



## TEAM, INSTRUMENT, & EQUIPMENT INFORMATION LOG

The *Team, instrument, & Equipment Information Log* is completed and submitted to the Field Monitoring Supervisor before leaving the FRMAC.

**Top portion** Complete with team member information.

**Bottom portion** Complete with instrument and equipment information including license information of vehicle(s).

**Team Number** – Record the Name and or number of the assigned Field Monitoring Team

**Today's Date** – Record Today's Date (This form is filled out each day a team deploys to the field)

**Start Time** – Is the Time the Field Team Departs the TOC (Technical Operations Center)

**Team Leader (Last, First, M.I)** – The team leader is assigned by the Monitoring Manager, Field Team Supervisor and/or the Team Members

**Team Leader Organization** – Is the Company Name or Initials of the Team Leader

**Team Members Name (Last, First, Middle Initials)** – List the full name of the remaining Team Members

**Team Members Organization** – Is the Company Name or Initials of the remaining Team Members

## INSTRUMENT AND EQUIPMENT INFORMATION

**Instrument / Equipment Number**

**Instrument / Equipment Type**

Record the Bar Code Number or Serial Number and Model Number (Type) for each Instrument and equipment checked out and used by the Field Team

Instruments are used to report Exposure Rate and/or Contamination levels are recorded in the Left two columns (i.e., ADM-300, BGP-100, BP-100, AP-100)

Some of the equipment issued to each Field team can include Electronic Dosimeters, Breathing Zone Air Samplers, Air Sample Pumps, and Generators etc.

**Cellular Phone Serial Number and Phone Number** – Record the Serial and Phone number of at least one cell phone issued to the Team

**Radio Number** – Record the Serial Number of the portable Radio issued to each team

**Vehicle Information License Plate Number and State** – Record the License Plate Number and State for the vehicle assigned to the Team. If the Team has two vehicles record the information in the second location.

**Field Team Supervisor Initials** – This form must be completed and turned into the Field Team Supervisor prior to field deployment