



South Texas Project Electric Generating Station P.O. Box 289 Wadsworth, Texas 77483

May 15, 2000
NOC-AE-00000846
STI: 31100106
FILE NO: Z18
ER 20000074
10CFR50.4(b)(5)
10CFR50 App E

U. S. Nuclear Regulatory Commission
Attention: Document Control Desk
Washington, DC 20555

STP NUCLEAR OPERATING COMPANY
Units 1 and 2
Docket Nos. STN 50-498; STN 50-499
Changes to Emergency Plan Implementing Procedure

In accordance with 10CFR50.4(b)(5) and 10CFR50, Appendix E, Section V, the STP Nuclear Operating Company hereby submits the attached revision of three (3) Emergency Plan Implementing Procedures.

If there are any questions regarding this matter, please contact Mr. Fred Puleo at (361) 972-8697 or myself at (361) 972-8053.

A handwritten signature in black ink, appearing to read "P. L. Serra".

P. L. Serra
Manager, Plant Protection

FJP/mk

Enclosure: Letter of Receipt
Summary of Changes
0ERP01-ZV-EF19, Matagorda County EOC Liaison, Revision 3
0ERP01-ZV-EF20, State of Texas EOC Liaison, Revision 3
0ERP01-ZV-EF21, Federal Response Agency Liaison, Revision 3

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* The above copies distributed without Attachment except as noted by the asterisk. If copies are required, please contact us.

**Summary of Changes for
Matagorda County EOC Liaison
0ERP01-ZV-EF19, Rev. 3**

This revision does not reduce the effectiveness nor change the intent of the procedure as described within the Emergency Plan.

The major changes made to the Matagorda County EOC Liaison procedure are format changes to combine the Recovery and Termination Checklists with the Matagorda County EOC Liaison Checklist. The change is to simplify use and remove redundant instructions.

Other changes are noted in the table and were made as administrative and clarifying changes.

The content changes are:

- Changed Procedure usage to N/A to comply with procedure 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide.
- Changed HL&P to STPEGS.
- Reformatted procedure into a Word97 Document.

The changes are noted in the following table:

Change No.	Change to Revision 3	Reason
1.	Table of Contents Deleted Data Sheet 2 and 3.	Combined into Data Sheet 1 to clarify responsibilities and simplify use of the procedure.
2.	Added Section 3.0 Precautions and Limitations, Steps 3.1 and 3.2.	Clarifies when personnel may be activated.
3.	Revised New Section 5.0 Procedure, to account for incorporated checklists.	Support the combined checklist format.
4.	Revised New Section 6.0 Support Documents.	Revised to match table of contents.
5.	Addendum 1 Shift Turnover Briefing, moved to ahead of Data Sheets.	Editorial change so it will comply with 0PGP03-ZA-0039, Plant Procedure Writer's Guide.

- END -

**Summary of Changes for
State of Texas EOC Liaison
0ERP01-ZV-EF20, Rev. 3**

This revision does not reduce the effectiveness nor change the intent of the procedure as described within the Emergency Plan.

The major changes made to the State of Texas EOC Liaison procedure are format changes to combine three checklists into one. The change is to simplify use and remove redundant instructions.

The content changes are:

- Changed Procedure usage to N/A to comply with procedure 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide.
- General revision, no rev bars.
- Reformatted procedure into a Word97 Document.

The changes are noted in the following table:

Change No.	Change to Revision 2	Reason
1.	Table of Contents Combined Data Sheet 1, 2, and 3.	Combined into one checklist to clarify responsibilities and simplify use of the procedure.
2.	Addendum 1 Shift Turnover Briefing moved ahead of Data Sheet.	Editorial change so it will comply with 0PGP03-ZA-0039, Plant Procedure Writer's Guide.
3.	New Step 1.2, This procedure implements the requirements of the South Texas Project Electric Generating Station specific to the State of Texas EOC Liaison.	Describes implementation of the Emergency plan.
4.	New Section 4.0 References, added 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide and 0ERP01-ZV-IN01, Emergency Classification.	Used to write this procedure.
5.	New Step 3.1 The Emergency Operations Facility may be activated at an Alert Emergency and will be activated when a Site Area Emergency or higher classification has been declared in	Describes when the Emergency Operations Facility is activated.

