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Interoffice Communication

To : Safety Department Procedure File

From : Jerald Uptain

Date : January 30, 1975

Subject : Head Security Guard Responsibilities for VCM Standard Compliance.

- I. Train all security guards in correct use of Regulated Area Logs as per the VCM safety rules.
- II. Monitor employee and visitor compliance with regulated area log rules.
- III. Collection of Regulated Area Logs
 1. Collect all log sheets for following areas:
 - a. Main gate
 - b. Reception rooms
 - c. Contractor gate (Boiler House)
 - d. North, outside door to old hose area
 - e. James Creek gate
 2. Frequency-collect daily, between 7:30 and 8:00 A.M., for previous day, except Saturday and Sunday logs will be collected on Mondays.
 3. Deliver logs to Industrial Hygienist for review and storage.

Jerald Uptain
Safety Supervisor

cc: All Safety Department Personnel