

# Advanced Photon Source

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## Web Publication Policy

### Section where used:

All PSC employees who are website contributors or web content owners.

### Changes made in this revision:

- Updated hyperlink in section 2.1.1
- Updated section 2.3
- Changed “PSC Communications and Information Office” to “PSC Communications team” (in two places)

### Prepared by:

T. Flanagan, Website Specialist, PSC

### Reviewed by:

Head of Communications, Photon Sciences

AES-IT Group Leader

### Approved by:

AES-DD

ASD-DD

XSD-DD

APS-U Project Director

PSC-DALD, Operations

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## Web Publication Policy

### 1 INTRODUCTION

The Advanced Photon Source (APS) website consists of several hundred thousand content pages and supporting files. Content is managed with the Drupal open-source content management system, and is hosted by Acquia, Inc., under contract with Argonne National Laboratory and the APS.

The APS website and its content are maintained by the APS Webmaster and APS content editors, respectively (see [Section 3.1](#)). Though the APS encourages employees to contribute to the website, these individuals are required to meet specifications for consistency of content, visual appearance and branding standards, usability, and continuous review and maintenance of pages as spelled out in this document.

#### 1.1 Scope

This policy states that web content at the APS should:

- Comply with U.S. Department of Energy (DOE), Argonne, and APS standards
- Be current, consistent, accurate, authoritative, and accessible
- Only contain information that relates to the operations and research functions of the APS
- Meet or exceed the recommended practices for web design as specified by the DOE, Argonne, and the World Wide Web Consortium (W3C),.

#### 1.2 Applicability

This policy provides guidance for authors of public-facing (external) web content and pages hosted on the main APS web server. Some topics, such as security and content ownership, are also relevant to private (internal) web pages and secondary web servers. For more information on the differences between external and internal content, see section 3.2.

Specific applicability is indicated within each section as follows:

*Applies to:*

- *External:* public-facing web content on the primary APS web server, excluding exempt sites, as defined in section 1.3.
- *Internal:* web content on the primary APS web server with access limited to APS or Argonne domains only, excluding exempt sites (see [section 1.3](#)).
- *All:* any web content stored on any web server at the APS, **including exempt sites.**

## 1.3 Exemptions

There are several content types to which some requirements in this policy do not apply. The following items are currently exempt from certain requirements:

- Professional-page sites, as defined in section 3.8
- Commercial, open-source, or collaborative web software that cannot conform to design or content requirements for technical reasons (e.g., wikis, forums, mailing list archives, etc.)

If you have questions about the applicability of this policy to your web content, please contact [webmaster@aps.anl.gov](mailto:webmaster@aps.anl.gov).

## 1.4 References

- Argonne Brand Identity Guidelines:  
<https://my.anl.gov/cpa/visual-identity>
- Department of Energy Web Policies:  
<http://www.energy.gov/webpolicies.htm>
- Argonne PII Information:  
<https://my.anl.gov/bis/page/personally-identifiable-information-pii>

## 2 ASSOCIATED POLICIES FOR WEB PUBLICATIONS

### 2.1 Legal

#### 2.1.1 Copyright

*Applies to: All*

See [SCITECH-4](#) *Use of Copyrighted Information*.

### 2.2 Privacy/Security Notice

*Applies to: All*

Pages in the anl.gov domain should contain a link to the Argonne Privacy and Security notice at <http://www.anl.gov/privacy-security-notice>. This link is built into the APS web template design.

### 2.3 APS Sponsors and Acknowledgement

*Applies to: All*

The APS web templates contain links to the funding sources and parent organizations. All web pages should contain these links and logos, unaltered.

## 3 WEB CONTENT MANAGEMENT

### 3.1 Webmaster, Content Editor and Publisher Roles

#### *Webmaster Role:*

The APS Webmaster has overall responsibility for the look, feel, functionality, and maintenance of the APS website and its content and is a Drupal Super Admin. The APS Webmaster is a member of the PSC Communications team, which reports to the PSC Associate Laboratory Director. All changes to the look, feel, and functionality of the APS website and its content must be carried out only by the APS Webmaster, pursuant to the process spelled out in 3.4.1, "Review Criteria for Web Content." As Drupal Super Admin the webmaster has the ability to override or change Workbench workflow in case of a "stuck" web page(s) due to publisher vacation or illness.