**Summary of Changes for
State of Texas EOC Liaison
0ERP01-ZV-EF20, Rev. 3**

Change No.	Change to Revision 2	Reason
	accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.	
6.	New Step 3.2 When the Emergency Operations Facility is activated, report to the Emergency Operations Facility and obtain a briefing from the Deputy EOF Director.	Describes where and who the liaison interfaces with in the Emergency Operations Facility.
7.	New Step 3.3 The State of Texas Emergency Operations Center will be activated when a Site Area Emergency or higher classification has been declared in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.	Describes when the EOC is activated.
8.	New Step 3.4 Upon Deputy Emergency Operations Facility Director direction; implement Section 1.0, Initial Activities of Data Sheet 1, State of Texas EOC Liaison Checklist.	Describes who directs the liaison to the State EOC.
9.	New Section 4.0 Added reference to 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide and 0ERP01-ZV-IN01, Emergency Classification.	Documents used by this procedure.
10.	Revised New Section 5.0 Procedure to provide instructions for combined checklist.	Support the combined checklist format.
11.	Revised New Section 6.0 Support Documents.	Revised to match table of contents.
12.	New Data Sheet 1, State of Texas EOC Liaison Checklist, relocated Recovery and Termination information.	Support the combined checklist format and to reduce redundancy.

- END -

**Summary of Changes for
Federal Response Agency Liaison
0ERP01-ZV-EF21, Rev. 3**

This revision does not reduce the effectiveness nor change the intent of the procedure as described within the Emergency Plan.

- Editorial replacement, HL&P with STPNOC
- The changes made are to reformat procedure into a Word97 Document.

The changes are noted in the following table:

Change No.	Change to Revision 2	Reason
1.	Combined 3 Data Sheets into 1. Moved Recovery and Termination instructions into the Federal Response Agency Liaison Checklist.	Move to make procedure easier to use and reduce redundant steps.
2.	Step 1.1, Removed “in the Federal Response Center”.	Sections are also performed in the Emergency Operations Facility.
3.	Section 3.0 References, Added Step 3.2 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide	Defines procedure usage.
4.	Section 4.0, Procedure, revised instructions in how to use the Data Sheets.	Instructions follow the single checklist format.
5.	Revised Section 5.0, Support Documents.	Revised list to reflect addendum and data sheets used in this procedure.
6.	Addendum 1 moved ahead of data sheet.	Editorial change so it will comply with OPGP03-ZA-0039, Plant Procedure Writer’s Guide.
7.	Data Sheet 1, Relocated Step 5.0, Recovery Activities and 6.0, Termination Activities.	Combined 2 checklists into these steps.

- END -

SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

D0527

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Matagorda County EOC Liaison					
Quality	Non Safety-Related	Usage: N/A	Effective Date: 05/01/00		
Lurinda Barton	N/A	N/A	Emergency Response Division		
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION		

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Matagorda County EOC Liaison**1. Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Matagorda County Emergency Operations Center (EOC) Liaison at the Matagorda County EOC during a declared emergency at the South Texas Project Electric Generating Station (STPEGS).
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Matagorda County EOC Liaison.

2. Responsibilities

- 2.1 The Matagorda County EOC Liaison is responsible for:
 - 2.1.1 Assisting the County with the implementation of the Matagorda County Emergency Management Plan.
 - 2.1.2 Ensuring adequate information exchange between the Emergency Operations Facility and the Matagorda County Emergency Operations Center.
 - 2.1.3 Arranging for STPEGS support requested from the County.
 - 2.1.4 Assisting in explaining technical issues.
 - 2.1.5 Coordinating STPEGS request for support from the County.

3. Precautions and Limitations

- 3.1 The Matagorda County Emergency Operations Center will be activated when an Alert or higher classification has been declared in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.

