

Advanced Photon Source

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Procedure for Visits to the Advanced Photon Source by Members of the Media

Changes made in this revision:

- Removed Yiying Ge from Section 2/step 1
- Added Appendix – Safety and reference to it in section 2/step 4

Prepared by:

John Quintana, Deputy Associate Laboratory Director, Operations

Reviewed by:

Nena Moonier, AES/EFOG Group Leader

Paul Rossi, PSC Safety Manager

Beth Schlesinger, Head of Communications, PSC

Approved by:

Christopher Kramer, Manager, Argonne Media Relations

Katie Yurkewicz, Senior Director, Argonne Communications and Public Affairs

Vadim Sajaev, Director Accelerator Systems Division

Mike Edelen, Director, APS Engineering Support Division

Jonathan Lang, Director, X-ray Science Division

Laurent Chapon, Project Director, APS Upgrade

Procedure for Visits to the Advanced Photon Source by Members of the Media

1 INTRODUCTION

1.1 Purpose

This procedure is to assure that visits to the Advanced Photon Source (APS) by members of the media (photographer, videographer, reporter, writer, etc., denoted herein as the media requestor) or Communications and Public Affairs (CPA) media personnel or CPA or other VIP tours requesting photo access: 1) conform to U.S. Department of Energy and Argonne National Laboratory safety and security requirements; 2) are conveyed to the Photon Sciences Directorate (PSC) management; and 3) are conveyed to Argonne Communications and Public Affairs (CPA) who will assist with the visit in accordance with Argonne and CPA requirements for such visits.

1.2 Scope

This procedure defines the steps to take prior to bringing a media requestor into an APS facility.

Media is defined as: The main means of mass communication (broadcasting, publishing, and the Internet), regarded collectively.

The procedure ensures that PSC management and the Laboratory media relations personnel are notified of the media requestor visit and details follow-on actions that require adherence to DOE and Argonne policies.

Requests for interviews with PSC personnel that do not include a site visit are not covered by this Procedure; see: Laboratory-Wide Argonne Policy [LMS-POL-7](#), Rev. 5, “Communications with the Public, News Media, and Government Agencies.”

1.3 Applicability

This procedure is to be followed whenever a member of the media (photographer, videographer, reporter, writer, etc.) visits any APS facility.

2 PROCEDURE

The following procedure is to be initiated and completed by the person – Argonne employee or APS user – hosting/coordinating the visit by the media, or by CPA media personnel, or by VIP tours requesting photo access.

When the host/coordinator is a PSC employee, that person is responsible for informing their Divisional management of the visit.

If a user-hosted visit takes place at a collaborative access team (CAT)-operated beamline or sector, it is the responsibility of the CAT director/manager to make the user aware of the process described in this document and to ensure that the process outlined below is followed.

If the visit involves touring a sector operated by a CAT, then the CAT management will be notified in advance.

Step		Action
1	Host/coordinator, CPA media personnel, or VIP tours requesting photo access	<p>Send an email notification to mediavisit@aps.anl.gov with “Media Visit Request” in the subject line*. This email notifies the following parties:</p> <ul style="list-style-type: none"> • Chris Kramer • Ron Moore • Chad Mund • Paul Rossi • Ed Russell • Andre Salles • Beth Schlesinger • Jessie Skwarek • Tracy Thomas • ues@aps.anl.gov • media@anl.gov <p>This email must include:</p> <ul style="list-style-type: none"> • Host/coordinator/requestor’s name, email address, and extension or cellphone number • Full names, nationalities, and affiliations of all media requestors visiting the site • Dates and times of arrival and departure • Purpose of visit (interview only, interview plus video/photography, etc.) • Destination at the APS (i.e., beamline number, office number, etc.)

		<ul style="list-style-type: none"> Attachment of all releases required by media requestor (e.g., location form, release for use of Argonne video/photos/interview subjects, etc.) <p>*If the request is for VIP tour or CPA media personnel access, the subject line should include: No ALD action required.</p>
2	ALD office personnel	Arrange gate passes and, if required, foreign national registration (the latter requires ~7 days to process) except *above.
3	CPA Media Relations Manager	Per CPA communications standards, notify relevant Argonne offices, process any release forms required by media requestor, and return signed forms to host/coordinator, cc'd to mediavisit@anl.gov . Notify host/coordinator that visit has been approved or that unresolved issues exist. In the latter case, CPA notifies mediavisit@anl.gov of this change.
4	Host/coordinator, CPA media personnel, or VIP tours requesting photo access	<ul style="list-style-type: none"> Assure that the relevant facility areas are clean and free of extraneous tools, etc.; if the visit includes leaving a specific sector, notify the Building Manager of the locations where the visitor may be taken (Building Manager to follow up on request). All on-camera personnel must wear safety glasses in experiment stations. All on-camera personnel must remove Argonne ID badges. All on-camera work must be conducted according to correct safety practices and with correct personal protective equipment. Any potentially export-control sensitive materials (equipment, drawings, etc.) must be removed from locations that will be on-camera by informing Export Control Office of tour destinations(s). See Appendix for additional safety measures.
5	PSC employee/resident user escort	Media visitors must be escorted at all times in all APS facilities by a PSC employee or by a resident user.

3 CONTACT INFORMATION

Contact person for questions: Beth Schlesinger, bschlesinger@anl.gov, (office) 630-252-5325 or (cell) 312-852-0599.

4 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
Argonne Gate Pass record	Argonne Information Center	Argonne database, electronic	
FAVOR record	Security, Travel, and Emergency Services	Argonne database, electronic	

5 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>

Appendix – Safety

Safety items for photography in the labs

- **ALWAYS** wear safety glasses in labs
- ANL badges (employee & visitor) must be removed. If not, they must be blurred in final images.
- Lab coats should be same color
- If one person is wearing PPE everyone should be the same
- Gloves must be worn if they are touching anything in the lab.
- Work gloves if FAC workers are doing ANY work.
- Watches should not be showing with lab coat and gloves
- Do not lean on vent box
- No open doors
- No loose cords or wires
- No garbage cans or boxes
- Nothing on top of fireproof cabinets
- Liquids in containers on the counters should be on trays. **Secondary containment**
- Hood sash should not be open past 16"
- Clothing- Shirts must have sleeves, no open toe shoes, no exposed legs (shorts or skirts) and pants must go to shoes
- If the subject is on a ladder, no leaning.
- If the subject is working under a low area a bump helmet is required
- Any potentially export-control sensitive materials (equipment, drawings, etc.) must be removed from locations that will be on-camera by informing Export Control Office of tour destinations(s).

Photographers' safety

- Wear your dosimeter when shooting at APS or in nuclear facilities.
- **NEVER** climb on anything except approved ladders.
- When using light stands in public areas, use sandbags and safety cones
- Always secure extension cords or cables that are in walkways.