241-4432, available 24-7, if you need technical support at any time during your experiment.

Departure and Next Steps

- Make any **final arrangements for your samples** and/or equipment to be stored or shipped back.
- **Inform your local contact** or sample support staff member that you have completed your experiment and are leaving the ORNL campus.
- **Return your dosimeter** at a drop off location before you leave the ORNL campus (visitor badges do not need to be returned).
- **Analyze the data** collected during your experiment. Visit the [Data Management](#) page for information on resources available to help reduce and analyze the data.
- **Publish your results.** See our [Publications](#) page for information how to acknowledge ORNL and the research facilities, as well as how to submit your publication to the Publications for SNS and HFIR (PuSH) data base.