



Submillimeter Telescope Observatory

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MEMORANDUM

To: All Mt. Graham Personnel
From: Thomas W. Folkers
Date: June 28, 2001
Subject: **HHT Machine Shop**

The purpose of this memo is reiterate the fact that the SMT machine shop on Mt. Graham is for the exclusive use of the SMTO staff and as such should not be used by anyone without the expressed permission of the telescope mechanic, Steve Buffalo.

Steve is wholly responsible for the mechanical welfare of the telescope and can only do so if he has all of his tools and shop equipment in working order and at his disposal.

Any person or persons using the shop, with the proper permission, shall do so in accordance with all posted and accepted safety procedures. Failure to follow these guidelines will result in all shop privileges being revoked. I can not emphasize enough the necessity of following ALL safety procedures. What would be a minor incident in Tucson could turn out to be a catastrophe on Mt. Graham.

Mr. Buffalo is the final authority for all things mechanical at the HHT and his authority in these matters is exceeded by no one.

And finally, I need to remind everyone to keep the machine shop locked when not in use. Too many times the doors to the shop have been left open to any and all visitors. We have too much money invested in tools to just leave them exposed to the public.

Thomas W. Folkers

Telescope Operations Manager