

# Submitting an ESAF for scheduled beam time

When beam time is scheduled by NE-CAT, all users listed on the General User Proposal will receive a scheduling notification for [necatautoscheduler@anl.gov](mailto:necatautoscheduler@anl.gov). Near the end of this email will be a section asking you to fill out your ESAF and containing a link to the ESAF application.

## Please fill out your ESAF.

PLEASE DO NOT MODIFY THE APPROVED ESAF OF PREVIOUS TRIPS FOR THE UPCOMING TRIP. BUT, YOU CAN DUPLICATE THE APPROVED ESAF OF YOUR PREVIOUS TRIP AND DO APPROPRIATE MODIFICATIONS IN THE DUPLICATED ESAF. It is important to have a PI listed in the ESAF, if the PI is not coming please make sure that they are shown as OFF-SITE. For the other group members please list only experimentors that are coming to APS (you can delete experimentors not coming) and please make sure to choose 1 person as an On-Site Spokesperon (OS).

Please make sure that there's an experiment description, the onsite people who will participate in the experiment and that the samples follow the APS policy of including the expression system you used to obtain the protein whether it is E.coli, insect cells or other in the description section.

Follow the information on this document for a step by step guide on filling out the ESAF form!

[http://necat.chem.cornell.edu/~sukumar/ESAF\\_instructions.pdf](http://necat.chem.cornell.edu/~sukumar/ESAF_instructions.pdf)

Incomplete or inaccurate information can delay the approval process of your ESAF.

[Link to ESAF application](#)

This section is near the bottom of the scheduling notification email that you will receive from the scheduling system.

Click on this link to begin your ESAF application.

Clicking the "Link to ESAF application" will bring you to the login page of APS's ESAF system, as seen below:

Login with your APS badge number and APS Web Password.



The badge number is located on the back of your APS badge and is highlighted in the picture above.



Create a New ESAF

### WARNING

Federal US Government computer AUTHORIZED USE ONLY. Users have no explicit/implicit expectation of privacy. All files may be intercepted, monitored, recorded, copied, audited, inspected, disclosed to authorized law enforcement officials, domestic or foreign. Unauthorized improper use of system may result in disciplinary action, civil/criminal penalties. Using this system indicates your consent. LOG OFF IMMEDIATELY if you do not agree to these conditions. Read [www.anl.gov/notice.html](http://www.anl.gov/notice.html).

Enter your ANL Domain Username (employees and resident users) and ANL Domain Password or

Username Or Badge No:   
Password:   
[Login](#) | [Change Password](#) | [Reset](#)

[Click here if you forgot your APS Web Password](#)

[Click here if you forgot your ANL Domain Password](#)

[APS Home Page](#) | [Security/Privacy/Notice](#)

[Contact apuser@aps.anl.gov](#)

[Click Here for Important Notice Regarding Cookies](#)

This link will open the page below.

**Forgot Password?**

Enter Badge Number, Last Name, and click "Submit."

Badge Number:

Last Name:

Need assistance?

APS User Contact: [apuser@aps.anl.gov](mailto:apuser@aps.anl.gov)  
CNM User Contact: [cnm\\_users@aps.anl.gov](mailto:cnm_users@aps.anl.gov)  
APS/ANL Employee Contact: [mia\\_ingrs@aps.anl.gov](mailto:mia_ingrs@aps.anl.gov)  
[APS Home Page](#) | [Security/Privacy/Notice](#)

Enter the information, hit submit, then answer your personal security questions. A temporary password will be emailed to you.

Once you log into the ESAF system you will land on a page like the one below, that allows you to select the GUP associated with this beam time and create an ESAF for the beam time.

Choose create or copy. Creating an ESAF autofills some minimum information into the ESAF. Copying an existing ESAF autofills most of the information from that existing ESAF.

In order to copy an existing ESAF, select it from this dropdown list.

Once you have selected Create or Copy, click here to create the new ESAF.

These instructions are written as if you selected create. Copying an existing ESAF will carryover most of the information from the existing ESAF and you will mainly want to check to make sure the information provided is still relevant for the new experiment.

When you create a new ESAF you will start on the General tab.

The system will autofill the Sector, Proposal ID, BTR ID, ESAF Type, and will take the Experiment Title from your GUP.

Check your Experiment Title, Techniques required, and Subject Area(s) to ensure they are still accurate for the current experiment.

Make sure that a Funding Source has been selected, you will not be able to submit the ESAF without something checked in this section.

Once you have ensured the information on the General tab is correct, proceed to Experimenters by clicking on that tab.

On the Experimenters tab, all experimenters from the GUP will automatically be listed. If you copied an existing ESAF, any experimenters listed on that ESAF will be copied over. Add any additional experimenters who will be participating in the current experiment. Ensure the role of each experimenter (listed under the "User Type" column) are correct. Experimenters who will not be participating in the current experiment can either be listed as "Off-site/Co-proposer": or be deleted by clicking the appropriate box under the Delete column to the far right of the screen. Any changes you make will be saved and updated when you move to a different tab.

