



Customer Name: (i.e. SMI/HP) _____

Project ID: (i.e. 100602A-SMIHP) _____

Document Purpose

This document is to be used by both customers of the SNIA Technology Center and Technology Center staff to plan and track information relative to installation of equipment in the technology center labs. This document also outlines the background of why this information is being collected. Please add any comments or notes if you feel there is information that we have not requested but will require for a successful engagement.

When you have completed this form please e-mail it to techsupport@snia.org. You may also submit any questions you may have about the form to the same e-mail address.

The key areas of information that this document will focus on gathering are:

- Floor space needs
- HVAC and Power needs
- Technology Center network needs
- Communications and network services needs
- Equipment disposal or return

General Information, Background

To help make your work at the Technology Center as productive as possible, please review the points below.

- The SNIA Technology Center is used by different groups, for widely different purposes, for various periods of time. Much of the information we ask for in this form is to capture the needs of your circumstances so we can serve you better.
- In general, the Technology Center staff supports the lab infrastructure and installation of equipment. The detailed configuration, daily operation of the equipment when under use is left to partner/customer staff.
- The SNIA Technology Center staff will be flexible in meeting your working hour needs; however, the Technology Center is not a “24x7” operation. Pending special pre-arrangements, you should plan for staff support during normal business hours. Of course, for emergency situations, Technology Center staff can be reached 24x7.



- When working in the Technology Center we ask you to be courteous to your lab neighbors. Please refrain from disturbing equipment, test setups and personnel of other groups working with you in the Technical Center.
- If you are not a SNIA member you may be asked to sign an NDA and the SNIA General Terms and Conditions agreement. To protect your own IP as well as that of SNIA members, we ask that you respect the NDA agreement and the sensitive nature of many of the ongoing projects in the Technology Center.

If you have any questions about the Technology Center, Technology Center staff, or the SNIA facility capabilities in general, please don't hesitate to ask – we're here to help. E-mail questions to techsupport@snia.org

1) Purpose of Equipment Being Installed

Please write a concise and short description of why this equipment is being installed in the SNIA Technology Center. Include information about how this equipment is being used in conjunction with an SNIA program if appropriate.

2) Expected Schedule for the Use of the Technology Center

The Technology Center requires information about the scheduled arrival, installation and de-installation of the equipment. This helps us to be sure the proper space is available for the equipment.

When is this equipment expected to be shipped to the Technology Center?

When is this equipment expected to be installed in the Technology Center?

When is this equipment expected to be de-installed from the Technology Center?

The Technology Center has a very limited staff which will be able to assist and host users of the equipment. Therefore, we need to know how you intend to interact with the equipment. You may, for example, have a desire to physically work at the Technology Center versus access the equipment via the Internet once the equipment is installed.

Do you intend to work at the Technology Center once the equipment is installed?

If so, how many people does the Technology Center need to accommodate during this time?

Are all of the people who will be working at the Technology Center employees of your company?

Will you need Internet access to the equipment that is being installed?



3) Contacts

Please fill in the contacts that are to be worked with by the Technology Center for the administrative aspects and installation of the equipment.

The project manager, if applicable, is the person who the Technology Center is to work with relative to planning and schedules.

Project Manager Name:

E-Mail:

Phone:

The administrative contact is the person who would be contacted for actions such as billing.

Administrative Name:

E-Mail:

Phone:

The local service contact name is the person who the Technology Center staff should communicate with relative to pre-install site inspection, install and other service needs. This needs to be a local service person who can respond should a problem arise.

Local Service Contact Name:

E-Mail

Phone:

4) High-Level Equipment Configuration

This section captures the overall physical requirements of the equipment which is being installed.

Rack Requirements

This sub-section is to be completed if the equipment which is being installed will be contained in its own rack. Do not use this section if the equipment is being installed in racks which are currently available in the Technology Center.

Instructions for Providing Information:

- Fill in a line for each rack that is to be installed at the Technology Center.
- Enter some unique identifier for each rack.
- Enter the height in U's of the rack. Staff will translate this to inches/meters if required.
- Enter the width of the rack in inches.
- Enter the depth of the rack in inches.
- Enter the power connection requirements for the rack. Provide information about the number of circuits, the amperage, and the phase requirements of each circuit. Also provide the plug type that the PDUs for the rack(s) will have. Please note as to whether the PDUs are in a redundant configuration or not. This will help us to determine how to feed power to them.
- Provide any other information that you feel is pertinent about the racks as notes.

Rack ID	Height In U's	Width	Depth	Power Connection Requirements	Comments
ExampleRack1	42U	24 In	36in	2 x 30A / 2 Phase NEMA 30P Plugs	36in required in front and back of rack for doors.

Notes about Racks:



Server Requirements

This sub-section is to be completed for any and all servers that are to be installed in the Technology Center regardless of whether they will be installed in customer provided racks or Technology Center provided racks.