#### *Content Editor Role:*

The Content Editor can create new or edit existing content but not publish content. The new or edited content remains in draft mode state and is not visible on the APS public or inside web site until reviewed and approved by a Publisher.

#### *Publisher Role:*

Publishers have the ability to review, edit and publish content. This includes the approving or rejecting of any changes made by Content Editors. Once published the new or edited content state is changed from draft to publish and is now visible on the web.

The Editor and Publisher roles must be designated by ALD/division management and group leaders. For example, a group may have any number of editors and either one or two publishers.

### 3.2 PSC Website Committee

The PSC website committee comprises the APS Webmaster, the Group Leader of the APS Engineering Support Division Information Technology (IT) Group, the Manager and members of the PSC Communications team, and members of the IT Group appointed by the IT Group Leader.

This committee meets monthly or in special session as required; schedule is determined by the Webmaster, but any member can request a special session.

### 3.3 Internal and External Content/Controlled Documents

#### *Applies to: All*

Four security groups are used for all web content, but there are three primary security groups that most APS web content falls into: Public, Argonne only, and APS only. It is the discretion of the content owner whether a document should be considered *Internal* to Argonne or APS or *External* (visible to the public Internet.)

However, some documents are deemed *Controlled* and should not be posted to any location other than the APS integrated content management system (ICMS), and then published (if necessary) to the web at <https://www.aps.anl.gov/Document-Central>.

Controlled documents include:

- official policies and procedures
- safety documents such as incident reports or requirements
- reference documents central to the operation of the APS

The APS Policy/Procedure Administrators (PPAdmins) are responsible for the content on the Document Central page. See the APS policy on [Managing APS Documents Policy, APS\\_1273342](#) for more information. If you have one or more documents you feel should be added to <https://www.aps.anl.gov/Document-Central>, or questions concerning controlled documents, contact [webmaster@aps.anl.gov](mailto:webmaster@aps.anl.gov).

## 3.4 Securing Web Content

*Applies to: External and Internal*

There are several ways to limit access to web pages and/or encrypt web content in transit.

- 1) **Maximum Security (APS Only with Encryption):** to make your content visible to the APS network only, and to encrypt content in transit, contact [webmaster@aps.anl.gov](mailto:webmaster@aps.anl.gov).
- 2) **Visible to Public, with Encryption:** to make your content visible to the public Internet and encrypted in transit, contact [webmaster@aps.anl.gov](mailto:webmaster@aps.anl.gov).
- 3) **Authentication:** In addition to the two methods detailed above, username and password protection may be applied to any directory on the *encrypted* APS website to provide an additional layer of security. Common methods include the use of a shared username and password combination, or the use of the APS Operations server to authenticate users with their regular APS username and password. Contact [webmaster@aps.anl.gov](mailto:webmaster@aps.anl.gov).

### 3.4.1 Automatic Publishing from the APS Integrated Content Management System

*Applies to: All*

If a document is currently stored in the ICMS, it is best to link to the ICMS version instead of posting a copy on the web. However, the ICMS is not visible outside the APS network, so documents will not be accessible to the general public. One solution for this issue is to use automated software tools to publish documents from the ICMS to the web on a scheduled basis. Relevant security restrictions must be applied. Contact [webmaster@aps.anl.gov](mailto:webmaster@aps.anl.gov) for assistance.

## 3.5 Maintaining Content

*Applies to: All*

**Web content must be reviewed by the content editor's group leader (or designee) to verify that the content being maintained continues to meet the criteria specified in section 3.5.1 of this document.** Pages that comprise primary sections (direct links) on the APS home page should be reviewed quarterly. It is the responsibility of content owners to ensure that their web content is accurate and current. Editing content on the Drupal servers will place the page into draft mode and require review before publishing again.

### 3.5.1 Review Criteria for Web Content

During a review, content owners should verify that pages within their jurisdiction are:

- APS related
- Functional – no broken links, incorrect search or menu options
- Written in plain language, with no grammatical errors
- Relevant to the business functions of the APS
- Appropriate for the access level of the page (public/intranet)
- Owned and maintained by one or more current APS employee(s)
- Free of orphaned content (files that are no longer linked from any page)
- Not duplicative of information available elsewhere

### 3.5.2 Authentication Requirements for Content Editors and Publishers

Per Argonne's Cyber Security Program Office, multifactor authentication with an HSPD-12 badge is required by the DOE for staff that is publishing web content to the Acquia cloud, and must be used to authenticate to the web when publishing content (specifically: Saving a Drupal page as "Published"). Staff who only create or edit unpublished content do not need an HSPD-12 badge. See section 3.1 for role definitions.

