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| DIVISION OF MINED LAND RECLAMATION | | PROCEDURE NO. | 3.1.04 |
| PROCEDURES MANUAL | | ISSUE DATE | 04/10/15 |
| SUBJECT | Radio Contact | Section | Reclamation Services |
| | | Last Revised | April 17, 2006 |

OBJECTIVE AND INTENT :

To monitor work schedules of Field Inspectors and Supervisors, and to ensure the log of telephone call referrals (communicated to field staff by radio) is maintained.

PROCEDURES :

The Supervisor shall monitor the work schedule and location of each Inspector supervised.

The Inspector shall inform the Supervisor and the DMLR office whenever planning to visit any site where trouble could occur.

The Reclamation Office Services Specialists at the Big Stone Gap and Lebanon offices shall maintain a log of telephone calls received for DMLR field personnel (when the employee is not in the office). The daily telephone log shall include:

- the time the call was received,
- the DMLR field employee requested,
- the person calling,
- a brief summary of the message and, if applicable, the telephone number at which the caller may be contacted, and

the time and date (if not the same day that the call was received) the message was referred to the DMLR field employee.