

ESAF_101

For folks who are collecting data more than once during a run, having a “run wide” ESAF may be easier for everyone...

“General” TAB:

APS - Experiment Safety Assessment Form

General | Experimenters | Description | Materials | Equipment | Requirement | Comments Summary | Beamline Admin | APS Admin

Status: Pending (Dyda) PEN: 22-IDD-2019-Run01_Dyd1 Role: Beamline Approver

Submit ESAF

NOTE: No experiment will be allowed to run until a properly completed and approved experiment safety assessment form has been posted by an APS Floor Coordinator

Sector: 22 - SER-CAT Date Submitted: 01/18/2019 U.S. government classified work will be performed: No

Experiment Title (this title will appear in the DOE projects database, so please ensure that it reflects the work that is being done during this run): Remote/On-site data collection for groups from the National Institute of Health Proposal ID: 36782 BTR ID: 167569 ESAF TYPE: CAT Member

Techniques (One is required): Macromolecular crystallography Select One Technique

Subject Area(s): Biological and life science Chemistry Earth science Engineering Environmental science Instrumentation related to user facilities Materials science Medical applications Optics (excluding x-ray optics) Other (Specify) Physics Polymers Purchase of specialty service or materials Specify Other

Who is supporting this research (Funding Source(s)): DOD (incl. Air Force, Army, etc.) DOE - Office of Basic Energy Science DOE - Office of Biological and Environmental Research DOE - other (incl. LDRD) Foreign Homeland Security Howard Hughes Medical Institute Industry NASA NIH NNSA NSF Other - Specify Other U.S. Government (incl. NIST, EPA, etc.) Private or Public Research Foundation/Institution or Charitable Organization USDA University/Educational Institution Specify Other

Is this a proprietary experiment? Yes No Note: to review/modify cost code already entered for proprietary experiment, click "yes" button again.

Does your work involve R&D for the civilian nuclear fuel cycle? Yes No

Generate Report Submit ESAF

GUP-36782 200613-48765

Main Menu Search Criteria Logout

ANL

- 1) Make sure you specify the correct CAT – separate ESAF required per CAT you will be using during run
- 2) Probably not “classified” – but requires an honest answer
- 3) Proposal ID: the number that was assigned when you first applied for x-ray time at APS
- 4) Beamtime Request (BTR) – generally requested for you, by SER-CAT staff.
- 5) Call yourself a “CAT Member” – regardless of whether you are a Member or an Associate User
- 6) Probably not all that critical – but most folks are doing macromolecular crystallography
- 7) More than one choice possible – choose any and all that apply
- 8) Need to state source of funding – ESAF cannot be submitted without this field being completed
- 9) Proprietary experiment? Honest choice required
- 10) Almost certainly “no” ...

“Experimenters” TAB:

APS - Experiment Safety Assessment Form

General Experimenters Description Materials Equipment Requirement Comments Summary Beamline Admin APS Admin

Status: Approved (Dyda) PEN : 22-IDD-2019-Rem01_Dyda1 Role : Beamline Approver

Submit ESAF

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** checked are when registering 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:

Electronic Signature provided by

SP	Name Type	Badge	First Name	Last Name	Remote/Site Access End Date	Affiliation	Home Employment Level	E-Mail	Work Phone	Cell Phone	Core APS Training (Due Date)								
											ESB1	ESB100	ESB1000	ESB1000	ESB1000	ESB1000			
Find	Off-site/Co-proposer	00001	Albus	Dumbedore	02/13/2020	National Institute of Diabet	Search	Other											
Find	Remote	99991	Whealey	Benard	01/02/2020	National Institute of Diabet	Search	Other											
Find	Remote	99992	Henry	Potter	07/01/2020	National Institute of Diabet	Search	Other											
Find	Remote	99993	Granger	Hermione	02/13/2020	National Institute of Diabet	Search	Other											
Find	On-site						Search												
Find	On-site						Search												
Find	On-site						Search												
Find	On-site						Search												
Find	On-site						Search												
Find	On-site						Search												

Generate Report Save

200513-48765

- 1) Use “Find” function to add names; this allows you to designate a specific person, with much of their remaining information auto-populating. List EVERYONE who might conceivably collect data during this run; listing too many people, some of whom may not actually collect data during the run, does not harm you; HOWEVER, having to add names later causes you to have to re-submit the entire ESAF - and repeat the approval processes. All ESAFs must be fully approved by both beamline and APS before experimenters can login and begin to collect data.
- 2) At least one person must be named as Remote Spokesperson (SP). This person will be supplying the electronic signature for Remote groups. Clicking the **OS** will allow for Electronic Signature to be applied.
- 3) For most of our Users, the correct choice is “**Remote**”; you are sitting at a terminal not located at APS, conducting your experiment from your Home Institution. (If, however, you *are* actually travelling to APS and will be working locally at SER-CAT, then the correct choice will be “On Site”. “Off Site/Co-proposer” indicates that the person will not have their hands touching a computer terminal, controlling the data collection; usually reserved for folks who may be authors, but not actively collecting data.)
- 4) Badge number; make sure you have chosen the correct individuals.
- 5) If the Access Date is red, it means this person must up-date their information in the APS User Database (tab located under “My APS Portal” login). Updates are required once every two years.
- 6) If User will be “Remote” – only ESH223 training will be required. If they will be present “On Site”, all other courses will also be required. Either way, the dates of training must extend BEYOND the end of the run – for ALL Users listed! - or the run-wide ESAF will not be approved.

