STATION/TRANSMITTER AND PROGRAM/TRAFFIC LOGS

KKFI requires programmers to use two logs: Station Log (also known as the Transmitter Lo)g and the Program Log (also known as the Traffic Log).

Military Time
Military time is used to record time on logs. Military time operates on a 24- hour clock that begins at midnight which is referred to as 0000 hours, with 1:00 a.m. being 0100 hours, 2:00 a.m. being 0200 hours, etc. all the way to 11:00 p.m. being 2300 hours. A spot played at 2:30pm, for example, is noted as 14^{30}.

Signature
All entries must accurately reflect the actual operation of the station. The employee who makes an entry must sign the logs as described below. His or her signature serves as a personal and legal attestation that the entry, as well as any corrections or additions to it, are accurate.

The **Station Log/Transmitter Log** (see Appendix I) is an FCC requirement that we record

readings of the transmitter signal and the tower lights. This form is kept on the clipboard in the studio. Instructions for taking the readings are found taped to the clipboard; the readings are done by calling 816.932.0901 which is answered by automation. The Board Operator uses the phone key pad to enter the channels needing read and then records the feedback on the form. The Board Operator must take the reading every 2 hours.

If you make a mistake, cross it out and initial by it. Do not erase or obliterate. If you fail to do a reading, do not initial or record a time—falsifying records can lead to disciplinary action.

The form is rather self-explanatory, once you look it over. The form contains areas where the Board Operator can write notes of any studio equipment malfunction or other problems of that nature. This is a way for Board Operators to easily communicate important information with subsequent Board Operators and the Chief Operator.

The **Program Log or Traffic Log** (see Appendix II), no longer an FCC requirement, is used by KKFI

to maintain integrity of board operations.

Each Board Operator must sign their legal name on the signature line at the top of the form. The Board Operator must also record the beginning and ending military time that he/she was Board Operator for that show.

As each trafficked spot is played, the Board Operator must initial beside it and notes the military time it was played. The Board Operator must initial the items on the log which signifies that they were played.

If a spot is not played, do not initial or record a time—falsifying records can lead to disciplinary action. If a spot isn't played because it isn't in PAL, make a note to that effect.

If you make a mistake, cross it out and initial by it. Do not erase or obliterate.

Board Operators must play the spots on the log; they should not be omitted unless they are not found in the PAL system (for more information on PAL, see elsewhere in this document). Board Operators cannot play spots that are not trafficked.

IF a spot is omitted, Board Operators should make a notation as to why. Board Operators should never falsify the information on the log.

Syndicated programs must be played at the scheduled time indicated on the log.

Station ID must be played within the range of 5 minutes before to 5 minutes after the top of the hour.

UW (Underwriting) must be played as close to the trafficked time as possible. A for-profit business or a non-profit organization is paying KKFI to play their spots at the trafficked times. The Development Director must approve all underwriting agreements and the Chief Operator must approves all spots for compliance before they air.

Other trafficked spots must be played within 15 minutes before or after the scheduled time.
- PSAs (Public Service Announcements) are typically free announcements we make for charities and non-profit organizations.
- Promos (Promotions) are typically spots promoting KKFI shows or events.
- Calendars: It is desirable to play calendars as close to the scheduled time as possible without disrupting programming (i.e., wait until the end of a song to play the calendar). If the calendar has underwriting support, Board Operators should plan their programming to allow for the calendar and underwriting spot to be played at the scheduled time (play the Underwriting spot before the calendar—it should be trafficked that way).

The Chief Operator prints the logs after he schedules (traffics) the underwriting, PSAs, calendars, or other on-air spots. The logs are kept in the hallway cabinet. The Board Operator on at midnight takes the logs into the studio where they are kept for all Board Operators to record during that 24 hours.

APPENDIX I. Examples of completed Station/Transmitter Log

KKFI-FM 90.1 MHZ, 100,000 WATTS H&V
TRANSMITTER LOG
DATE: September 16 / 2018   DAY OF WEEK: Sunday

TIME CDT	00: ≈ 0100 ≈ ON TOWER LIGHTS (off during daytime)	02: = 3.400 AMP. PLATE CURRENT	W03: ≈ 098.2 % = % POWER (operating 90-105%)
0000	2892 NITE	3.745	100.2
0200	2916	3.752	100.3
0400	2918	3.760	100.2
0600	2892 NITE	3.748 AMP	100.3 %
0800	20 NITE	3.743 AMP	100.3 %
1000	0 NITE	3.741	100.3
1200	0 NITE	3.733	100.1 %
1400			
1600	Mike	34.73	99.8 %
1800	NITE	3.71	100.00
2000	2916 Night	3.7401 AMP	100.2 %
2200	28.88 NITE	3.740 AMP	100.6 %

SIGN NAME	LOG ON TIME:	LOG OFF TIME:	COMMENTS AND NOTES Please note if 7 second delay is OFF	EQUIPMENT CHECKED
Saul Torchan	0000	0400		
	1100	0500		
	0500	0830		
	0900	1100		
	1100	100	OFF AIR — Power Outage	
	1:00	3:00		
	15:00			
	1700	1800		
John Neal	1800	2200		
	2200	2400		

TRANSMITTER/EQUIPMENT REPORT

NAME & PHONE NUMBER	EQUIPMENT TROUBLE DESCRIBE	IS IT CONSTANT OR INTERMITTENT?	WHAT TIME DID IT START?	HAS IT BEEN CORRECTED?

