Access Regulations

INAF – Osservatorio Astronomico di Trieste

1. Foreword

In the three buildings of INAF-Osservatorio Astronomico di Trieste (OATs) are hosted a high number of people with various status. Buildings are regularly accessed by INAF staff and by academic and research staff of the Astronomy Sector of the Department of Physics of the University of Trieste (UNITS), and by research fellows of OATs and UNITS, and occasionally of INFN, as well as by grant or contract holders of OATs and UNITS for periods which may vary from one week to one year or longer. PhD students of UNITS and SISSA can access the premises, undergraduate students and interns of UNITS or from other universities under internship conventions, and visitors invited by the above staff. Also several retired OATs research staff and academic UNITS staff request to continue to access OATs premises under visitor status.

Hence the necessity to define Access Regulations to OATs premises, which comprise two buildings in Trieste and the Observative Station in Basovizza, for health and safety reasons both of people and properties inside the buildings. Access Regulations are drawn up to support both research and outreach and education activities to the highest possible extent within the limits set by health and safety legislation and by available human and financial resources.

Access to the Specola Margherita Hack is organized by specific regulations.

2. Observatory buildings and access times

Both service hours and access hours to OATs buildings in Trieste and in Basovizza are defined by decree of OATs director (see enclosure 1). Access outside of service hours must be authorized by the director of OATs or by his/her representative, upon specific request due to research or support service requirements. Research Laboratories must be closed outside of official service hours and access will be possible only by staff expressly authorized by the director of OATs.
3. Authorized users

OATs staff and staff of other institutes connected to OATs is classified as follows:

Type 1:

- Research and technologist OATs staff
- Astronomer OATs staff
- Academic and research staff of the University of Trieste or from Institutes which hold ad hoc conventions with OATs.

Type 2:

- Technical and administrative OATs staff

Type 3:

- Research fellows and grant holders of OATs, UNITS, SISSA and other Research Institutes
- PhD students of UNITS, SISSA and other Universities
- Graduand students
- Research grant holders of OATs, UNITS and SISSA
- Contract holders (self-employed/continuous coordinated collaboration contract)

Type 4:

- Visitors
- Internship students
- Undergraduate Students of the University of Trieste

Type 5:

- Visitors participating to outreach events and to special events (e.g. press conferences)
- External users of OATs Library

Type 6:

- Retired staff and staff on duty exemption
After expiry of their formal relationship with OATs or with Universities with which a convention is in force (namely UNITS and SISSA), holders of contracts, fellowships and grants, graduate students and PhD graduates are allowed extension of access to OATs buildings for a maximum period of 6 months to complete their activities.

4. Access terms

Access authorizations are established according to the following criteria.

Type 1 staff can access OATs buildings outside of service hours only upon advanced authorization of the Director motivated by specific research activities requirements. Access of UNITS staff outside of service hours is possible exclusively upon advanced authorization by the director of OATs. The authorization request must be sent for information to the Head of his/her UNITS Department.

Type 2 staff can access OATs buildings outside of service hours only upon advanced authorization of the Director motivated by specific and occasional requirements such as exceptional maintenance operations, recovery of Information Technology equipment and services and undelayable administrative deadlines. In all cases the Director must be informed in advance of any emergency operations necessary to prevent health and safety hazards to be carried out outside of service hours.

Type 3 staff can access OATs buildings during service hours only, unless authorized by the Director in connection with specific research activities requirements and only during the length of the employment relationship with OATs. Access of UNITS and SISSA staff outside of service hours will be allowed exclusively upon advanced authorization by the director of OATs. The authorization request must be sent for information to the Head of his/her UNITS Department or to his/her SISSA Sector coordinator, respectively.

Type 4 staff can access OATs buildings only during service hours. Visitors who collaborate with Type 1 OATs staff and OATs associated staff can be authorized to access OATs buildings outside of service hours only upon explicit justified request by their scientific referee.

Type 5 visitors. Visitors can access OATs buildings in case of outreach events only for the duration of the event and only if accompanied by the staff in charge of the outreach activity. Accompanying
staff must ascertain that all visitors clear the premises at the end of the event. Access rules for Library users are established by specific regulations.

Type 6 staff, astronomers, researchers and technologists in retirement status for more than 6 months may access OATs buildings only during service hours and exclusively after definition of a formal relationship with INAF as associate. Staff on duty exemption may access OATs buildings only upon advanced authorization of the Director or of his/her representative and only during service hours.

Authorization to access OATs premises outside of service hours both of retired staff and staff on duty exemption may be granted only for OATs buildings located in town and in all cases for periods not exceeding 4 months, subject to possible renewal.

Personnel of external firms who carry out either planned or unplanned maintenance work can access OATs buildings outside of service hours only if accompanied by at least one representative of OATs staff upon advanced authorization by the Director.

In case of urgent matters for proper functioning of the premises or of scientific projects, Type 1 and Type 3 staff can access OATs buildings outside of service hours upon advanced notice to OATs Director, also by email, by the Principal Investigator of the project.

The staff authorized to remain inside OATs buildings outside of service hours must register their presence either by signing the access register located near the card reader, or, in case of OATs staff, by swiping their electronic badge.

5. Authorizations

Any authorizations to access OATs buildings can be issued only by the Director of INAF-Osservatorio Astronomico di Trieste or by his/her representative.

The updated list of persons authorized to access the premises outside of service hours is communicated by the Director’s Secretariat to the Head of the Health and Safety Service and to his/her local representative, and to the Security Service company.