“Description” TAB:

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Status: Pending (Dyda) PEN: 22-IDD-2019-Run01_Dyd1 Role: Beamline Approver

Submit ESAF

Beamline	Station	Start Date (MM/DD/YYYY)	Start Time (HH)	End Date (MM/DD/YYYY)	End Time (HH)
<input type="checkbox"/> BM	<input type="checkbox"/> p				
<input checked="" type="checkbox"/> ID	<input checked="" type="checkbox"/> p	02/07/2019	8	04/20/2019	8

[Click here to attach/detach files](#)

Attached files
(the limit length of a file name is 60 characters.)

Please supply a short description of the details of the proposed experiment, including samples, procedures, and proposed hazard controls (engineered and administrative). You may also attach PDF or Word documents. Note: the limit length of a file name is 60 characters.

We will perform standard crystallographic data collection on frozen crystals shipped to APS. These crystals will consist of [REDACTED]. Specifically, we will perform these experiments with [REDACTED]. There are no hazards associated with these proteins or complexes. All proteins are E. coli expressed.

Generate Report

Submit ESAF

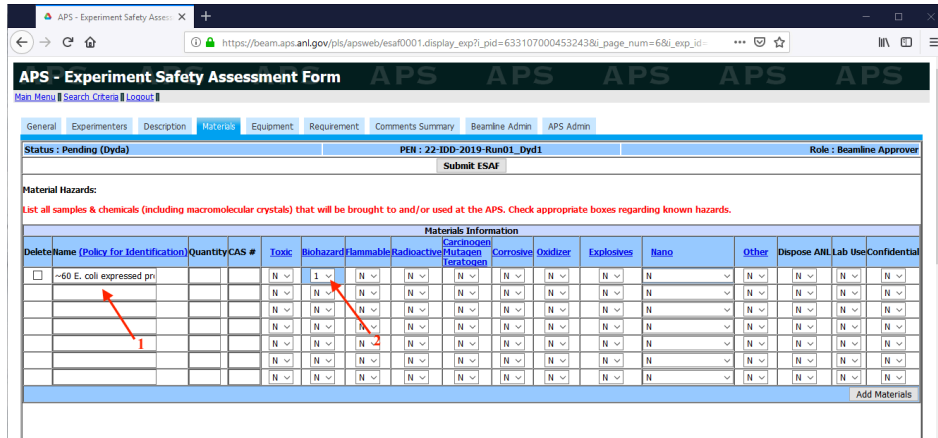
GUP-36782 200613-48765

Main Menu | Search Criteria | Logout

ANL

- 1) Choose whichever beamline you are going to be using for data collection; choosing **both** BM and ID is fine, and even recommended.
- 2) MAKE THE DATES COVER THE TIME-FRAME OF THE ENTIRE RUN
- 3) Describe your protein, using FULLY SPELLED OUT, LONG-HAND TERMINOLOGY. If you want to use acronyms afterwards, this is the place to define them. Please be as specific as possible, and list ALL proteins which will be used as samples for the ENTIRE RUN.
- 4) MUST INDICATE SOURCE OF PROTEIN; name of commercial vendor, over-expressed and in what cell line...etc.

“Materials” TAB:



- 1) Given that samples have been fully defined under the “Description” tab, use of acronyms or relatively generic naming is fine at this point
- 2) You MUST indicate the Biohazard Safety Level; this is a pull-down menu, where you can choose the correct classification

THE SPOKESPERSON NEEDS TO ELECTRONICALLY SIGN, then submit the ESAF on-line. (If ANY group members are going to be present “On Site”, the Authorization Signature will be obtained locally – but the rest of the ESAF must still be submitted BEFORE your visit.)

SUBMIT ESAF AT LEAST ONE WEEK BEFORE YOUR BEAMTIME IS SCHEDULED!!!

CHECKING to make sure all approvals are progressing, as expected, for your ESAF:

Pen ID	Experiment ID	Beamline Status	APS Status	Title	Principal Investigator	P.I. Institution	Experiment Start Date	Submitted Date	Proposal ID	Duplicate	Delete
22-IDD-2019-Run01_Dyd1	200613	Approved	Approved	Remote/On-site data collection for groups from the National Institute of Health	Frederick Dyda	National Institute of Diabetes, Digestive and Kidney Diseases	02/07/2019	01/18/2019	36782	<input type="radio"/>	<input type="checkbox"/>
22-BMD-2019-Run01_Leo1	200153	Approved	Approved	Structure determination for Proteins involved in Epigenetic Signalling Pathways	Paul Leonard	University of Texas M. D. Anderson Cancer Center	02/05/2019	01/10/2019	52499	<input type="radio"/>	<input type="checkbox"/>
22-IDD-2019-Run01_Leo1	200152	Approved	Approved	Structure determination for Proteins involved in Epigenetic Signalling Pathways	Paul Leonard	University of Texas M. D. Anderson Cancer Center	02/04/2019	01/10/2019	52499	<input type="radio"/>	<input type="checkbox"/>

Total Records : 3 Page : 1 48765

- 1) Information will be verified by SER-CAT beamline staff. If any problems are noted which might be expected to slow down or block APS approval, staff will let you know as soon as possible. This will include things like having to update your User Registration information (required once every two years), and updating the training of for all experimenters (EVERYONE'S training required to extend beyond end of run). It will also include requirements for each protein being clearly designated with a FULL-LENGTH, LONG-HAND name, and an associated Biohazard Safety Level (BSL).
- 2) Once Beamline Approval has been received, APS staff will review the ESAF. If everything appears to be satisfactory, APS Approval will be awarded. However, just because you have received Beamline Approval, there is no guarantee that APS will approve your ESAF. ALSO – APS staff members deal with many hundreds, if not thousands, of ESAFs per run, and it can take them a day or two to get to your proposal.

DO NOT LEAVE SUBMISSION UNTIL THE LAST MINUTE, AS AN UNAPPROVED ESAF WILL PREVENT YOU FROM COLLECTING DATA!!!