BEAMLINE BROADCAST

This Broadcast includes information about user badges, prox cards, and site access procedures that are currently in place for users.

USER BADGES: User site access badges are issued at the AIC Monday through Friday between the hours of 6:30 a.m. to 5:00 p.m.

ALL user badges should be returned at the end of an experiment. User should drop their badges in any one of the black boxes located by the front entrance by the elevators or at the entrances of each LOM.

PROX CARDS: Effective immediately, the AIC will no longer be issuing prox cards to users. The following procedures are in place:

1. Between 8:00 am and 4:30 pm Monday through Friday (excluding holidays) prox cards will be issued and activated at the User Program Office.

    a. Prox cards will be encoded for the duration of a user's access approval (not their ESAF dates).
    b. The User Program Office encodes prox cards for APS external doors and APS stockroom access. If additional access is required, the beamline should contact the User Program Office.
    c. Prox cards can be used for multiple visits, see below for more detail.

2. As a back-up, floor coordinators have prox cards that they can assign to users.

    a. Unlike prox cards issued by the User Program Office, prox cards issued by floor coordinators MUST be returned at the conclusion of an experiment, see below for more detail.

3. Prox cards will continue be issued by the guard at the front gate to individuals arriving at Argonne during non-working, weekends and holidays if they follow the procedures outlined below for after-hours access.

What should a user do with their prox card when they conclude their experiment?

1. If a User plans to return to the APS, they should keep their prox card and bring it with them when they return.

2. If User does not plan to return to the APS, they should drop their prox card in any one

of the black drop boxes located by the front entrance by the elevators or at the entrance of each LOM.

3. Prox cards issued by floor coordinators MUST be returned at the conclusion of an experiment.

SITE/REMOTE ACCESS RULES:

- Site access can only be granted to users identified as onsite users on an approved Experiment Safety Assessment Forms (ESAFs) or if a Gate Pass is requested and processed by the User Program Office.   An appropriate access credential will be issued at the AIC commensurate with date on an approved ESAF or Gate Pass dates.

- Vaccine or exemption documentation should be uploaded at least two business days in advance of arrival at Argonne. Users should upload documents to this Box Plus folder, Argonne's secure cloud-based storage. Users may opt to supply their documents upon arrival at Argonne *during regular business hours only*.

- All users must go the Argonne Information Center (AIC) upon arrival to Argonne and during regular business hours to show proof of vaccination, an exemption letter, COVID testing results or to pick-up a site access credential. This is not required for CAT operations staff.

    The AIC hours are 6:30 a.m. to 5:00 p.m. US CT, Monday through Friday.
    The APS User Office hours are 8:00 a.m. to 4:30 p.m. US CT, Monday through Friday.

- Users conducting experiments who have the potential of arriving after hours on weekdays, weekends, holidays, or during Laboratory shutdown periods **must notify the APS User Program Office in advance by entering a Gate Pass request in My APS Portal or by sending an email to apsuser@anl.gov before 4:00 pm US Central Time on a given workday.**

- Remote access can only be granted to users identified as remote on an approved ESAF. User must hold an active access status with the APS and have completed cyber security training to use NoMachine or Globus.

Current COVID rules can always be found on the User Info web page. Questions can be sent to the User Program Office.

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