

# STATEMENT OF WORK

## FOR OPERATION OF THE IMCA-CAT BEAMLINE

### 1. INTRODUCTION AND BACKGROUND INFORMATION

This Statement of Work describes the required performance of the Contractor in the operation of the Industrial Macromolecular Crystallography Association Collaborative Access Team (IMCA-CAT) beamlines located in Sector 17 of the Advanced Photon Source (APS), Argonne National Laboratory, Argonne, Illinois. All activities of the Contractor on the Argonne site will be in compliance with the APS User Policies and Procedures (except for sections specifically identified by the APS as inapplicable), APS Technical Bulletin 14, and the ANL-East Environment, Safety and Health Manual, and all future updates to these documents; and will be consistent with the national security interests of the U.S. These documents can be found at the following URL's

<http://www.aps.anl.gov/xfd/communicator/userp/uppindex.html>,  
<http://www.aps.anl.gov/xfd/tech/TB14www/TB14baseframe.html>, and  
<http://www.aim.anl.gov/manuals/eshman/index.html>, respectively.

#### 1.1. Term of Agreement

The contract term will commence January 1, 2005. The term of the contract will be a negotiated fixed period of between 3 and 5 years. There will be no automatic renewals or renewal options. Any renewal will be on a negotiated basis.

#### 1.2. The Facility

See Appendix A.

#### 1.3. Concept of Operations

The funds for the construction and commissioning of the IMCA-CAT facility at the APS were provided by the Industrial Macromolecular Crystallography Association with the goal of making synchrotron-based macromolecular crystallography services available to the member pharmaceutical companies for structure based drug design. Since the original construction of the facility was completed in 1998, IMCA has invested over 4 million dollars in capital improvements of its facilities and continues to be committed to providing the necessary capital required to both achieve and maintain a state of the art facility. IMCA also provides all operating expenses for the project, which for the calendar year 2004 are budgeted to be over 1.5 million dollars. Future operating budgets and capital expenditures will be negotiated with and approved by the IMCA supervisory board.

The Contractor's primary responsibility is to provide consistent access to a high

quality brilliant focused X-Ray beam and peripheral equipment suitable for collection of high resolution macromolecular data. The Contractor's responsibilities include but are not limited to the following:

- 1.3.1. Staffing. Select, hire, and manage IMCA-CAT staff to provide user support for member companies and general users. The staff are the employees of the Contractor, not of IMCA or IMCA-CAT.
- 1.3.2. Maintenance. Maintain the beamline and associated instrumentation and facilities to assure continuous delivery of X-Rays.
- 1.3.3. Development. Develop beamlines to maintain cutting edge capabilities with reliable performance.
- 1.3.4. Representation. Represent the IMCA-CAT's interest to the APS.
- 1.3.5. Safety. Maintain a safe environment for staff and users.
- 1.3.6. Reporting. Keep the board informed of current financial and facility status.
- 1.3.7. Scheduling. Organize and schedule corporate and general user time assignments.
- 1.3.8. Documentation. Maintain IMCA-CAT and APS documentation as required.

## 2. STAFFING

### 2.1 CAT Director

The Contractor will appoint a CAT Director, subject to the approval by the IMCA supervisory board, who will deal directly with the IMCA supervisory board and serve as IMCA-CAT's point of contact with the APS. The IMCA-CAT Director will have line management responsibility for the safe conduct of all IMCA-CAT operations at the APS and for compliance by all employees, subcontractors, users and visitors with the current version, and future updates, of the APS User Policies and Procedures, APS Technical Bulletin 14, and the ANL-East Environment, Safety and Health Manual.

### 2.2 Other IMCA-CAT Staff

The Contractor shall maintain sufficient staff members with appropriate knowledge, skills, and experience to perform the work described in this Statement of Work.

## 3. MAINTENANCE

The Contractor will perform or arrange all maintenance required to keep the beamline components and instruments in good working order. The cost of maintenance will be included in IMCA-CAT's annual operations budget. This budget will include all APS overhead and service charges.

#### 4. DEVELOPMENT

The Contractor will be responsible for planning and ensuring the implementation of upgrades to the beamline facilities and peripheral equipment to maintain the operating status of the beamline as a high throughput, premier class beamline. The cost of capital upgrades is handled on an individual basis and is approved outside of the operating budget by the IMCA supervisory board.

#### 5. REPRESENTATION

The Contractor will be responsible for maintaining relationships with the APS. The Contractor will need to represent the unique position of IMCA-CAT as a macromolecular beamline committed to high throughput macromolecular crystallography, which is essential to the interests of the pharmaceutical companies that fund IMCA. The contractor is also required to liaise effectively with the APS on technical and administrative matters.

