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1. PURPOSE AND SCOPE

This document provides the procedures for opening and closing the GNTO Observing Field. It applies when the Observing Field is being used at a time other than a full GNTO opening.

The Observing Field may be used by one or more TAAS members. When a member uses the field they are expected to fully follow these procedures.

2. RESPONSIBILITIES

2.1. The TAAS member who opens the observing field is responsible for following these procedures. If a group of members are using the observing field, then the responsible individual is the member who calls the Observatory Director or the Assistant Observatory Director to inform them that the Observing Field is being used.

2.2. If the responsible individual should depart the observing field before all of the other TAAS members depart, then the responsible individual should designate a specific replacement and inform him or her of the requirements to close the Cocina and the Observing Field and to complete the Observing Field Access checklist.

2.3. The responsible individual should be familiar with the GNTO Emergency Procedures (GNTO-1).

2.4. The GNTO Safety Procedures (GNTO-2) must be followed when using these procedures.

3. QUALIFICATIONS

3.1. Any current TAAS member can use the Observing Field. However, before using the field on their own, TAAS encourages a member to be familiar with GNTO and to have visited and observed there several times.

3.2. TAAS encourages members to bring guests to GNTO. In general, it is appropriate that guests attend regularly scheduled GNTO events when an Opener is present. If you are planning to bring a guest when opening the observing field, you must inform the Director or Assistant Director.
4. REFERENCES

4.1. GNTO Document 1 – Emergency Procedures
4.2. GNTO Document 2 – Safety Procedures
4.3. GNTO Observing Field Access Checklist

5. EQUIPMENT, INFORMATION, AND SUPPLIES:

5.1. No special equipment is needed.
5.2. The combination for the gate, Outhouse, and Cocina, and alarm system is necessary.
5.3. Bring sufficient water to replace any water used. Also bring a trash bag and a Wi-Fi capable cell phone or computer.

6. PROCEDURES

6.1. The procedures for Operating Field Access are contained in GNTO Observing Field Access Checklist. The procedures address Safety, Responsibilities, Before Departing for GNTO, Opening the Observing Field, Opening the Cocina, Closing the Cocina, Closing the Observing Field, and After Returning Home.

7. DEFINITIONS AND ACRONYMS:

7.1. GNTO: The General Nathan Twining Observatory

8. FORMS

8.1. GNTO Observing Field Access Checklist
### VERSION HISTORY

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