

Advanced Photon Source

User Policies and Procedures

PROCEDURE	Page 1 of 12
Procedure #:	3.1.43
Revision #:	0
Issue Date:	4/27/12
Review Period:	3 years
Supersedes:	3.1.101 (partial)
Last Reviewed:	4/27/12

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.

Prepared by:

S. Strasser, XSD/APS User Program Manager
J. Andrew, XSD/Staff Assistant Senior

Reviewed/Approved by:

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

APS_1426672

The current version of this procedure is accessible from <http://centraldocs.aps.anl.gov/>. Print or electronically downloaded copies may be obsolete. Before using such a copy for work direction, employees must verify that it is current by comparing its revision number to that shown in the online version.

PROCEDURE	Page 2 of 12
Procedure #:	3.1.43
Revision #:	0

Table of Contents

POLICY	3
1 PURPOSE	3
2 SCOPE	3
3 POLICY.....	3
3.1 User Site Access	3
3.2 Resident User Access	4
3.3 Visitor Site Access	4
3.3.1 Responsibilities of visit host	5
3.3.2 Visits by children	5
3.4 Considerations for Non-U.S. Citizens	5
3.4.1 DOE requirements for non-U.S. citizens	5
3.4.2 Expiration of badge and renewal of access approval.....	6
4 DEFINITIONS	6
5 ASSISTANCE	6
6 REVISIONS	6
7 RELATED POLICIES.....	7
PROCEDURE	8
1 INTRODUCTION	8
1.1 Purpose	8
1.2 Scope	8
2 BACKGROUND	8
3 PROCEDURE.....	8
4 CLOSEOUT OR POST-PERFORMANCE ACTIVITY	10
5 DOCUMENTS/RECORDS CREATED BY THIS PROCEDURE	11
5.1 Documents/Records for Visitors	11
5.2 Documents/Records for Users.....	11
6 FEEDBACK AND IMPROVEMENT	12

Site Access by Users and Visitors

POLICY

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 all users of APS beam time (including remote users), to all types of beam time, and to all visitors to APS.

3 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 approval to enter the Argonne site.
- Users who will operate an experiment remotely must have approval, because Argonne computer systems are accessed.
- Persons who wish to enter the site but who will not do hands-on work (“visitors”), such as collaborators, students, or family members, must also have DOE approval.
- Particular requirements apply to users and visitors who are not U.S. citizens.

3.1 User Site Access

Registration. Each person working at the APS as a user (including remote users) must request access individually by registering through Argonne’s Web-based user registration system.

Access approval. The APS User Office then completes the administrative processes required to obtain access approval. The user may be asked to provide additional information. Requirements for non-U.S. citizens apply. When approval is received, the APS User Office notifies the user. The user must not travel to Argonne until site access is approved.

Gate pass. Initial temporary access for new users is granted with a gate pass, which the User Office requests in advance and which is issued by the Argonne Visitor Information Center. For off-hours access, special approval is required.

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

- Required training is completed (see [User Training \[AP&P 3.1.103\]](#))
- Signed user agreement is in place (see [User Agreements \[AP&P 3.1.41\]](#))
- 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 can be activated by the User Office to permit off-hours access to 400-area buildings, including laboratory/office modules and specific laboratories (by approval of beamline staff).

Validity. User badges are valid for a maximum of two years. 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. In the case of non-U.S. citizens, the badge is valid until the user’s access approval (ANL-593) expires, if sooner than two years. Badges for non-U.S. citizens are distinctive in appearance, and the country of citizenship is indicated.

3.2 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, AP&P 3.1.103](#)).

3.3 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 Office then completes the administrative processes required to obtain access approval. The visitor may be asked to provide additional information. A host must be designated for each visitor. Requirements for non-U.S. citizens apply. When approval is received, the APS User Office notifies the visitor. The visitor must not travel to Argonne until site access is approved.

Gate pass. Access is granted with a gate pass, which the User Office requests in advance and which is issued by the Argonne Visitor Information Center. The pass is valid for specified dates. For off-hours access or for visits lasting longer than 7 days, special approval is required. Annual gate passes may be requested on a calendar-year basis.

Off-hours building access. Visitors needing off-hours access to 400-area buildings can sign out temporary card keys from the User Office or floor coordinators.

3.3.1 Responsibilities of visit host

A host who expects a visitor must notify the APS User Office in advance so that a gate pass can be arranged. The host is responsible for ensuring that the visitor observes all necessary precautions. If the visitor will be performing services for the host (e.g., installing or repairing equipment) in APS facilities, advance approval is required.

