

WELCOME TO THE APS



This Advanced Photon Source (APS) users guide is divided into two parts and has the following functions:

PART 1	PART 2
<ul style="list-style-type: none">● Provides pre-arrival information (including shipping instructions for samples, equipment, and materials), travel directions, and contact information;● Describes APS user orientation and training requirements;● Outlines APS user obligations; and● Provides hyperlinks to contact information for people and services at the APS and Argonne National Laboratory (ANL).	<ul style="list-style-type: none">● Serves as a study guide and reference source for information needed by APS users before any hands-on work is conducted at the APS.

Part 1 should be read before you come to the APS. **Part 2** is a complete study guide for the quiz you will take during on-site user orientation. If you read **Part 2** in advance, you can take the quiz as soon as you arrive. (If you prefer not to read **Part 2** in advance, you may read it on line when you arrive and then take the quiz.)

You may read this entire document on line, print individual pages for reference by using the print button on your browser, or print complete pdf versions of both parts by clicking on the link at the end of each section.

[NEXT](#)



PART 1: PRE-ARRIVAL INFORMATION

1.0 WHAT YOU NEED TO KNOW BEFORE COMING TO THE APS

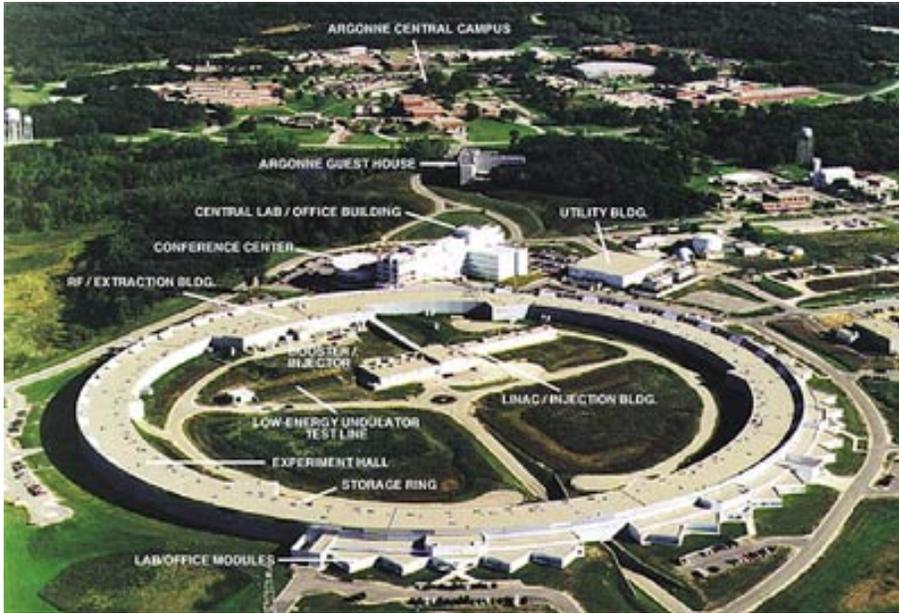
Before you can begin work at the APS, you must

- Contact your host Collaborative Access Team (CAT) to arrange your visit. Local CAT contacts can be found at [CAT Contacts](#)

If you don't have a host CAT, see http://www.aps.anl.gov/xfd/communicator/useroffice/become_a_user.html for further information

- Register with the APS User Office. The on-line registration form is available at http://www.aps.anl.gov/xfd/user_reg_form.html
- Make sure that there is a signed User Agreement between the APS and your home institution. A current list of signed user agreements can be found at <http://www.aps.anl.gov/xfd/communicator/useroffice/uasigned.html>
- Complete on-site user orientation.





1.1 ACCESS

The APS is located at Argonne National Laboratory (ANL), a U.S. Department of Energy (DOE) national laboratory. Argonne is a controlled-access facility, which means that when you visit Argonne for the first time you must obtain permission in advance, and you will need a visitor's pass to enter the Argonne campus. You can obtain a visitor's pass by registering with the User Office; we will arrange for your visitor's pass and notify you by e-mail that we have made an appointment for your user orientation. **Please DO NOT come to Argonne until you have received confirmation from the User Office that permission has been granted for your visit.**

- **U.S. citizens** should register at least two weeks prior to the planned visit.
- **If you are not a U. S. citizen**, special access requirements apply, and it may take up to 16 weeks for access permission to be granted. [Click here](#) for a further description of non-U.S. citizen access requirements.

