

## HPCAT User Checklist – Actions required prior to Beamtime

### 6 weeks (or more) in advance:

- Communicate your experimental needs and plan with your local beamline contact.
- [Establish a user account](#) to pay for supplies and services, including shipping if your institution does not provide a current FedEx account number.
- Have all experimenters [Register](#) to obtain access approval for physical (in-person) or remote/digital access. If you are a current user, you can check your registration end date in the [APS User Portal](#).

### 2 weeks (or more) in advance:

- [Complete an Experiment Safety Assessment Form](#) (ESAF) for your experiment at least 14 days in advance of your beamtime, per APS guidelines. If your experiment is not “low” hazard, please provide additional time for safety review.
- [Submit Gas Loading request](#) (if needed) and note on the ESAF.
- [Complete online training](#). Training specified in your ESAF is required for participation in an experiment.
- [Arrange for delivery and return of samples/materials](#). Keep in mind that even if your shipment arrives “next day” at Argonne, it does not arrive to HPCAT until processed through the shipping department and no packages are received or transferred to HPCAT on weekends.

### 3 days (72 hours) in advance:

- Request a Dosimeter in your [APS User Portal](#) for access to the APS experiment hall.
- Submit a Gate Pass request in your [APS User Portal](#) **IF** you may be arriving after 4pm Mon-Fri or on a Saturday/Sunday. Not required if you’ll be arriving during normal business hours.