POLICY STATEMENT
Effective July 1, 2008

Rates, conditions, and scheduling policy for research and commercial testing in the Aerodynamic Laboratories (AL) of the National Institute for Aviation Research (NIAR) at Wichita State University (WSU) are covered in this document. This policy statement supersedes all previous rates, conditions and scheduling policies. This policy statement is to be used in conjunction with a formal quote from the AL.

1. BASIC OCCUPANCY RATES

1.12. Walter H. Beech Memorial Low Speed Wind Tunnel
1.12.1. $450 per hour occupancy includes wind-on operations, all standard apparatus and equipment.
1.12.2. $75 per hour for off-line processing.
1.12.3. $115 per hour for overtime surcharge.

1.13. Flow Visualization Water Tunnel
1.13.1. $125 per hour includes a technician to operate the tunnel, use of a video camera, use of a digital camera.
1.13.3. $24 per hour for additional staff support.

1.14. College of Engineering Supersonic Wind Tunnels
1.14.1. $125 per hour includes technician to operate tunnel and pressure data acquisition and reduction.
1.14.2. $24 per hour for additional staff support.

1.15. College of Engineering 3 x 4 foot Low Speed Wind Tunnel
1.15.1. $75 per hour includes a technician to operate the tunnel.
1.15.2. $24 per hour for additional staff support.

2. OCCUPANCY CHARGES

Occupancy rate is based on an (8) hour work day and (5) day work week Monday through Friday. Occupancy starts with preparation of the test section for model installation and ends with model removal and test section restoration. If the tunnel is not operating due to scheduled or unscheduled maintenance, the Client is not charged tunnel occupancy.

2.12. OVERTIME: Hours in excess the (8) hour work day and (5) day work week define overtime for AL. Overtime shall not be scheduled without approval from the Aerodynamic Laboratories Director (ALD). Scheduled overtime must be agreed upon in advance and documented on the Client’s Purchase Order (PO).
2.13. **MINIMUM OCCUPANCY**: Minimum occupancy charge is (4) hours.
2.14. **WORKING HOURS**: Normal working hours are 0700 to 1600 with a one hour lunch break from approximately 1100 to 1200 hours.

3. **DELIVERABLE PRODUCT**

Included in the occupancy charges, the Client will receive upon completion of the test the following:

3.12. Walter H. Beech Low Speed Wind Tunnel
   3.12.1. Raw Engineering Unit Data
   3.12.2. Reduced Data using Client’s desired standard method
   3.12.3. Visual data recorded during the test
3.13. Flow Visualization Water Tunnel
   3.13.1. Visual data recorded during the test
   3.14.1. Raw Engineering Unit Data
   3.14.2. Reduced Data using Client’s desired standard method
   3.14.3. Visual data recorded during the test
3.15. College of Engineering 3 x 4 foot Low Speed Wind Tunnel
   3.15.1. Raw Engineering Unit Data
   3.15.2. Reduced Data using Client’s desired standard method
   3.15.3. Visual data recorded during the test

4. **SCHEDULING**

4.12. **TENTATIVE SCHEDULING**: Tentative scheduling of tunnel test time should be made as far in advance as possible. These reservations may be made by letter, telephone, email, or facsimile. The ALD reserves the right to adjust tentative schedules to accommodate priority schedules.
4.13. **PRIORITY SCHEDULING**: Priority schedules are those confirmed by a PO before start date. Once a PO is received and signed by WSU, the tentative schedule is changed to a priority schedule. A priority schedule takes precedence over a tentative schedule.
4.14. **POSTPONEMENT**: If a Client must postpone a priority scheduled test, arrangements must be made with the ALD to reschedule the test to recover the lost testing time. The AL is only responsible for providing testing services on the agreed upon dates listed in the quote and/or PO.
4.15. **CANCELLATION**: If a client must cancel a priority scheduled test, the AL reserves the right to charge the Client against the PO for any charges that may have been occurred and for lost revenue due to the reserved testing slot. Cancelled tentative schedules will not be charged to the Client.
4.16. **MAINTENANCE AND REPAIRS**: The ALD reserves the right to adjust schedules to allow for maintenance and/or repairs that may be necessary.

5. **PRE-TEST COORDINATION**: A minimum of two meetings may be necessary between the Client and the AL Staff to adequately prepare the wind tunnel test schedule. The purpose of the first meeting is to establish a basic outline of the test and prepare a valid quotation of the number of hours needed for the test. These meetings, either in person, telephone, or email exchange shall occur early to expedite planning. At the second meeting, the Client shall have a plan-of-test ready to finalize model installation, data
reduction constants, software requirements, and a run schedule. This meeting should be held at least seven (7) days prior to the test start. Any additional meetings to clarify the wind tunnel schedule or model installation may be called by either the Client or AL personnel.

