



EWTN AFFILIATE RELATIONS



## The Station Log

<https://publicfiles.fcc.gov/about-station-profiles>

Usually, the Station Log is kept, and checked by the designated Chief Operator, however, the Station Log can be kept by a knowledgeable and tech savvy employee who understands the basics of transmitter operation and EAS rules.

The FCC has no mandate on how often you have to check your transmitter operating parameters nor do you need to log the readings, but it may be a good practice to do so. It is your responsibility to check these parameters on a regular basis to make sure you are operating correctly according to your license. You can check these parameters directly at the transmitter site or remotely. The parameters you will need to keep an eye on are the transmitter output power, forward and reverse power, and frequency modulation.

Station Log entries include those that pertain to equipment failure and outages, servicing or replacing equipment, and when you go off the air and back on again for any reason. Also all activations of the weekly and monthly required EAS tests and any actual emergency EAS activations. The first and last names of the person making the parameter entries, the date and time as well as the Chief Operator signature.

Station Logs include entries pertaining to equipment status, equipment calibration, the Emergency Alert System (EAS) and, when applicable, the recording of tower light outages. Station Records include, but are not limited to chief operator designations and equipment performance measurements.

The station logs and records are to be kept in an orderly and legible manner, in suitable form and with sufficient detail. An example of an official station log is on the following page. Station logs and records are to be retained for a period of two years, unless specified otherwise, and they shall be made available for inspection or duplication at the request of the FCC or its representatives.

Required logs and records are to be readily available for inspection.  
[See 73.1225, 73.1226, 73.1590, 73.1800, 73.1820. and 73.1840

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The FCC rules maintain the station log must be kept by a knowledgeable and competent radio station staff member. This can be the Chief Operator or Engineer, but also can be any employee who has enough technical skill and aptitude to understand and carry out the station log entry requirements and will signature to the facts he or she records in the station log.

Consistent observations of tower lights. If the tower lights are extinguished or malfunctioning, the log must also include the nature of the problem, the date and time of extinguishment or improper operation, and the date, time and nature of adjustments, repairs or replacements. For LPFM stations, unless your tower is above 200 feet, you are not required to have lighting. A record of any entries that are specifically required on the instrument of authorization, generally, your station license or CP.

All EAS Alerts and Tests activation of the Emergency Alert System. The EAS records may be kept in a specific EAS log. The EAS Log is considered part of your Station Log. The records for the logs can be maintained manually, or automatically provided the equipment used are in good working order and calibrated with records of calibration. The equipment used for automatic recording must conform to FCC Rules 73.1215.

Logs must be kept for a period of two years. However, logs involving communications incident to a disaster or regarding an FCC investigation must be retained by you until the FCC authorizes, in writing, for destruction. If the log relates to a complaint of which the licensee has received notice, records must be maintained until the matter has been fully resolved or the applicable statute of limitations is concluded.

The logs may be maintained manually or electronically, provided that they can be made immediately available for full size print outs for the FCC and public.

Directional AM stations have special requirements if they do not have an FCC-approved antenna sampling system. This is very technical area and the station engineer should consult the §73.1820 for details.

The station log requirements are as follows. The FCC rulings can be found here:

<https://www.gpo.gov/fdsys/pkg/CFR-2010-title47-vol4/pdf/CFR-2010-title47-vol4-sec73-1820.pdf>

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OFFICIAL STATION LOG FOR RADIO STATION \_\_\_\_\_ Month/Year \_\_\_\_\_/\_\_\_\_\_

Required Monthly Test RMT Received

Received From _____	Date Received _____	Time Received _____	Signature _____
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Explanation for RMT NOT Received

\_\_\_\_\_  
\_\_\_\_\_

Required Monthly Test RMT Transmitted

Date Transmitted _____/_____/_____	Time Sent _____	Signature _____
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Explanation for RMT NOT Transmitted

\_\_\_\_\_  
\_\_\_\_\_

Required Weekly Test RWT Received

Source Station _____	Date _____/_____/_____	Time _____	Initial _____
Source Station _____	Date _____/_____/_____	Time _____	Initial _____
Source Station _____	Date _____/_____/_____	Time _____	Initial _____
Source Station _____	Date _____/_____/_____	Time _____	Initial _____

IPAWS

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Time \_\_\_\_\_ Initial \_\_\_\_\_

Tower Light Malfunction \_\_\_\_\_  
\_\_\_\_\_

Weekly Chief Operator Review

Signature _____	Date _____/_____/_____	Signature _____	Date _____/_____/_____
Signature _____	Date _____/_____/_____	Signature _____	Date _____/_____/_____
Signature _____	Date _____/_____/_____		

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