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## Policy for Daily Handoff of the Telescopes to the Observing Staff

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### Objective

To promote efficient operations by ensuring that the observing staff is aware of any and all changes that were made to the telescope systems and instruments during the day shift, and of the tests that were conducted to verify operational readiness for nighttime observing.

### Process

The Telescope Engineer, or designee, and one of the observers on duty will walk through all work that was done during the day on or around the telescopes and/or instruments

- The work site will be reviewed for cleanliness;
- Any work performed will be reviewed so the observing staff understands exactly what was done;
- The tests that were done to verify that work was completed properly will be described;
- The tests to verify operational readiness will be reviewed and accepted by the observing staff (some tests may need to be done by the observers).
- A discussion of possible symptoms if work was not 100% successful.