

DOMESTIC PUBLIC LAND MOBILE RADIO  
ADMINISTRATION OF STATION RECORDS

1. GENERAL

- 1.01 This Section provides guidelines for maintaining station records required by the Federal Communication Commission (FCC) for the Domestic Public Land Mobile Radio Services.
- 1.02 This Section is issued to standardize the method for maintaining the Domestic Public Land Mobile Radio (DPLMR) station records at the base station (transmitter), control point and alarm center.
- 1.03 Station records shall be maintained in a standard log binder (Form CU-530).
- 1.04 The Bell System Radio Log Holder No. B-AT7679 is recommended as a holder for Form CU-530.
- 1.05 The outside of the binder should be clearly marked with the station call sign and DPLMR.
- 1.06 All pertinent details concerning the operation at the station shall be located in the log under separate tabs.

2. BASE STATION LOG

- 2.01 The following format is recommended for maintaining station records at the base station (transmitter) location:
- (a) Index - Explanation of contents associated with each tab.
  - (b) Tab 1 - Licensed Operator's Register (Form E5182).
  - (c) Tab 2 - Key Sheet of Abbreviation (Section 400-100-001).
  - (d) Tab 3 - Location and Telephone number of 24 hour alarm center, location of FCC Rules and Regulations.
  - (e) Tab 4 - Antenna Structure Lighting Log (E5176).
  - (f) Tab 5 - Transmitter Technical Log (E3744A). (Each transmitter shall be filed under separate alpha tabs).
  - (g) Tab 6 - General Information
- 2.02 If transmitter is collocated with control terminal, one station log book may be maintained. The following format is then recommended.
- (a) Tabs 1-5 Same as par 2.01
  - (b) Tab 6 - Operational Log (E3601)
  - (c) Tab 7 - General Information

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3. CONTROL POINT LOG

- 3.01 The following format is recommended for maintaining station records at the Control Point location:
- (a) Index - Explanation of contents associated with each tab.
  - (b) Tab 1 - Key Sheet of Abbreviations (Section 400-100-001).
  - (c) Tab 2 - Location and telephone number of 24 hour alarm center, location of FCC Rules and Regulations.
  - (d) Tab 3 - Operational Log (E3601).
  - (e) Tab 4 - General Information

3.02 See par 2.02 if transmitter and control terminal are collocated.

3.03 When the control terminal is common to more than one station (ex. Motorola Flex 8, Harris HICOM etc.), an operational log shall be filled under separate alpha tabs for each station.

3.04 If control terminals operating on the same FCC license are not within sight of each other separate operational logs should be maintained for each terminal or group of terminals.

3.05 If the designated control point is not the control terminal, an operational log must also be kept at the control terminal.

#### 4. ALARM CENTER LOG

4.01 The following format is recommended for maintaining station records at the alarm center.

- (a) Index - Explanation of contents associated with each tab.
- (b) Tab 1 - Key Sheet of Abbreviations (Section 400-100-001).
- (c) Tab 2 - Location of FCC Rules and Regulations.
- (d) Tab 3 - Antenna Structure Lighting Log (E5176). (The logs shall be filed under separate alpha tabs for each lighted station).
- (e) Tab 4 - Alarm Indication Log (E3870).
- (f) Tab 5 - General Information

4.02 Section 400-100-003 describes alarm center responsibilities for handling tower light alarms.

#### 5. REQUIRED FCC RULES AND BSP's

5.01 A current copy (including amendments) of Parts 17 and 22 of the FCC Rules and Regulations and all applicable Bell System Practices in Division 400 shall be maintained at all Facility Work Group (FWG) locations and alarm centers.