3.3.2 Visits by children

Argonne policy specifies that persons under the age of 18 are not permitted to enter any areas where there may be any electrical, chemical, physical, or radiological hazards. Accordingly, children are not permitted to visit in any buildings in the 400 area except the visitors' gallery of the experiment hall and the office and public areas of the central laboratory/office building and laboratory/office modules.

3.4 Considerations for Non-U.S. Citizens

Special considerations apply for users and visitors who are not U.S. citizens. The requirements are the same for both users and visitors. Non-U.S. citizens must register as early as possible. Early requests are particularly important for citizens of sensitive countries or employees of companies located in sensitive countries.

3.4.1 DOE requirements for non-U.S. citizens

Non-U.S. citizens not from sensitive countries	Non-U.S. citizens who are citizens of, born in, or whose employers are located in sensitive countries
<ul style="list-style-type: none"> • Must have a form ANL-593 completed and approved prior to arrival. This form is automatically completed and submitted by the User Office when the user registers for facility access. • The APS User Office will notify the user as soon as access has been approved. • At least 7 working days are required for approval. 	<ul style="list-style-type: none"> • Must have a form ANL-593 completed and approved prior to arrival. This form is automatically completed and submitted by the User Office when the user registers. • ADDITIONALLY, a background check must be completed before the user will be allowed access to the Argonne National Laboratory site. The APS User Office requests this check automatically; the user does not need to take any action beyond submitting the registration form and responding to requests for any missing information. • The APS User Office will notify the user as soon as access has been approved. • At least 10 working days are required for approval.

3.4.2 Expiration of badge and renewal of access approval

A non-U.S. citizen user whose badge has expired will not be permitted to enter the site until his or her access approval has been renewed. The User 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.

Indices check: Background check required of certain non-U.S. citizens before approval is given for the individual to enter Argonne as a user or visitor.

User: Individual who conducts experimental work at the APS.

User, mail-in: User who sends samples to APS for measurement by local beamline staff.

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 ([Procedure # 3.1.05, APS document number 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.

Advanced Photon Source

User Policies and Procedures

PROCEDURE	Page 7 of 12
Procedure #:	3.1.43
Revision #:	0

7 RELATED POLICIES

- Parent policy: User Access and Administration Framework ([Procedure # 3.1.101](#)).
- User Training ([Procedure # 3.1.103](#))
- User Agreements ([Procedure # 3.1.41](#))

APS_1426672

The current version of this procedure is accessible from <http://centraldocs.aps.anl.gov/>. Print or electronically downloaded copies may be obsolete. Before using such a copy for work direction, employees must verify that it is current by comparing its revision number to that shown in the online version.

Advanced Photon Source

User Policies and Procedures

PROCEDURE	Page 8 of 12
Procedure #:	3.1.43
Revision #:	0
Issue Date:	4/27/12
Review Period:	3 years
Supersedes:	3.1.101 (partial)
Last Reviewed:	4/27/12

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 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 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

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.

APS_1426672

The current version of this procedure is accessible from <http://centraldocs.aps.anl.gov/>. Print or electronically downloaded copies may be obsolete. Before using such a copy for work direction, employees must verify that it is current by comparing its revision number to that shown in the online version.

Advanced Photon Source

User Policies and Procedures

PROCEDURE	Page 9 of 12
Procedure #:	3.1.43
Revision #:	0

[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
OR

[3b] **User** Register: complete the Argonne user registration form at 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 Office Process registration (create database records; start approval process for non-U.S. citizens; verify user agreement; make gate pass, etc.).

[5] User/visitor Before traveling to Argonne, verify the documents you will need to present. See the access approval e-mail you received from the User Office.

[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 (7:30 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 7:30 a.m. and 5:00 p.m. to complete registration and orientation.

[9] User Office Complete orientation: acknowledgment of user agreement, training, orientation packet, badge activation.

[10] User Office Direct user to primary beamline contact.

APS_1426672

The current version of this procedure is accessible from <http://centraldocs.aps.anl.gov/>. Print or electronically downloaded copies may be obsolete. Before using such a copy for work direction, employees must verify that it is current by comparing its revision number to that shown in the online version.

Table 1. Entering Argonne Site

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

	Arrival During Business Hours	Arrival After Business Hours
User	<ul style="list-style-type: none"> Go to the Argonne Information Center (outside 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] 	<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>. Otherwise, the guard 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 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. Enter the site and locate your onsite contact. 	<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>. Otherwise, the guard will contact the User Office for assistance. Enter the site and locate your onsite contact.

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](#)).

* http://centraldocs.aps.anl.gov/comment_form.php