



**Document Title:**

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

*Read the procedure below before completing this form.*

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

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

Requested Loan Terms	
Requested Loan Start Date:	10/4/2016
Proposed Return (or replacement) Date:	6/1/2017
Loan Type:	
<ul style="list-style-type: none"> <li>IF updating component, THEN ECR E-number:</li> </ul>	Click here to enter text.
<ul style="list-style-type: none"> <li>IF Spare, THEN which IFO (where):</li> </ul>	Click here to enter text.
<ul style="list-style-type: none"> <li>IF testing/evaluating, THEN why and where?</li> </ul>	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 (not



	including labor costs) per <a href="#">T1300924-v2</a>
Approx. Lead Time to Replace:	6 months per <a href="#">T1300924-v2</a>

<b>Disposition of Request</b> <i>(section to be completed by Systems Engineering)</i>	
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 3 <sup>rd</sup> IFO) with reworked/redesigned units to prevent contamination & optical degradation issues.
SE Personnel Name:	Dennis Coyne & Peter Fritschel

<b>Loaned Item Details</b> <i>(section to be completed by Long Term Storage (LTS) Manager)</i>	
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.

<b>Return/Completion</b> <i>(section to be completed by Long Term Storage (LTS) Manager)</i>	
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 disposes the request:
  - a. consults with the LTS Manager and/or requests clarification from the requester, as needed.
  - b. 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.:
  - a. 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.
  - b. adds the approved loan to the Third IFO Request Log, [E1500229](#), and updates the total loan value
  - c. 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.



DCC E-Number: E1600299-v1

- 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)