

RECORDS MANAGEMENT DEPARTMENT

TO: C. GLENN
FROM: D.L. HORTON

AOC-21 TEL: 716 942-4300

NRC HEADQUARTERS

DATE: 05/10/2002
PAGE: 1

TRANSMITTAL NUM: 000018264

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Attached is a CONTROLLED COPY of the following document(s) and its applicable index. Add or replace your existing copy with the attached.

COMMENTS: PAGE NUMBER INCORRECT IN HEADER

CONTROLLED				ISSUE	
COPY#	PROC ID	REV#	FC#	DATE	PROCEDURE TITLE
136	EMAP-204	5		05/08/2002	FACILITIES AND EQUIPMENT

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I have complied with the above instructions:

Signature (BLACK INDELIBLE INK ONLY)

Date

RETURN BY: 05/24/2002

FOR YOUR CONVENIENCE, A SELF-ADDRESSED, STAMPED ENVELOPE HAS BEEN INCLUDED.

A045

ALTERNATE EMERGENCY OPERATIONS CENTER (AEOC)
 EQUIPMENT INVENTORY AND FUNCTIONAL CHECK
 RESPONSIBLE ORGANIZATION
 EMERGENCY MANAGEMENT

Min Qty	Current Qty	EQUIPMENT	Condition Acceptable	Item Removed or Replaced
5		Cellular Telephones		
9		Standard Telephones		
1		Overhead Projector and Screen		
1		Computerized Data Display Computer (286) and Monitor		
1		Laser Jet 4 Printer		
1		Computer/Monitor for Public Information		
1		Electronic Board		
1		HP Laser Jet 2 Printer (Public Info.)		
1		286 Computer/Monitor for Consequence Assessment		
1		IBM Printer		
1		Fax Machine		

NOTE:

The visual examination of items is to include a review of current shelf-life and signs of degradation for appropriate equipment and materials. Items that have exceeded the recommended shelf-life or show signs of degradation are to be removed from service immediately.

If the AEOC equipment inventory does not contain the listed minimum quantities, the Emergency Management department shall restock the inventory as soon as practical.

Send completed original forms to Records and Information, AOC-21, a copy to the Emergency Management Program Manager, and the Site RCRA file custodian at mail stop WV-VH-5.

Visual Examination Comments

Name _____ Signature _____ (Print) _____ Date _____

Comments: _____

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