

INT Support Astronomer General Information

(Cecilia Farina - Oct 2018)

This document contains information that I would like INT Support Astronomers (INT SAs) to know and to have in hand to re-read whenever they need. All these items will be explained during the training. **This document does not intend to be a full explanation but just reminder of what was explained.** It is not necessarily complete. If there is any doubt please do not hesitate to ask. Thanks!

Possible types of nights at INT

1. Normal support night (visitor observers)
2. Support on shared nights
3. CAT-S nights
4. Visitor instruments nights
5. D nights
6. Runs with setup changes (on daytime or nighttime)
7. Service observations of regular INT programmes (volunteer)
8. Override programmes
9. Support on Standdown nights at WHT

About the SA Roster

- ★ Every INT SAs will be rostered to be responsible of INT for nights of types 1-6. Nights of type 7 are completely volunteer.
- ★ The roster will be done by the INT Manager (INT-M) as soon as the INT schedule is ready.
- ★ The nights will be assigned to the SAs as fair as possible between the INT SAs. The number of nights, night type and instrument will be taken into account for doing the roster.
- ★ The roster will be done respecting as much as possible the availability and preferences of the SAs. The SAs will be contacted in advance to indicate these.
- ★ If there is a problem with the availability of SAs in certain dates (e.g. Christmas time, new year eve, etc) we will try to find a compromise solution that is convenient to everybody trying to compensate the not desirable dates (e.g. the ones that are rostered for Christmas will not be rostered for new year's eve). If that is not possible and we can not reach an agreement we will do a lottery.
- ★ On average everyone gets about 25 nights (not including the volunteer nights of type 7).
- ★ Note that this is not exact math and there are several constraints so there probably will be minor roster differences at the end of the year.

About the Day Support Astronomer

- ★ Every day at ING there should be available at least 1 INT SA to be able to go to INT in short notice (until 16:30 hrs of the same day) and work at the telescope during the night. This person is called INT Day Support Astronomer (DSA).
- ★ The DSA cannot be the same as the SA.
- ★ There will be an INT DSA per week.
- ★ The DSA for each week will be assigned when doing the roster (with similar considerations as taken for the roster).
- ★ The DSA could be requested by the SA to go during day time to do the instrument setup in case that the working hours on full nights exceed the legal limit of 17 hrs (this could be the case in winter time with IDS set-up). This should be coordinated in advance between SA and the DSA. The DSA is responsible to communicate this arrangement to the WHT staff that do the car schedule for the corresponding week.

Changes in INT roster

- ★ Every change in the INT roster will be agreed in advance between the SAs.
- ★ Changes should be communicated to the INT-M to update the online schedule (<http://catserver.ing.iac.es/schedules/>).
- ★ When doing these changes please check that for the same night the DSA and SA is not the same person.
- ★ If the PI/observer comments that the SA is not needed at INT, this should be informed to the INT-M. The PI/observer who does not require support should explicitly write this in an email copied to the INT-M.
- ★ Please do not forget to cancel dinners and rooms at the residencia if you do not need to go to ORM (ING has to pay for them).

Details of each kind of night

1. Normal support nights (visitor observers)

- ★ These nights have a visitor observer.
- ★ The SA should contact the PI by at least 3 weeks in advance to confirm the setup (and catch up any inconsistency that might be with the current schedule), ask experience and observer contacts, send safety and car use information, etc.
- ★ Small changes in the setup with respect of what was requested in the proposal is allow. Major changes should be informed to the INT-M.
- ★ In the afternoon the SA will give the introduction (and safety information) and stay at the telescope during the first hours of the night to ensure that everything is working and the observer is confident enough to stay alone at the INT (that is the observer and the telescope are safe and the observer can run the observations).

