

U. S. DEPARTMENT OF ENERGY EAST TENNESSEE TECHNOLOGY PARK OPERATING MANUAL	NO: PSO-1.9 REV: 0 EFFECTIVE DATE: January 22, 2001
TITLE: Facility Representative's Logbook	SUPERSEDES: NO: _____ REV: _____
APPROVED: Donna M. Perez	PREPARED: T. L. Connor

## 1.0 PURPOSE

To define interaction between the DOE ETPP Site Manager and the DOE ETPP Facility Representative for the Facility Representative's Logbook.

## 2.0 SCOPE

Activities for which the DOE ETPP Site Manager is responsible.

## 3.0 REFERENCES AND DEFINITIONS

None are needed for this procedure.

## 4.0 RESPONSIBILITIES

### 4.1 DOE ETPP SITE MANAGER

Shall confer with the Facility Representative weekly and initial the Facility Representative's Logbook at least once monthly.

### 4.2 DOE ETPP FACILITY REPRESENTATIVE

Shall contact the DOE ETPP Site Manager for a conference weekly and the initialing of the Facility Representative's Logbook at least once monthly.

## 5.0 PROCEDURE

5.1 The DOE ETPP Facility Representative shall contact the DOE ETPP Site Manager weekly to discuss the Facility Representative's Logbook.

U.S. DEPARTMENT OF ENERGY  
EAST TENNESSEE TECHNOLOGY  
PARK  
OPERATING MANUAL

NO: PSO-1.9  
REV: 0  
EFFECTIVE DATE: January  
22, 2001

5.2 The DOE ETPP Site Manager shall examine the Logbook and discuss the recorded activities with the Facility Representative. The possibility of systemic or recurring problems shall be considered. Current and future activities may be discussed.

5.3 The DOE ETPP Site Manager shall initial and date the Logbook at least once monthly.

5.4 The Facility Representative shall retain past and current Logbooks for possible reference by others.

#### 6.0 RECORDS

The Facility Representative's past and current Logbooks comprise a continuous working document available for reference in the Facility Representative's office.