4. References

- 4.1 STPEGS Emergency Plan
- 4.2 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide
- 4.3 0ERP01-ZV-IN01, Emergency Classification
- 4.4 0ERP01-ZV-RE01, Recovery Operation
- 4.5 0ERP01-ZV-RE02, Documentation
- 4.6 Matagorda County Emergency Management Plan

Matagorda County EOC Liaison**5. Procedure**

- 5.1 At an Alert or higher Emergency Classification or as directed by the Emergency Director implement Data Sheet 1, Initial Activities.
- 5.2 Complete Checklist activities as follows:
 - 5.2.1 Use the right column to log the time an activity is performed.
 - 5.2.2 Reoccurring activities should be documented using the Emergency Action Log.
 - 5.2.3 Implement other activities as necessary.
 - 5.2.4 Use Checklists to help direct emergency activities.

6. Support Documents

- 6.1 Addendum 1, Shift Turnover Briefing
- 6.2 Data Sheet 1, Matagorda County EOC Liaison Checklist
- 6.3 Data Sheet 2, Matagorda County EOC Key Position Staffing

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Matagorda County EOC Liaison			
Addendum 1	Shift Turnover Briefing		Page 1 of 1

- 1.0 Provide a briefing of the event to the relief person including the following areas:
 - 1.1 The current emergency classification.
 - 1.2 Completed checklists and logs.
 - 1.3 Latest plant status.
 - 1.4 Protective Action Recommendations implemented.
 - 1.5 EAS message issued.
 - 1.6 Press releases issued.
 - 1.7 Notification forms received.
 - 1.8 Location of road blocks.
 - 1.9 Recovery plans developed and corrective actions for plant recovery.
- 2.0 Inform the following of the transfer of responsibilities to the oncoming shift replacement.
 - 2.1 Matagorda County Emergency Management Director and staff.
 - 2.2 Deputy EOF Director
- 3.0 Document the time of turnover and the identity of your relief on your Log. Deliver original log sheets to the Assistant Support Organization Director after the emergency has been terminated.
- 4.0 Take a copy of your shift schedule, or request that the Assistant Support Organization Director in the Emergency Operations Facility fax a copy of the latest shift schedule.

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Matagorda County EOC Liaison			
Data Sheet 1	Matagorda County EOC Liaison Checklist		Page 1 of 3

_____	_____	_____
(Name)	(Date)	(Unit)
<u>ACTION</u>		<u>TIME</u>

1.0 INITIAL ACTIVITIES

- 1.1 Report to the Matagorda County Emergency Operations Center (EOC) and inform the Matagorda County Emergency Management Director of your arrival. Introduce yourself as the STPNOC representative. _____
- 1.2 Verify the Matagorda County EOC Liaison's Emergency Response Manual is available. _____
- 1.3 Contact the Deputy EOF Director in the Emergency Operations Facility and obtain a briefing of current events. Provide the following information:
 - 1.3.1 A telephone number where you can be reached. _____
 - 1.3.2 A telecopy number. _____
 - 1.3.3 Status of the staffing of the Matagorda County Emergency Operations Center. _____
- 1.4 Complete Data Sheet 2, Matagorda County EOC Key Position Staffing and fax to the Deputy EOF Director in the Emergency Operations Facility. _____
- 1.5 Obtain and review copies of notification forms and press releases from the Matagorda County Emergency Management Director. _____
- 1.6 Contact the Deputy EOF Director in the Emergency Operations Facility to obtain the latest status of events. Confirm that this information can be released to the Matagorda County Emergency Operations Center. With the approval of the Matagorda County Emergency Management Director, provide a briefing to the Matagorda County Emergency Operations Center Staff of the latest status of events. _____

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Matagorda County EOC Liaison			
Data Sheet 1	Matagorda County EOC Liaison Checklist		Page 2 of 3

ACTION

TIME

1.7 Provide a list of road blocks to the Deputy EOF Director. Update the list as conditions change.

1.8 Initiate an Emergency Action Log.

2.0 LIAISON ACTIVITIES

2.1 Monitor Matagorda County Emergency Operations Center activities and ensure that current and correct information is available from STPEGS for County officials to make the appropriate decisions.

2.2 Periodically contact the Deputy EOF Director to obtain the latest status of events. Confirm that this information can be released to the Matagorda County Emergency Operations Center. With the approval of the County Emergency Management Director, provide a briefing to the Matagorda County Emergency Operations Center staff of the latest status of events.