The APS IT Group has provided a wiki page that details the steps required to procure an HSPD-12 badge:

[https://wiki.aps.anl.gov/apsit/index.php/Applying\\_for\\_an\\_HSPD-12\\_Badge](https://wiki.aps.anl.gov/apsit/index.php/Applying_for_an_HSPD-12_Badge)

### 3.5.3 Review Criteria for Changes to the Look, Feel, and Functionality of the APS Website

Changes to the look, feel, and functionality of the APS website are carried out by the APS Webmaster and/or the IT Group as follows:

1. All changes to the look, feel, and functionality of the APS website are to be discussed with the members of the PSC website committee before implementation by the APS Webmaster. These reviews should be carried out in a timely manner at the next meeting of the committee, or via email from the Webmaster if time critical. These emails will furnish a description of the change, the requestor (if any), the rationale for the change, and a link to the development page, if relevant.



2. Changes will be modified and/or implemented by the Webmaster after discussion with the APS website committee.
3. Changes will be documented in “APS Website Changelog ([APS 2011986](#)),” as well as “EDITOR: Using Drupal to Add Content to APS Group/Area Webpages” ([APS 1676214](#)) and/or “Using Drupal to Add APS/User News and Science Highlights Articles” ([APS 1676216](#)), depending on the topic. Content editors will be notified of the changes.
4. Exceptions
  - a. Requests from the PSC Associate Laboratory Director for changes to the look, feel, and functionality of the APS website will be immediately implemented by the Webmaster, who will then inform the members of the APS Website committee about the changes and document these changes in [APS 2011986](#), update the documentation in [APS 1676214](#) and [APS 1676216](#), as necessary, and notify the content editors.

### 3.5.4 Review Criteria for Web Content

During a review, content owners should verify that pages within their jurisdiction are:

- APS related
- Functional – no broken links, incorrect search or menu options
- Written in plain language, with no grammatical errors
- Relevant to the business functions of the APS
- Appropriate for the access level of the page (public/intranet)
- Owned and maintained by one or more **current** APS employee(s)
- Free of orphaned content (files that are no longer linked from any page)
- Not duplicative of information available elsewhere

### 3.5.5 Major changes and/or Migration of Web Content

The following steps are used for major changes and/or migration of web content to Drupal. A major change is defined as high-level web page additions/modifications/deletions affecting access to web content of interest to DOE, Argonne executive management or the APS User community.

1. **Only the IT Group and/or the PSC web team can effect major changes and/or migration of web content.**
2. Web team meets with the content owner to discuss the need for the major changes and/or migration
3. Web team and content owner agree on the changes and/or new location (dedicated web site, folder under an existing site, etc.).
4. Web team set up the changes and new site (file space, web server, etc.)
5. Web team copies the content from the current location to the new location (old location remains the production site).



6. Web team informs the content owner of the new path to files and the new URL; content owner must test the new site and let the web team know if any problems are found.
7. Web team resolves problems and continue with steps 5/6 until the content owner is satisfied.
8. Web team and content owners review the need for redirects, negotiates whether web team or the content owner will update links on APS web sites (e.g., [www.aps.anl.gov](http://www.aps.anl.gov)).
9. Web team negotiates a cut-over time/date.
10. Web team completes the cutover via DNS and link changes, redirects, etc. as agreed.
11. Content owner immediately tests the links, redirects, and new site to ensure all are functional.

### 3.6 Personally Identifiable Information (PII)

*Applies to: All*

Information on PII can be found on [Argonne's Personally Identifiable Information page](#).

**Storing PII on the APS web server is not allowed per Argonne's Cyber Security Policy.** Gathering PII is allowed, but increased security must be enforced (for example, network traffic must be encrypted and validated.) If you need to gather PII, contact [webmaster@aps.anl.gov](mailto:webmaster@aps.anl.gov).

### 3.7 Broken Links and Orphan Content

*Applies To: External Website, Internal (Pending)*

Content owners are required to check and update their pages bi-weekly for broken links.