- ★ If for any reason the INT SA considers that the observer cannot be left alone at INT then the SA should stay longer (the whole night if necessary). In this case the night will count as a full night. These cases should be communicated to the INT-M.
- ★ Never leave an 'unsafe' observer at the telescope. If you are doubting warn the WHT TO about the situation.
- ★ If the observer does not require support it should be explicitly written in an email which should be sent to the INT-M.
- ★ If during the first night the dome could not be open and the observer has not experience at INT, it might be necessary that the SA stays a second night. Coordinate this with the INT-M. If the SA cannot do stay an extra night then it should be done by the DSA.

2. Support on shared nights

- ★ Support on nights that share two or more not related programmes with different observers. These nights are not common on the INT.
- ★ In these nights it might be necessary that the SA stays longer at the INT (e.g. until the time of change of programme) and may be change the setup for the different programmes.
- ★ If this is the case the night will count as full night depending on the activity the SA did.

3. CAT-S nights.

- ★ These nights belong to the spanish CAT. There were a few per semester in th past (not very frequent lately).
- ★ These nights normally have a visitor observer.
- ★ They can have different programmes for the same night which required instrument setup changes during the night.
- ★ In CAT-S runs of more than one night there will be a SA rostered for every night.
- ★ It may append that the SA after the first night of the run do not need to go to the INT (depends on the programmes the CAT has for the run). Usually this is not known until the end of the previous CAT-S night.
- ★ Consecutive CAT S nights will be assigned as much as possible fairly between INT SA.
- ★ The contact email for these nights should be sent with cc to INT-M.
- ★ CAT-S should reply to this email at least 48 hours of the starting the run.
- ★ All CAT-S nights will count as full or normal support nights. depending on the activity the SA did.

4. Visitor instruments nights

- ★ These nights normally do not require support at the INT.
- ★ The SA is for contact and safety information.

- ★ All visitor instrument nights will count as support nights and will be assigned as much as possible fairly between SAs.

5. Discretionary nights

- ★ Discretionary nights (so called D nights) are full observing nights (test or service observations from the internal ING queue) with no visitor observer.
- ★ The plan for these nights should be done, a few days in advance, by the INT SAs in charge of the night under the supervision of the Instrument Specialist WFC (Ovidiu-Marie) and IDS (Marie-Lilian). In case none of them are present contact the INT-M .
- ★ Tests for doing these nights will be send by the Instrument Specialist or INT-M in advanced.
- ★ Time used for Service and Discretionary tests should be reported in the corresponding Service Report on-line. For reporting tests, the instructions should be copied in the report (with the name of the person who request it).
- ★ All observations done in these nights should have associated a service proposal or test request and a corresponding report. If science observations for these nights are requested by email please ask the person who request them to send the request by email to the INT-M.
- ★ The observations done in INT D nights (either for test or for Service programmes) have to be reported in the online form:

(<http://catsserver.ing.iac.es/service/report.php?actionflag=Create%2FModify+a+Night+Report>).

- ★ These nights will count as full nights.
- ★ For publications that use INT data observed in D nights we encourage the PIs to invite the INT SAs who perform the observations to participate in the publication. In this case, the INT SAs have to include ING as his/her affiliation in the publication. Note that the co-authorship is not a 'hard-condition' and PIs may not do it.
- ★ I encourage you to send proposals for INT and WFC for these nights.

6. Runs with setup changes

- ★ Generally this is not required at INT.
- ★ The PI should have requested this in the programme or to the INT-M (although sometimes they inform about this in the contact email).
- ★ Set up changes can be take place during daytime or during night time (the latter are even less common) depending on the programme.
- ★ Setup changes should be done by the SA of the first night of the run during the day/night agreed with the science team.
- ★ If the SA cannot do it then the DSA will do the change.
- ★ Only minor changes in daytime they can be done by ops-team (e.g. change a single filter on the WFC).
- ★ Daytime changes count as working time similar as when you are working at the office.

- ★ Nighttime changes count as a full support night.
- ★ If you receive this request please before answering the PI inform the INT-M.

