

This document outlines policies for leaving equipment at FTBF after the completion of a run.

The expectation is that all equipment brought with a user for an experiment will leave with the user at the end of a run period. Exceptions must be discussed with the facility in advance and generally fall under two categories.

Leaving equipment at FTBF outside enclosure

If a user plans to return in the future and would like to leave some equipment at FTBF, a locked storage cabinet can be arranged for this purpose. Appropriately sized cabinet space must be arranged in advance. All equipment must be labeled with the user/experiment name at the facility. If a user desires to leave equipment that cannot be accommodated in a locked cabinet, it should be clearly labeled with contact information and a storage location needs to be arranged with the facility. Users should supply an inventory list of items and locations for the facility to maintain. Please note that FTBF is a very active facility. Unlabeled and un-inventoried equipment is likely to get misplaced or borrowed by others.

Leaving equipment inside a beam enclosure

User equipment shall not be left inside a beam enclosure upon completion of an experimental run without permission from the facility. Space inside the enclosures and particularly in the path of the beam is limited. Any equipment that can be easily and safely stored outside the enclosure will be done following the procedures in the above section. Leaving equipment in the beam path will be considered on a case by case basis. Decision factors include how long the equipment will remain before the next run, if the equipment occupies a space other experiments wish to use, if the equipment is upstream of other experiments and will negatively impact the quality of the beam. If it is determined that an experiment or piece of equipment can remain in the beam the following conditions must be met:

- 1.) A removal date will be agreed upon in advance. The facility reserves the right to request removal sooner than this date if the equipment begins to interfere with other operations. The facility will give as much notice as possible, the the equipment should be easily moveable if possible (such as on a roll cart) and an experiment representative should either be available at FTBF is an issue arises or provide instructions to an FTBF staff member on equipment removal.
- 2.) The experiment will be labeled with a contact call list.

- 3.) All cables and support devices connected to the experiment shall be labeled. Any cables connected to general facility infrastructure should be disconnected if not in use.
- 4.) The default assumption is that all equipment left in the beam will be in an unpowered, safe state. Unplanned power outages are possible and the enclosures are highly trafficked areas. If a user needs to leave equipment in a different configuration it must be agreed with the facility. In that case an experiment representative must be available onsite if there is an equipment issue and the equipment will be clearly labeled as being in a powered or otherwise special state.
- 5.) The default assumption is that the equipment will be unattended and not in use until the next designated experimental run. If the user desires to work with the equipment or take parasitic data before the next run, that must be arranged separately from storing equipment. See policies on requesting a parasitic run.

If a user would like a piece of equipment to be permanently incorporated into the facility infrastructure for general purposes a request shall be submitted to facility management. facility management.