**Document Title**:
Third IFO Component Request: Request for second, 3rd IFO, PMC for LLO

*Read the procedure below before completing this form.*

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| **Requester** |
| Requester’s Name: | Matthew Heintze (LLO, PSL) |
| Request Date: | 10/4/2016 |

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| **Component Requested** |
| Source: | LIGO |
| Part Number(D-number if LIGO) | D1001955 |
| Component Name or Description | aLIGO PSL Pre-Mode Cleaner (PMC) |
| Quantity | 1 |
| Next Level Major Assembly: | The PMC is part of D0902114 (PSL Optics Table Layout); see also E1200480 (PSL) |
| Subsystem: | PSL |

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| **Requested Loan Terms** |
| Requested Loan Start Date: | 10/4/2016 |
| Proposed Return (or replacement) Date: | 6/1/2017 |
| Loan Type: |  |
| * 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: | Continued optical degradation with use. There is an inherent risk with any shipment. |
| UHV clean & bake required after loan? | No; replacement will be cleaned for service before return |
| Inspection/test actions required upon return or replacement? | No; replacement unit will be acceptance/performance tested before return |
| Additional comments or references: | Will be unpacked and stored with lid off in the PSL room (a clean room environment). This is our standard practice/protocol for this assembly. |
| Approx. Replacement Cost: | Approximately $16K in hardware costs (notincluding labor costs) per T1300924-v2 |
| Approx. Lead Time to Replace: | 6 months per T1300924-v2 |

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| **Disposition of Request***(section to be completed by Systems Engineering)* |
| Systems Engineering Disposition: | Approved |
| Caveats, Request for More Information, or reason for rejection: | N.B.: The current plan is to replace all PMCs (L1, H1 and 3rd IFO) with reworked/redesigned units to prevent contamination & optical degradation issues. |
| SE Personnel Name: | Dennis Coyne & Peter Fritschel |

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| **Loaned Item Details***(section to be completed by Long Term Storage (LTS) Manager)* |
| Serial Number (SN):(if relevant/known) | PMC-09 |
| 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)