Record Book Tabs

TSS

* Certificate
* Notifications
* Important phone numbers
* Misc.

EMPLOYEES

* Employee info sheets
* Pre-employment/ notification form
* Drug Training Completion form
* Employer copies of CCF with results attached

EMPLOYEE LISTS

* Quarterly lists sent to TSS

NOTIFICATION

* Random Notifications

TRAINING

* Employee Training

SUPERVISOR

* Supervisor Training

LAB

* Lab Reports

MIS

* MIS Reports, communication

MAINTENANCE