2.3 Provide simplified explanation of technical details related to plant systems. In particular, focus on the status of the three fission product barriers (fuel cladding, reactor coolant system, and containment) and safety systems still operational to maintain the plant in a safe shutdown. As necessary, contact the Technical Director in the Emergency Operations Facility for assistance in explaining technical issues.

2.4 Verify and confirm any conflicting or questionable information.

2.5 Arrange for STPEGS support requested from the County.

2.6 Coordinate STPEGS request for support from the County.

2.7 Ensure communication flow of information between the Emergency Operations Facility and the Matagorda County Emergency Operations Center is maintained.

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Data Sheet 1	Matagorda County EOC Liaison Checklist		Page 3 of 3

ACTION	TIME
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3.0 SHIFT CHANGE ACTIVITIES

- 3.1 Upon arrival of your shift replacement, complete all actions listed in Addendum 1, Shift Turnover Briefing.

4.0 RECOVERY ACTIVITIES

- 4.1 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Form 1, Corrective Action Items List, and fax a copy of the list to the Deputy EOF Director.
- 4.2 Continue to assist the County with implementation of the Matagorda County Emergency Management Plan.
- 4.3 Assist the County in the development and implementation of recovery plans and procedures.

5.0 TERMINATION ACTIVITIES

- 5.1 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Form 1, Corrective Action Items List, and provide a copy of the list to the Deputy EOF Director.
- 5.2 Develop a list of any forms needing replenishment in the Matagorda County EOC Liaison's Emergency Response Manual. Provide a copy of the list to the Emergency Response Division upon return to the site.
- 5.3 Collect and organize in chronological order all documents, checklist, and logs.
- 5.4 Report to the Emergency Operations Facility and assist the Deputy EOF Director in writing an Emergency Response Summary report per 0ERP01-ZV-RE02, Documentation.
- 5.5 Turn over all documentation generated during the emergency to the Assistant Support Organization Director.

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Matagorda County EOC Liaison			
Data Sheet 2	Matagorda County EOC Key Position Staffing		Page 1 of 1

Emergency Management Director:

Emergency Management Coordinator:

County Sheriff:

County Commissioner:

Chief of Police (Bay City):

Chief of Police (Palacios):

Public Information Officer:

Mayor, Bay City:

Mayor, Palacios:

Fire Services Coordinator:

Hospital District Administrator:

Environmental Services Director:

Communications Officer:

Transportation Officer:

American Red Cross Director:

STPEGS Public Affairs:

BRC Liaison:

Date: _____

Time: _____

Print/Signature (Matagorda County EOC Liaison)

SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

D0527

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State of Texas EOC Liaison					
Quality	Non Safety-Related	Usage: N/A		Effective Date: 05/01/00	
Lurinda Barton	N/A	N/A		Emergency Response Division	
PREPARER	TECHNICAL	USER		COGNIZANT ORGANIZATION	

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State of Texas EOC Liaison			

1.0 Purpose and Scope

- 1.1 This procedure specifies the actions to be completed by the State of Texas EOC Liaison in the State of Texas Emergency Operations Center during a declared emergency at the South Texas Project Electric Generating Station (STPEGS).
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station specific to the State of Texas EOC Liaison.

2.0 Responsibilities

- 2.1 The State of Texas Emergency Operations Center Liaison is responsible for:
 - 2.1.1 Assisting the State with the implementation of the State of Texas Radiological Emergency Management Plan.
 - 2.1.2 Ensuring adequate information exchange between the Emergency Operations Facility (EOF) and the State Emergency Operations Center.
 - 2.1.3 Arranging for South Texas Project support requested from the State.
 - 2.1.4 Assisting in explaining technical issues.
 - 2.1.5 Coordinating South Texas Project request for support from the State.