6. SETUP CHARGES: The AL reserves the right to charge the Client for setup charges in preparation for entry. These charges would be in addition to occupancy charges that would occur prior to the Client's arrival. The actual cost for setup is determined by the ALD and is based on the nature of the Client's request for setup.

7. PRELIMINARY DATA: Data that is provided to the Client during the test is considered by the AL as preliminary and not final. This includes all reduced data using the Data Reduction System (DRS). The focus of the AL staff will be primarily on wind tunnel operations and measurements while the test is underway.

8. FINAL DATA: Final data will be provided to the Client within (2) two weeks after the completion of the test. This allows both the AL and the Client sufficient time to check log entries, model constants, etc to ensure the data is properly reduced.

9. PROPERTY DAMAGE: Client personnel are responsible for model assembly and model changes. AL staff may assist at the Client's request, but the Client assumes full responsibility for the model. A safety factor of 5 on the limit loads of the model is required to ensure no model failure during the running of the test. The AL may request a formal stress report of the wind tunnel model provided by the Client prior to installation. If damages occur to any WSU property due to faulty Client model, the Client will be held financially responsible for the repair costs. The Client must heed any warnings given by AL staff concerning safety around the AL.

10. SECURITY: Our facilities regard security and proprietary to be the utmost of importance. The security highlights of the AL are as follows:

10.12. All points of entry are locked during Client occupation.
10.13. Only authorized AL employees have access.
10.14. A list of authorized personnel is posted at points of entry if requested.
10.15. The test data may be placed on removable media and locked up each night.
10.16. Campus Police check for locked doors after hours.
10.17. Only US Citizens or Permanent Residents are allowed to be employed in the NIAR AL.

If more formal security procedures are necessary, please contact the ALD and reasonable arrangements can be made accordingly.

11. DATA STORAGE: As a courtesy service to the Client, the AL will securely store data collected during the test for a period of (10) years from the date of the test. Data to be stored may include electronic copies of collected data, original logs, program listings, and other such information. After this period is past, the ALD will attempt to contact the Client and inform them that their data will be destroyed within (90) days. Clients will have the opportunity to either ask for this data to be sent to them or simply suggest immediate disposal of data. THE NIAR AL IS NOT RESPONSIBLE FOR ACCIDENTAL DATA LOSS.
AFTER THE TEST IS COMPLETE. Client may request that no data is stored on-site after the test.

12. DATA BACKUP: The AL shall be responsible for backing up data collected in electronic format daily during the test. In the highly unlikely event that data loss should occur during the test, the AL will repeat tests that were lost at the expense of the AL. With current backup plans, the most time lost should only be one full day. More frequent backups of data can be arranged upon request. Only tunnel occupancy charges will be recovered by the AL in the event of a loss of one full day of testing.

13. TOURS: The AL is a public facility on the campus of WSU that is occasionally requested for touring by visiting dignitaries, politicians, industry executives, advisory board members, groups, etc. There may be an occasion when a tour is requested at the same time the Client is occupying the AL. It is the policy of NIAR that the security and proprietary interests of the Client have the utmost regard. If a request for a tour occurs during Client occupation of the tunnel, the ALD will discuss this request with the lead Client contact. If and only if the Client concurs will tours be allowed during Client occupation of the AL. During the tour, the model will be obscured and all data temporarily stored out of sight. Down time for tours will not be charged to the Client and security will be heightened during the tour. The Client may declare at their pre-test meetings, at the start of the test, or at any time that under no circumstances are tours permitted during their occupation.

14. CLIENT ATTENDANCE: Since the offices and work areas of the AL are somewhat limited in space, the AL will allow a maximum of two (2) Client test engineers in the control room at one time. A desk area is provided for the Client test engineers to setup their own laptop and receive wind tunnel data through a secure network. An additional two (2) test engineers or model technicians may be on-site during the duration of the test and have access to a client office. The Client is welcome to invite guests to observe the test from time to time, and these guests are welcome in the control room, client office, model preparation room, etc. for brief visits. The AL staff reserves the right to ask ANYONE to leave the control room at any time should the staff become distracted by others in the control room. A separate telephone is available to Clients in the client office for use during the test.

15. MODEL STORAGE: Unless prior arrangements are made, the AL will not store models at the conclusion of the test. The Client is responsible for removing the model from the premises promptly after the test and securing transportation to and storage for the model.

16. INVOICING: The Client will be invoiced at the end of the test. At this time the Client may be required to pay the invoice prior to release of data or, with prior credit approval, will be extended Net 30 terms.