**Proposal Submission and Acceptance**

**PD Rapid Access Mail-In Program**

This SOP documents the user procedures for the rapid-access mail-in program

1. The PD will have 6 rapid access rounds per year. Users will be notified by the user office when a round opens and can submit a short proposal.
2. Ensure all safety considerations have been disclosed and the samples are low hazard. The AS cannot accept samples that are radioactive, explosives or unstable, fatal if swallowed, fatal in contact with skin, causes severe skin burns and eye damage, causes serious eye damage, and fatal if inhaled.
3. Ensure the address that is submitted in the proposal is correct.
4. An email will be sent notifying the user of the proposal outcome.

**Receiving the Sample Box Kit**

1. A Sample Box Kit will be sent to the address nominated during proposal submission. The Sample Box Kit contains a sample box, pins, wax, protractor template, return address label QR code to website.
2. Prepare the samples ensuring they have been diluted (if needed) and load into capillaries ≤0.7 mm ID.
3. Mount the capillaries onto the pin by breaking off the funnel, inserting into the pin and fixing in place with wax. Ensure the difference between the sample pin base and capillary is capillary is ≤5°.
4. Ensure all capillaries are between 15-40 mm in length from the pin. Further information on sample preparation and mounting can be found on the PD [Confluence Cloud](https://asuserwiki.atlassian.net/wiki/spaces/UO/pages/658079839/Rapid+Access+Mail-In+Service).
5. Carefully return the mounted capillaries to the sample box and fix the lid securely using tape otherwise the pins will break.

The PD team can provide information and tips on sample preparation and mounting. We are not responsible for samples that can’t be run due to incorrect mounting, poorly filled capillaries or not enough sample in the capillary.

The PD team are not responsible for any capillaries that are received broken or capillaries that break during analysis.

**EA Submission**

1. Complete the Experiment Authorisation (EA) and ensure the sample and robot spreadsheet has been correctly filled in. Its essential the pin numbers are entered. Staff can assist with parameter selection.

The PD team are not responsible for incorrectly labelled samples, or information incorrectly entered by the user into the robot spreadsheet.

1. Wait for approval *before* returning the Sample Box and pins to the AS. All pins need to be returned otherwise sample measurement will be delayed.

**Returning the Sample Box**

1. Re-use the cardboard box that the Sample Box Kit arrived in and post back to the AS using the included return address label.
2. Return all samples to the AS even if not all have been used. The samples will not be measured unless *all* pins have been returned. All samples must arrive at least 7 days prior to the date of scheduled beamtime otherwise they will be run during the following scheduled beamtime.
3. Users will be notified by staff if any capillaries have been received broken or cannot be run due to incorrect filling or mounting.

**Sample Measurement**

1. Samples will be measured during the next beamtime allocated for mail-in. The PD team are not able to run samples earlier than the scheduled mail-in beamtime.

**Experiment Completion**

1. Users will be notified by PD staff when the experiment has been completed, and how they can access their data and the experiment collection details.