

Advanced Photon Source

POLICY

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ICMS Content ID: APS_1437928
DNS #: APS-PPR-ADM-000-A022-000021
Revision #: 5
Issue Date: 2/12/25
Review Period: 1 year
Supersedes: Rev. 4, 10/24/22
Last Reviewed: 2/12/25

Changing Allowed Values in the APS Beamlines Directory Database

Changes made in this revision:

- S. White-DePace removed as a co-author

Prepared by:

C. Vanni, PSC

Approved by:

PSC/User Program Budget/Finance Administrator

AES/EFOG Group Leader

AES/IS Group Leader

CPA/Head of Communications, Photon Sciences

PSC/UAS Manager, APS User Programs

PSC/DALD-Science

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1. INTRODUCTION

1.1. Purpose

To ensure, through configuration control, that the integrity of the beamline data in the central APS Beamlines Directory relational database is maintained.

1.2. Scope

This policy and procedure defines how the allowed values in the APS Beamlines Directory can be modified.

1.3. Applicability

This policy and procedure are to be followed to add, subtract, divide, or consolidate any of the allowed values of the fields listed in the APS Beamlines Directory (i.e., any changes in the pull-down list of allowed values in the Beamlines Directory <https://www.aps.anl.gov/Beamlines/Directory>), including how to add a new beamline entry or modify an existing beamline entry.

1.4. References

Beamlines Directory Change Request Form

2. POLICY

The beamline information contained in the central APS Beamlines Directory relational database is used by multiple applications and for many different purposes. Modifications to the database can compromise the integrity of APS records and impact operations statistics. Therefore, modifications to the allowed fields and values listed in the Beamlines Directory must be approved according to the procedure below. Any requested changes to beamline identity naming in the Beamlines Directory must be approved according to the procedure below. This procedure applies to all CAT- and XSD-operated beamlines.

3. PROCEDURE

Step	Responsible Person	Action
1	Requestor & User Program Manager	Requestor notifies User Program Manager of change(s) needed to the beamline directory. Requestor is sent the Beamlines Directory Change Request Form (BDCRF) to complete. Completed form is returned back to User Program Office for review and forwarding to the PSC Deputy Associate Laboratory Director for Science (DALD).
2	DALD	The DALD reviews BDCR form, consulting with stakeholder if needed, approves/disapproves the BDCR, and returns BDCR form back to the User Program Manager.
3	User Program Manager	User Program Office manager forwards approved BDCR form(s) to the IS Group Leader for processing.
4	IS Group Leader	<p>Within 10 working days of receipt of BDCR form, IS Group leader will identify the potential impacts of the change(s) requested, raise and resolve any issues/concerns identified, and implement changes. Upon completion of programming, the IS Group Leader notifies requestor and User Program Manager that changes have been completed.</p> <p>IS Group Leader uploads completed BDCR form into ICMS.</p>

4. 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>