

Folded-port Infrared Echellette Director's pre-ship Review

November 12, 2009

Presenters:

Rob Simcoe (MIT)

Matt Smith (MIT)

Review panel:

Brian McLeod (SAO)

Eric Persson (OCIW)

Stephen Smee (JHU)

John Wilson (UVA)

Attachments:

Agenda

Pre-ship review description

**FIRE Pre-ship review
MIT Cambridge, MA**

Date: Thursday, November 12, 2009
Time: 09:00 AM
Location: Building 4, room 331 (Duboc Room)
 Grid D3 on the campus map
Dial-in: Domestic: 1-866-200-5786, enter ID 8762761#
 Intn'l: 001-303-218-2281, enter ID 8762761#
 Security code: 4340#
Video: None

Start	Item	Owner
09:00 AM	Introduction	Uomoto
09:05 AM	Charge to reviewers; select panel chair	Uomoto
09:15 AM	Panel chair remarks	Chair
09:20 AM	FIRE science justification & technical description	Simcoe/Smith
09:50 AM	FIRE routine use and maintenance description	Simcoe
10:15 AM	BREAK	
10:25 AM	Magellan site preparations	Smith
10:55 AM	FIRE shipping plan	Simcoe
11:10 AM	FIRE installation plan	Simcoe/Smith
11:40 AM	BREAK	
11:50 AM	FIRE demonstration	Simcoe
12:35 PM	LUNCH	
01:05 PM	FIRE scientific commissioning plan	Simcoe
01:20 PM	FIRE support agreement	Simcoe
01:35 PM	Compliance matrix & waiver requests	Simcoe
01:50 PM	Q&A	All
02:05 PM	BREAK	
02:15 PM	Panel discussion & writeup	Closed
03:30 PM	Preliminary report to instrument team	Chair
04:00 PM	Adjourn	

Appendix B: Director's pre-ship review

B1 Purpose

The pre-ship review assures that new Magellan instruments are ready for telescope installation. It demonstrates to the Magellan Director that an instrument or instrument upgrade:

- meets pre-determined performance and operations requirements in the laboratory setting. For example, focus, resolving power, readout noise, re-configuration speed, etc., meet required specifications.
- is ready for use by qualified observers. Instrument configuration and data acquisition procedures must work robustly although enhancements not essential for scientific productivity need not be completed.
- has detailed installation and commissioning plans endorsed by the observatory staff.
- has a draft support agreement.

B2 Pre-ship review panel

The review panel is chosen by the Director with input from the instrument team. The panel may include members of the Magellan SAC and other experts. It may not include members of the instrument team or people working closely with the instrument team. Non-Magellan members are not required but encouraged, as are people with specific expertise in observatory operations or unusual requirements specific to the instrument.

B3 Pre-ship review requirements

The following will be available two weeks before the review:

- A draft support agreement co-developed by the instrument team and Magellan site staff.
- An installation plan co-developed by the instrument team and Magellan site staff. This includes a day-by-day schedule of the time, facility, and personnel resources required at Las Campanas.
- A scientific commissioning plan developed by the instrument team that describes the observations and tests needed to characterize on-sky performance.
- For Facility instruments, a letter of commitment from a Magellan institution department head to supply on-sky commissioning time from that institution's Magellan time share. For user instruments, a letter of commitment from a Magellan institution department head to supply both engineering and on-sky commissioning time from that institution's Magellan time share. This letter should state limitations on that time such as scheduling and total number of nights.
- List of performance criteria with quantifiable science justifications. Enhanced goals may also be stated.

These requirements may be modified by the Director on a case-by-case basis.

B4 Pre-ship review presentations

The instrument team will present to the panel a short science justification, a technical description, a use and maintenance overview, and a compliance matrix summarizing the review requirements mentioned above.

For non-compliant items, waiver requests should include a description of any impacts on observatory operations and scientific productivity.

If available, the instrument team will demonstrate instrument operation in the lab.

B5 Charge to reviewers

The reviewers will recommend in a written report to the Director whether or not the instrument is ready to ship to the observatory. This report should be delivered within one week of the review by the panel chair.

The report will include a list of items that must be fixed before shipping along with detailed descriptions of satisfactory resolutions. Problems that do not prevent shipping may also be noted but should be called out as recommendations, not requirements.

Instrument teams are expected to schedule one month laboratory time after the pre-ship review to address problems noted by the review panel.

B6 Resolution

The Director will meet with the instrument team soon after the review to discuss the panel report and further action.

MIT Campus Map

Welcome to MIT

All MIT buildings are designated by numbers. Under this numbering system, a single room number serves to completely identify any location on the campus. In a typical room number, such as 7-121, the figure(s) preceding the hyphen gives the building number, the first number following the hyphen, the floor, and the last two numbers, the room.

Please refer to the building index on the reverse side of this map, if the room number is unknown.

An interactive map of MIT can be found at <http://whereis.mit.edu/>.

