

It is expected that there will be an on-going-effort at WIYN to enhance capabilities through new instrument initiatives. Because of this there has been an effort to provide an infrastructure that would allow a variety of instruments to be installed at WIYN with minimal impact on operations. Whenever possible, the instrument design should be such that it is compatible with the standard WIYN interfaces. The PI should consult with the WIYN Site Manager during the design phase of the instrument to assure that this compatibility is built in.

Since installation of new instruments at WIYN will likely impact WIYN operations to some extent and will require some level of on-site support, it will be necessary for complete information about the proposed instrument to be provided for review. The attached "Small Instrument Information Request Form" must be completed and submitted to the WIYN Site Manager. An assessment of the potential impact of the instrument on WIYN operations will be presented to the WIYN SAC along with the instrument information. The SAC must then approve the installation of all new instruments at WIYN.

Once SAC approval has been obtained, the Site Manager will work directly with the PI of the instrument to coordinate all on-site activities relating to the installation of the instrument.

The availability of the instrument for use by groups other than the sponsoring institution will be determined by the instrument PI.

## Small Instrument Information Request Form

1. Instrument Name:
2. PI/Co-I(s): name, institution, address, phone number, e-mail address
3. Sponsoring Institution: If PI from non-WIYN institution, please specify WIYN WIYN sponsor Co-I
4. WIYN SAC Contact at Sponsoring Institution:
5. General Instrument Description [Technical]:
6. General Instrument Description [Scientific]:
7. Intended Availability: please indicate one of the following
  1. limited (PI discretion)
  2. sponsoring institution only
  3. University use only
  4. unlimited
  5. available to all WIYN users
  6. proposed facility instrument
8. Instrument Commission Phase: please specify
  1. estimate duration:
    1. number of days (ie daytime activities)
    2. number of nights (ie actual nights on telescope)
  2. desired schedule: (specify dates)
  3. support to be provided by PI:
    1. at WIYIN
    2. remotely (N.B. We strongly recommend that the PI or their designated, trained representative be present at WIYN during all commissioning activity.)
  4. WIYN on-site resources required:
    1. manpower
    2. space: storage/instrument setup and deployment
    3. workstation usage
    4. consumables: LN2/dry N2 gas
    5. living quarters
    6. network connections: Ethernet/telephone
    7. telescope ports required
    8. Imager filters
    9. cabling requirements: permanent/temporary
    10. equipment mounting requirements: permanent/temporary (eg component racks on walls)
  5. impact on current facility instruments:
    1. modifications/additions to current facility instruments
    2. borrowed/shared components from current facility instruments
  6. constraints:
    1. scheduling constraints
    2. facility capabilities/resources needed
  7. operational concepts during commissioning: please describe
    1. local/remote operations
    2. typical observing strategy
    3. typical observing activities
  8. any additional information

9. Instrument Operations Phase: please specify
  1. support to be provided by PI:
    1. at WIYN
    2. remotely
  2. WIYN on-site resources required:
    1. manpower
    2. space: storage/instrument setup and deployment
    3. workstation usage
    4. consumables: LN2/dry N2 gas
    5. network connections: Ethernet/telephone
    6. telescope ports required
    7. telescope mounting duration (eg short-term [mounted/dismounted every observing run] or long-term [mounted continuously for some period])
    8. Imager filters
    9. cabling requirements: permanent/temporary
    10. equipment mounting requirements: permanent/temporary (eg component racks on walls)
  3. impact on current facility instruments:
    1. modifications/additions to current facility instruments
    2. borrowed/shared components from current facility instruments
  4. local maintenance requirements:
    1. continuous cooling?
    2. Regular servicing?
  5. Anticipated instrument preparation
    1. handling equipment needed
  6. constraints:
    1. scheduling constraints
    2. facility capabilities/resources needed
  7. operational concept during normal science operations: please describe
    1. local/remote operation
    2. typical observing strategy
    3. typical observing activities
  8. other relevant information: