

Advanced Photon Source

User Policies and Procedures

POLICY	Page 1 of 3
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Sample Identification

Changes made in this revision:

- No changes made to this procedure since its last review.

Prepared by:

Bruce Glagola, AES/User Safety Officer
Steve Davey, AES/Technical Operations Specialist

Reviewed by:

AES/ESH Coordinator
XSD/ESH Coordinator
AES/ADD-MIS

Approved by:

APS/Director

POLICY

As part of the experiment safety review process, users are required to identify materials brought to the APS and the hazards associated with the materials.

All materials to be used as part of experiments at the APS shall be identified using proper scientific nomenclature. Generic names, abbreviations, and acronyms should be included to clarify the nature of the material. Names that hide or obscure the nature of the material shall not be used.

Example 1:

Not acceptable: Sample A
Not acceptable: liquid crystal sample
Not acceptable: 65OBC

Acceptable: liquid crystal n-hexyl-4n'-n'pentyloxybiphenyl-4-carboxylate
(65OBC)

Example 2:

Not acceptable: protein B

Acceptable: parainfluenza virus 5 F protein in its metastable, profusion
conformation

Example 3:

Not acceptable: Sample 121
Not acceptable: SARS

Acceptable: main protease from the coronavirus that causes Severe Acute
Respiratory Syndrome (SARS)

CONFIDENTIAL MATERIALS

The APS understands that in some cases users seek to keep the identity of the samples/materials nonpublic. As part of the APS experiment safety review system, the users seeking sample confidentiality can, on a sample-by-sample basis, check the material as confidential on the Experiment Safety Assessment Form (ESAF) and the specific names of the materials will not be listed on the publicly posted Experiment Authorization Form (EA) and Experiment Hazard Control Plan (EHCP). Only the ESAF

reviewers and the experimenters listed on the ESAF will be able to view the names of the materials.

NONPROPRIETARY EXPERIMENTS

For nonproprietary experiments, the sample identification shall be entered into the ESAF.

PROPRIETARY EXPERIMENTS

For proprietary experiments (declared proprietary and user pays the APS for the beam time) the experimenter has two options:

1. Enter the sample identification into the ESAF (the confidentiality tools described above may be used) or
2. If the experimenter seeks to not name the materials in the ESAF, the sample identification information must be provided to the beamline management; for example, the information may be provided in a sealed envelope. This information must be available at the beamline while the samples are at the APS. In all circumstances the hazards associated with the material must be entered into the ESAF and an appropriate EHCP shall be developed. To fulfill its oversight responsibilities and ensure that materials and hazards have been properly identified and mitigated, the APS reserves the right to verify the information. The verification is intended only for the validation of the safety review process.

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