

PROGRAM
LOGGING
FORMATS

This application note was prepared to aid station personnel in designing a logging format to satisfy station and FCC requirements. Careful consideration should be given to all paragraphs of sections 73.281 and 73.282 of the FCC Rules and Regulations.*

The Hallikainen and Friends logging system prints out the time that an encoded source is aired, along with the encoded message. It also prints any existing alarm condition. By taking advantage of these features and using a well designed encoding format, a station can produce an easily interpreted log that complies with FCC requirements and simplifies traffic operations. A sample log is included as a part of this application note.

Program Logging: The FCC requires several entries to be made for each program. These include: title, begin and end times, type, and source. Most stations program music with special programs inserted at various times. Inserted programs (news, public affairs, etc.) can be treated as a program within a program (FCC 73.282(b)(ii)). The music format is listed on the log cover sheet. All other programs are within this program. If a news program is on a tape cartridge, it can be encoded with the program title, type, source, and duration. The FCC does not require that program durations be logged, but does require program begin and end times. The begin time will be logged when the encoded cartridge is played. The end time can be determined using the begin time and the duration. This satisfies FCC 73.282(g).

Network Programs: Networks appear to the logging system as a non-encoded source. To log them, an alarm input should be activated during the time the network is on the air. The printout will show a "key letter" next to the time the station joined net. Upon leaving net, the printout will show the time without the "key letter". If the key letter is explained elsewhere on the log (FCC 73.281(b)), some of the network logging requirements will have been met. Information is provided by the network regarding programs, commercial matter, and other announcements for the renewal composite week. When the network schedule is attached to the log, FCC 72.282(g) dispenses with the requirements that the name of the network programs and network commercials be logged (FCC 73.282(c)).

Announcement Logging: Although logging requirements vary with announcement type (such as announcement duration not being required on PSAs), "overlogging" doesn't hurt and makes the log easier to check. It is suggested that the following items be included for every announcement.

Hallikainen & Friends

101 D4 Suburban Road, San Luis Obispo, CA 93401 (805)541-0200

1. Cartridge Number
2. Sponsor (Commercial Announcement), Organization (PSA), name and political affiliation (Announcement presenting political candidate), or description (Station ID, Pre-filing, Promotional, etc.)
3. Announcement type (CA, PSA, O)
4. Announcement Duration (FCC required on CA)
5. Scheduled run dates (Aid to traffic)
6. Affidavit flag (Aid to traffic)

Day Header: Beginning the log with an appropriate header makes for a nice looking log which is easy to interpret. It is suggested that this be encoded on the sign off cart. This makes the first entry after the header the sign-on station ID.

* FCC rule sections cited apply to FM Broadcast Stations. Similar requirements apply to AM, TV, and Non-Commercial Educational Stations.

SAMPLE PROGRAM LOG

DAY: Monday ALL TIMES ARE: (EST) EDT (1)

DATE: January 15, 1977 SEE COVER SHEET FOR EXPLANATION OF KEY LETTERS & ABBREVIATIONS.

TIME	CAR#	PROGRAM/SPONSOR	(TYPE-SOURCE)	DURATION	RUN DATES	AFFY
06:00:00	101	SIGN ON, STATION IDENTIFICATION	(O)	:60	TFN	
06:10:23	105	BROWN'S SHOES	(CA)	:30	1/10-22	**** (2)
06:10:53	214	WILSON REALTORS	(CA)	:60	1/1-31	
06:11:53	301	WEATHER REPORT (3)	(N-L)	1:30	1/15 AM	
06:29:45	103	NEWS HEADLINES	(N-L)	2:00	1/15 AM	
06:31:45	207	BIG JIM'S	(CA)	:30	12/1-25 (4)	
06:45:10	507	WONDER COLA	(CA)	:30	1/1-31	****
06:59:50	102	STATION IDENTIFICATION	(O)	:10	TFN	
07:00:00 A	(5)					
07:05:00						
07:15:00	307	ACME INSURANCE	(CA)	:60	TFN	
07:17:05 I	(6)					
07:30:00 I	103	NEWS HEADLINES (7)	(N-L)	1:30	1/15 AM	
07:31:30 I	207	BIG JIM'S	(CA)	:60	1/10-25	
07:33:00	(8)					
07:45:15	307	ACME INSURANCE	(CA)	:60	TFN	

1. DAY HEADER. MANUAL ENTRIES HAVE BEEN MADE BY THE OPERATOR RESPONSIBLE FOR THE LOG INDICATING THE DAY, DATE AND LOCAL TIME STANDARD FOR THIS LOG.
2. AFFY FLAG. THIS IDENTIFIES ANNOUNCEMENTS THAT REQUIRE ACTUAL RUN TIMES FOR THE SPONSOR'S AFFIDAVIT.
3. PROGRAM WITHIN A PROGRAM. A PRE-ENCODED PROGRAM WHICH INCLUDES ALL PERTINENT LOGGING DATA.
4. RUN DATE INDICATES YOU ARE STILL RUNNING CHRISTMAS COPY!
5. KEY LETTER. A PARTICULAR NON-ENCODED SOURCE, CORRESPONDING TO THE LETTER "A," WAS ENTERED AT THIS TIME. THE NEXT ENTRY WITHOUT AN "A" INDICATES THE TIME THIS SOURCE WENT OFF THE AIR. TYPICALLY, THIS IS NET JOIN AND LEAVE TIMES.
6. KEY LETTER "I." THIS IS THE HIGHEST PRIORITY LETTER AND IS RESERVED TO INDICATE WHEN THE STATION IS OFF THE AIR.
7. MAKE GOODS REQUIRED. THESE SPOTS WERE RUN BY THE AUTOMATION WHILE THE STATION WAS OFF THE AIR.
8. STATION BACK ON AIR. KEY LETTER "I" HAS BEEN CLEARED INDICATING WHEN STATION CAME BACK ON AIR. LOWER PRIORITY KEY LETTERS CAN NOW BE PRINTED WHEN PRESENT.