

March 27<sup>th</sup>, 2017  
Protein Crystal Analysis Division, JASRI

Please carefully read the following instructions. If you have any question, please contact us ([bioxtal@spring8.or.jp](mailto:bioxtal@spring8.or.jp)).

1. Start time of beamtime at BL26B1 & B2

We operate our beamlines with the following start time:

**10:00** (all beam time starts in the morning in principle)

2. Beamline alignment in the morning

The first 30 minutes of the beamtime starting in the morning will be used for the beamline alignment. This is needed for the stable use of beamlines. We will appreciate your cooperation.

3. Caution for BL26B1 & B2 users

The sample changer SPACE is always equipped on the diffractometer and you can use it anytime. But we recommend you to contact us in advance if you want to use the sample changer.

4. How to send your dry-shippers

I. You can send your dry-shippers to Users Office.

Following in the address.

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SPring-8/JASRI Users Office “”YOUR NAME”” (“”BEAMLINE NAME””)

Kouto, Sayo-cho, Sayo-gun, Hyogo 679-5198 JAPAN

Phone: +81-791-58-0961                  Fax: +81-791-58-0965  
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Don't forget to write your name and beamline name after "Users Office"

II. It's better for you to send them to be delivered on weekday, because Users Office cannot receive them on weekend.

III. After shipping your dry-shippers, let us know the tracking number, your beamtime and beamline by e-mail ([bioxtal@spring8.or.jp](mailto:bioxtal@spring8.or.jp)). We can pick up your dry-shippers and refill liquid nitrogen.

5. How to send back your dry-shippers

I. Prepare the following documents

i. Air Waybill

(You can get Air Waybill for FedEx at Users Office)

ii. Other shipping documents

(Maybe the same document you need to send it to Japan)

iii. FedEx\_Air Shipment Security Declaration and Explosives Inspection Consent

You need this, when you send back your dry-shippers from Japan. We have the form at the beamlines. If you cannot understand how to prepare it, we can help you during your visit at SPring-8

II. Call FedEx to pick up your dry-shippers When you are asked where FedEx should go to pick up your package, answer the following address.

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SPring-8/JASRI Users Office (Main building 2F West)  
Kouto, Sayo-cho, Sayo-gun, Hyogo 679-5198 JAPAN  
Phone: +81-791-58-0961      Fax: +81-791-58-0965  
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III. Bring your dry-shippers to the reception counter of Users Office.

6. Miscellaneous

I. Attention to your dry-shippers

We recommend you to confirm the soundness of your dry-shippers before shipping. The defect on the adiabatic vacuum may spoil your samples.

II. Computer room for users

There is a computer room (D10) outside of the experimental hall. You can use the room for data processing and data backup.

III. Account for the beamline PCs

Each research group is provided with his/her own account for the PCs at the beamlines and the computer room. The initial password is also provided if it is your first use of the public beamline. You are allowed to change the password,

but be careful not to forget it. The password of users who does not use the previous operation period has been initialized.