

Advanced Photon Source

User Policies and Procedures

Page 1 of 13

ICMS Content ID:	APS_1258423
DNS #:	APS-PPR-ADM-000-A020-000023
Revision #:	6
Issue Date:	3/26/25
Review Period:	2 years
Supersedes:	Rev. 5, 11/11/20
Last Reviewed:	3/26/25

User Access Framework

Changes made in this revision:

- Removed S. White-DePace as an author; removed AES/Technical Operations Specialist as a reviewer/approver
- Revised Policy / Section 3.1.1 and Procedure / Section 5 to remove APS_1426489
- Revised Policy / Section 3.1.2
- Revised Procedure / Sections 3 and 4

Prepared by:

C. Vanni, Manager, APS User Programs

Reviewed/Approved by:

AES/EFOG Group Leader
XSD/Division Director
APS/Deputy Director, X-ray Science

Table of Contents

POLICY	3
1 PURPOSE	3
2 SCOPE	3
3 POLICY	3
3.1 Scientific Activity	3
3.1.1 Creation of new capabilities	3
3.1.2 Beam time access modes	4
3.1.3 Publication of results	4
3.1.4 Evaluation of results not published in the open literature	4
3.1.5 Evaluation of research effectiveness	4
3.2 Legal/Financial Framework	5
3.2.1 Legal agreements	5
3.2.2 Costs and user accounts	5
3.3 Site Access	5
3.4 Safety and Training	5
4 ASSISTANCE	6
 PROCEDURE	 7
1 INTRODUCTION	7
1.1 Purpose	7
1.2 Scope	7
2 BACKGROUND	7
3 PREPARATION OR PREREQUISITE ACTIONS	7
4 PROCEDURE	8
5 REFERENCES	11
6 DOCUMENTS/RECORDS CREATED BY THIS PROCEDURE	11
6.1 Documents Pertaining to Experiments	12
6.2 Documents Pertaining to Users	12
7 FEEDBACK AND IMPROVEMENT	12

User Access Framework

POLICY

1 PURPOSE

This policy presents the overall framework governing user access to the APS.

2 SCOPE

This policy defines the options available to researchers for accessing beamline facilities at the APS and basic requirements for access. This is a high-level framework that provides links to the detailed access procedures and requirements.

3 POLICY

Use of beam time at the APS is governed by policies in four areas:

- Scientific activity
- Legal and financial
- Site access
- Safety and training

3.1 Scientific Activity

3.1.1 Creation of new capabilities

Externally funded user groups may present proposals for the creation of new capabilities:

- Partnership of limited scope (see [Comprehensive APS Beam Time Access Policy – APS_1700813](#))

3.1.2 Beam time access modes

The APS makes beam time available to the scientific community in the following access modes:

- General User
- Partner User¹
- CAT/CDT staff/member
- APS staff
- Industrial Measurement
- Director's discretionary time.

All beam time access is managed through the web-based Universal Proposal System (UPS), with scientific review occurring at different levels depending on the access mode. See Comprehensive APS Beam Time Access Policy – [APS_1700813](#).

3.1.3 Publication of results

- When work performed at the APS by a user is submitted for publication, the author must include appropriate acknowledgment of the APS and the beamline in the manuscript.
- Users are expected to notify the host beamline and the APS of publications resulting from work conducted here. See Reporting User Publications to the APS ([APS_1426538](#)).

3.1.4 Evaluation of results not published in the open literature

For results not published in the open literature (e.g., for proprietary, classified) users are required to justify the value of the research in a written statement upon request from the APS management. See Evaluation of Unpublished Research ([APS_1426363](#)).

