PROCEDURE	Page 1 of 2

Advanced Photon Source

Procedure #:	3.1.100
Revision #:	0
Issue Date:	6/1/08
Review Period:	2 year
Last Reviewed:	5/20/08

APS User Policies and Procedures

Prepared by: S. Davey (APS-AES)

Approvals: approval records in the APS Integrated Content Management System (ICMS)

Changes: (20 May 2008) The change process has been rewritten to: 1) be consistent with the APS Policy and Procedure on Managing Facility Procedures, 2) eliminate references to obsolete organizations, and 3) assign points of contact for maintaining each section of user policy and procedure.

Scope

The Advanced Photon Source (APS) follows the requirements of the Department of Energy (DOE) and Argonne National Laboratory. APS User Policies and Procedures (UP&Ps) define the site-specific implementation of the requirements for experimenters and support personnel that use APS beamlines and associated facilities (e.g., LOM labs). UP&Ps apply to users that are not Argonne employees as well as Argonne employees.

In addition to this scope and change process defined below, APS UP&Ps consist of the following four elements:
- User Administration (AP&P 3.1.101)
- User Safety (AP& P 3.1.102)
- User Training (AP&P 3.1.103)
- Beamline Operations (AP&P 3.1.104)

APS_1258457

Making Changes in the APS User Policies and Procedures

Each of the sections of APS User Policies and Procedures (UP&P) has an assigned *owner* that is to act as the point of contact for revisions.   The owners of the sections of UP&P are:

- This scope statement and change process
  APS Technical Operations Specialist

- User Administration (AP&P 3.1.101)
  APS User Administration and Support Manager

- User Safety (AP& P 3.1.102)
  APS User Safety Officer

- User Training (AP&P 3.1.103)
  APS User Administration and Support Group Leader

- Beamline Operations (AP&P 3.1.104)
  APS User Technical Interface

Changes in the *Advanced Photon Source User Policies and Procedures* can be made in response to suggestions from any stakeholder in user activities. Every user of a User Policy or Procedure is to notify the owner of any errors/corrections and is encouraged to suggest potential improvements (APS Policies and Procedures Comment Form).

Modifications of UP&Ps shall be managed according to Managing APS Facility Procedures (AP&P 3.1.05, APS document number APS_1001409). The policy and procedure owners will work with the APS Procedure Administrators to keep UP&P current in the APS Integrated Content Management system (ICMS).

The current revisions of any UP&P will be available through ICMS; anyone using a UP&P should ensure that they are using the current version.

Any improvements or corrections to this procedure may be submitted here
(http://www.aps.anl.gov/Internal/Policies_and_Procedures/comment_form.php)