Advanced Photon Source

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

Changes made in this revision:

- n/a (new procedure)

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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): 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.
https://en.oxforddictionaries.com/definition/media

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.

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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 requestor.

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.

Step		Action
1	Host/coordinator	Send an email notification to mediavisit@aps.anl.gov with "Media Visit Request" in the subject line. This email must include: • Host/coordinator'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.) • Attachment of all releases required by media requestor (e.g., location form, release for use of Argonne video/photos/interview subjects, etc.) OR fill out the Vector form "APS Media Visit Request" (requires Argonne domain password) and attach any releases required by Media Requestor
2	ALD office personnel	Arrange gate passes and, if required, foreign national registration (the latter requires ~7 days to process).
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

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		assumes full responsibility for visit and notifies mediavisit@anl.gov of this change.
4	Host/coordinator	• 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.
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: Richard Fenner, fenner@anl.gov, (office) 630-252-5280 or (cell) 630-991-8199

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
Vector form		Argonne database, electronic	
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