**Wind Tunnel Reservation Procedure**

**August 5, 2011**

**RESERVING THE WIND TUNNEL TO RUN TEST(S)**

1. Requests to reserve the wind tunnel for student undergraduate instruction projects must be submitted before the start of the semester.

**NOTE:** All documents prepared by the user(s) must have the signature of the course instructor verifying the instructor’s review and approval of the documents. This also includes any analysis of parameters, not limited to, maximum load capability, structural integrity of support members, etc.

2. **Reserving the wind tunnel is a two step process.** First, all testing requests to use the wind tunnel must be in writing and the day(s) and time(s) needed entered on the wind tunnel calendar. The wind tunnel calendar is on line via the Microsoft Sharepoint Service. **The instructions to access the Wind Tunnel Sharepoint Site are at the end of this document.** After you have logged on to the wind tunnel site, the Wind Tunnel Calendar is accessed by a link in the upper left corner. Second, in addition to requesting time on the calendar a test plan must be written and submitted to the Wind Tunnel Oversight Committee for review. The test plan instructions are available through the link in the Documents area. **Student team members are strongly encouraged to start the application process as soon as the semester starts. They are welcome to contact the MANE Technical Support Group if they have any questions. The MANE Technical Support Group’s responsibility is to answer questions pertaining to the operation and limits of the wind tunnel and its data acquisition system. They are not charged with developing the test plan. That work is the responsibility of the student team and their instructor. It is recommended that the test plan be submitted to the Wind Tunnel Oversight committee as soon as it is developed. At a minimum the test plan has to be submitted no later than two (2) weeks before the test is to be run.** Links to sample test plans are located under the calendar link in the Documents area. **Any changes to the test plan require written documentation for the Wind Tunnel Oversight Committee to review and approve. The approval process also includes any external tests needed to verify that the model and its support structure will withstand the forces predicted by analysis. No requests will be granted if the proper documentation is not provided. There are no exceptions.**

3. Regularly scheduled instructional laboratories always have first priority when the schedule is being developed for the semester.

4. Any party requesting use of the wind tunnel lab must accept full responsibility for any damage (accidental or otherwise) to the facility or for any unauthorized removal of objects/components from the lab.

5. If equipment/components are approved to be borrowed from the lab, the borrower must sign it out (a form/sign out sheet will be provided) and agree to return the equipment/components within a time frame specified by an authorized department representative. If the borrowed item is not returned or it is damaged when returned the borrower agrees to replace it with one of equal or greater value.

6. The Wind Tunnel Oversight Committee and/or the MANE Technical Support Staff reserve the right to deny any party entrance to or use of the Wind Tunnel Facility.

7. These rules are designed for the safety of visitors and users of the facility as well as the safety of the facility itself. As such, serious attention is paid to their adherence. Any violation will result in denial of use of the facility and may include other disciplinary action.

8. Any requests submitted less than two weeks before the test date are not guaranteed to be evaluated in time to run the tests.

During the approval process questions may arise which could delay the final decision. Typical areas of concern are static test data verifying the strength of the model and its support system, interfacing the data acquisition system to the model, and accommodating special seeding needs. Time should be allocated in the test plan for unforeseen complications.