3.0 Precautions and Limitations

- 3.1 The Emergency Operations Facility may be activated when an Alert Emergency Classification and will be activated at a Site Area or General Emergency Classification has been declared in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.
- 3.2 Upon notification, report to the Emergency Operations Facility and obtain the State of Texas EOC Liaison's Emergency Response Manual and a briefing from the Deputy EOF Director.
- 3.3 The State of Texas Emergency Operations Center will be activated when a Site Area Emergency or higher classification has been declared in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.
- 3.4 Upon Deputy EOF Director instructions, report to the State of Texas Emergency Operations Center and implement Section 1.0, Initial Activities of Data Sheet 1, State of Texas EOC Liaison Checklist.

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State of Texas EOC Liaison			

4.0 References

- 4.1 STPEGS Emergency Plan
- 4.2 State of Texas Radiological Emergency Management Plan
- 4.3 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide
- 4.4 0ERP01-ZV-RE01, Recovery Operations
- 4.5 0ERP01-ZV-RE02, Documentation
- 4.6 0ERP01-ZV-IN01, Emergency Classification

5.0 Procedure

- 5.1 When responding to the State of Texas Emergency Operations Center (Austin, Texas), then implement Section 1.0, Initial Activities of Data Sheet 1, State of Texas EOC Liaison Checklist.
- 5.2 Complete Checklist activities as follows:
 - 5.2.1 Use the right column to log the time an activity is performed.
 - 5.2.2 Reoccurring activities should be documented using the Emergency Action Log.
 - 5.2.3 Implement other activities as necessary.
- 5.3 Use this checklist to help direct emergency activities.

6.0 Support Documents

- 6.1 Addendum 1, Shift Turnover Briefing
- 6.2 Data Sheet 1, State of Texas EOC Liaison Checklist

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State of Texas EOC Liaison			
Addendum 1	Shift Turnover Briefing		Page 1 of 1

- 1.0 Provide a briefing of events to the relief person including the following areas:
 - 1.1 The current emergency classification
 - 1.2 Completed checklists
 - 1.3 Completed logs
 - 1.4 Latest plant status
 - 1.5 Protective Action Recommendations implemented
 - 1.6 Press releases issued
 - 1.7 Notification forms received
 - 1.8 Recovery plans developed and corrective actions for plant recovery
- 2.0 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement.
 - 2.1 State of Texas EOC Director and staff
 - 2.2 Deputy EOF Director
- 3.0 Document the time of turnover and the identity of your relief on your Log and provide copies to your replacement. Provide original log sheets to the Assistant Support Organization Director after the emergency has been terminated.
- 4.0 Take a copy of your shift schedule, or request that the Assistant Support Organization Director in the Emergency Operations Facility fax a copy of the latest shift schedule.

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Data Sheet 1	State of Texas EOC Liaison Checklist		Page 1 of 3

	(Name)	(Data)	(Unit)
Action			Time

1.0 Initial Activities

1.1 Report to the State of Texas Emergency Operations Center and inform the State of Texas EOC Director of your arrival. Introduce yourself as the STP Representative.

1.2 Verify the following documents are available:

1.2.1 State of Texas Radiological Emergency Management Plan

1.2.2 STPEGS Emergency Plan

1.3 Obtain a briefing of current events from the Deputy EOF Director. Provide the following information:

1.3.1 A telephone number where you can be reached.

1.3.2 A fax number.

1.3.3 Status of the staffing of the State of Texas Emergency Operations Center.

1.4 Obtain and review copies of notification forms and press releases from the State EOC Director.

1.5 Contact the Deputy EOF Director to obtain the latest status of events. Confirm that this information can be released to the State Emergency Operations Center. With the approval of the State EOC Director, provide a briefing to the State Emergency Operations Center staff/council of the latest status of events.

1.6 Initiate an Emergency Action Log.

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Action	Time
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2.0 Liaison Activities

2.1 Monitor State Emergency Operations Center activities and ensure that current and correct information is available from the STPEGS for State officials to make the appropriate decisions.

2.2 Periodically contact the Deputy EOF Director to obtain the latest status of events. Confirm that this information can be released to the State Emergency Operations Center. With the approval of the State EOC Director, provide a briefing of the latest status of events to the State Emergency Operations Center staff/council.

2.3 Provide simplified explanation of technical details related to plant systems. In particular, focus on the status of the three fission product barriers (fuel cladding, reactor cooling system, and containment) and safety systems still operational to maintain the plant in a safe shutdown. As necessary, contact the Technical Director for assistance in explaining technical issues.

