

Tip of the Week

November 1, 2004

Authenticating Job Logs

Job Logs are important records of what happened during a field project. We generally keep them in a bound logbook. More recently, some industrious Job Leaders have started keeping an electronic version on their laptops.

In either case, the Job Log needs to be signed and dated to authenticate that this is indeed your recording of the events. This also helps to identify the author when the log is viewed separately from the logbook.

My recommendation for authenticating hand-written logs is as follows (see examples below):

1. At the top of the first page of the log, write the statement "BEGIN LOG nnnn" (where nnnn is the Job Number), your name, and date.
2. At the bottom of the last page of the log, write "END LOG nnnn", your name, signature and date.

A similar procedure should be followed for electronic logs prior to posting them to the forum.

At the beginning of the log:

Begin Log 9999, JOE TESTER July 14, 2004

ARRIVE @ 7:30 AM
PLACE GRAPHITE FURRELS ON PROBE LINES
CALIBRATE HUMIDITY
* GLASS FILTER HOLDER - CENTER TUBE NOT CENTERED
CALL ART @ UNIVERSAL INSTRUMENTS
ART TO MAKE 5-6 NEW TOPS / PEG TO CHARLESON
AIRPORT. TIM TO FED/EX BALANCE, 250+100ML
GLASS GRAD # 6 RES. TIP. IMP. SIGNS

1000 WAITING FOR BATTELLE QA/QC OFFICER
GLASS GRAD/BALANCE

	R	L		
#	O ₂	CO ₂	O ₂	CO ₂
1	3.12	14.82	3.31	15.14
-	3.23	15.21	3.24	15.09

At the end of the log:

906 - 10:21 outlet (Run 4)
MASS 9:13-9:36
9:37-10:00
SO₂/SO₃ 11:00 - 12:00 Inlet (Run 5)
11:00 - Outlet (Run 5)
MASS 11:13-11:36
11:37-12:00
SO₂/SO₃ 14:14-15:14 Inlet (Run 6)
14:14-15:30 Outlet (Run 6)
MASS 14:25-14:48
14:49-15:12

END OF LOG 9999
JOE TESTER
Joe Tester 7/21/2004