WEEKLY (EAS) SENT-_____ /_____ /_____   SENT BY:_____

RECEIVED -_____   LOGGED BY:_____   EOM TEST_____

CARRIER ON_____ OFF_____ TOWER LIGHTS_____

REVIEWING OPERATOR-_____   DATE-_____ /_____ /_____

Definitions: RWT-A Weekly Local Test. EOM is a Monthly Test. EAN is an Actual Nat'l Emergency. These tests may originate from a variety of different sources. The local Weekly Test Sent by KKFI is a RWT Test. Tests Must be Logged According to Their Type When Received or Transmitted.

KKFI FORM TL 1101

Revised – 09/19/2011

KKFI-FM 90.1 MHZ, 100,000 WATTS H&V

TRANSMITTER LOG

DATE: September, 23 / 2018   DAY OF WEEK: Sunday

TIME CDT	00: ≈ 0100 = ON TOWER LIGHTS (off during daytime)	0 0 P K L	02: ≈ 3.400 AMP. PLATE CURRENT	W03: ≈ 098.2 % * = % POWER (operating 90-105%)	0 T R (8. D E
0000	2908 NITE		3.740	100.3	
0200	2916		3.740	100.5	
0400	2924		3.740	100.5	
0600	2928 NITE		3.761 AMP	100.2 %	
0800	2912 NITE		3.750 AMP	100.5 %	
1000	0 nite		3.739	100.2	
1200	0 Noche		3.716	100.6 %	
1400	0 NITE		3.714	100.3 70	
1600	0 night		3.708	100.5	
1800	0 night		3.715 Am	100.8	
2000	2916 Nort		3.734 AMP	100.3%	
2200	2908 Nour		3.740 AMP	100.3%	

SIGN NAME	LOG ON TIME:	LOG OFF TIME:	COMMENTS AND NOTES Please note if 7 second delay is OFF	EQUIPMENT CHECKED
Sunf Jandson	0000	0100		
Pat Reefer	0100	0500	LISTENER CALLED 0452	
	0500	0930	STATIC THROUGH AIRWAVE	

2200	2908 Nour		3.740 AMP	100.5%	

SIGN NAME	LOG ON TIME:	LOG OFF TIME:	COMMENTS AND NOTES Please note if 7 second delay is OFF	EQUIPMENT CHECKED	
Sunf Jandson	0000	0100			
Pat Reefer	0100	0500	LISTENER CALLED 0452		
	0500	0930	STATIC THROUGH AIRWAVE NO SOUMD. STREAMING FINE 02 0 AMP 03 0% @ 0500 Emergency restart of transmitter never lost tower lights/@ 0504 02 reads 3. 03 read 100.		3. 100.
Scott Stanton by KPF	0930	1100			
Kaluper P. Peters	1100	1300	performed EAS at 12:28- PERFORMED AT 1:30		
nimfar Movahed	1500	1700		✓	
	1700	2000			
John Jodsk	2000	2200			
	2200	2400			

TRANSMITTER/EQUIPMENT REPORT

NAME & PHONE NUMBER	EQUIPMENT TROUBLE DESCRIBE	IS IT CONSTANT OR INTERMITTENT?	WHAT TIME DID IT START?	HAS IT BEEN CORREC TED?

KKFI - 90.1 FM Program Log
Saturday, June 16, 2018

Operator SignOn _[signature]_ 2300   Operator SignOff _[signature]_ 0000

Operator SignOn _Jon Zaman_ 2155   Operator SignOff _Jon Zaman_ 23

Operator SignOn _[signature]_ 1pm   Operator SignOff _[signature]_ 1pm

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LogTime	CopyID	Description	Lengt	LogTyp	Note	
8:15:00 PM	SPR 0233	Thanks Meshuggah	:30	SPA	Spot	2016 _[circled]_
9:00:00 PM		Legal ID	00:15			2100 _[circled]_
9:00:00 PM		Show Me Mix - Chris Edwards				
9:15:00 PM	SPR 0233	Thanks Meshuggah	:30	SPA	Spot	2115 _[circled]_
9:15:00 PM	SPR &#(@	Folly June 30th Short (pick One)	:15	SPA	Spot	2115 _[circled]_
9:15:00 PM	PPR 0147	JoJ Promo Generic	:30	PRO	Spot	2116 _[circled]_
10:00:00 P		Legal ID	00:15			
10:00:00 P		Mind the Gap - J Zed				10PM
10:30:00 P	SPR 0233	Thanks Meshuggah	:30	SPA	Spot	
10:30:00 P	SPR &#(@	Folly June 30th Short (pick One)	:15	SPA	Spot	10:30
10:55:00 P		Forward Promote Upcoming Shows	00:15			10:55
11:00:00 P		Legal ID	00:15			2302
11:00:00 P		Retro Red-Eye - Sunshine				
11:15:00 P	SPR &#(@	Folly June 30th Short (pick One)	:15	SPA	Spot	23/6
11:15:00 P	SPR 0233	Thanks Meshuggah	:30	SPA	Spot	2316