(Note: the Japanese version is the original. The English version is provided as a translation of the content of the Japanese version for the user's convenience.)

Guidelines for the Remote Access to Experiment Control Terminals at SPring-8/SACLA (SPring–8/SACLA Remote Access Guidelines)

1st edition
January 14, 2022
SPring–8 Data and Network Committee

1. Purpose

These guidelines have been compiled by the SPring–8 Data and Network Committee (hereinafter the "Committee"), based on the "Management Regulations for Public Experiment Data Systems and Public Experiment Networks at SPring-8/SACLA" (hereinafter the "Regulations"), and provide the necessary conditions concerning remote access to experiment control terminals at SPring–8/SACLA.

2. Users

Users of SPring–8/SACLA remotely accessing a control terminal for an experiment (hereinafter "Users") are defined in Item 5 of the Regulations. Such Users include project members of approved proposals at SPring–8/SACLA (hereinafter "Project Members"), beamline staff who manage the control terminals at SPring–8/SACLA (hereinafter "Beamline Staff"), and maintenance staff working on behalf of equipment manufactures responsible for maintaining the experimental equipment at SPring–8/SACLA (hereinafter "Maintenance Workers").

3. Access Supervisors

An Access Supervisor is hereby defined as a person charged with the responsibility of supervising access for remote Users and assisting in resolving any problems that may occur in case of incidents related to cyber security, general safety, etc. A person with the role of Access Supervisor must be selected on every occurrence of remote access initiated by the User.

4. Access Conditions

Remote access to an experiment control terminal at SPring–8/SACLA is permitted only in the following Cases:

1. A Project Member connects remotely to an experiment control terminal to check the status of an experiment, and does not operate the terminal in any other way.
2. A Project Member connects remotely to an experiment control terminal to carry out an experiment, in which case they may operate experimental devices.
3. A Beamline Staff connects remotely to an experiment control terminal to prepare for experiments, check the status, or troubleshoot problems.
4. A Maintenance Worker connects remotely to an experiment control terminal to perform maintenance.
5. A User has been specifically allowed remote access by the Operation Supervisor, defined in Item 3 of the Regulations (hereinafter "Operation Supervisor").

5.   Access Approval

In order for a User to obtain remote access, the relevant Beamline Staff must file an application to the Access Supervisor and receive their approval. The application format is decided by the Access Supervisor and must be administered based on one of the Cases in Item 4.

6.   Access Qualifications

Users connecting remotely, who fall under Case 2 or 3 in Item 4, must meet the usage requirements of the front desk of radiation control at RIKEN Harima Safety Center.

7.   Period of Use

Remote access to experiment control terminals is permitted only for a specific period of time, based on the arrangements of the Operation Manager, defined in Item 4 of the Regulations (hereinafter "Operation Manager"). The Beamline Staff must submit an application to the Access Supervisor in order to receive approval for the connection from the Operation Manager. The format of the application is decided by the Access Supervisor and administered based on one of the Cases in Item 4. However, remote access pertaining to Case 4 in Item 4 is not allowed during beamline operations.

8. Inspection of the Remote Access System

The systems pertaining to remote access in Case 3 or Case 4 in Item 4 must undergo general safety inspections at least once per year.

9. Prohibited Activity

Users shall not commit any of the following:
1. Actions that hinder the operation of Public Experiment Networks or other equipment at SPring–8/SACLA.
2. Actions that allow other individuals, whether Users or not, to access and use the experiment control terminal using the User's connection credentials.
3. Actions that concern faking the identity of another User in order to access remotely and use the experiment control terminal.
4. Sending or storing any harmful program or virus.
5. Any other illegal activity.

10. User's Responsibilities

1)
Users connecting remotely to an experiment control terminal at SPring–8/SACLA must obey these guidelines.
2)
Users who become aware of any prohibited activity that is described in Item 9 conducted by other Users, or who have suspicions about other Users being engaged in such activities, must immediately notify the Operation Manager via the contact desk.

11. Revocation of Access Approval
1)
If there is deemed to be an issue in the process of remote access of a User, the Operation Manager may give instructions to the User for correcting the issue.
2)
If the User does not follow the instructions, or if the User falls under any of the cases below, the Operation Manager may at any point suspend the User's remote access or carry out any

appropriate measures. This may be done without notifying the User.

1. If the result of the inspection described in Item 8 did not meet standards.
2. If it is found that the User committed a prohibited activity described in Item 9, or if the Operation Manager suspects the possibility of such activity.
3. If the Operation Manager suspects that the User neglected the responsibilities stated in Item 10.

12.   Revision of the Guidelines

The Committee holds the right to revise the current guidelines in response to any changes in the administrative oversight of SPring-8/SACLA.