**Section 371.265 Chapter V − Records**

a) For thorough discussions of personnel and maintenance records, cross reference the discussions to their respective chapters.

b) Discuss the Process Operations/Daily Operating Log. Provide a sample format with instructions for completing the log.

c) Discuss the Annual Report, including a sample form with instructions for completing the report.

d) Discuss the Operating Costs Record. Discuss all of the categories of operating costs for this facility.

e) Discuss records which should be kept when emergency conditions arise such as:

1) Entry in Daily Operating Log

2) Other emergency records