

**MANUAL HARD COPY DISTRIBUTION  
DOCUMENT TRANSMITTAL 2003-31663**

---

**USER INFORMATION:**

---

Name: GERLACH\*ROSE M      EMPL#: 28401      CA#: 0363

Address: NUCSA2

Phone#: 254-3194

**TRANSMITTAL INFORMATION:**

---

TO: GERLACH\*ROSE M      07/03/2003

LOCATION: DOCUMENT CONTROL DESK

FROM: NUCLEAR RECORDS DOCUMENT CONTROL CENTER (NUCSA-2)

THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY OR ELECTRONIC MANUAL ASSIGNED TO YOU:

135 - 135 NRC COMMUNICATOR

REMOVE MANUAL TABLE OF CONTENTS      DATE: 06/26/2003

ADD      MANUAL TABLE OF CONTENTS      DATE: 07/02/2003

CATEGORY: PROCEDURES      TYPE: EP

ID: EP-PS-135

REPLACE:      REV:0

UPDATES FOR HARD COPY MANUALS WILL BE DISTRIBUTED WITHIN 5 DAYS IN ACCORDANCE WITH DEPARTMENT PROCEDURES. PLEASE MAKE ALL CHANGES AND ACKNOWLEDGE COMPLETE IN YOUR NIMS INBOX UPON RECEIPT OF HARD COPY. FOR ELECTRONIC MANUAL USERS, ELECTRONICALLY REVIEW THE APPROPRIATE DOCUMENTS AND ACKNOWLEDGE COMPLETE IN YOUR NIMS INBOX.

A045

## LOGKEEPING

Logs are chronological records of events and decisions used to reconstruct an event. To create a log that is useful, accurate, and legal, follow these instructions:

1. Make entries in black ink.
2. Correct mistakes by crossing them out with a single line, followed by your initials and the date you made the correction.
3. Begin each entry with the military time (Example: 0600 for 6:00 a.m., 1800 for 6:00 p.m.).
4. List changes, events, decisions, and/or conditions chronologically.
5. Explain any action that results from a decision-making process, when appropriate. If possible, answer these questions:
  - a. Who acted or made the decision?
  - b. What did they do or decide?
  - c. Why did they do or decide what they did?

Example: John Jones, Recovery Manager, recommends evacuation to Mr. Smith of PA DEP/BRP because iodine concentrations rose above

### **NRC/TSC COMMUNICATOR PHONE INFORMATION**

1. **Transmission Control Center**  
**Dial 8-1-484-634-4090**  
**Give the classification.**
  
2. **Offsite Agency Phone Numbers**  
**INPO: 800-321-0614**  
**Pennsylvania Rural Electric Assn:**  
**717-233-5704**  
**American Nuclear Insurers:**  
**860-561-3433**  
**PPL Insurance Group:**
  - **J. Diacogiannis:**  
**220-4961 (W)**  
**610-865-4410 (H)**
  - **T. Novatnack:**  
**220-4962 (W)**  
**610-867-7296 (H)**