

Advanced Photon Source

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Site Access by Users and Visitors

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- Updated authors
- Significant changes throughout

Prepared by:

S. White-DePace, User Program Manager
C. Vanni, Assist. User Program Manager
K. Toerpe, APS User Office

Reviewed/Approved by:

AES/Technical Operations Specialist
XSD/Division Director
APS/Deputy Director, X-ray Science

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Site Access by Users and Visitors

POLICY

1 PURPOSE

This policy governs how users and visitors coming to the Advanced Photon Source (APS) gain access to the Argonne National Laboratory (ANL) site.

2 SCOPE

This policy applies to both general user (Guest Facility User Offsite) and resident user (Guest Facility User) types as well as visitors.

POLICY

Argonne National Laboratory is a controlled-access site operated by the U.S. Department of Energy (DOE). Therefore, all persons seeking the following modes of access must have DOE/ANL approval:

- conducting hands-on work at the APS
- conducting an APS experiment remotely via computer
- sending samples for mail-in experiment work at APS
- non-hands-on visits to APS (visitors, observers, collaborators, students, family members, etc.)

All DOE requirements pertaining to site access by foreign nationals must be followed (see DOE Order 142.3A).

3 SITE ACCESS

3.1 User Site Access

Registration. Each person working at/with the APS as a scientific user (onsite, remote/digital, mail-in, observer) must request access individually by registering through APS' web-based user registration system.

Access approval. The APS User Program Office will carry out the administrative processes required to obtain access approval. The user may be asked to provide additional information based on their citizenship or affiliation. Users receive e-mail notifications from the User Program Office of their site access approval dates. The user must not travel to Argonne until site access is approved.

Gate pass. Gate passes are requested by the User Program Office and are issued by the Argonne Information Center under [LMS-PROC-327](#). Gate passes are utilized for off-hours and weekend site access or if a user needs site access for approved non-experimental reasons.

User badge. All users (new and returning) have their badge site access credentials issued at the Argonne Information Center ([LMS PROC-327](#)).

User badges are issued only for users listed as “onsite” on a fully approved Experiment Safety Assessment Form (ESAF). Badge duration is based on the experiment start and end dates specified in the ESAF, +/- two days. Badge issuance is contingent on the following criteria:

- Required training is completed (see [User Training \[APS_1258434\]](#))
- User approval dates in Workday are valid for the duration of access request.

Resident user badges are issued for six-month durations and are not tied to an ESAF. The resident user must be listed in Workday as a Guest Facility User to be granted the six-month access.

Off-hours building access. Users are provided a key card using proximity (“prox card”) technology, which is activated by the User Program Office to permit off-hours and weekend access to 400-area buildings, including laboratory/office modules and specific laboratories (by approval of beamline staff). Encoding of prox cards is done for users who have up-to-date training. Prox card end dates are commensurate with the user’s registration end date.

Validity. For US citizens, user registration is valid for two years. For non-US citizens, user registration is valid as determined by the date(s) of the immigration status documents. When registration expires, the user must re-register through the web-based user registration system and provide updated information. Any user whose access approval has expired will be denied physical and/or digital access to the Argonne site.

Resident User Access. Employees of institutions other than Argonne who are permanently assigned to the APS receive site access credentials as described in section User Badge. They are designated as resident users (Guest Facility Users) and have different training requirements (see [User Training, APS_1258434](#)).

3.2 Visitor Site Access

Visitor registration. Each person wishing to come to the APS as a visitor (including family members or other persons accompanying an experimenter) must request access individually by registering through the APS's web-based visitor registration form.

Visitor access approval. The APS User Program Office administers all visitor access requests. Because Argonne is a controlled access facility, site access and onsite lodging are limited to persons who are accessing the grounds for purposes that are in support of DOE mission. The visitor may be asked to provide additional information based on their citizenship or affiliation. A host must be designated for each visitor. All DOE requirements for non-U.S. citizens apply. The APS User Program Office notifies the visitor via e-mail, if/when approval is granted. The visitor must not travel to Argonne until site access is approved.

Visitor gate pass. A gate pass is required for all visitors to obtain site access. Gate passes for approved APS visitors are issued by the Argonne Information Center under [LMS-PROC-327](#). Visitors must follow all Argonne site policies.

