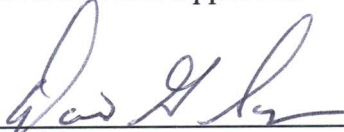


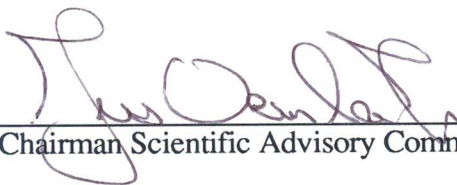
Title: Instrument Support Policy

Document Number: WODC 00-05

Reviewed and Approved:

 /David Sawyer 9-29-95

Site Manager Date

 /Gus Oemler 9/29/95

Chairman Scientific Advisory Committee Date

 /Blair Savage 9/29/95

President WIYN Board Date

One of the WIYN operations issues not detailed in the "NOAO Operations Plan for the WIYN Observatory" relates to the level of support for WIYN instruments that will be provided by KPNO for the Universities. This type of support was not included in the original 6.5 FTE of operations support. Therefore, it is important to define an efficient use of this resource. This policy is intended to define the level of support that the universities can expect as part of "normal operations". Support that may be required beyond the scope of this policy should be addressed through the "WIYN Resource Allocation Policy" (see WODC 00-03).

Startup Assistance

It will be expected that observers will become experienced with the WIYN general use instruments (currently Hydra and the Imager) with two or three startups (i.e. a KPNO support person on-site for the first evening of two or three different runs). After that time startups will no longer be provided for that individual unless an extended period of time has elapsed since the last run (e.g. one year). The Site Manager will maintain a list of the current experienced users for each instrument.

It would be preferable to have new students be accompanied to the telescope by a well experienced observer so that a KPNO startup person will not be required.

If a startup is requested for both instruments (Hydra and Imager) during an observer's run, the start for both instruments will be given during the afternoon and evening of the first day of the run regardless of when the instruments will be used.

Instrument Configuration and Checkout

All general-use instrument configurations will be performed by KPNO Instrument Support personnel, the WIYN Site Manager, or qualified individuals only. Therefore, observing runs should be planned so that major instrument configurations (e.g. changing grating on bench or filters in imager filter wheel) are not required during the night. Multiple configuration changes can be requested during a run as long as details are provided in the Observing Run Preparation Form. Minor configuration changes (e.g. changing MOS filters) can be performed at any time by experienced users.

Checkout of the instrument after a configuration will be completed by the individual performing the configuration.

Observing Run Support

A support "contact" person will be assigned to all University runs using general-use instruments even if there is no startup required. The contact person will be responsible for instrument configurations and general support during the complete run. This contact person will contact the PI prior to the observing run to follow-up on instrument setup requirements.

University Instrument Support

No instrument support will be provided by KPNO for University instruments unless prior arrangements are made with the Site Manager.