#### 6. EXPERIMENTAL SAFETY

6.1. Using the APS web-based experiment safety review system, the Contractor is required to comply with the APS policies and procedures related to experimental safety reviews. The Contractor shall define the scope of all experimental activities at the APS and prepare and submit an Experiment Hazard Control Plan. No experimental activities may be started at the APS without:

- 6.1.1. Approval of the hazard control plan by the Contractor;
- 6.1.2. Approval of the hazard control plan by the APS; and
- 6.1.3. The verification of safeguards as specified in the hazard control plan.

6.2. An Experiment Hazard Control Plan shall:

- 6.2.1. Define the scope of the experiment, disclosing all materials (samples, reagents, equipment, etc.), facilities, and processes that will be used at the APS;
- 6.2.2. Identify hazards associated with their activities;
- 6.2.3. Define the safeguards consistent with ANL/APS standards; and
- 6.2.4. Identify the experimenters who will be working at the APS.

6.3. The APS and the Contractor shall authorize an experiment to be conducted only after the activities associated with the experiment have been defined, hazards have been identified, and adequate hazard controls have been implemented. The APS

shall respect the confidentiality of the information provided by the Contractor and the Contractor shall cooperate with the APS in fulfilling its responsibilities to ensure that a safe working environment is maintained at the APS.

## 7. PERFORMANCE REVIEWS, MANAGEMENT REPORTS, AND MEETINGS

### 7.1 Pre-Operations Conference

The Contractor shall schedule an on-site Pre-Operations Conference with the IMCA supervisory board to discuss preliminary performance issues. The Pre-Operations Conference shall be conducted not later than 30 calendar days following the date of Contract signing.

### 7.2 Update Meetings and Performance Reviews

7.2.1. During the Contract term, the IMCA-CAT Director or a designated alternate will participate in all APS Partner User Council meetings and other APS User Meetings as appropriate. This will provide an opportunity to inform the APS and the other CAT representatives about the activities and progress of IMCA-CAT.

7.2.2. For each IMCA supervisory board meeting (approximately quarterly) during the Contract term, the IMCA-CAT Director or a designated alternate will prepare a briefing (oral and electronic) to be presented to the board. The briefing will consist of, but not be limited to the following:

- 7.2.2.1. Status of Sector
- 7.2.2.2. Financial Updates
- 7.2.2.3. Capital Project Status
- 7.2.2.4. General User Program
- 7.2.2.5. Future Plans

7.2.3. The Contractor shall meet with APS Management on an as needed basis to discuss current IMCA-CAT activities or problems. Such meetings may be scheduled by either party.

7.2.4. The Contractor will ask each user to complete and return a user satisfaction survey form that has been designed by the Contractor and approved by IMCA. The Contractor will compile the responses received during that period and report them at the IMCA supervisory board meetings.

## 8. IMCA SUPERVISORY BOARD REVIEWS AND APPROVALS

The Contractor must obtain written IMCA approval for all actions designated elsewhere in this Statement of Work as requiring such approval. In addition, written approvals shall be obtained for the documents and activities identified below and at the times specified.

Unless otherwise specified, IMCA approvals or comments shall be provided to the Contractor within 30 calendar days of the Contractor submittal.

- 8.1. Proposed annual calendar year budgets for operations and capital spending, to be submitted not later than June 1. The final budget must be ready for IMCA Supervisory Board approval by the Fall Board Meeting (normally by September 30).
- 8.2. Any revisions to IMCA-CAT's operating policies and procedures.
- 8.3. Any revisions to IMCA-CAT's Environment, Safety and Health Plan or any IMCA-CAT safety policies and procedures, which must always be written in accordance with APS guidelines.
- 8.4. A copy of proposed purchase orders or contracts to be used by the Contractor in dealing with major capital expenses. Such contractual instrument shall be reviewed and approved by the IMCA supervisory board prior to use by the Contractor.
- 8.5. Selection of, and changes in, key personnel.

## 9. SCHEDULING

- 9.1. The IMCA-CAT Director or a designated alternate is responsible for scheduling the IMCA members' beam time and the general users' beam time.
- 9.2. Banked time: The IMCA-CAT Director or a designated alternate must track and report on IMCA members' unused (banked) beam time. The IMCA-CAT Director or a designated alternate must also allow for a method to unbank a portion of this unused beamtime in the scheduling.

## 10. APS MANDATED DOCUMENTATION

The Contractor is responsible for all APS mandated documentation for operations, renovation, modifications or commissioning of the sector.