Key Personnel

Operational Name of Facility:

_____

Location: Bldg(s)-Room(s) _____

_____

Facility Supervisor: _____

Location of this Facility notebook: Bldg _____ Room _____

Location of other Facility Information: Bldg _____ Room _____

Facility Responsibilities

Names of Staff Personnel	Position Title	Extension	Date	Materials & Supplies: Purchase	Materials & Supplies: Inspection	Materials & Supplies: Dispensing	Materials & Supplies: Storing	Equip Maint	Chem Inv	Fac Records

Facility Records include but are not limited to updating: Training records, Facility notebook