

## USER GUIDE

### Modane Underground Laboratory

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Sent to	All LSM users

## 1. Introduction

The purpose of the Modane Underground Laboratory (LSM) User Guide is to provide information about the underground facility, its access, shift time and stay at LSM.

## 2. Code of conduct

At LSM, all users, visitors, contractors and employees have to comply with the LSM code of conduct before any entry into the LSM facilities.

## 3. Stay at LSM

**CNRS users** are required to have a valid "ordre de mission" for shifts at LSM.

**Non-CNRS users** are required to contact [admin@lpsc.in2p3.fr](mailto:admin@lpsc.in2p3.fr) **three weeks before their shifts at LSM** to start with the admin procedure for visitor's declaration.

The procedure for **NON-CNRS** users consists of sending to [admin@lpsc.in2p3.fr](mailto:admin@lpsc.in2p3.fr) the following:

- Dates of the stay at LSM
- Scan of ID document
- The LPSC "administrative information" form enclosed below
- An "ordre de mission" **or** a certificate from their employer indicating that they are insured for the period of presence at the LSM **or** the "CNRS employer declaration" form enclosed below.

If the visitor returns at another time within the year or the following year, they can send to [admin@lpsc.in2p3.fr](mailto:admin@lpsc.in2p3.fr) only their *ordre de mission*/employer certificate/employer declaration form for the period of presence at LSM.

At the surface building, there is the option to book single rooms with private bathroom. A common kitchen space is available as well as a dishwasher and a washing machine. Rooms can be booked by sending an email to [booking-lsm@lpsc.in2p3.fr](mailto:booking-lsm@lpsc.in2p3.fr). The cost of the room is 19EUR/night. Accepted payment methods are cash, check and bank transfer.



#### 4. Underground Shift at LSM

Any activity request must be submitted in advance to the LSM Operations Manager, either by email or via the link provided for each experiment.

No modification of the LSM infrastructure and no installation on the LSM infrastructure may be carried out without the written agreement of the LSM Operations Manager.

Any activity will be subject to a risk analysis and the establishment of a specific prevention plan, if necessary.

##### Surface Building:

Users in order to access to the surface building need to have a badge, Badge can be requested via email to [booking-lsm@lpsec.in2p3.fr](mailto:booking-lsm@lpsec.in2p3.fr) at least two weeks before the shift. **Badge is nominative.**

At the surface building, a shared common office is available for users. A meeting room (20 people max) can also be made available upon reservation with the LSM, at [booking-lsm@lpsec.in2p3.fr](mailto:booking-lsm@lpsec.in2p3.fr). This room is dedicated to meetings and is not intended to be used as an office.

Small mechanical works can be carried out by LSM staff for troubleshooting or for rectification of parts, upon request to the LSM Operational Manager.

##### Underground Laboratory:

The access to the LSM underground facility is done in accordance with LSM regulations and current safety rules governing access to the tunnel. Users cannot drive themselves through the tunnel for accessing the underground laboratory. An authorized LSM driver will escort people to the underground laboratory. Upon request, driver training can be provided by the LSM following a predefined procedure, when recurring activities are envisaged.

**Standard shift** time are from Monday to Friday. Week-end shifts are not usually foreseen.

**8:25** meeting at the LSM surface building

**8:30** leaving LSM surface building

**12:00** arriving LSM surface building

**13:30** leaving LSM surface building

**17:00** arriving LSM surface building

**Any request for schedule arrangements must be submitted in advance to the LSM Operations Manager**, in order to schedule activities in compliance with current French regulations.

The onsite experiment point of contact is responsible of updating the [LSM Agenda](#) by adding collaborators/contractors on shifts. The LSM agenda allows to identify and count the number of people who must be taken underground.

The number of vehicles being limited to 2 for transport to the underground facility, and the total number of places limited to 18, arbitration will be carried out by the LSM between the different experiments and its own operations, if the number of people registered exceeds the number of places available.

Lunch can exceptionally be taken underground at the shared kitchen. However, a request must be made to the LSM Operations Manager the week before the activities, for organization with the LSM staff who will also have to stay underground to accompany the users.

The tap water underground is not drinkable. Bottled water is provided.

The equipped kitchenette with a fridge, a microwave, a coffee machine are available for shifters. **Food and beverages are only allowed in the kitchen area.** Food and beverages are not allowed at the underground lab outside the kitchen area.

Some rules for communal living: common areas must be left clean; waste must be thrown into the bins provided; dishes and mugs must be washed, dried and put away; no perishable goods must be left underground once the shift is over.

Some rules on borrowing small equipment from the LSM: the LSM provides small equipment free of charge to all users. It is advisable to ask the LSM staff to notify any borrowing. **Any borrowed equipment must be returned at the end of the shift, and stored in the place where it was found.**

## 5. Shipping to LSM

**Any logistics request must be submitted in advance to the LSM Operations Manager**, to define the schedule, the required resources and the storage areas, as space is very limited underground, authorized LSM personnel may be required, and escorted deliveries must be organized by the LSM with the Fréjus Tunnel company.

Shipment to the LSM surface facility:

All shipments have to be addressed to:

Laboratoire Souterrain de Modane  
Carré Sciences  
1125 route de Bardonnèche  
73500 Modane  
04 79 05 22 57

The shipment label must report the experiment name and the onsite experiment point of contact.

**Shipments have to be DDP** (delivery duty paid)

Before shipping anything to LSM, the LSM operations director and the SUBR service manager have to be contacted with details on shipments to agree on the shipment timeline and storage.

### Underground Routing:

The LSM is responsible for transporting equipment and materials underground: the schedule must be defined with the LSM Operations Manager.

Underground storage is reserved only to strictly necessary material. The LSM is responsible for arbitration in the event of a lack of space, to best reconcile the needs of all experiments and its own needs to ensure the smooth operation of the laboratory.

Crates, empty pallets, waste, must be evacuated as soon as possible, following a logistics schedule to be defined with the LSM.

Typical lead-time for underground delivery can take up to two weeks due to logistics constraints and unpredictability.

## 6. Radioactive Source

For bringing radioactive sources at LSM (both underground and surface), please contact Guillaume WAROT and Ali DASTGHEIBI-FARD at [crp-lsm@lpsc.in2p3.fr](mailto:crp-lsm@lpsc.in2p3.fr) with the source specs you would like to use at the underground LSM facility.

## 7. LSM Experiment Server

Users can access the server and visitor declaration interface via a web browser, at the URL <https://lpsc.in2p3.fr/LSMaccess>

User can request:

- authorization to access an experiment server ("Request LSM User Access")
- the addition of a server ("Register a new server").

The LSM operations director and the SUBR service manager have to be contacted in advance to confirm the identity of the person allowed to access the LSM network.

## 8. Communication

Users and LSM management must notify each other in writing of any significant event likely to have an impact (in particular a significant delay) on the smooth running of the experiment and/or its continuation.

Monthly meetings with all users are organized by the LSM remotely, to share on the one hand, the operational activities of the LSM, and on the other hand the activities of the experiments (in particular those that may interfere with other users). The presence of the PI or point of contact of each experiment is at least required at each monthly meeting. The minutes are made available by the LSM.

Any publication regarding the experiment have to report the following sentence in the acknowledgment « *We would like to thank the Modane Underground Laboratory and its staff for support through underground space, logistical and technical services. LSM operations are supported by the CNRS, with underground access facilitated by the Société Française du Tunnel Routier du Fréjus* »

Any publication regarding experiments hosted at LSM must be entered in the form <https://forms.gle/UH3tfiuWru1y5btg9>