

<Date>

<Addressee>

<Address>

<City, State Zip Code>

Re: TIPS SDPS Software Distribution

Dear <Addressee>,

The Technical Innovation and Professional Services (TIPS) is pleased to provide you with a core software update: Surface Deformation Prediction System (SDPS) version 6.1D.

### **SOFTWARE APPLICATION INSTALLATION AND LICENSING**

**PLEASE NOTE: This software is available through the internet on the developer's website.**

<http://www.energy.vt.edu/sdps/osm.html>

**Installation instructions for the software can be found on the TIPS website under Core Software → SDPS at:**

[http://www.tips.osmre.gov/tips\\_html/SDPS.asp](http://www.tips.osmre.gov/tips_html/SDPS.asp)

**TIPS recommends computer system administrators with full administrative rights install all the TIPS software.** This sheet is for limited distribution and must be kept in a *secure location*.

### **SOFTWARE CDs**

If you are unable to access the site for download or would like installation CDs for your office, please contact STEFANIE SELF at [sself@osmre.gov](mailto:sself@osmre.gov) or 412-937-2105.

### **SOFTWARE DISTRIBUTION**

Please distribute this software information to those users in your agency that you feel have need for them. We are continuing to encourage you to enable your employees to install this software on their individual desktops in the convenience of their own offices!

A description of uses for the SDPS core software program is included on the TIPS website under *Core Software*. This will give you an idea of how the TIPS tools can help you and your staff right away in the work you do.

## **LICENSE AGREEMENT**

As with any software, your agency is responsible for insuring that the license agreement for each software program is met. [USE THE FOLLOWING HIGHLIGHTED ONLY FOR STATE OR TRIBAL AGENCIES, I.E., EXCLUDE TO OSM OFFICES] <BEGINNING> Your manager has signed the “Memorandum of Agreement-For the Loan of Federal Property to Implement the Technical Information Processing System Program” (MOA) and it has been returned to our Denver office. This MOA addresses software license responsibilities as well as Federal property requirements for computer hardware. Please ensure that you continue to abide by this agreement and that you have established a tracking form to know where the software CD’s are located and ensure they are in a secure location. <END>

If you have questions about the installation of the enclosed software or if I can help you in any way please contact me at XXX-XXX-XXXX.

Most Sincerely Yours,

<Your Name>

TIPS Service Manager

Enclosures