2.4 Verify and confirm any conflicting or questionable information.

2.5 Arrange for South Texas Project support requested from the State.

2.6 Coordinate and track South Texas Project requests for support from the State.

2.7 Ensure communication flow of information between the Emergency Operations Facility and the State Emergency Operations Center is maintained.

3.0 Shift Change

3.1 Upon arrival of your shift replacement complete all actions listed in Addendum 1, Shift Turnover Briefing.

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Data Sheet 1	State of Texas EOC Liaison Checklist		Page 3 of 3

Action	Time
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4.0 Recovery Activities

- 4.1 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02-01, Corrective Action Items List, and fax a copy of the list to the Deputy EOF Director. _____
- 4.2 Continue to assist the State with implementation of the State of Texas Radiological Emergency Management Plan. _____
- 4.3 Assist the State in the development and implementation of recovery plans and procedures. _____
- 4.4 If a shift change occurs, then brief your replacement based on the applicable sections of Addendum 1. _____

5.0 Termination Activities

- 5.1 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02-01, Corrective Action Items List, and fax a copy of the list to the Deputy EOF Director. _____
- 5.2 Develop a list of any forms needing replenishment in the State of Texas EOC Liaison's Emergency Response Manual. Provide a copy of the list to the Emergency Response Division upon return to the Plant. _____
- 5.3 Collect and organize in chronological order all documents, checklists, and logs. _____
- 5.4 Report to the Emergency Operations Facility and assist the Deputy EOF Director in writing an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. _____
- 5.5 Turn over all documentation generated during the emergency to the Assistant Support Organization Director. _____

SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION D0527

O:\PROCEDURES\APPROVED\ERP\01\0ZVEF21.03x Effective Date: 05/01/00 Print Time / Date: 2:51 PM 04/24/00	0ERP01-ZV-EF21	Rev. 3	Page 1 of 7
Federal Response Agency Liaison			
Quality	Non Safety-Related	Usage: N/A	Effective Date: 05/01/00
Lurinda Barton	N/A.	N/A	Emergency Response Division
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION

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Federal Response Agency Liaison			

1.0 Purpose and Scope

- 1.1 This procedure specifies the actions to be completed by the Federal Response Agency Liaison during a declared emergency at the South Texas Project Electric Generating Station (STPEGS).

2.0 Responsibilities

- 2.1 The Federal Response Agency Liaison is responsible for:
 - 2.1.1 Assisting federal agencies in establishing the Federal Response Center and arranging for local accommodations.
 - 2.1.2 Assisting federal agencies with the implementation of the Federal Radiological Monitoring and Assessment Plan.
 - 2.1.3 Ensuring adequate information exchange between the South Texas Project Electric Generating Station Emergency Operations Facility (EOF) and the Federal Response Center.
 - 2.1.4 Arranging for STP Nuclear Operating Company support requested from the Federal Emergency Management Agency.
 - 2.1.5 Assisting in explaining technical issues and obtaining additional plant and system information.

3.0 References

- 3.1 STPEGS Emergency Plan
- 3.2 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide
- 3.3 Federal Radiological Monitoring and Assessment Plan
- 3.4 0ERP01-ZV-RE01, Recovery Operations
- 3.5 0ERP01-ZV-RE02, Documentation

4.0 Procedure

- 4.1 At an Alert or higher declaration announcement or as directed by the Emergency Director, report to the Emergency Operations Facility and implement Data Sheet 1, Federal Response Agency Liaison Checklist, Initial Activities.

