IGS New Site Checklist

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Assembled by the IGS Central Bureau

This document is intended to serve as a checklist for station owners and operators (SO) in proposing new IGS stations.

To initiate the application, submit the following information by email to the IGS Network Coordinator or complete the online application form.

1. Where is the station located?
2. Is the station currently operating, or planned? If planned, when is the projected date it will become operational?
3. What agencies are responsible for installing, managing, operating, and maintaining the station?
4. What is the expected operational lifetime of the station? How secure is the funding?
5. Will the station replace an existing IGS station? If so, what is the scheduled date of decommissioning? Does the new station offer more capability than the old one?
6. Does/will the station meet all of the strictly required IGS site guidelines (https://www.igs.org/stations/#site-guidelines)?
7. What is the data delivery schedule?
8. Can you set the receiver for "all in view" tracking (including tracking of satellites set unhealthy)?
9. Are there currently operating IGS stations within 1000km? Approximately how many? Does this site offer any capabilities the others do not?
10. What IGS product or project will this site benefit, based on its location, instrumentation, and latency?
11. Is this station intended to tie a national datum to the ITRF?
12. Is there a web page associated with this site (please specify)? If not, please include a site photo or two with this application.
13. Is data available on a public server (please specify)?
14. Complete and include a draft site log (https://files.igs.org/pub/station/general/blank.log) according to the instructions (https://files.igs.org/pub/station/general/sitelog_instr.txt).
    - The proposed four-character identifier should also be included, but it remains *proposed only* until confirmed by the CB. Allowed characters are A-Z and 1-9 (numerals may not be used in the first character). You may perform an initial check of the availability using http://sopac.ucsd.edu/checkSiteID.shtml. If the result is "available" it is *certainly* available. If this web page indicates it "may already be in use," it *might* be available for permanent stations anyway.

- A new 4-char ID is required if a site is moved to a new monument. The 4-char ID has a one-to-one relationship with a monument, except in the case that more than one receiver records data from one antenna.
- Include intended primary and secondary IGS Data Centers (see https://www.igs.org/data-access/#data-centers), but it is not necessary to confirm arrangements with the DCs at this stage.

If the site is requested to be added by an IGS Analysis Center, you will be asked to:

1. Visit https://itrf.ign.fr/domes_request.php to request an IERS DOMES number if the monument has not already been assigned one.
2. Contact the primary and secondary Data Centers to confirm that they can accept the data and learn about the transfer mechanisms.
3. Revise the site log, if necessary, with confirmed IERS DOMES number, DCs, equipment codes, and 4-character ID. Validate the format of the sitelog via http://igs.org/network/sitelog_tester.php. Logs should then be sent to the Central Bureau (cb@igs.org) as plain ASCII text. Notify the CB where a recent RINEX file may be downloaded, or include a sample RINEX header (*header only!*) in the email to the CB.
4. When the site log becomes available in https://files.igs.org/pub/station/log/, begin transmitting RINEX to the selected Data Center(s). The CB will announce the station on IGSMail.
5. Subscribe to IGSMail, IGSStation and IGS-SO mail lists to be prepared to send and receive important emails about the station or IGS network as explained in the Site Guidelines.