

How to complete the online Sample Loading Sheet in IPTS

This document contains a detailed description of how to fill out the online Sample Loading Sheet in IPTS (Integrated Proposal Tracking System). This online form must be completed before shipping samples to SNS that you have loaded at your home institution into vanadium sample cans.

1. Log on to IPTS (<https://snsapp1.sns.ornl.gov/xprod/f?p=100:1>) and navigate to your proposal by entering the proposal number under “Go to Proposal” and clicking “Go” (Figure 1).

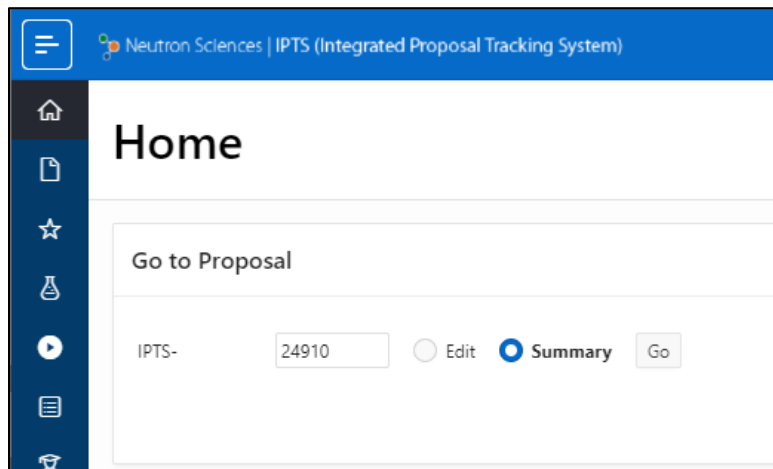


Figure 1. IPTS home screen, showing how to go to your proposal view.

2. Near the top of your proposal view, click the “Sample Loading Sheet” button (Figure 2).

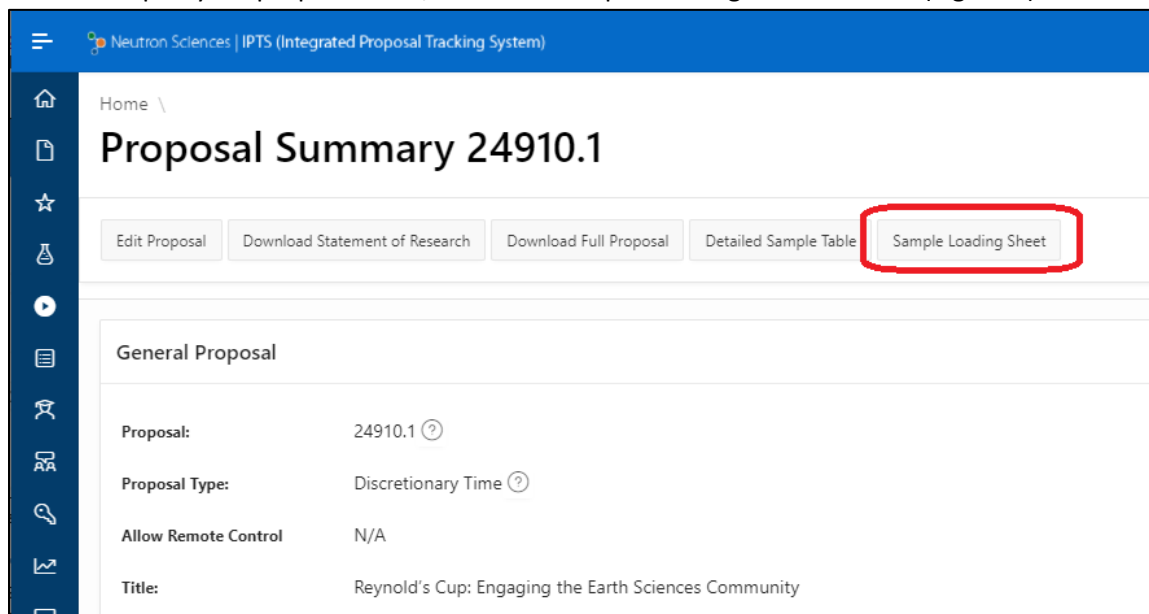


Figure 2. Link to the Sample Loading Sheet (circled in red) near the top of the proposal view page.

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- In the top box of the Sample Load Sheet (Figure 3), select what conditions you loaded the sample cans in, whether in air on a benchtop, in an Ar- or He-filled glovebox or some other gas atmosphere. Then click the grey “Save” button. This information is needed to help instrument staff determine whether your sample cans need to be backfilled with helium.

