

Advanced Photon Source

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User Facility Agreements

Changes made in this revision:

- No changes made to this procedure since its last review

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USER FACILITY AGREEMENTS

If you are not an employee of Argonne National Lab, prior to doing hands-on work at the APS, you or your home institution (typically your employer or university/school) must have a signed agreement with UChicago Argonne, LLC. These agreements define rights and responsibilities in areas such as intellectual property rights, indemnification, liability, and obligations to conform with environmental and safety requirements. In all cases, users must register as APS Users and comply with APS access and ESH requirements defined in APS User Policies and Procedures.

If you will be doing hands-on work at the APS and are ...	User Facility Agreement Requirements
A minor	Requirements per Argonne policy Access to Argonne by Minors (LMS-POL-59).
An employee of Argonne National Lab	A user facility agreement is not required
An employee of another National Lab	Bilateral DOE Laboratory Utilization Agreement with your home institution
An employee of another federal agency	Federal Agency Agreement with your home institution
Working as part of a Cooperative Research and Development Agreement (CRADA)	Requirements per the terms of the programmatic contract
Working as part of a Strategic Partnership Projects (SPPs) (formerly Work for Others)	Requirements per the terms of the programmatic contract
Any individual who does not fall into one of the above categories	User Agreement with your home institution

A list of institutions with User, Bilateral DOE Laboratory, and Federal Agency agreements is available through the APS web pages. If your home institution needs to establish a user facility agreement, APS web pages also provide information on initiating an agreement.

LIABILITY INSURANCE REQUIREMENT

If an institution intends to use any of the Argonne User Facilities as a private party (self-employed or small business), they will be required to provide proof of liability coverage. The insurance requirements are a minimum of \$2M general liability coverage that includes, without limitation, property damage and damage to rented premises. The insurance certificate needs to include the following language: "UChicago Argonne, LLC, the University of Chicago and the U.S. Department of Energy are each named as additional insured on a primary non-contributory basis." The user agreement will have a termination date to mirror that on the certificate, less one day, and will be renewed annually, by amendment, upon receipt of an updated insurance certificate. Individual User Facilities have the right to waive insurance requirement on a case by case basis.

DOCUMENTS/RECORDS CREATED BY THIS PROCEDURE

The documents/records listed below will be created in the execution of this procedure and must be retained as indicated.

Description of Document/ Record (include ID number, if applicable)	Custodian	Storage Location and Medium	Retention Requirement
User Agreements	User Agreement Specialist	ICMS – electronic	10 years after termination of agreement
Bilateral DOE Laboratory Utilization Agreement	User Agreement Specialist	ICMS – electronic	10 years after termination of agreement
Federal Agency Agreement	User Agreement Specialist	ICMS – electronic	10 years after termination of agreement
Minor User Agreement	User Agreement Specialist	ICMS – electronic	10 years after termination of agreement

Note: User facility agreements are not produced for Strategic Partnership Project (SPPs) and Cooperative Research and Development (CRADA) projects and records for these projects are managed per Argonne procedures.

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>