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DDT  procedure
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How DDTs are started

Every morning the lasilla@eso.org e-mail must be checked by the system engineer (SE).
Director Discretionary Time (DDT) observation requests are triggered by an e-mail from Silvia Cristiani cristias@eso.org telling the author of the proposal how much time has been allocated.

The first information must be checked here (select by program ID name:
For instance 284.D-5041(A)
http://archive.eso.org/wdb/wdb/eso/sched_rep_arc/form
gives:
http://archive.eso.org/wdb/wdb/eso/sched_rep_arc/query?tel=2.2&from_date=01-Oct-2009&progid=284.D-5041%28A%29&period=84&remarks=Type:%20DDT

The SE MUST immediately open a ticket in
LSM remedy (La Silla Service Mode) form which are only visible from remedy accounts 2p2 3p6 ntt (with the same password as the user name)

The ticket must be set active and something must be written in the work log field in such a way to send a first mail to the address list you have defined: ls-tios + operation engineers + La Silla "directorate"+ Ivo Saviane and his La Silla DDT deputies astronomers.

Until receiving this first LSM ticket mail, anyone reading the Silvia Cristiani cristias@eso.org e-mail should restore it as unread in such a way it cannot be overseen at this stage.

In the meantime the PI of the DDT will prepare OBs and check them into the repository. The instrument scientist will check that the OBs are ok and mark them accepted (+). At this point the OBs will be replicated to the La Silla repository, and they can be retrieved using the Repository Browser to programID#. After selecting the OBs they can be sent to the Execution Sequence, ready for the night.

Time Accounting

Whether the program is split on several nights or not, the SE must compute the time to subtract from the current observer night taking into account:
Instrument switching, focusing, OBs... and standard stars. S/he MUST inform the current observer about how much time will be taken from him and when.

This is like service observing which is described at the following page:
http://www.ls.eso.org/sci/facilities/lasilla/sciops/team_only/service/GUS.html / user: laSill@ / password: ph@se2

Maximum DDT/ToO times are defined there and summarized below.

Total time taken to the current observer cannot exceed 3 hours per slice of 3 nights. It is measured from the end of his/her last exposure before DDT to the beginning of her/his first exposure after it.

No time may be taken from a one night run (if there is still any).

Time to be charged to the DDT is the same minus the duration of standard exposures. This time or its sum upon several nights must be as close as possible of the total time allocated but not longer.

Execution

All observations must be logged in the Remedy ticket.

Below La Silla Service Mode remedy ticket form, there is a OB ID button to select the ticket program ID OBs already performed and write them into Work Log. Only if it doesn't work, one may cut the corresponding OBs at the end of remedy night log and paste them in LSM work log.

calobBuild must be run at the end of the night for the DDT / ToO instrument and calob OBs must be run in the morning at the latest.

When all OBs have been executed, the status of the ticket must be set to "Completed". At that point J. Pritchard in Garching will prepare DVDs with the data and will send them to the PI. The PI should acknowledge receipt of the data, and at that point the ticket can be set to "Closed".

Data delivery

In addition to DVDs sent by normal mail, all FITS files are transferred to Garching via DTS, so users can download their data directly from archive.eso.org, where FITS files are available after one day or so. To check that data are in the archive, you can search the program ID in the dynamic ESO schedule, and click on "File List". A list of FITS files should appear. If nothing appears, wait one day and try again.

Useful links:

Complement (although not fully up to date) information can be found at: http://www.eso.org/sci/facilities/lasilla/sciops/observing/ToO_policies.html