

EXPERIMENTS DIVISION	
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### SESS SI-Group:

## Rules and Regulations for the Sample Environment Support Laboratory.

(Laboratory manager: J. Jacobs)

The Sample Environment Support Service (SESS) provides support to the beamlines in order to perform experiments under specific conditions. In particular, the Sample Environment Laboratory's mission is to mount and test newly-developed equipment, maintain and service existing equipment and train scientists to operate state-of-the-art sample environment devices. Qualified team members help to ensure that experiments are successful by prior testing and maintenance of dedicated equipment for sample conditioning for use on the beamlines.

#### - SESS Laboratory access:

Only members of the Sample Environment Support Service have access to work in the Laboratory. Exceptionally, beamline staff can carry out sample or equipment mounting and/or testing under the supervision of an SESS member. The door code will be changed every 2 months, a notification mail will be sent to those concerned, indicating the new user and/or the team code.

#### - SESS Laboratory working benches:

Work benches in the SESS Laboratory will be assigned to specific tasks by the laboratory manager. A schedule, managed by the laboratory manager, will be implemented for standard and temporary works.  
Short-term storage, active loan pool and SESS idle equipment will be stocked in LOB.0.18.

#### - SESS Laboratory Cryogenic working space reservation:

Working space reservations for cryogenic projects need to be made with a minimum of two weeks' notice. A schedule, managed by the laboratory manager, will be implemented for standard and temporary works.  
Priority will be given to beamline support and service tasks, over the commercial activity.

**- SESS Laboratory material and tooling:**

Without exception, no material, equipment, instruments or tools can be removed from the SES-Laboratory.

**- SESS Laboratory consumables and spare parts:**

All consumables and spare parts are exclusively for service, Sample Environment developments or beamline assistance. In all cases, the material used must be promptly replaced in order to conserve the minimum stock necessary for day-to-day operation.

**- SESS budget line Rapid order access:**

All rapid order requests (Radiospares, Farnell, Peyronnard or other) will be handled by the Laboratory manager or a team member designated by him.