

This document outlines policies for scheduling users at FTBF.

Scheduling at FTBF is done on a first come, first serve basis. The call for beam time typically goes out in May for the upcoming FY accelerator run. Scheduling is done separately for the MTest and MCenter beamlines. This document primarily applies to MTest as MCenter hosts single users for extended periods with lengthy installations.

The first user to request a block of dates is given the 12-hour day shift period unless they specifically request nights. The second user requesting those dates will be assigned the other 12-hour period. Beam shifts are typically split at 8 am and 8 pm although two groups are permitted to work out custom shift times. During a user's 12 hours, they are the primary and dictate beam energy and intensity, as well as accesses. Day and night shift experiments will be installed in different spaces but in some cases, an apparatus will have to be moved out of the beam at the end of a shift period.

Additional groups are welcome to request parasitic beam time provided that the user will be occupying a different experimental space and will not interfere with beam going to a primary downstream experiment. These requests must be made through the FTBF coordinator for a specific date range following normal procedures with a TSW and ORC. Parasitic running is not intended to be open ended. The primary beam user must approve any parasitic beam running during their 12-hour period. A parasitic user does not have control over the beam energies or intensities and cannot make accesses unless cleared by the primary beam user.