7. Service observations of regular INT programmes

- ★ These nights are volunteer.
- ★ They are full observing nights for a particular programme.
- ★ They have a few benefits for the SA who does them (see http://www.ing.iac.es/astrometry/telescopes/int/service_observations.html).
- ★ Only the first night of the run will count as a normal support night in the total account of support at the telescope. The time spent in the telescope should be recorded as usual in the timesheet to get the corresponding toil hours.
- ★ When these nights are available, the INT-M will send an email to INT-SAs asking for volunteers.
- ★ If there are more than one volunteer and all replied on time then we will try to find an agreement about who/how the observations will be covered.
- ★ For publications that use INT data observed in this mode we request the PIs to invite the INT SAs who perform the observations to participate in the publication. This is more stronger requested that in the case of D-nights. In this case, the INT SAs have to include ING as his/her affiliation in the publication.
- ★ The observing information for these programmes will be on the web in a form similar the service programmes and a report should be filled in for each night.

8. Override programmes

These are programmes approved by TACs that can request (short) observations to be done during other programmes or D nights.

- ★ There is a chart with the relevant information of active override programmes for each semester <http://www.ing.iac.es/astrometry/observing/overrides.html>
- ★ Observers of each run should be aware of this and the INT SAs have to inform them.
- ★ A report on the web should be filled in for these observations as soon as possible.

9. Support on Standdown nights at WHT

- ★ There are periods of WHT stand-down.
- ★ These periods are denoted as "StanddownX" (where 'X' is a number) in the online page of ING Schedules and Time Allocations <http://catserver.ing.iac.es/schedules/>.
- ★ During these periods the WHT TO will be at ORM but not necessary at WHT.
- ★ There is a procedure to follow for INT support during WHT standdowns. Please take some minutes to read it: http://www.ing.iac.es/astrometry/tonotes/private/INT_support_standdowns.html
- ★ The INT PIs for those periods will be inform in advance about this situation by the INT Manager.

Miscellaneous:

- **For safety reasons, the SA should send the INT-M the name and contact email of at least one of the observers (or persons who will be at INT) for the run.
Email subject: Observers, run CXX, from ZZ to YY.**
- All visitor observers (and visitors in general) who stay at INT during night time must sign the afternoon induction sheet. Many observers can sign the same paper.
- Observers should communicate the WHT OSA if they leave the telescope before morning twilight. It is also a good practice that INT SA call to WHT OSA when leaving the INT after support.
- Please report any unusual or hazardous situations you see.
- Ask the observers to report to you if they accidentally damage an ING car (you in turn have to report this to the INT-M). Same if happen to you or you see that the car has new damages that you do not recall from before, please reported to the INT-M. This is mainly for safety.
- **Always wear all the safety equipment when handling LN2, same tell to the observers.**
- Please, for safety, try to avoid being at the INT at night wearing sleepers.
- Be sure that you know and understand the emergency procedures and that emergency telephones are visible and easy to find at INT control room.
- Use the lone worker alarm when you are alone at INT and remind this to the observers.
- **After every night a Night log for the night must be created (independently if the telescope was closed or observing or if there are visitor instruments).**
- Night logs: Please complete them with good information (e.g write the hours lost by technical problems or weather conditions). Note that the information of the night should be coherent e.g. technical lost in night logs should be similar to the one in the reported in the FR.
- In FR observers should write their name in case we need to contact them for questions about it. INT SAs should log in with their user names to write a FR.

- FR from the night that need to be checked by ops-team during day time should be uploaded in the FR database as early as possible so ops-team can take this into account for the planning of day-time. OPs-team read the FR before 9:00 hrs in the morning.
- Remind the observers that their feedback is important for us.
- INT SAs that need a transport with ops-team are responsible to communicate to ops-head (usually via email at least a working day in advance) to coordinate the transport with them.
- Please, in case of faults at the telescope, before attempted to shut down the telescope be sure that you have checked other possibilities: stop and take a few minutes to think, look for information and try to identify the source of the problem, try easier/different commands, check observing instructions in the manuals, check troubleshooters, check previous FRs, ask the WHT TO. Many times shutting down the telescope can result in new failures that has nothing to do with the original problem.