After you complete APS User Orientation, you will be issued an APS user badge, which will grant you access to the Argonne site on future visits.



1.2 SHIPPING MATERIALS TO AND FROM THE APS

General

In general, users are not permitted to either transport hazardous material on the Argonne site or arrange for shipment directly to the APS. Hazardous materials must be processed through Argonne's hazardous materials receiving area. Information about special cases (small-quantity exceptions and biohazards) can be found by [clicking here](#).

Inbound Shipments

Before you ship anything to the APS, you must notify your host CAT. The Experiment Safety Approval Form (ESAF) that you complete for your CAT after you receive a beam time allocation or when you submit your Independent Investigator (II) proposal identifies the samples, materials, and equipment you need for your experiment, but you must still let your host CAT know if you plan to ship any of these items.

Non-hazardous material . To ensure that samples and/or equipment that you ship to the APS get here without unnecessary delays, address your shipments as follows:

Recipient's name
c/o Sector No., CAT name, [on-site CAT contact name](#)
APS/Argonne National Laboratory
9700 S. Cass Ave.
Argonne, IL 60439

It is essential that you include the CAT name and sector number in the address. Otherwise, the deliveries will go through the Argonne shipping/receiving department, and delays may occur. Both Federal Express and Airborne Express make daily deliveries to the APS during normal business hours. Items for APS users are received at the APS stockroom, and APS personnel ensure that these items are delivered to the CAT/sector in a timely manner.

During off-hours and on weekends, deliveries are accepted at the Argonne Guest House and held at the registration desk for pick up. During these periods, you are responsible for checking with the Guest House registration desk to see if your shipment has arrived.

Hazardous material (as defined by ANL). If the material that you plan to ship is considered hazardous, contact your [CAT safety representative](#) for guidance. The APS User Experiment Safety Coordinator, [Bruce Glagola](#), is also available for guidance and assistance. Use the following address for shipment of hazardous materials:

Recipient's name
c/o Building 5
Hazardous Material Receiving
APS/Argonne National Laboratory
Sector No., CAT name, [on-site CAT contact name](#)
9700 S. Cass Ave.
Argonne, IL 60439

Outbound Shipments

The services of Argonne's shipping department are available to APS users. Shipping costs, however, must be charged to an APS user account, so you should ensure that an account has been established in advance. If you want your shipment to be insured, you must specifically note this request on your shipping order. If you need to make special arrangements to return your material, contact your host CAT for assistance.



1.3 TRAVEL, LODGING AND MEALS, PROPER ATTIRE, and LOCAL WEATHER

Argonne is located 25 miles (40 kilometers) southwest of Chicago, Illinois, approximately 45 minutes by car from each of the two major Chicago airports, Midway and O'Hare International. [Click here](#) for detailed travel directions, maps, and names and contact information for local limousine, rental car, and taxi services.



[Click here](#) to see map.



Argonne has on-site housing for up to 250 people. The majority of these accommodations are located in the Argonne Guest House (AGH), a full-service hotel operated by the Marriott Corporation. The AGH, which is within walking distance (0.3 miles or 0.5 kilometers) of the APS experiment hall, provides special rates for APS users. (Note: To obtain these special rates, you must show your APS user badge.) [Click here](#) for further information and on-line registration forms for Argonne lodging.

Breakfast and lunch can be obtained Monday through Friday at both the AGH dining room and the Argonne cafeteria. Dinner is available during the week at both the AGH and the [5 to 9 Grill](#), located on the lower level of Bldg. 401, the APS central laboratory/office building. On weekends, the AGH provides a continental breakfast and meal service from 11:00 a.m. through 9:00 p.m.