Note that the Technology Center desires to have virtualized server environments whenever possible to save on power consumption and space utilization.

Section Instructions:

- Fill in a row for each server that will be installed.
- Assign some unique ID for the server for discussion purposes.
- Provide a brief description of the purpose of the server.
- Provide the height of the server in U's.
- Provide the power requirements, plug types, for the server. Provide any other information you feel is useful as a comment.
- Provide any other information that you feel is pertinent about the racks as notes.

Server ID	Server Purpose	Size In U's	Power Requirements	Power Connection	Operating System	Comments
ExampleServer1	Application Svcs	4	4KvA	2 x C13 Plug	Win2K	
ExampleServer2	CompanyFirewall	1	2KvA	2 x C13 Plug	UNIX	

Notes about Servers:

Storage Requirements

This sub-section is to be completed for all storage which is external to the servers.

Section Instructions:

- Provide a brief description for all arrays, or other storage devices, that will be installed regardless of whether they are contained in their own racks or are to be placed into SNIA provided racks.
- Enter a Y or N to denote whether the storage device is self-contained or needs to be racked in a rack with other equipment.
- Describe the footprint of the storage device using U’s, length, width if it is self-contained or in U’s if it is to be racked in a rack with other equipment.
- If there are any specific power-up or power-down requirements please indicate sequence or where information can be found in the comments section.
- Add any comments which are considered necessary.

Device ID	Self Contained	Platform Footprint	Power Requirements Sustained	Power Connection	Comments
ExampleArr1	N	4U	8KvA	2 x C13	To be racked in a SNIA rack.
ExampleArr2	Y	42U x 30in x 46in	20KvA	2 x RusselStoll 30A / 2 Phase	

Quantity of Other Devices to be Installed (Storage, Switches, Etc.):



5) Technology Center Communications and Network Requirements

The Technology Center can provide basic network connectivity within its confines and to the outside world.

We can provide a communication pipe through our core switch and firewall to the outside using virtual LANs or VLANs. Note that we will limit the amount of bandwidth that is available to the outside so as to not starve our other programs operating at the Technology Center. If this method does not meet your needs then the Technology Center staff will need to work with you to determine how they can accommodate your needs.

Does your equipment need to connect to the Internet?

Would you prefer to connect to our core switch using a VLAN behind our firewall?

If so, how much bandwidth do you estimate you will need?

Will you be starting up any network services such as DHCP, SLP, Time Services, etc?

Would you prefer to connect directly to the Internet?

The Technology Center needs to be aware of network services that are going to be required by your environment. These may be services that you require, such as time services, DHCP, or other services that you intend to start in your environment.

Fill in any services that you plan to bring up below.

Service	External or Internal	Uses Broadcast or Multicast?	Comments
ExampleDHCP	Internal	Y - Broadcast	Establish our own IP ranges.

6) Technology Center SAN Requirements

The Technology Center has some established Storage Area Networks for programs that are currently utilizing the center. This section captures the expectations you have for possible connections to those SANs.

We prefer that you consider connecting in a manner that facilitates a minimum of two paths between storage and servers. This allows for a greater possibility that your environment to stay operable should an unexpected outage occur. We also request that you consider consolidating your connections inside your rack, if you are providing one, to minimize that amount of extra-rack cabling.

Will your equipment be connecting to a SAN for an existing program?

If yes, then how many connections to the SAN will you require?

7) Post-Installation Information

The Technology Center needs to know that the equipment will be properly disposed of or returned once the project has been completed. Your company may also have policies about tracking the disposal of equipment to meet internal or external disposal compliance requirements.

Charges for time to tear down, pack and ship equipment as well as materials costs will be the responsibility of the customer.

The Technology Center can dispose of the equipment if you desire. They will charge time, materials and other disposal charges. Estimates of these charges can be provided prior to the commencement of the project but rates may change during the life of the project if external resources are required.

Will you dispose of the equipment and its shipping materials?

Do you want the SNIA to dispose of your equipment and shipping materials?



Instructions for a Smooth Installation

Planning

Availability of Resources / Tools

Proper Labeling of Equipment

Disposal / Storage of Shipping Materials

Procedures for Properly Starting Machinery and Software

Procedures for Immediate Power-Down



Assumptions about use of the Technology Center

This is a list of the basic assumptions about your use of the Technology Center.

Hours of Operation:

Facilities Availability:

Technology Center Staff Availability:

Intellectual Property Protection:

Liability Indemnification:

Availability of Power:

Shared use of Facilities:



Equipment Identification Form

This form is to be used after the installation of the equipment to help both the participant and the Technology Center track material equipment that was shipped to the center. Please add any information about damage to the equipment in the comment column, if applicable

Item #	Company Asset ID	SNIA ID	Item Model, Type, Etc.	Comments
0	A111A	9001	ACME A4281 – Very large array	Left panel dented.
1				
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