
Policy for Working On or Around the SDSS Telescopes at APO

Objective

To coordinate engineering and maintenance activities on and around the SDSS telescopes to ensure that work is performed under the direction of the SDSS Telescope Engineer in a safe and efficient manner. This policy includes both the 2.5-meter and Photometric telescopes

Process

- The SDSS Telescope Engineer will hold a daily toolbox meeting to review all of the activities planned for the day. Anyone wishing or planning to work on either SDSS telescope must attend this meeting or make special arrangements with Telescope Engineer.
- At the completion of each project, the person responsible for the work will do a walk-through of the job with the Telescope Engineer. The work area will be inspected, the work will be inspected, and the tests to verify operational readiness will be reviewed.
- The Telescope Engineer will prepare the log for work completed by the on-site engineering group (Carlos, Steve, Wendell, Lynn, Norm).
- Work performed by contractors will be documented by the person responsible for overseeing the work. In most cases, this will be the Telescope Engineer.
- All other individuals working on or around the telescopes shall send an e-mail to apo-daylog at the end of their work, or by 3 pm APO time, describing:
 - The work that was done;
 - The state of the system at the time the log was prepared;
 - A description of the tests that were made to verify that the work was completed correctly;
 - A description of the tests that were made to verify that the system (and any other affected systems) is operationally ready.
 - A confirmation that the work area has been cleaned and that all tools have been accounted for and put away.