

USER POLICY

I, [PI name], the undersigned GANIL user, willing to carry out an experiment at GANIL, with the role of a spokesperson of the dedicated collaboration, acknowledge and accept the following rules:

A. At the proposal stage:

- I am aware that everything related to the proposal procedure can be found at <https://www.ganil-spiral2.eu/scientists/running-an-experiment-in-ganil/proposing-an-experiment/call-for-proposals-xpgan/>;
- Applications for beam time can be submitted to GANIL before the announced deadlines via online submission using the web form <https://u.ganil-spiral2.eu/pac/>. If I am a new user, I am invited to register via the GANIL User Community Portal;
- I will contact the official GANIL Scientific Coordinators in charge of the setup(s) and experimental room where I want to perform the experiment. They will assist me during the submission (see the list here <https://www.ganil-spiral2.eu/en/scientists/running-an-experiment-in-ganil/proposing-an-experiment/call-for-proposals-xpgan/>). I confirm that my collaboration is sufficiently and relevantly trained to carry out the proposed experiment and that I will provide the necessary material for my experiment, making clear with the Scientific Coordinators what my collaboration is responsible for. In the case I am a new user or I have special needs, I agree to indicate it in my on-line application for beam time so that the Scientific Coordinators may pay particular attention;

B. If my proposal is accepted:

- I will be available for exchanges with the GANIL Beam Coordinator and the setup/area Scientific Coordinators in order to establish the steps, tasks (and people in charge) necessary for the scheduling of the experiment. I will assist at the different meetings called by the GANIL Beam Coordinator related to my experiment and will report on the completion of the preparation tasks;
- I will follow the TAC (Technical Advisory Committee) recommendations; in case the recommendations address GANIL issues (beam preparation, DAQ, targets...), I will take care that these recommendations have been followed. The Scientific Coordinators will help me to contact the relevant GANIL staff if necessary.
- I am aware that a parasitic beam time can be organized to prepare the experiment and test the detection set-up, depending of course on the constraints of the beam schedule.

C. When my experiment is scheduled:

- I will receive an electronic invitation from the GANIL Beam Coordinator informing on the dates of the experiment;
- I undertake to accept the dates proposed and to communicate as soon as possible any modifications or constraints to the Scientific Coordinators and the Beam Coordinator. I understand that, once the beam schedule is ready for a Run where my experiment is planned, a request for change of beam time is highly detrimental to GANIL accelerators' organization and can delay substantially the next scheduling of my experiment.
- I will work with the Scientific Coordinators on the setup implementation timeline and the necessary preparation phases for the experiment. In common agreement, we will define the

people in charge of each of the tasks necessary for the preparation of the experiment and data taking;

- I shall complete all the steps required for obtaining site access, detailed on the XpGan Proposal portal;
- I have to fulfill all requirements indicated on this specific weblink: <https://www.ganil-spiral2.eu/scientists/running-an-experiment-in-ganil/preparing-an-experiment/participating-in-an-experiment/>
- I will use the XpGan Proposal portal (<https://u.ganil-spiral2.eu/pac/>) to declare the collaborators that participate in the experiment and I will manage their participation (I will follow their submission of requested documents and information).
- GANIL will allow remote connection for a few designated persons before, during and after the experiment in order to prepare and run it, as well as to analyze the data. I will transmit the list of these designated persons to the User Office with start/end dates for remote connections at least one month before the beginning of the experiment. Rights accesses will be granted according to applicable regulations (IT chart).

D. On GANIL site:

- According to the Home Institution Declaration (HID) that I have signed as a GANIL user, I will respect GANIL regulations, including internal rules and the rules applying in the Nuclear Facility Area (“Installation Nucléaire de Base”, INB). I will also respect the equipment and areas made available to the collaboration during my stay (bedrooms, kitchen, meeting rooms, office, green areas, etc.).
- I will have access to the updated list of the people listed in the on-call duty system at any time. In case of an emergency, I shall inform the appropriate emergency line;
- I confirm that items to be used for the experiment and the experimental conditions are as quoted in the original proposal, or if they changed, I will inform and discuss with the Scientific Coordinators as soon as possible;
- I shall convene the experiment collaboration well in advance for a dedicated preparation period on site with the objective to have a trained collaboration able to run electronics, DAQ and aware of any other detail of the experiment;
- I shall discuss with the Scientific Coordinators the operating conditions and safety protocols of the instrument;
- I will be present during the safety visit that ends the preparation period before the experiment and validates the organization of the experiment hall;
- I will inform the Scientific Coordinators about the schedule of the different measurement periods during the beam time: tests, calibrations, modifications, etc;
- I will participate in the weekly Users Meetings, before, during and after my experiment;
- I am aware that the Scientific Coordinators are available during normal working hours and are not required to work on weekends or holidays. They are required to respect the rest periods stipulated by French law. The on-call duty system in place at GANIL is limited to the technical support of the experiment (accelerator, detection, acquisition), but is not existing for the staff scientists. The Scientific Coordinators will do their best to ensure that the experiment can be performed in an optimal way;
- I shall inform the Scientific Coordinators of any anomalies observed during the experiment. Should a change in the instrument configuration be required I have to obtain the approval of the Scientific Coordinators or person in charge of the particular instrument (if applicable) before taking any action;
- In case of incidents which do not constitute an emergency, but otherwise prevent the immediate continuation of the experiment, I shall contact the relevant on-call service and provide notice to the Beam Coordinators, in particular of the amount of time lost, if any, which may or may not give rise to time compensation under the discretion of GANIL Direction;

- During the experiment, I commit to keep up to date the Experiment Minutes Document provided by the Scientific Coordinators.

E. On departure:

- I understand that all materials or targets irradiated by an ion beam or stored in rooms D1, D3, D4, NFS or S3 may have to remain at GANIL after the experiment. If their recovery is envisaged, I undertake to forward to GANIL, prior to the experiment, evidence of the returning laboratory's authorization to handle activated materials. I understand that these materials or targets may only be removed from the INB after authorization from the Radiation Safety Service (Service de Protection Radiologique – SPR).
- I shall return my radiation warning beeper to GANIL reception desk and the entrance badge to the personnel at the site entrance.
- Materials (including residues or other contaminated material) remaining after my experiment will be removed by my laboratory at its expense. I will return GANIL facilities in their original condition except for normal wear and tear. In case of an experiment implying a risk of contamination, I will provide a letter from my laboratory management stating that it is aware of the risk and agrees to bear the cost for GANIL facility decontamination.

F. After departure:

- I shall complete the Experiment Minutes Document as soon as possible and at latest within one (1) month after my experiment;
- I will use my best efforts to publish. I agree to comply with the GANIL data management plan and publication policy (<https://www.ganil-spiral2.eu/scientists/running-an-experiment-in-ganil/data-management-plan/> and <https://www.ganil-spiral2.eu/wp-content/uploads/2022/07/GANILPublicationPolicyJuly22.pdf>).

In particular:

- o Publish in Open Access journals
- o Mention the DOI for the data
- o I shall always acknowledge all participating GANIL staff with their GANIL affiliation at the end of my paper;
- I shall offer the Scientific Coordinators and any other GANIL staff member who contributed significantly to the concept, design, execution, analysis or interpretation of my experiment to be listed as co-author in my publications;
- References for publications related to my experiment will be provided to GANIL as requested in the publication policy. In particular, I commit to follow the open access rules for the publications, and to cite in the publication the DOI provided by GANIL to reference the data.

Name:

Signature:

Date: