

**[Summary]**

User-provided filters for MOIRCS open use observing programs are allowed subject to the following criteria on a per-semester basis:

1. Filter fabrication and lab testing should be completed prior to the Open Use proposal submission.
2. The proposal that uses the filters should be accepted as a program of the concerned semester by the Time Allocation Committee. The filters should be sent to and arrive at the observatory at least one month before the start of the appropriate semester.

MOIRCS may be warmed up once at the beginning of the semester, schedule permitting, for the installation of that semester's filter set. If the warming process is not possible due to scheduling or other constraints, the program using the user filters may be canceled.

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MOIRCS user filters are accepted for operation under the following policy.

**[Making Filters]**

1. Users who want to make their own filters for MOIRCS must contact Subaru Telescope through the Support Astronomer (SA) of MOIRCS.
2. Subaru Telescope, through the MOIRCS SA, will provide the basic information and specifications necessary for filter fabrication. This information includes the physical size of the filters so that they fit the filter holders which will be provided by Subaru Telescope.
3. This process, however, *does not mean* and *does not guarantee* that the user filters will be installed in MOIRCS, although reasonable effort will be made to do so. This policy should be clearly acknowledged to and by the user who requests user filter information.

**[Before Proposal Submission]**

1. Requirements
  - Fabrication of the user filters should be completed and the filters should be tested in the laboratory prior to the Open Use proposal submission. Proposers should provide information on their filter tests to the MOIRCS Support Astronomer.
  - The physical and optical properties of the filters should be submitted to the Support Astronomer of MOIRCS before the proposal deadline.

- The filters should be delivered to the Observatory at least 1 month before the start of the semester in which the observations will occur.
- We basically do not assign the engineering observation for the user filters.

## 2. Recommendation

Users who want to submit Open Use proposals using their user filters for MOIRCS should contact Subaru Telescope well before their Open Use proposal submission. The confirmed properties of the filters are strongly recommended to be submitted to the SA at least three months before the proposal submission.

### **[Approval Process for the Installation of the Filters to MOIRCS]**

1. The MOIRCS Support Astronomer informs the TAC how many user filters can be accepted for the coming semester.
2. The TAC determines the accepted programs, taking the information from the MOIRCS SA into account.
3. MOIRCS may be warmed up once at the beginning of the semester, schedule permitting, for the installation of that semester's filter set.

### **[Cancellation of the Program]**

1. If the warming/filter installation process of MOIRCS is not possible, the program using the user filters may be canceled.

### **[After the First Use of the Filters at Subaru]**

1. Proposal PIs are requested to report the measured filter qualities to Subaru Telescope, through the MOIRCS SA.
2. The Existence and properties of the filters will be made public to Subaru's user community.
3. If the users who made the filters agree, the filters may also be opened for use to other general observers.