Content owners must also check bi-weekly for orphan files in the download folder of Drupal; orphan files are no longer directly linked from any active page. In general orphan files are a cyber security risk because they may still be indexed by search engines and visible to the public, or they may be invisible to security scanning software. This can lead to incorrect information remaining available online or potentially lead to a compromised website.

### 3.8 Redirects for Content

Redirects can be requested to be added; however, the APS reserves the right to discontinue service after a specified period of time has elapsed, at the discretion of APS management.

The intent for a redirect is for it to be temporary, unless a case is presented for a long-term or indefinite amount of time.

## 3.9 Content Retention

*Applies to: External and Internal*

APS IT maintains a 3-month backup of all files on the primary web server [www.aps.anl.gov](http://www.aps.anl.gov).

## 3.10 Professional Pages

*Applies to: All*

The APS allows hosting of work-specific web pages, as long as the sites are job-related in nature and the content is work-related. Employees or users who wish to host content that is not related to their job function should procure their own private web space via a commercial service provider.

Note that, like all other pages on APS servers, professional pages cannot contain any copyrighted material without written consent from the copyright owner. This includes published articles or journals, media files, etc. Even if you are the author of a published article, the publisher retains the copyright, and you cannot post it to the web without written consent. See [section 2.1.1](#) for more information.

## 3.11 Project or Affiliated Group Sites

*Applies to: All*

The APS hosts websites for projects or groups that are partially or entirely connected to Argonne or the APS. Some examples include the EPICS software website and the Illinois Accelerator Institute, which is a joint project operated by the APS and Fermilab. In this scenario, the APS acts as a service provider and is not responsible for dictating the look and feel or content of the websites. However, the APS reserves the right to discontinue service to any group or project that distributes illegal or unprofessional material, at the discretion of APS management.

### 3.11.1 Subdomains and .org Domains

*Applies to: All*

**APS IT can register subdomains of [aps.anl.gov](http://aps.anl.gov) or [anl.gov](http://anl.gov), or full domains outside of the .gov suffix.**

Information on [Procuring and Registering a non-anl.gov Domain Name](#) is available on an Argonne Wiki page.

To request a subdomain or full domain, your project or organization must have a specific need to be identified outside the parent organizations of the APS and Argonne. New .org domain registrations require a cost code. For more information, submit a helpdesk request or contact [webmaster@aps.anl.gov](mailto:webmaster@aps.anl.gov).

### 3.11.2 Coveo

*Applies to: All*

The public APS website as well as the internal APS website use [Coveo](#) for search. The Drupal module is managed by BIS.

For more information, submit a helpdesk request or contact [webmaster@aps.anl.gov](mailto:webmaster@aps.anl.gov).

## 4 PRESENTATION AND DESIGN REQUIREMENTS

### 4.1 Identity Requirements and Logos

*Applies to: External*

The APS is required to comply with Argonne's Visual Identity Guidelines for public-facing websites. Visit <https://my.anl.gov/cpa/visual-identity> for more info about Argonne identity requirements.

Non-Argonne logos are not allowed – this includes division logos such as the APS “rainbow” and any other branding-related identities. Legacy documents that contain division logos should be updated.

## 5 FEEDBACK AND IMPROVEMENT

If you are using this procedure and have comments or suggested improvements for it, please go to the [APS Policies and Procedures Comment Form](#)\* to submit your input to a Procedure Administrator. If you are reviewing this procedure in workflow, your input must be entered in the comment box when you approve or reject the procedure.

Instructions for execution-time modifications to a policy/procedure can be found in the following document: Field Modification of APS Policy/Procedure ([APS\\_1408152](#)).

\* <https://www.aps.anl.gov/Document-Central/APS-Policies-and-Procedures-Comment-Form>

## APPENDIX: TECHNICAL INFORMATION

### a) The APS Acquia Web Server

The APS web server is a Linux server, hosted by [Acquia](#) .

### b) Connecting to the APS Acquia Web Server

- [Acquia SSH Documentation](#)
- [Acquia Drush Aliases](#)
- [Acquia Accessing System Files](#)

### c) Drupal Documentation

Documentation for using Drupal to update APS web pages is available in ICMS; see the [Documentation](#) subfolder of the [Drupal](#) library folder; or directly go to one of these documents:

[APS\\_1676214](#) Using Drupal to Add Content to APS Group/Area Webpages

[APS\\_1676216](#) Using Drupal to Add APS News and Science Highlights Articles