

Advanced Photon Source

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Establishing and Maintaining Proprietary APS User Accounts

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- No changes made to this procedure since its last review

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Approved by:

PSC Business Manager

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Establishing and Maintaining Proprietary APS User Accounts

1 DEFINITIONS

Proprietary data	Technical data which embody trade secrets developed at private expense, such as design procedures or techniques, chemical composition of materials, or manufacturing methods, processes, or treatments, including minor modifications thereof, provided that such data are not generally known or available from other sources without obligation concerning their confidentiality; have not been made available by the owner to others without obligation concerning their confidentiality; and are not already available to the Government without obligation concerning their confidentiality. [definition from Proprietary User Agreements]
Proprietary work:	Work done with the intention to designate the results as proprietary data.
Proprietary sample:	A sample that is the subject of proprietary work.
Proprietary beam time:	All time used by an APS user (defined as either an individual or a collaborating group) during which the following conditions apply: the APS is delivering user beam; and the user is using an APS experiment station for any activity (e.g., experimental set-up or data collection) that is a part of proprietary work.

2 POLICY

1. Each APS User institution (“User”) that wishes to use APS beam time for proprietary work must first execute a Proprietary [User Agreement](#) with Argonne National Laboratory and establish a Proprietary APS User Account.
2. In accordance with the requirements imposed by the U.S. Department of Energy (DOE), each Proprietary Account must be pre-funded at a level that covers at least three months’ worth of anticipated proprietary beam time at the provisional full-cost-recovery rate that is currently in effect. At no time can any proprietary work be conducted without a fully funded account in place to cover the hours needed to perform the experiment. The unit of beam time for charging purposes is one hour. In addition, if all of the User’s work at the APS is to be proprietary, the pre-funded amount must include the estimated total cost (including overheads) of materials, supplies, and services that the User expects to purchase from the APS for use during the period of proprietary work.

3 PROCEDURE

1. The User submits a Purchase Order (PO) to the APS User Account Specialist at the following address:

Lauren Ambrose
Advanced Photon Source - Bldg. 401
Argonne National Laboratory
9700 South Cass Avenue
Lemont, IL 60439
Phone: (630) 252-1244
E-mail: useracct@aps.anl.gov

The PO must include the following information:

- A statement that the purpose of the PO is to establish a Proprietary APS User Account.
 - A DUNS number. If needed, register here: <http://fedgov.dnb.com/webform>
 - The starting and expiration date of the PO, with options to extend the term of the PO, if desired. Generally, the minimum initial term is three months, and the minimum extension is three months.
 - The name and address of the “Account Contact” to whom account information should be reported.
 - The addressee for Argonne invoices, if different from the Account Contact.
 - A list of individuals authorized to request proprietary beam time and (if applicable) materials, supplies, and services.
 - The estimated value of the PO, based upon the User’s expectations of the total amount of proprietary beam time to be used and, if applicable, the value of materials, supplies, and services, including provisional overhead charges, to be purchased, during the term of the PO. Information on the provisional full-cost-recovery rate for proprietary beam time and the provisional overhead rate on materials, supplies, and services is available from the APS User Account Specialist.
2. The User provides advance payment by means of a check or electronic funds transfer payable to Argonne National Laboratory in U.S. dollars sufficient to cover a) all anticipated proprietary beam time and materials, supplies, and services if the term of the PO is three months or less, or b) three months of proprietary beam time and materials, supplies and services if the term of the PO is greater than three months. The APS accepts the PO and payment by sending the Account Contact an “Acknowledgment of Purchase Order/Payment” for signature. Execution of the Acknowledgment establishes the User Account and the terms for its use. The Account Contact is informed of the procedures for charging purchases against the account.
 3. Once payment is confirmed as received, authorization to initiate work will be provided by email.
 4. Refer to “User Policy and Procedure Identification of Proprietary Beam Time” ([APS_1001655](#)) for information relating to identification of proprietary beam time.

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5. When the User uses proprietary beam time or (if applicable) purchases materials, supplies, and services, the cost is applied to the cash advance unless the User requests that they be invoiced monthly for charges. The advance payment is held on deposit until User requests that the account be closed.
6. The Account Contact promptly notifies the APS User Account Specialist in writing of any subsequent changes to the list of authorized signatures, and the APS modifies the Acknowledgment accordingly.
7. Whenever Argonne adjusts its provisional rates to actual rates, the account will be charged or credited accordingly.
8. The APS User Account Specialist monitors the account with respect to cash advance balance, expiration date, signature authority list, etc., and notifies the Account Contact generally two months before the expiration date of the PO or when the cash advance balance is low.
9. Upon receiving notification of an impending expiration date or low cash advance balance the User (a) provides a revised or new PO with a new expiration date and/or another advance payment; or (b) directs the APS User Account Specialist to close the account and refund the advance payment if no additional proprietary work is planned.
10. When User requests that the account be closed, any outstanding charges will be applied to the cash advance, and any remaining advance will be refunded.
11. Users must have an adequate cash advance balance before execution of proprietary work. A stop work order will be issued when an account limit is exceeded and will remain in place until the User has paid all of their outstanding proprietary invoices and has replenished their account with funds to support any upcoming proprietary work.

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://www.aps.anl.gov/Document-Central/APS-Policies-and-Procedures-Comment-Form>