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PROCEDURE FOR PERSONNEL LOGS

VCM REGULATED AREAS

- I. Everyone entering a VCM Regulated Area must check in by filling out a Personnel Log at one of the following locations:

Bldg. 119 Maintenance Offices Bldg. 157

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|----------------------------------|-----------------------|
| 1. UCC maintenance | 1. Area I maintenance |
| 2. Contract maintenance | |
| 3. All others not listed for 174 | |

Bldg. 174 Control Rooms Bldgs. 117, 121

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|---|---|
| 1. Operators | 1. Operators |
| 2. Operations related visitors | 2. All others not listed for 157 |
| 3. Everyone after 4:00 pm or on weekends. | 3. Everyone after 4:00 p.m. or on weekends. |

- II. Check-in will be done by filling out the Personnel Log as completely as possible. (See sample attached.) Upon leaving the Regulated Area for the day, everyone must check out on the Log used to check in.
- III. Only one day's activity (beginning with midnight shift) may be recorded on a Log. Completed Logs will be collected on week day mornings. Max and TWA exposures will be calculated then.

March 17, 1975

UCC 091240