The local weather forecast can be obtained at the following link:

<http://www.intellicast.com/LocalWeather/World/UnitedStates/Midwest/Illinois/Chicago/Forecast/>

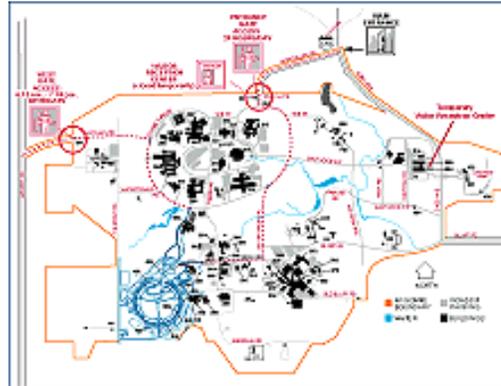
The temperature in the APS experiment hall floor is maintained at a constant 72°F (22°C) year round. Proper attire for work in the experiment hall includes closed-toe, covered-heel shoes and long pants. Sandals are not acceptable. Skirts may be worn if a lab coat is also worn. Keep this in mind when planning what to bring.



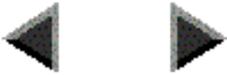
1.4 WHEN YOU ARRIVE

When you receive confirmation of your orientation appointment, you may make your travel plans. If you arrive at Argonne during normal business hours (8:00 a.m. to 5:00 p.m., Monday through Friday), you must pick up your visitor's pass at the Argonne Information Center (AIC), located just before the Main Gate (North Gate) on Northgate Road. If you plan to arrive at Argonne during non-business hours (or on a weekend or holiday for orientation on the next scheduled working day), you must arrange with the User Office (apsuser@aps.anl.gov) **in advance** to have your name placed on an access list at the North Gate (which is the only gate open during non-business hours).

When you complete your APS orientation, you will be issued an APS user badge, which will permit you to enter the Argonne campus at the North Gate 24 hours a day, seven days a week, and at the West Gate from 6:30 a.m. to 7:00 p.m. Monday through Friday. You will no longer need a paper visitor's pass to enter the Argonne site.



[Click here](#) or on the image above to view an Argonne site map with directions from the gates to the APS.



1.5 DIRECTIONS TO THE USER OFFICE

Obtain an Argonne site map at the AIC or Main Gate when you pick up your visitor's pass and follow the map or follow the signs to the Argonne Guest House (AGH). The APS User Office is located in Building 401, the APS central laboratory/office building, which is about 0.3 miles (0.5 kilometers) southeast of the AGH. You can easily see Bldg. 401 from the AGH.



The APS User Office is Room B1154 on the first floor of Bldg. 401, just off the atrium. Signs in the atrium will direct you. User Office hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. However, under special circumstances, orientation appointments can be arranged at other times. For questions about orientation appointments or access to Argonne, contact the APS User Office by e-mail at apsuser@aps.anl.gov or by telephone at 630.252.9090.



2.0 APS ORIENTATION AND TRAINING REQUIREMENTS

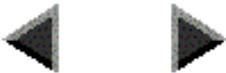
Before conducting hands-on work at the APS, users must complete the orientation process. In addition, users who are not employees of Argonne National Laboratory must ensure that a signed User Agreement is in place between the APS and the user's home institution. The orientation process consists of the following 7 steps:

- **Register as an APS user, which can be done remotely through the following link:**
http://www.aps.anl.gov/xfd/user_reg_form.html
- **Receive permission to come to the APS and an appointment for APS orientation.**
- **Establish current General Employee Radiation Training (GERT) status.**

Provide proof of current GERT training (a card indicating completion of GERT training at another Department of Energy facility within the past two years) or successfully pass an on-site GERT exam. The GERT test must be given by User Office administrative staff or an APS floor coordinator. A study guide for GERT is available on line (<http://www.aps.anl.gov/xfd/communicator/gert/gert1>). GERT certification is valid for two years.