3.1.5 Evaluation of research effectiveness

The APS and its Scientific Advisory Committee (SAC) periodically assess the overall effectiveness of beam time usage. Beamline Review Panels evaluate the scientific and administrative performance, current capabilities, and future directions of each beamline at least once every five years. The panels consist of external scientific peers and function under the auspices of the APS SAC. The publication record (deposited in the APS Publication Database) resulting from APS beam time will be a significant factor in the evaluation of nonproprietary experiments (Reporting User Publications to the APS, [APS_1426538](#)). Research not intended for publication will be evaluated on submitted statements of impact (see Evaluation of Unpublished Research, [APS_1426363](#)).

¹ In the context of U.S. Department of Energy reporting, the term “partner user” encompasses both partnerships of limited scope (called Partner Users at APS) and partnerships of more extensive scope (CATs/CDTs).

3.2 Legal/Financial Framework

3.2.1 Legal agreements

Except for Argonne employees, each participant in an experiment must be covered by a legal agreement between the participant's home institution and the contractor for Argonne National Laboratory, UChicago Argonne LLC. For this purpose, "participant in an experiment" means a user who works on site, mails in samples, or operates an experiment remotely. The user agreement covers liability, intellectual property, and financial issues. Each user is required to acknowledge that a Master User Agreement is in place between Argonne and the institution that is covering their work. See [User Agreements \(APS 1414785\)](#).

3.2.2 Costs and user accounts

Beam time at the APS falls into two categories: proprietary and nonproprietary. See [Identification of Proprietary Beam Time \(APS 1001655\)](#). In general:

Nonproprietary: the results of the experiments are expected to become part of the public domain (typically this means the results are expected to be published). There is no charge for nonproprietary beam time.

Proprietary: researchers keep the intellectual property rights and do not expect the results to become part of the public domain (typically this means that the results are not expected to be published). The APS charges users for proprietary beam time.

Researchers who purchase supplies or services from Argonne/APS and/or cover the costs of proprietary beam time establish accounts (user accounts) to cover these costs. See [Establishing and Maintaining Nonproprietary APS User Accounts \(APS 1186766\)](#) and [Establishing and Maintaining Proprietary APS User Accounts \(APS 1186767\)](#).

3.3 Site Access

Users and visitors must follow DOE requirements to visit the Argonne site, to mail in samples, or to remotely run experiments at the APS through accessing the APS computer network. See [Site Access by Users and Visitors \(APS 1426672\)](#).

3.4 Safety and Training

Users must follow APS/Argonne/DOE requirements for safety and training. A user may not begin hands-on work until these requirements are met. See:

- [User Training \(APS 1258434\)](#),
- [APS Experiment Safety Reviews \(APS 1187022\)](#), and
- Hazard-specific policies in the Experiment Safety section of the Safety and Training home page (<https://www.aps.anl.gov/Safety-and-Training>).

4 ASSISTANCE

The initial point of contact for questions about this policy is the APS User Program Manager.

Contact information for the User support is available through the APS web pages.

PROCEDURE

1 INTRODUCTION

1.1 Purpose

This procedure provides the general framework and sequence of required steps for access to APS beam time.

1.2 Scope

- This procedure covers actions from registration through feedback and reporting results after beam time.
- This procedure does not address the details of beamline installation or operation, nor the conduct of experiments themselves.
- This procedure also includes the less frequent action of creating a new beamline or capability.

2 BACKGROUND

Scientifically, gaining access to the APS requires a well-prepared, well-justified proposal. For new users, development of a strong proposal may benefit from discussions with local staff or other experienced users to establish (1) the feasibility of the proposed work and (2) an efficient experimental plan.

Administratively, two numbers are key to navigating the APS on-line systems: the user **badge number** and the **proposal number**. Once a badge number is assigned to an individual, s/he keeps that number forever. The badge number is used both for authorizing site access and for associating an individual with specific experimental activity. The proposal number is key to scientific review, safety review, scheduling, and evaluation.

3 PREPARATION OR PREREQUISITE ACTIONS

The following advance actions can help prevent delays in accessing Argonne's site and approval to work.

- [1] Before submitting a proposal, consult with local staff or other expert users. See the APS beamline directory, <https://www.aps.anl.gov/Beamlines/Directory>.

