

Advanced Photon Source

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Procedure #:	3.1.41
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User Agreements

Changes made in this revision:

- Changed approver from C. Trattner to XSD/UAS Group Leader

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Reviewed/Approved by:

XSD/UAS Group Leader

APS Director

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User Agreements

If you are not an employee of Argonne, a User Agreement signed by your home institution is a prerequisite for hands-on work at the APS. User Agreements are approved by someone with contracting authority for the institution and define rights and responsibilities in areas such as intellectual property rights and liability.

A list of institutions with User Agreements is available through the APS web pages. All listed Agreements are nonproprietary unless otherwise noted.

If your institution is not listed (or if your institution is listed but a unit or department or employment category other than your own is specified), you must complete an on-line APS User Agreement Questionnaire, which is the first step toward putting a User Agreement in place.

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
User Agreements	User Agreement Specialist	ICMS – electronic	10 years after agreement terminated of agreement

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