- **Successfully pass the APS 101 quiz, which is based on the material contained in Part 2: APS User Orientation (APS 101) Study Guide.**

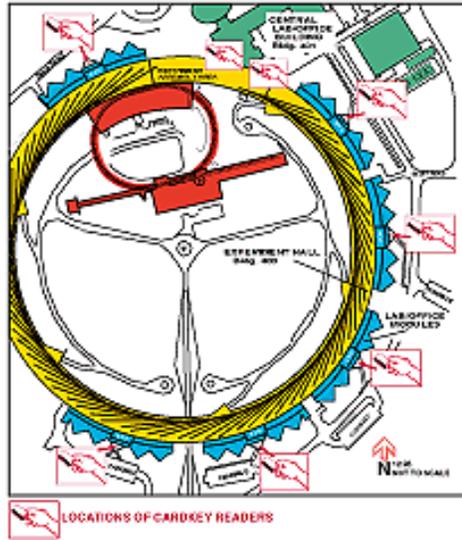
If you review the material in the study guide prior to your arrival, you may simply take the quiz when you arrive. If you prefer, you can take the entire orientation course and test on line at the APS.



2.0 APS ORIENTATION AND TRAINING REQUIREMENTS (Contd.)

- **Sign forms indicating your agreement to comply with APS/Argonne requirements.**

When you have completed the preceding steps, a User Office staff member will briefly review your orientation packet with you and provide forms for you to sign. After you have signed the necessary forms, the User Office will provide you with a temporary dosimeter (which must be returned at the end of each visit) and an APS user badge, which is valid for a period of five years. This photo ID/Cardkey® badge provides 24-hour access to the Argonne site and, when activated, to the APS experiment hall and laboratory/office modules (LOMs), as shown in the diagram to the right. You may also use your APS user badge at the main entrance to the central laboratory office building for after-hours and weekend access to the APS library and APS stockroom. The badge can also be used to obtain discounted lodging rates at the AGH.



[Click here](#) or on the image above to see a plan view of the APS facility showing the general locations of Cardkey Readers for user access.

Please note: Your APS user badge is for **YOUR USE ONLY**. You may not use it to bring a visitor onto the Argonne site if that person does not have a badge or gate pass. You may not loan it to someone else to use. Using your badge in an unauthorized fashion may result in suspension of your access privileges. When you are no longer associated with the APS, your badge must be returned to the APS User Office.