- [2] All users should log into the [APS user portal](#) prior to arrival to ensure that they have completed the necessary training, safety, and administrative requirements before coming to Argonne.
- [3] For users conducting proprietary work or that may incur cost of procuring materials or services from Argonne/APS, consult with the User Account Specialist regarding establishing an account (useracct@anl.gov).
- [4] For work involving hazardous materials, consult the [User Safety web pages](#). Questions can be directed to the User Safety Officer (contact information on the User Safety web pages).

4 PROCEDURE

The sequence in which these steps are performed may vary. However, registration is required for requesting beam time; a valid user agreement is required before a user may participate in an experiment; and safety approval and completion of training is required before an experiment can start.

Step	Person(s)	Action	Reference
1	Members of the experiment team	Identify potential beamlines for the experiment, contacting beamline personnel as needed to determine the suitability of a particular beamline.	http://www.aps.anl.gov/Beamlines/Directory/

Advanced Photon Source

User Policies and Procedures

Page 9 of 13

ICMS Content ID: APS_1258423
 DNS #: APS-PPR-ADM-000-A020-000023
 Revision #: 6

Step	Person(s)	Action	Reference
2	Members of the experiment team	a) Register as an APS User and receive a badge number (anyone who will travel to APS, operate the experiment remotely, or mail in samples, or need to create/view proposal requests online must have a badge number) b) Complete the required user Web-based training . c) Upon receiving site access approval notification from the User Office and before traveling to the APS, users should check their User Portal to ensure all administrative, safety, and training requirements have been met and they have approval for site access. d) For users arriving either after 3:30 pm M-F or over a weekend, you must request site access credentials BEFORE you arrive using the User Portal.	https://beam.aps.anl.gov/pls/apsw eb/ufr_main_pkg usr_start_page https://beam.aps.anl.gov/pls/apsw eb/rt0004.intro_process https://beam.aps.anl.gov/pls/apsw eb/usercheckin.start_page
3	Members of the experiment team	Submit a proposal using the Universal Proposal System. (Through the Universal Proposal System, the experiment will be described, the experiment requirements will be identified. and the access mode will be identified.)	10 and https://ups.servicenowservices.com/ups
4	Members of the experiment team	If needed , establish user account(s).	2, 3 and https://www.aps.anl.gov/Users-Information/Legal-Financial/Establish-a-User-Account

Advanced Photon Source

User Policies and Procedures

Page 10 of 13

ICMS Content ID: APS_1258423
 DNS #: APS-PPR-ADM-000-A020-000023
 Revision #: 6

Step	Person(s)	Action	Reference
5	Members of the experiment team	Complete an Experiment Safety Assessment Form (ESAF) no later than these dates before the visit: 14 days for any ESAF* 6-8 weeks for High Risk 7 days for MX beamlines *For typical low risk experiments the ESAF should be submitted no later than 14 days before the experiment is planned to start. Some specific hazards require longer to receive review and approval and the experiment team should plan accordingly.	4, 12 and https://beam.aps.anl.gov/pls/apsw eb/esaf0001.start_page
6	APS Experiment Safety Review Team and Beamline ESAF Approver	Review ESAF. If the ESAF is not approved do not proceed to the next step.	4
7	Members of the experiment team	Consult with your beamline contact or the APS Safety Officer regarding shipping requirements, if needed.	See https://aps.anl.gov/Safety-and-Training/Safety/Shipping/Shippin g-Samples-and-Equipment-An-Introduction
8	Members of the experiment team	Before traveling to APS, users should check their User Portal to ensure all administrative, safety, and training requirements have been met and that they have approval for site access.	11 and https://beam.aps.anl.gov/pls/apsw eb/usercheckin.start_page
9	Members of the experiment team	Users should review the Argonne Site Entry Requirements to prepare for being granted site access credentials.	7 and https://www.anl.gov/site-entry-requirements
10	Members of the experiment team	Complete all required orientations and safety training (e.g., sector orientation).	11 and https://www.aps.anl.gov/Safety-and-Training/Training/For-Users-and-Employees/Required-Training-for-Users
11	Members of the experiment team	Execute the experiment.	n/a
12	A members of the experiment team	Complete an End of Experiment Form (EEF) at the conclusion of beam time.	See https://beam.aps.anl.gov/pls/apsw eb/eef002.start_page