3.3 Visits by Minors

Access to Argonne by minors is covered under [LMS-POL-59](#). This policy covers minors visiting Argonne for personal visits, tours, educational/outreach visits, or research-focused visitor or facility/partnership visits.

Argonne does not employ minors, and minors may not engage in job shadowing or work activities.

3.4 Required Documents for Non-U.S. Citizens

An ANL-593 form is required for site access for all non-US users and visitors. The User Program Office will initiate the request for a 593 on behalf of users/visitors using the information provided on a registration form.

3.5 Expiration of user registration and renewal of access approval

US and non-US users must renew their registrations via the web-based user registration form. Users will be reminded to renew their registration forms via multiple automated e-mail notices. Up to three notifications are sent depending on user response (one month prior to end date, two weeks prior, and the day after telling them that they no longer have physical or digital access). Users must submit the requested renewal in a timely fashion to ensure uninterrupted access. Users must not travel to Argonne until site access is approved.

4 DEFINITIONS

- ANL-593:** Argonne form used to request and grant approval for site access for non-U.S. citizens.
- Gate pass:** Temporary access credential card permitting entry to Argonne.
- User:** Individual who conducts experimental work at the APS. Also referred to as Guest Facility User Offsite.
- User, remote:** Individual not present at the APS for the experiment but manipulates the beamline remotely (digital access).
- User, mail-in:** Individual who ships samples to the APS for experimental work at the APS conducted by beamline staff on behalf of the user
- Observer:** Individual who is present at the APS to only observe an experiment. The person may not do any work and must be chaperoned at all times.
- User, resident:** Employee of an institution other than Argonne who is permanently assigned to the APS. Also referred to as Guest Facility User.
- User badge:** Photo access credential card issued to APS users who have completed all requirements.
- Prox card:** Key card providing off-hours and weekend APS building access issued to APS users who have completed all requirements.
- Visitor:** Individual who enters APS but does not conduct hands-on experimental work.

5 ASSISTANCE

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

6 REVISIONS

The point of contact for changes to this policy is the APS User Program Manager. Changes can be made in response to suggestions from any stakeholder in user activities.

Modifications of APS policies and procedures shall be managed according to Managing APS Facility Procedures ([APS_1001409](#)). The policy and procedure owners will work with the APS Procedure Administrators to keep APS policies and procedures current in the APS integrated content management system (ICMS).

The current revisions of any APS policies and procedures will be available through the APS electronic document system (ICMS); users of an APS policy and/or procedure should ensure that they are using the current version.

7 RELATED POLICIES

- Parent policy: User Access and Administration Framework ([APS_1258423](#)).
- User Training ([APS_1458434](#))

Site Access by Users and Visitors PROCEDURE

1 INTRODUCTION

Argonne National Laboratory is a controlled-access site operated by the U.S. Department of Energy (DOE), and therefore users and visitors must follow all DOE requirements regarding permission to enter the site.

1.1 Purpose

This document sets out the procedure by which users obtain credentials (gate pass or badge) for access to the Argonne site. It ensures that APS complies with DOE requirements in granting access to users and visitors. It also permits users flexible access to the site and to APS buildings (as needed) during their experiments.

1.2 Scope

This policy applies to all users of APS beam time, to all types of beam time, to resident users, and to all visitors to APS. This procedure gives the steps required of all users and visitors. For non-U.S. citizens, there may be additional requirements and actions, the nature of which will depend on individual circumstances.

2 BACKGROUND

The prospective or returning user/visitor initiates this procedure, but, in general, most of the steps required to complete it are taken by the User Office. The prospective or returning user can facilitate the process by responding in a timely manner to registration reminders and requests for additional information from the User Office. The Foreign Visits and Assignments Specialist in the User Office works closely with all non-U.S. citizens to facilitate access.

3 PROCEDURE

CAUTION

All users and visitors: Do not travel to Argonne unless the User Office has notified you that your access has been approved. Staff at the Argonne Information Center and entrance gate cannot authorize your entry.

[1] **User/visitor** If you are not a U.S. citizen, collect your passport and immigration/residence documents, as well as dates and institutions of educational degrees.

User If you are not a U.S. citizen, collect your up-to-date curriculum vitae that includes a full accounting of dates and institutions of educational degrees conferred and employment positions.

User If you are a returning user, locate your badge number.