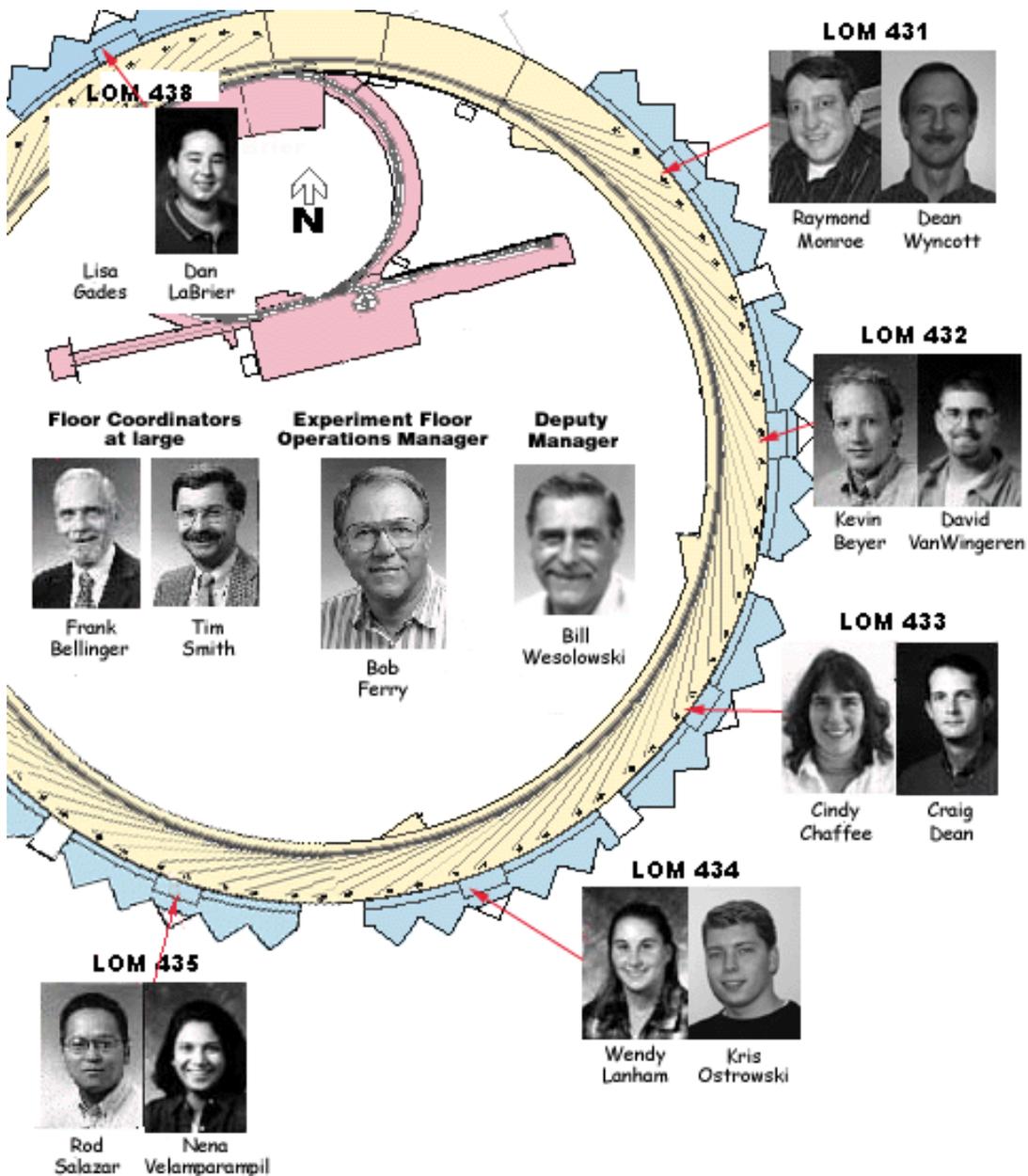
2.0 APS ORIENTATION AND TRAINING REQUIREMENTS (Contd.)

- Complete sector-specific orientation (APS 2xx, where xx indicates the sector) with your host CAT.

Sector-specific orientation must be completed for every sector in which you work.

- Meet your floor coordinator.

APS floor coordinators are members of the Experiment Floor Operations Group and work rotating shifts 24 hours a day during user operations periods. They serve as facilitators between the CATS and APS/Argonne in obtaining APS or Argonne services. Offices for the floor coordinators are located on the experiment hall side of the central (or "C") pentagon of each LOM as shown below:



3.0 APS USER OBLIGATIONS

The following are considered obligations of all APS users:

- **Register with the APS as far in advance of your initial visit as possible (even when you are simply planning an experiment).**
- **Ensure that a User Agreement is in place between the APS and your home institution.**
- **Ensure that you complete all required training before conducting hands-on work at the APS.**
- **Acknowledge the use of the APS and your host CAT when publishing results of research conducted at the APS.**

The following statement should be used:

Use of the APS was supported by the U.S. Department of Energy, Basic Energy Sciences, Office of Science, under Contract No. W-31-109-Eng-38.

Contact your host CAT for information about a CAT-specific acknowledgement statement.

- **Report all publications resulting from work at the APS to your host CAT and the APS User Office as soon as the publication appears. Provide a reprint to the User Office to be filed in the APS library.**
- **Contribute summaries of your work at the APS to the periodic APS User Activity Reports.**
- **Notify the APS User Office promptly if you relocate to a different home institution or if the Howard Hughes Medical Institute becomes a co-sponsor of your research after you receive your APS user badge.**
- **Return your badge promptly to the APS User Office if you discontinue your association with the APS.**



4.0 CONTACT INFORMATION AND DIRECTORY OF SERVICES

[User Office](#)

[Floor Coordinators](#)

[Safety support staff](#)

[APS computer support help desk](#)

[Collaborative Access Team home pages](#)

[APS directory](#)

[ANL telephone book](#)

[ANL and APS services](#)



[Click here](#) to print a pdf version of Part 1.