Parking

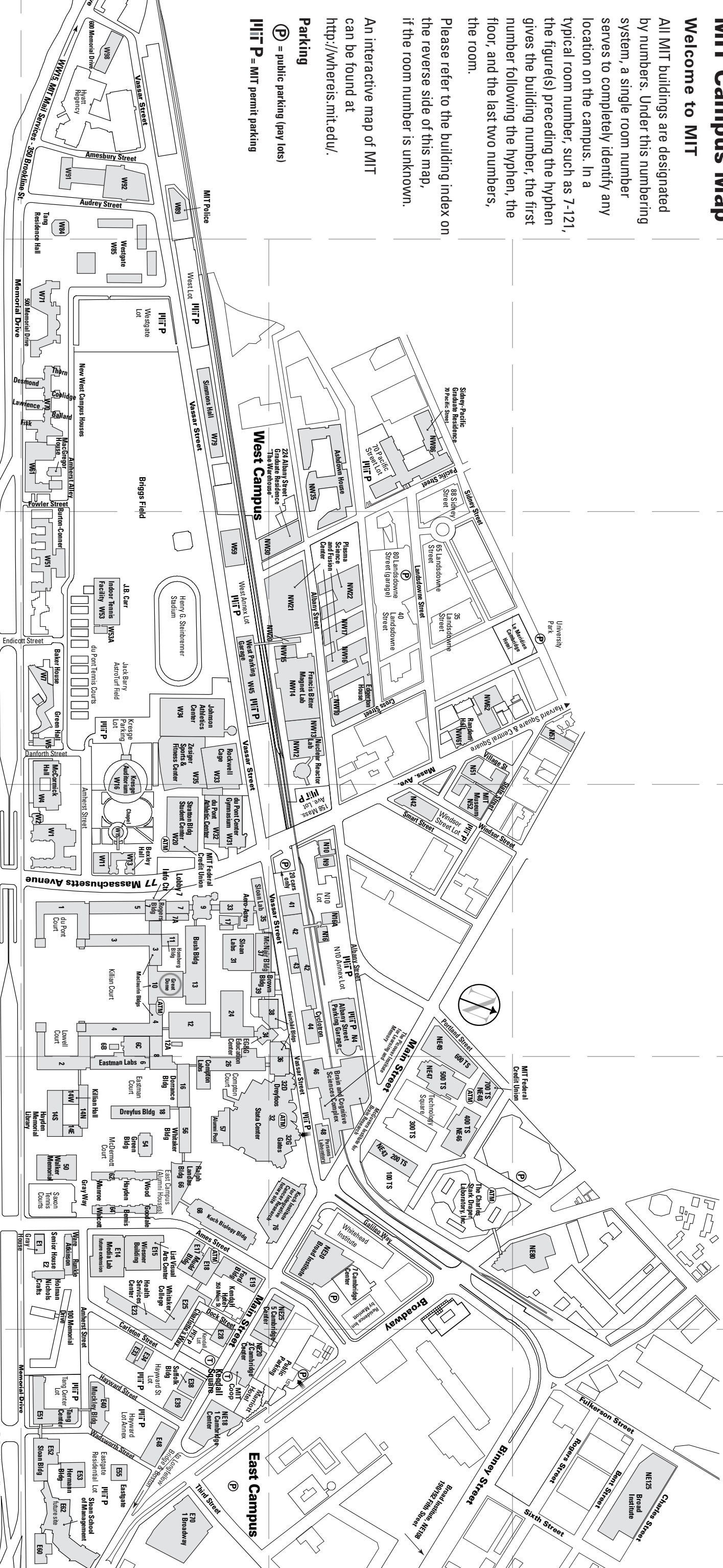
P = public parking (pay lots)

MIT P = MIT permit parking

Charles River

Charles River

Charles River



Massachusetts
Institute of
Technology

The Observatories of the Carnegie Institution of Washington

TRAVEL EXPENSE FORM

Traveler: _____ Date From: _____ Date To: 11/12/09 Currency (if not USD): _____ Exchange to be calculated by Business Office _____ Account / Grant Number: _____

Trip To: Cambridge, MA Purpose: FIRE pre-ship Review Magellan Operations 8600

ITEM / DESCRIPTION	Travel Dates							TOTALS	
Airfare								0.00	
Auto mileage: _____ miles @ .55 cents/mi.								0.00	
Local transportation: Taxi, Shuttle								0.00	PO# _____
City of Travel: Train, Taxi, Car Rental								0.00	
Airport / Customs Fees								0.00	Vendor # _____
Parking, Tolls								0.00	
Lodging - Hotel								0.00	REL# _____
Meals - Breakfast								0.00	
Meals - Lunch								0.00	OBL # _____
Meals - Dinner								0.00	
Per Diem								0.00	
Internet, Phone, Wires, Postage								0.00	
Other (please specify):								0.00	
								0.00	
								0.00	
								0.00	Total Expenses \$ -
								0.00	Less Travel Advance
								0.00	TOTAL AMOUNT DUE: \$ -

Notes: _____

Please sign and attach all receipts to this reports. Should any receipts be missing, please indicate this on the "notes" line below.
FOR ALL GRANT CHARGES: Was travel specified in proposal? YES _____ NO _____
 I certify this claim to be accurate as to actual and necessary business expenses. Unless otherwise noted, reimbursement from another source was not and will not be received by me.

Traveler's Signature: _____ Date _____ Approved by: _____ Date _____

Reviewed by: _____ Date _____