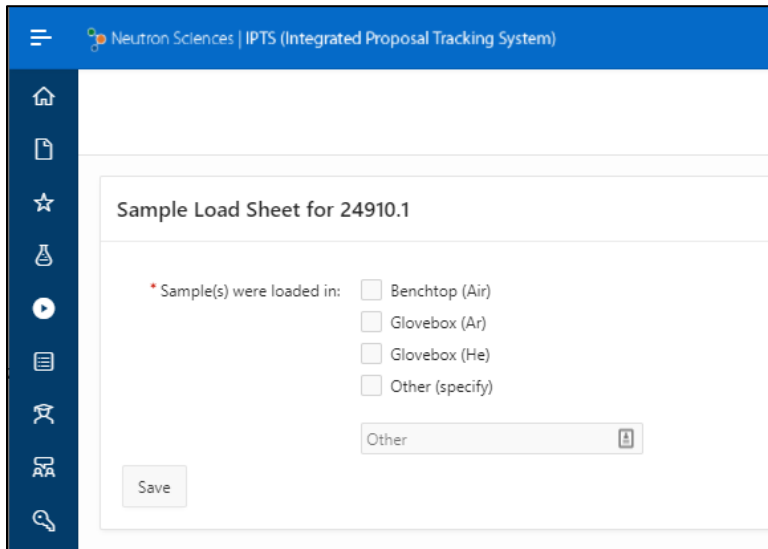


Figure 3. Top box of the Sample Loading Sheet, asking in what gas atmosphere the samples were loaded.

- In the middle box of the Sample Load Sheet, under Sample Information (Figure 4), the samples entered in your proposal will be listed, one row per sample. Each sample container should be on a separate row. If you need more rows (for example, if you have multiple samples with the same composition), click the “Add Row” button. To delete a row, click the ≡ icon in the first column and select “Delete Row”.

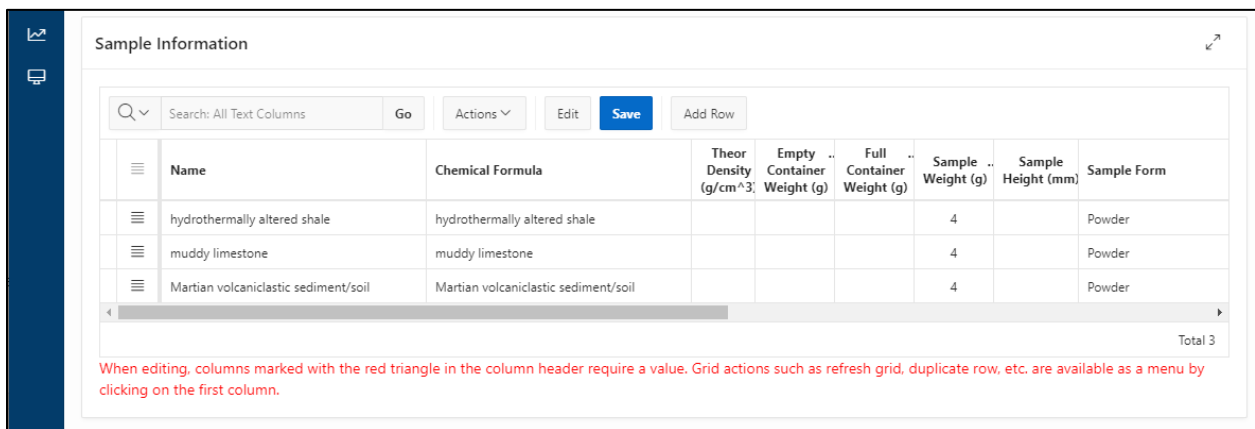


Figure 4. Middle box of the Sample Loading Sheet, where the sample information must be entered.

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5. Once there is one row per sample, click the "Edit" button and input all the requested sample information in the table. Then click the blue "Save" button (Figure 4).
 - a. Theoretical Density (g/cm³)
Determined from the formula weight and unit cell volume.
 - b. Empty Container Weight (g)
Include the lid and gasket.
 - c. Full Container Weight (g)
Include the lid and gasket.
 - d. Sample Weight
This will be automatically calculated from the Full and Empty Container Weights.
 - e. Sample Height (mm)
The distance from the bottom of the can to the top of your sample.
 - f. Sample Form
Most samples for Powgen will be Powder. Solid metal ingots and similar should use Polycrystal.
 - g. State
Gas, liquid or solid.
 - h. Special Requirements
Indicate any special storage requirements for the sample.
 - i. Sample Hazards
Select any applicable sample hazards.
 - j. Beam Exposure
Check the box if the sample has been previously exposed to neutrons.
 - k. Container
Select the container type. Most Powgen samples will be PAC06 or PAC08 for 6- or 8-mm diameter PAC cans, respectively.
 - l. Container ID
On the can collar will be printed a ten-digit identifier starting with "PAC".
 - m. Disposition
Samples may be wasted or returned to you after the experiment.
 - n. Temp
Temperatures in K at which you would like to collect data on this sample.
 - o. Other
Any other information you wish to submit regarding this sample.
6. Finally, in the bottom box, under "Sample Load Sheet Complete", click the button labeled "Complete: Send form to sample team". You may now ship your samples to SNS.

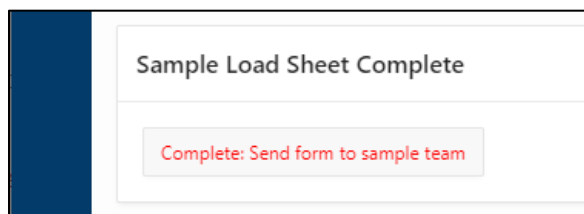


Figure 5. The "Complete" button to submit the sample loading information.