

Advanced Photon Source

PROCEDURE	Page 1 of 4
Procedure #:	3.1.53
Revision #:	0
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APS Publication Clearance

Changes made in this revision:

- This is a new procedure.

Prepared by:

R. Fenner, PSC

Approved by:

AES Division Director

ASD Division Director

XSD Division Director

PSC Associate Laboratory Director

APS_1432637

The current version of this procedure is accessible from <http://centraldocs.aps.anl.gov/>. 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.

APS Publication Clearance

1 PURPOSE

Spell out procedures for obtaining clearances for scientific and engineering publications produced by the Photon Sciences (PSC) Directorate.

2 SCOPE

This policy and associated procedures apply to all information to be released for publication by PSC employees.

3 POLICY

In accordance with the Argonne National Laboratory Scientific, Technical, and Business Information Manual (SciTech) and [LMS-POL-19](#), "Protection of National Security and Other U.S. Interests," for all technical publications produced by PSC personnel, the author and the author's Division must ensure:

- A prepublication clearance review is completed before information is released outside the Laboratory,
- Publications include Laboratory-required content (e.g., acknowledgment of Argonne and sponsor support), and
- Information is protected from release that would jeopardize national security, export controls, and/or Laboratory intellectual property rights for all publications.

This applies to all publications with the Argonne byline.

4 PROCEDURES

PSC-ALD, ASD, AES, and XSD have designated personnel whose responsibility it is to assure compliance with the document clearance process as stated in [LMS-POL-19](#) and [SCITECH-1](#) per the memos listed in the [Appendix](#).

5 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	Federal Retention Requirement
Argonne Publications Electronic Clearance form (ANL-330)	CIS-Library Services	Index by APT number, store on paper	Per Argonne requirements: SCITECH-2

6 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

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APPENDIX

See [APS 1432633](#) – Memo from G.B. Stephenson to Photon Sciences Directorate

See [APS 1432634](#) – Memo from W.G. Ruzicka to APS Engineering Support Division Group Leaders

See [APS 1432635](#) – Memo from A. Zholents to Accelerator Systems Division Group Leaders

See [APS 1432636](#) – Memo from Linda Young, Director to X-ray Science Division Group Leaders