

USER POLICY & PROCEDURE	Page 1 of 11
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## Site Access by Users and Visitors

### Changes made in this revision:

- Extracted from APS Policy and Procedure 3.1.101 as a standalone procedure.
- Revised and elaborated.
- Added information regarding observers

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## Site Access by Users and Visitors

### POLICY

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#### 1 PURPOSE

This policy governs how users and visitors coming to APS gain access to the Argonne National Laboratory site.

#### 2 SCOPE

This policy applies to anyone coming to the APS for a visit, to conduct hands-on research, or to access an experiment remotely via computer.

#### POLICY

Argonne National Laboratory is a controlled-access site operated by the U.S. Department of Energy (DOE). Therefore,

- Persons wishing to perform hands-on work at the APS (“users”) must have DOE/ANL approval to enter the Argonne site.
- Users who will operate an experiment remotely via computer must have DOE/ANL approval to enter the Argonne site.
- Persons who wish to enter the site but who will not do hands-on work (“visitors” or observers), such as collaborators, students, or family members, must also have DOE/ANL approval appropriate to the purpose of their visits.
- All DOE requirements pertaining to site access by foreign nationals must be followed (see DOE Order 142.3A).

#### 3.1 User Site Access

**Registration.** Each person working at the APS as a user (including users participating in experiments remotely via computer or observing an experiment) 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.** A gate pass is required for all first-time users who do not hold a user badge. Gate passes are requested by the User Program Office and are issued by the Argonne Visitor Information Center under [LMS-PROC-327](#).

**User badge.** Long-term site access is by a photo badge (“user badge”), which is issued by the Argonne Visitor Information Center (LMS PROC-327) if the individual meets the following criteria:

- Required training is completed (see [User Training \[APS\\_1258434\]](#))
- Signed user agreement or other legal agreement is in place (see [Legal Agreements \[APS\\_1414785\]](#))
- Clearance for site access (ANL-593) is up to date, for non-U.S. citizens (see [Section 3.4/Considerations for Non-U.S. Citizens](#)).

**Off-hours building access.** The badges use proximity (“prox card”) technology and are activated by the User Program Office to permit off-hours 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.

**Validity.** For US citizens, badges are valid for up to two years. For non-US citizens, badges are valid through the end date of the immigration status documents. The expiration date is marked on the badge. When the badge expires, the user must re-register through the web-based user registration system and provide updated information.

## Resident User Access

Employees of institutions other than Argonne who are permanently assigned to the APS receive user badges as described in [Section 3.1/User Site Access](#). However, they are designated as “resident users” and have different training requirements (see [User Training, APS\\_1258434](#)).

## 3.2 Visitor Site Access

**Registration.** Each person coming 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.

**Access approval.** The APS User Program Office administers all access requests. 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, when approval is granted. The visitor must not travel to Argonne until site access is approved.

**Gate pass.** A gate pass is required for all visitors to obtain site access. Gate passes are requested through the User Program Office and are issued by the Argonne Visitor Information Center under [LMS-PROC-327](#). All requests must demonstrate a benefit to DOE and visitors must follow all Argonne site access 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 badge and renewal of access approval

Anyone with an expired badge will be denied access to the Argonne site. US and non-US users must renew their registration forms via the web-based user registration form. Users will be reminded to renew their registration forms via an e-mail notice. The User Program Office sends update requests to users approximately 6 to 8 weeks prior to expiration of their access approval. The user must enter the requested update in a timely fashion to ensure uninterrupted access. Such users should not travel to the APS until they are notified by the User Office that 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 identity card permitting entry to Argonne.

**User:** Individual who conducts experimental work at the APS.

**User, remote:** Individual who uses remote computer access to conduct experimental work at the APS.

**User, resident:** Employee of an institution other than Argonne who is permanently assigned to the APS.

**User badge:** Photo identification card 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 initial 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](#))
- User Agreements ([APS\\_1414785](#))

# Advanced Photon Source

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## Site Access by Users and Visitors

### PROCEDURE

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#### 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 DOE requirements regarding permission to enter the site (especially for users and visitors who are not U.S. citizens).

##### 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, 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 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 re-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

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##### CAUTION

**Non-U.S. citizens:** 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.

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- [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 degrees conferred.
- [2] User/visitor 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.*

- [3a] **Visitor** Register: complete the APS Visitor Registration Form at [https://www.aps.anl.gov/About/Visiting/visitor\\_registration.php](https://www.aps.anl.gov/About/Visiting/visitor_registration.php).  
OR
- [3b] **User** Register: complete the Argonne user registration form at [https://beam.aps.anl.gov/pls/apsweb/ufr\\_main\\_pkg.usr\\_start\\_page](https://beam.aps.anl.gov/pls/apsweb/ufr_main_pkg.usr_start_page). Select the “new user” or “returning user” option, as appropriate.
- [4] User Program Office Process registration (create database records; start approval process for non-U.S. citizens; initiates and verifies user agreement; requests gate pass, etc.).
- [5] 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. Be granted site access. See the access approval e-mail you received from the User Office. be granted site access
- [6] User/visitor Request access credentials at Argonne entrance. See Table 1.

*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.*

- [7] User If your beam time begins outside User Office hours (8:00 a.m.–5:00 p.m.), contact your primary beamline contact or call the floor coordinator on duty.
- [8] User As soon as possible after arrival, go to the User Office Training Room (Bldg. 401, Room 1100) between 8:00 a.m. and 5:00 p.m. to complete registration and orientation.

- [9] User Office Complete orientation: acknowledgment of user agreement, training, badge activation.
- [10] User Office Direct user to primary beamline contact.

**Table 1. Entering Argonne Site**

*Business Hours: 8:30 am–5 pm, Monday–Friday*

	<b>Arrival During Business Hours</b>	<b>Arrival Outside Business Hours</b>
<b>User</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Continue with Step [7]</li> </ul>	<ul style="list-style-type: none"> <li>• 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>. Otherwise, the guard will contact the User Office for assistance.</li> <li>• Continue with Step [7].</li> </ul>
<b>Visitor</b>	<ul style="list-style-type: none"> <li>• 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>. Otherwise, they will contact the User Office for assistance.</li> <li>• Enter the site and locate your onsite contact.</li> </ul>	<ul style="list-style-type: none"> <li>• 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>. Otherwise, the guard will contact the User Office for assistance.</li> <li>• Enter the site and locate your onsite contact.</li> </ul>

## 4 CLOSEOUT OR POST-PERFORMANCE ACTIVITY

- [1] User If you will not return to APS at any time in the future, then return your user badge to the  
 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	“prox 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>