Changing Allowed Values in the APS Beamlines Directory Database

Changes made in this revision:

- Replaced R. Torres with D. Kinzler as an approver.

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1 INTRODUCTION

1.1 Purpose

To ensure, through configuration control, that the integrity of the beamline data in the central APS Beamlines Directory relational database is maintained.

1.2 Scope

This policy and procedure defines how the allowed values in the APS Beamlines Directory can be modified.

1.3 Applicability

This policy and procedure are to be followed to add, subtract, divide, or consolidate any of the allowed values of the fields listed in the APS Beamlines Directory (i.e., any changes in the pull-down list of allowed values in the Beamlines Directory, http://www.dev.aps.anl.gov/Beamlines/Directory/).

1.4 References

None.

2 POLICY

The beamline information contained in the central APS Beamlines Directory relational database is used by multiple applications and for many different purposes. Modifications to the database can compromise the integrity of APS records and impact operations statistics. Therefore, modifications to the allowed fields and values listed in the Beamlines Directory must be approved according to the procedure below.

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3 PROCEDURE

Step	Responsible Person	Action
1	Requestor	Email specific changes requested in the Beamlines Directory and the reason for the changes to the APS User Administration and Support Group Leader (User Office, UO). (Skip this step if the requestor is the UO Group Leader.) The UO Group Leader conveys the request to the Information Solutions (IS) Group Leader.
2	IS Group Leader	Within 10 working days after receipt of the request: a) Identify the potential impacts of the change (i.e., other database applications known to use the data); b) If there are impacts, identify workarounds (e.g., how to maintain links to legacy data); and c) Email the requested changes and potential impacts and workarounds (if any) to the PSC Deputy Associate Laboratory Director (DALD) for X-ray Science
3	DALD	a) Review the request, impacts, and workarounds, consulting with stakeholders as needed, and approve or disapprove the change. b) If the request is approved, send an email to the IS Group Leader authorizing the change. Or If the request is disapproved, send an email notice to the UO Group Leader and the IS Group Leader notifying that the request has been denied and stating the reasons).
4	IS Group Leader	If the request is approved, send an email to the UO Group Leader and other potentially impacted personnel (including the "Approved By" list on page 1 of this document) notifying them of the scope and date of the change, and direct appropriate IS personnel to make the change.
5	User Office Group Leader	Notify the requestor that: 1) request was approved and plan for implementation of the change, or 2) request was not approved.

4 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://www1.aps.anl.gov/Document-Central/APS-Policies-and-Procedures-Comment-Form