

10. Policies

10.1 USER RESEARCH GRANTS

NLUF research grants are negotiated between the user and DOE's Albuquerque Complex Office. DOE will notify those users who are approved for funding. This notification takes place after the NLUF Steering Committee has reviewed the proposals and made its recommendation to DOE.

10.2 SAFETY

LLE is designed to allow many kinds of activities, ranging from fabrication and experimentation to seminars and tours. From the viewpoint of safe work practices, however, LLE must be considered first and foremost an open laboratory environment; accordingly, all of the potential safety and health hazards of a benchtop lab must be assumed to exist.

Only by practicing safety will the risk of accidents be minimized. This is the responsibility of each user, regardless of activities. Unsafe work practices will not be tolerated, whether they result from a failure to observe written policies and procedures, or from a failure to use prudent judgment. Unsafe actions by a user may, among other things, result in termination of an experiment.

Users must comply with all relevant safety policies and procedures in place at UR/LLE.

All materials to be employed in experiments that are unusual, e.g., hazardous metals and all targets, must be pre-approved by UR/LLE before they are brought to the facility.

10.3 VISITOR ACCESS

Requests for all visits by users of the Omega Laser Facility must be directed to the Office of the Director (jste@lle.rochester.edu) with a copy to the NLUF Manager (jsou@lle.rochester.edu). Visitors who are not citizens of the United States must submit their request 60 days in advance of the proposed visit date to allow sufficient time for any necessary government review. All other visiting users must submit their requests at least two weeks in advance of the proposed visit date to provide for the proper badging and access required.

10.4 OMEGA DATA OWNERSHIP AND ACCESS

1. The Laboratory for Laser Energetics of the University of Rochester owns all data stored on the Omega database.
2. Principal Investigators (PI's) and Co-PI's listed on the Omega Shot Request Form for a system target shot, as well as scientists from the PI's and Co-PI's home institution with Omega database accounts, have access to the data generated on their target shots.

3. Omega database account holders for specific Omega target shots for which they were not a PI nor Co-PI can request data for these shots. Requests for such data should be directed to the Omega Experimental Users Coordinator. The Experimental Users Coordinator will coordinate with the institution who conducted the target shots to obtain approval to access the requested data.

10.5 TARGET DESIGNS

Proposed targets must be reviewed by LLE and declared "system safe."

If a user is concerned about the safety of a particular activity, the matter is to be directed immediately to the attention of the Facility Manager.

10.6 PHOTOGRAPHIC DATA/DARKROOM POLICY

LLE maintains a darkroom for the purpose of processing film used in OMEGA experiments. This darkroom is available for photographic use by qualified users only. A qualified user is one who has demonstrated darkroom capability and understanding and has obtained permission to use the darkroom from the darkroom manager.

10.7 PUBLICATIONS

It is the University of Rochester's policy that the results of the research conducted on its campuses be freely published. This policy also applies to the publication of a description of the user's experiment and the results of that experiment. To protect the interests of users and the University, a delay in publication consistent with this policy may be made upon written request.

The users' facility is also under obligation to report on work conducted at the facility.

To address these objectives, the users' facility produces an annual summary of users' research. Each user agrees to furnish and authorize the users' facility to reproduce (1) the abstract of the user's research as contained in the proposal and (2) a brief report of the annual progress or the results of the experiment. The report is to be submitted by the user to the NLUF manager no later than six weeks following the completion of each fiscal year.

10.8 ACKNOWLEDGMENTS

A specific acknowledgment on all abstracts, reports, and publications of the research performed under an NLUF grant at the users' facility is required with the following sentence on the title or first page:

“The research and materials incorporated in this work were partially developed at the National Laser Users’ Facility at the University of Rochester’s Laboratory for Laser Energetics, with financial support from the U.S. Department of Energy under Cooperative Agreement DE-NA0001944.” Users of the facility from the National ICF laboratories should include the following acknowledgment on all abstracts, reports, and publications resulting from work performed at the Omega Facility: *“This work is partially based on experiments performed at the Omega Laser Facility at the University of Rochester. This material is based upon work supported by the Department of Energy Nuclear Security Administration under Award Number DE-NA0001944, the University of Rochester, and the New York State Energy Research and Development Authority. The support of DOE does not constitute an endorsement by DOE of the views expressed in this article.”*

Investigators should also add acknowledgments for any other contracts that support this research, including any DOE research contracts.

10.9 RESTRICTED DATA

It is the policy of the University of Rochester that classified research will not be conducted as part of the DOE-funded program at the NLUF. Accordingly, a user must not submit any proposal that requires the use of or is likely to generate security classified data, including DOE-restricted data. In the unforeseen event that it becomes necessary to use such data for the performance of a user’s experiment, the University reserves the right to stop the work; to terminate, without liability, any further requirement to operate the users’ facility for that experiment; and to hold the data for disposition under applicable law.

If, while at the user’s facility, a user realizes or suspects that restricted data is being generated, the matter must be brought immediately to the attention of the Director of LLE.

10.10 SECURITY

All personnel, including users and visitors, are required to wear University of Rochester identification badges while in the building. A key and key card are required for access to the building during nonworking hours. Keys, key cards, and ID badges may be requested from the Administrative Liaison. Please note that all foreign nationals visiting the laboratory must receive approval from DOE/NNSA. Requests for foreign visitors must be submitted to the Administrative Liaison at least 60 days in advance of the proposed visit.

10.11 SMOKING

LLE facilities must be maintained in a very clean environment. For this reason, smoking is not permitted within any building.

10.12 WEB SITE

The UR/LLE maintains a web site (www.lle.rochester.edu) that contains an NLUF page and Omega Laser Facility schedule. The web site also acts as the portal through which the Omega Facility users may access the Omega database, create and submit Shot Request Forms (SRF's), access the target database and create Target Request Forms (TRF's), and submit proposals to be reviewed by the FASC.