Advanced Photon Source

User Policies and Procedures

Page 11 of 13

ICMS Content ID: APS_1258423
DNS #: APS-PPR-ADM-000-A020-000023
Revision #: 6

Step	Person(s)	Action	Reference
13	Members of the experiment team	At the end of your experiment when you are returning to your home institution, , return your site access credentials to any Guard Post as you exit the Laboratory.	n/a
14	Members of the experiment team	Acknowledge APS and the beamline on all publications.	See https://www.aps.anl.gov/Science/Publications for the required wording.
15	Members of the experiment team	Report accomplishments to APS.	8, 9

5 REFERENCES

The following is the set of policies relating to user access and administration (number in parenthesis is the document number in the APS electronic document system [ICMS]):

1. Identification of Proprietary Beam Time ([APS_1001655](#))
2. Establishing and Maintaining Nonproprietary APS User Accounts ([APS_1186766](#))
3. Establishing and Maintaining Proprietary APS User Accounts ([APS_1186767](#))
4. APS Experiment Safety Reviews ([APS_1187022](#))
5. User Facility Agreements ([APS_1414785](#))
6. Site Access by Users and Visitors ([APS_1426672](#))
7. Reporting Publications to the APS ([APS_1426538](#))
8. Evaluation of Unpublished Research ([APS_1426363](#))
9. Comprehensive APS Beam Time Access Policy ([APS_1700813](#))
10. User Training ([APS_1258434](#))
11. Hazard-specific policies as listed at <https://www.aps.anl.gov/Safety-and-Training>.

6 DOCUMENTS/RECORDS CREATED BY THIS PROCEDURE

This list is a summary of the principal documents created by execution of this procedure and its related individual procedures as of the time this policy was reviewed. The applicable individual policies should be consulted for the most current information. The documents created will depend on the specific case.

6.1 Documents Pertaining to Experiments

Description of Document/Record	Custodian	Storage Location and Medium	Applicable Policy
Letter of intent*	PSC, APS User Program Manager	ICMS	3.1.42
Proposals and associated beam time requests	PSC, User Office	Beam Time Access System	3.1.115
Experiment safety assessment forms (ESAFs)	PSC, User Safety Officer	ESAF system	3.1.25
End of experiment forms (EEFs)	PSC, APS User Program Manager	EEF system	3.1.101
Publication entries	Office of the Director	Publication database	3.1.44

* Only for development of new beamlines or significant new capabilities.

6.2 Documents Pertaining to Users

Description of Document/Record	Custodian	Storage Location and Medium	Applicable Policy
Registration record	PSC, User Office	User Database	3.1.43
Human Resources record	Argonne Human Resources office	WorkDay	3.1.43
Argonne domain account record	Business & Information Services Division	BIS systems	3.1.43
Training record	Environment, Safety & Quality Assurance Division	Training Management System (TMS)	3.1.43
Foreign visits and assignments record (non-U.S. citizens)	Facilities Management and Services Division, Security Group	FAVOR system	3.1.43
Gate pass	Argonne Information Center	Argonne gate pass system	3.1.43
User agreement	PSC, User Agreement Specialist	ICMS	3.1.41
User account	PSC, User Account Specialist	Filemaker database	3.1.23, 3.1.24

7 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.

Advanced Photon Source

User Policies and Procedures

Page 13 of 13

ICMS Content ID:	APS_1258423
DNS #:	APS-PPR-ADM-000-A020-000023
Revision #:	6

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>