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4.2 Complete Checklist activities as follows:

4.2.1 Log the time an activity is performed.

4.2.2 Reoccurring activities should be documented using the Emergency Action Log.

4.2.3 Implement other activities as necessary.

4.3 Use this Addendum and Checklist to help direct emergency activities.

5.0 Support Documents

5.1 Addendum 1, Shift Turnover Briefing

5.2 Data Sheet 1, Federal Response Agency Liaison Checklist

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Addendum 1	Shift Turnover Briefing		Page 1 of 1

- 1.0 Provide a briefing of events to the relief person including the following areas:
 - 1.1 The current emergency classification
 - 1.2 Completed checklists
 - 1.3 Completed logs
 - 1.4 Latest plant status
 - 1.5 Protective Action Recommendations implemented
 - 1.6 Press releases issued
 - 1.7 Notification forms received
 - 1.8 Location of road blocks
 - 1.9 Recovery plans developed and corrective actions for plant recovery
- 2.0 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement.
 - 2.1 Federal Response Center Director and staff
 - 2.2 Deputy EOF Director
- 3.0 If at the Emergency Operations Facility, then update the Staffing Board.
- 4.0 Document the time of turnover and the identity of your relief on your Log and provide a copy of the log to your replacement. Provide original logs to the Assistant Support Organization Director after the emergency has been terminated.
- 5.0 Obtain a copy of your shift schedule.
- 6.0 Verify your telephone number on the shift schedule. If this telephone number is inside the 10 mile EPZ, then provide an alternate telephone number for contact should evacuation of the EPZ be necessary.
- 7.0 Verify possession of a STPNOC picture badge for access through possible roadblocks when returning to the site for next shift or request a replacement picture badge from the Support Orientation Coordinator.
- 8.0 If at the Emergency Operations Facility, then inform the individual responsible for facility access control of the shift change and sign out when leaving the facility.

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Data Sheet 1	Federal Response Agency Liaison Checklist		Page 1 of 3

(Name)	(Date)	(Unit)	Time
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1.0 INITIAL ACTIVITIES

1.1 Report to the Emergency Operations Facility and sign in on the Staffing Board.

1.2 Initiate an Emergency Action Log.

1.3 Verify the following documents are available:

1.3.1 Federal Response Agency Liaison's Emergency Response Manual

1.3.2 Federal Radiological Monitoring and Assessment Plan

2.0 ACTIVATION OF THE FEDERAL RESPONSE CENTER

2.1 Proceed to the Federal Response Center with the copies of completed notification forms and press releases and introduce yourself to the lead Federal Response Center representative as the STP Nuclear Operating Company representative.

2.2 Contact the Deputy EOF Director and obtain a briefing of current events. Provide the following information:

2.2.1 A telephone number where you can be reached.

2.2.2 A telecopy number.

2.2.3 Status of the staffing of the Federal Response Center.

2.3 Review the notification forms and press releases issued. Contact the Deputy EOF Director to obtain the latest status of events. Confirm that this information can be released to the Federal Response Center. Once approval has been received from the Deputy EOF Director, provide a briefing of the latest status of events to the Federal Response Center staff.

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Action	Time
3.0 LIAISON ACTIVITIES	
3.1 Periodically contact the Deputy EOF Director to obtain the latest status of events. Confirm that this information can be released to the Federal Response Center. With the approval of the Federal Response Center Director, provide a briefing of the latest status of events to the Federal Response Center staff.	
3.2 Arrange for South Texas Project Nuclear Operating Company support requested from Federal Emergency Management Agency.	
4.0 SHIFT CHANGE ACTIVITIES	
Upon arrival of your shift replacement complete all actions listed in Addendum 1, Shift Turnover Briefing.	
5.0 RECOVERY ACTIVITIES	
Develop a list of activities and tasks that should be completed using 0ERP01-ZV-RE02, Form 1, Corrective Action Items List, and fax a copy of the list to the Deputy EOF Director.	
6.0 TERMINATION ACTIVITIES	
6.1 Using 0ERP01-ZV-RE02, Form 1, Corrective Action Items List, develop a list of activities and tasks that should be completed and fax a copy of the list to the Deputy EOF Director.	
6.2 Develop a list of any forms needing replenishment in the Federal Response Agency Liaison's Emergency Response Manual. Provide a copy of the list to the Emergency Response Division upon return to the Plant.	

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Action	Time
6.3 Collect and organize in chronological order all documents, checklists, and logs.	_____
6.4 Return to the Emergency Operations Facility and assist the Deputy EOF Director in writing an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation.	_____
6.5 Turn over all documentation generated during the emergency to the Assistant Support Organization Director.	_____