Legal Agreements

Changes made in this revision:

- Changed title
- Updated author and reviewers/approvers
- Added information on Other Agreements Available to Users
- Updated Documents/Records Created by this Procedure section

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LEGAL 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.

OTHER AGREEMENTS AVAILABLE TO USER

Other agreements are available to users who wish to conduct hands-on research at Argonne.

- A Bilateral DOE Laboratory Utilization User Agreement is the appropriate agreements for employees of other national laboratories.
- A Federal Agency Master User Agreement is the appropriate agreement for employees of other federal agencies.
- A Cooperative Research and Development Agreement (CRADA) is an agreement may be appropriate for work between a government agency and a private company or university to work together on research and development.
- Users may also work at an Argonne user facility under a Strategic Partnership Projects (SPPs), formerly known as Work for Others.
- Minors conducting hands-on work at a user facility would be covered under ANL policy LMS-POL-59 and would be covered under a Minor Agreement.

These 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.

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)

<table>
<thead>
<tr>
<th>Description of Document/Record</th>
<th>Custodian</th>
<th>Storage Location and Medium</th>
<th>Retention Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Agreements</td>
<td>User Agreement Specialist</td>
<td>ICMS – electronic</td>
<td>10 years after termination of agreement</td>
</tr>
<tr>
<td>Bilateral DOE Laboratory Utilization User Agreement</td>
<td>User Agreement Specialist</td>
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</tr>
</tbody>
</table>
| Strategic Partnership Project (SPPs) | 1. One set for whom the work was performed  
2. One set for Local Project Office | Office of Record = Procurement Law = over $500K, non-standard or All CRADA, SPP and TAS Project Offices = Convenience Copy | 1. 10 years after termination of agreement (One set for whom the work was performed) WFO 1.f.1  
2. One set for Local Project Office 10 years after termination of agreement | CRADA 2.b |
| Cooperative Research and Development (CRADA) | 1. OCF-Procurement  
2. Local Project Office | Office of Record = Procurement Law = over $500K, non-standard or All CRADA, SPP and TAS Local Divisions = Convenience Copy | 1. OCF = Procurement PERMAMENT CRADA 2.a.1  
2. Local Project Office 10 years after termination of agreement | CRADA 2.b |
| Minor User Agreement            | User Agreement Specialist | ICMS – electronic          | 10 years after termination of agreement |

The current version of this procedure is accessible from [https://www1.aps.anl.gov/Document-Central](https://www1.aps.anl.gov/Document-Central). Print or electronically downloaded copies may be obsolete. Before using such a copy for work direction, employees must verify that it is current by comparing its revision number to that shown in the online version.
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).