- Under User Type:
- On-site indicates that individual will be *coming in person to the beamline* during the experiment (whether they are actively collecting data or only observing).
  - Remote indicates the user will be collecting data remotely using NE-CAT's remote system.
  - Off-site/Co-proposer indicates that individual will not be participating in the current experiment or will only be observing (but not coming on-site).

**APS - Experiment Safety Assessment Form**

Status: New (Gilbert) PEN: 24-1D-2020

1). Click **FIND** to add experimenters to the ESAF.  
 2). Identify the spokesperson (SP) by checking the SP box for the experiment: [The member of the experiment team that is responsible for the experiment and will be used as a contact for any questions.]  
 3). Items identified in **RED** need attention before arrival to Argonne  
 4). **Training dates** displayed are when retraining is required. If area is grayed out, training course is not required. Expired classes are in Red and blank fields signify the class has not been taken.

Questions/Comments: Please contact [ESAF system staff](#)  
 If you do not have a badge number please register here: [User Registration](#)

**EXPERIMENTERS:**

Only on-site, Remote, or Mail-in Experimenters may be listed as an SP. Please designate a new person as the SP.

User Type	Badge	First Name	Last Name	Remote/Site Access End Date	Affiliation	Home Employment Level	E-Mail	Work Phone	Cell Phone
Principal Investigator	232718	Nathaniel	Gilbert		Louisiana State University	Faculty / professional st			
Find	Off-site/Co-proposer	304636	Derek	Bratcher	01/14/2021	Cornell University	Faculty / professional st		
Find	On-site	86982	David	Neau		Louisiana State University	Graduate student		
Find	Off-site/Co-proposer	304636	Derek	Bratcher		Louisiana State University	Faculty / professional st		
Find	Off-site/Co-proposer	86532	Marcia	Newcomer		Louisiana State University	Faculty / professional st		
Find	Off-site/Co-proposer	86533	Svitlana	Pakhomova		Louisiana State University	Faculty / professional st		

Buttons: Add Experimenter, Generate Report, Save, Submit ESAF

Experimenters can be added by clicking the Find link. This will pop open a window you can use to search APS's User database by either the User's last name or their APS badge number. Once found, click in the box to the left of the user's name and her information will be added to the ESAF.

A spokesperson must be selected from among the listed experimenters who will be participating in the current experiment (i.e. they are listed as on-site or remote). The spokesperson is attesting that the information provided on the ESAF is accurate. If anyone is participating on-site, one of those on-site experimenters must be selected as the spokesperson, ahead of any remote participants, and they will sign the physical ESAF before the start of their experiment. If all experimenters are participating remotely, the selected spokesperson must provide an electronic signature.

The spokesperson is selected by checking the box under the SP heading next to their name. To electronically sign the ESAF, click on the "SP" at the top of the column

4). **Training dates** displayed are when retraining is required. If area is grayed out, training course is not required. Expired classes are in Red and blank fields signify the class has not been taken.

Questions/Comments: Please contact [ESAF system staff](#)  
 If you do not have a badge number please register here: [User Registration](#)

**EXPERIMENTERS:**

An Electronic Signature is required for this ESAF. A person designat

**Acknowledgement**

The information on this hazard control plan is accurate and complete. All materials/samples to be used and hazards have been identified. All users are listed. As the designated spokesperson for the experiment I acknowledge that the above statement is true.

Buttons: Electronic Signature

Buttons: Add Experimenter, Generate Report, Save, Submit ESAF

Clicking on the "SP" link should open this window containing the acknowledgement statement that you are agreeing to as the Spokesperson. Click the "Electronic Signature" button to sign the ESAF.

On the Description tab, make sure the correct beamline(s) is selected. If you are using both beamlines either concurrently or on subsequent days, you can select both C and E beamlines.

Select C for time on ID-C and E for time on ID-E. If you don't select a beamline, the system will display the beamline as ID-D.

Date and times should be autofilled based on scheduled beamtime. Check to make sure the values reported are accurate.

Provide a brief description of the experiment you are planning. If you copy an existing ESAF, this section will contain the description provided on the previous ESAF.

On the Materials tab, list all samples that you are sending to the beamline for this experiment. Give a proper name for the sample, along with expression system or source (e.g. Lysozyme expressed in E. coli). The gene or protein family names can be accepted as an alternative to the sample's proper name.

- For Quantity you can list the number of crystals of that sample.
- If appropriate, change drop down menu to Y (for Yes), or other appropriate answer, for any of the safety information for each sample.
- If you wish to keep the sample name secret except for staff assigned to review the ESAF, change the Confidentiality column to Y.

Once all the information has been included on the ESAF, press the Submit ESAF button

You normally do not need to look at Equipment, Requirement, and Comments Summary tabs.

When done, press the Submit ESAF button.

Only press Submit ESAF once. If you must change information on the ESAF later, you can save the changes simply by switching to a new tab from the one you entered the new information on.

When you submit the ESAF, you'll get the following confirmation: