



HERSCHEL FACILITIES OPERATIONS MANUAL

HERSCHEL-HSC-DOC-0742

Issue 2.0

26th February 2010

Custodian L.O'Rourke SCI-SDH _____

Approved by L.Metcalf SCI-SDH _____



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CHANGE STATUS SHEET TO THE LAST DOCUMENT VERSION TO PRODUCE THIS VERSION

DOC TITLE: HFOM

Last Issue No.	This Issue No.	Date of new issue	Change Description to Last issue No.
0.3	0.4	21 st March 06	Added new procedure (HSC-PROC-SYS-0008) defining steps to follow when performing Schema Evolution for Databases at ESAC
0.4	0.5	30 th March 06	<ul style="list-style-type: none"> - Updated HSC-PROC-SYS-0001 - Removed details about sourcing the correct environment - Updated HSC-PROC-SYS-0002 <ul style="list-style-type: none"> - Renamed it to state “connecting to and making use of the development server” (rather than just connecting to a DB on the development server) - Clarified that login to the machine should be from your own account i.e. own username/pwd - Added a new set of steps to define how to select which release you want to make use of e.g. user release - Updated HSC-PROC-SYS-0003 <ul style="list-style-type: none"> - Clarified that login to the machine should be from your own account i.e. own username/pwd - Clarified the procedure name - Created new procedure HSC-PROC-SYS-0008 related to how to perform schema evolution - Created new procedure HSC-PROC-SYS-0009 related to updating the HCSS version on the operational system at ESAC - Updated DB status in Annex 1 to take into account new schema evolution + deletion of databases. - Added Deputy Project Scientists to the phone number list
0.5	0.6	11 th Dec 06	- Included Procedures for Helpdesk, PHS & HOTAC in support of the KP & GT Ground Segment System Test.



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0.6	0.7	16 th Jan 07	- Updated Helpdesk procedures
0.7	1.0	16 th May 07	<ul style="list-style-type: none">- Updated all HOTAC related procedures to contain the most recent GUI changes as well as made changes to the text to reflect the operational methodology used for this process- Updated all GUIs to be consistent with the most recent GUI changes in the HCSS 0.4.5 release- Updated the list of procedures in section 1.6- Remove reference to shadow DBs from the document- Inserted new procedure defining how to connect to the test machine from the office lan- Updated names & contact phone numbers
1.0	1.1 draft	6 th June 08	<ul style="list-style-type: none">- Assigned all Subsystem chapters to be Annexes to allow easier config control whereby the relevant responsible can update their procedures without impacting on the release of HFOM<ul style="list-style-type: none">- Chapter 2 (Herschel System Overview) has been updated to include general Ground Segment information about each centre (extracted from the Ground segment design description document)- Chapter 4 (HSC Team Structure) has been updated to reflect the team structure expected during the operations phase. It also addresses expected work to be performed by the team during the various phases of the mission. (extracted from the team structure document)- Annex B – New PHS procedures have been added- Annex C – New MPS activities have been added- Annex D – Flow charts have been added for the Data Processing pipeline Annex- Annex F – First attempt to define list of HSCICC interaction procedures- Annex H – New procedures added for Jboss updates related to Mission Config etc



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1.1 draft	1.1	8 th August 08	- Updates of the document to include the following delivered procedures : - QC procedures - Community Support Group Procedures - TOO procedures - DP Procedures
1.1	1.2	10 th March 09	Reduced the size of the HFOM to a small document which makes reference to the lower level procedure document.
1.2	1.3	7 th August 09	Release of the HFOM to cover the PV phase
1.3	2.0	26th Feb 10	Release of the HFOM to cover the Routine Phase

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1. Overview & Annex Table

1.1 Scope of the document

This HSC Facility Operations Manual (HFOM) has been produced in order to provide a single source of reference for all rules, protocols and procedures to be used by those working in the Herschel Science Centre, from early 2006 until the end of the mission.

This is very much a working document which is being updated on a regular basis to reflect the new procedures being applied within the HSC.

Issue 1.0 of this document contains all procedures used by the Project Scientist Team members of the HSC during the 1st AO process that started on the 1st Feb 2007 and ended on the 4th April 2007. It also includes procedures used by the team in preparation for the HOTAC meeting which is planned for the 30th/31st May 2007.

Issue 1.1 of this document represents the procedures as existed at the time of the Ground Segment Readiness Review. In addition configuration control issues are addressed in separating the procedures from the actual document itself in that they are all placed in annexes which allows procedures to be re-issued without an issue of the HFOM.

Issue 1.2 of this document contains the procedures in use by the HSC for SIMS-2 & Launch.

Issue 1.3 of this document contains the procedures in use by the HSC for the PV phase.

Issue 2.0 of this document contains the procedures in use by the HSC for the early part of the Routine Phase.

All Procedures referred to in the following page can be found on the wiki at :

<http://www.herschel.be/twiki/bin/view/HSC/HFOMprocedures>



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1.2 Annex versions

Annex Number & Procedure References	Sub Annex	Description	Document Reference	Issue #	Date
HFOM-ANNEX-A-UPLC	N/A	Uplink Validation Co-ordinator Procedures	HERSCHEL-HSC-DOC-0742-A	1.5	4 th December 09
HFOM-ANNEX-B-PHS	N/A	The Proposal Handling System and its Procedures	HERSCHEL-HSC-DOC-0742-B	2.0	4 th September 09
HFOM-ANNEX-C-MPS	N/A	Mission Planning & Its Procedures	HERSCHEL-HSC-DOC-0742-C	2.0	4 th September 09
HFOM-ANNEX-D-DP	Data Processing and its Procedures				
	D1	Systematic Data Processing Procedure	HERSCHEL-HSC-DOC-1189	2.0	22 nd May 2009
	D2	DP S/W Installation & Update Procedure	HERSCHEL-HSC-DOC-1187	2.2	19 th Nov 2009
	D3	Herschel Auxiliary Products Generation Procedure	HERSCHEL-HSC-DOC-1188	2.0	3 rd June 2009
	D4	Herschel Calibration Products Ingestion Procedure	HERSCHEL-HSC-DOC-1190	2.2	29 th July 2009
	D5	Data Quality Control Analysis Procedures Data Quality Control Analysis Rules	HERSCHEL-HSC-DOC-0742-D5.1 HERSCHEL-HSC-DOC-0742-D5.2	2.1 0.5	12 th March 2009 7 th May 2009
HFOM-ANNEX-E-HLP	N/A	Helpdesk & Community Support	HERSCHEL-HSC-DOC-0742-E	1.0	28 th Feb 2007
HFOM-ANNEX-F-SGSINT	N/A	HSC-ICC Interactions	HERSCHEL-HSC-DOC-1184	1.4	15 th December 2009
HFOM-ANNEX-G-MOCINT	N/A	SGS-MOC Operations Interactions	HERSCHEL-HSC-DOC-0939	1.0 dr	8 th October 2009
HFOM-ANNEX-H-SYS	System Management & Maintenance Group Activities				
	H1	System Management & Maintenance Procedures	HERSCHEL-HSC-DOC-0742-H1 (Updated regularly on-line)		http://www.herschel.be/twiki/bin/view/Hcss/CoreHcss
	H2	Computer Operator Procedures	HERSCHEL-HSC-DOC-0742-H2	1.8	18 th Feb 2010
HFOM-ANNEX-I-ARCH		HSA Science Archive	HERSCHEL-HSC-DOC-0742-I	1.0	None
HFOM-ANNEX-J-QCCB		Quality Control & CCB Procedures	HERSCHEL-HSC-DOC-0742-A (Updated regularly on-line)		http://www.herschel.be/twiki/bin/view/Hcss/CCB