**Document Title**:   
Third IFO Component Request: Click here to enter text.

*Read the procedure below before completing this form.*

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| **Requester** | |
| Requester’s Name: | Click here to enter text. |
| Request Date: | Click here to enter a date. |

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| **Component Requested** | |
| Source: | Choose an item. |
| Part Number (D-number if LIGO) | Click here to enter text. |
| Component Name or Description | Click here to enter text. |
| Quantity | Choose an item. |
| Next Level Major Assembly: | Click here to enter text. |
| Subsystem: | Choose an item. |

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| **Requested Loan Terms** | |
| Requested Loan  Start Date: | Click here to enter a date. |
| Proposed Return  (or replacement) Date: | Click here to enter a date. |
| Loan Type: | Choose an item. |
| * IF updating component,  THEN ECR E-number: | Click here to enter text. |
| * IF Spare,  THEN which IFO (where): | Click here to enter text. |
| * IF testing/evaluating,  THEN why and where? | Click here to enter text. |
| Risks and wear anticipated: | Click here to enter text. |
| UHV clean & bake required after loan? | Click here to enter text. |
| Inspection/test actions required upon return or replacement? | Click here to enter text. |
| Additional comments or references: | Click here to enter text. |
| Approx. Replacement Cost: | Click here to enter text. |
| Approx. Lead Time to Replace: | Click here to enter text. |

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| **Disposition of Request** *(section to be completed by Systems Engineering)* | |
| Systems Engineering Disposition: | Choose an item. |
| Caveats, Request for More Information, or reason for rejection: | Click here to enter text. |
| SE Personnel Name: | Click here to enter text. |

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| **Loaned Item Details** *(section to be completed by Long Term Storage (LTS) Manager)* | |
| Serial Number (SN): (if relevant/known) | Click here to enter text. |
| S-number: (if relevant/known) | Click here to enter text. |
| LAM number: | Click here to enter text. |
| Additional comments: | Click here to enter text. |
| LTS Personnel Name: | Click here to enter text. |

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| **Return/Completion** *(section to be completed by Long Term Storage (LTS) Manager)* | |
| All loaned items returned? | Click here to enter text. |
| Appropriately inspected and/or tested? | Click here to enter text. |
| Additional comments: | Click here to enter text. |
| LTS Personnel Name: | Click here to enter text. |

**Procedure:**

1. The requester/borrower reserves an E-number from the DCC, completes the form above, uploads the completed form, and requests the System Engineer to review via the DCC electronic approval.
2. The System Engineer considers and dispositions the request:
   1. consults with the LTS Manager and/or requests clarification from the requester, as needed.
   2. If deemed warranted (e.g. high risk, high replacement cost, etc. ), the System Engineer may request TRB and/or OMT review and approval.
3. If rejected, the System Engineer explains the reason for rejection above and marks the request “rejected” in the “notes and changes” metadata field in the DCC, and informs the requester.
4. If approved, the System Eng.:
   1. indicates any caveats above & marks the request “approved” or “approved with caveats” in the “notes and changes” metadata field in the DCC, and informs the requester and the LTS mgr.
   2. adds the approved loan to the Third IFO Request Log, [E1500229](https://dcc.ligo.org/LIGO-E1500229), and updates the total loan value
   3. informs the LIGO Business Mgr. of the implicit escrow amount if/when the total loan value exceeds $50K
5. The LTS Manager informs the borrower of any modifications to the request. The form must be updated to be the final, accurate record of agreement.
6. The LTS manager puts a reminder in the calendar to follow-up with the borrower before the agreed end/return date.
7. The LTS Manager enquires of status on that date, and either prepares for return or informs the System Engineer of difficulties/request for change of date, etc.
8. The LTS Manager maintains civil pressure on situation and uses the System Engineer to resolve difficulties.
9. The LTS Manager coordinates return processing as appropriate (e.g., arranges shipping/receiving, inspection, lines up clean and bake, etc.)
10. The LTS Manager annotates the final (return) section of the form indicating satisfactory return to LTS (as this is the only acceptable completion)