***NOTE** The registration form accessed in the next step cannot be saved; it must be completed in a single session.*

[2a] **Visitor** Register: complete the APS Visitor Registration Form at https://beam.aps.anl.gov/pls/apsweb/ufr_main_pkg.usr_start_page and select "Visitor Pass."

OR

[2b] **User** Register: complete the Argonne user registration form at https://beam.aps.anl.gov/pls/apsweb/ufr_main_pkg.usr_start_page and select the "new user" or "returning user" option as appropriate.

[3] **User Program Office** Process registration (create database records, start approval process for non-U.S. citizens, verify user agreement or initiate process as needed, etc.).

[4] **User/visitor** Before traveling to Argonne, verify the documents you will need to be granted site access. See the access approval e-mail you received from the User Office.

[5] **User/visitor** Request access credentials at Argonne entrance. See Table 1. Be granted site access.

***NOTE** The floor coordinator on duty can be reached from an on-site phone by dialing 2- 0101 or 4-0101 [pager]; from an off-site or mobile phone, dial 630-252-0101.*

[6] **User** For arrivals outside of User Office hours (e.g., Monday-Friday after 4:30 p.m., weekends, holidays, or during lab closures), proceed to your primary beamline contact or call the floor coordinator on duty.

[7] **User** For arrivals Monday-Friday between 8:00 a.m. and 4:30 p.m., go to the APS User Program Office to check in, activate prox card, and complete any needed training.

[8] **User Office** Direct user to primary beamline contact.

Table 1. Entering Argonne Site

The Argonne Information Center (at the Main Gate) hours are 6:30 a.m. to 5:00 p.m. Central Time, Monday through Friday.

The APS User Office (Building 401, Room B1100) hours are 8:00 a.m. to 4:30 p.m. Central Time, Monday through Friday.

Arrival During Business Hours

- | | |
|----------------|---|
| User | <ul style="list-style-type: none">• Go to the Argonne Information Center (outside main gate) and present proof of identity and, if needed, immigration/ residency documents. If your documents and access approval are in order, the AIC staff will give you a <i>photo badge</i>. Otherwise, they will contact the User Office for assistance.• Continue with Step [7]. |
| Visitor | <ul style="list-style-type: none">• Go to the Argonne Information Center (outside main gate) and present proof of identity and, if needed, immigration/residency documents. If your documents and access approval are in order, the AIC staff will give you a <i>gate pass</i>.• Enter the site and locate your onsite contact. |

Arrival Outside Business Hours

- | | |
|---------------------|--|
| User/Visitor | <ul style="list-style-type: none">• Go to the guard gate and present proof of identity and, if needed, immigration/residency documents. If your documents and access approval are in order, the guard will give you a <i>gate pass</i> (must be requested by the user or visitor prior to arrival).• Enter the site and locate your onsite contact. |
|---------------------|--|

4 CLOSEOUT OR POST-PERFORMANCE ACTIVITY

- [1] User All users should return their user badge to the designated boxes on the guard booths at the main gate upon final departure of the Argonne site. If you will not return to APS at any time in the future, the prox card should also be returned.

APS User Office, 401/B1154
Argonne National Laboratory
9700 S. Cass Ave.
Argonne, IL 60439

5 DOCUMENTS/RECORDS CREATED BY THIS PROCEDURE

5.1 Documents/Records for Visitors

Description of Document/Record	Custodian	Storage Location and Medium
Foreign visits and assignments record (non-U.S. citizens)	Facilities Management and Services Division, Security Group	FAVOR system
Gate pass record	Argonne Information Center	Argonne gate pass system
Physical gate pass	Visitor	plastic card

5.2 Documents/Records for Users

The documents/records listed below will be created for each user in the execution of this procedure.

Description of Document/Record	Custodian	Storage Location and Medium
Registration record	XSD, User Office	User Database
Human Resources record	Argonne Human Resources office	HR database
Argonne domain account record	Argonne Computing and Information Services	CIS systems
Training record	Argonne EQO	Training Management System (TMS)
Foreign visits and assignments record (non-U.S. citizens)	Facilities Management and Services Division, Security Group	FAVOR system
Gate pass record	Argonne Information Center	Argonne gate pass system
Photo badge	User	plastic card
Prox card	Argonne Information Center	plastic card

6 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>