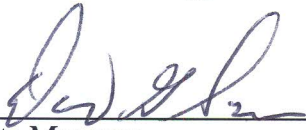



Title: Guidelines for Scheduling Instrument Support

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Reviewed and Approved:

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To assure that you will receive the best possible instrument support during your observing runs at WIYN, it is crucial that you follow the guidelines listed below. The resources available for this support come from the KPNO Instrument Support Group. Because this group has commitments to all of KPNO, it is necessary for WIYN to comply with the KPNO scheduling process.

Instrument support includes configurations and set-ups prior to and during a run, as well as instrument starts.

Scheduling Guidelines for General-Use Instrument Support at WIYN

1. Minimize the frequency of instrument changes: Supporting multiple Hydra configurations during a run can be an expensive use of resources. Generally, we prefer holding camera changes to one per run. Grating changes also require a fair amount of resources and should be minimized. Changing wavelength regions can be supported daily. Imager filter changes can also be supported daily.

2. Attempt to schedule changes during weekdays: Changes requested on weekends are more difficult support and should be minimized or avoided altogether.

3. Submit Observing Run Preparation Forms by the 15th of the prior month:

The Instrument Support Schedule is finalized on the 20th of the month prior to the scheduled month. The scheduled support is based on the Observing Run Preparation Forms (ORPs) received as of that date. To assure that resources are allocated to your run appropriately, please submit all ORPs by that date (send in the ORP even if only instrument details are known, use TBDs for unknown details and follow up later).

Note: Only one ORPF for the whole observing team should be submitted. List as much detail as possible (see item 5 below). Be sure to list dates for ALL desired configuration changes.

4. Changes or requests made after the 15th of the prior month:

Changes to scheduled support or requests for new or additional support are to be submitted to kpno@noao.edu.

Changes requested up to two weeks prior to the observing run will be supported by the KPNO instrument support group based on staff availability.

Changes requested after two weeks prior to an observing run may not be supported by KPNO instrument support group and may have to be supported by the Site Manager depending on his availability. We will do everything possible to support late requests, but there is NO GUARANTEE that support of any kind will be available.

5. Minimum instrument information needed:

HYDRA: cable, camera, grating, order blocking filter, central wavelength and order.

Imager: list of filters (provide KPNO number if applicable). KPNO filters are available for WIYN use providing they are not needed on any other KPNO telescopes.

Note: The WIYN filter wheels hold up to eight filters. If more than eight filters are to be used, please specify your preferred filter groupings for multiple filter wheels.