

Commonwealth Edison Company
LaSalle Generating Station
2601 North 21st Road
Marseilles, IL 61341-9757
Tel 815-357-6761



June 12, 2000

U.S. Nuclear Regulatory Commission
ATTN: Document Control Desk
Washington, DC 20555-0001

LaSalle County Station, Units 1 and 2
Facility Operating License Nos. NPF-11 and NPF-18
NRC Docket Nos. 50-373 and 50-374

Subject: Submittal of Changes to Emergency Plan Implementing
Procedures

In accordance with 10 CFR 50, Appendix E, "Emergency Planning Preparedness for Production and Utilization Facilities," we are reporting to the NRC changes to our Emergency Plan Implementing Procedures (EPIPs) within the requested 30 days pursuant to Section V, "Implementing Procedures." These changes were made May 12, 2000.

Attachment 1, "Summary of Changes," contains a brief summary of the EPIP changes. Attachment 2, "Implementing Procedures," contains the revised EPIPs.

Should you have any questions concerning this letter, please contact Mr. Frank A. Spangenberg, III, Regulatory Assurance Manager, at (815) 357-6761, extension 2383.

Respectfully,

A handwritten signature in black ink, appearing to read "Charles G. Pardee".

Charles G. Pardee
Site Vice President
LaSalle County Station

Attachments

cc: Regional Administrator - NRC Region III
NRC Senior Resident Inspector - LaSalle County Station

Attachment 1 Summary of Changes

LZP-1110-2, "Assistant Station Director Implementing Procedure," Revision 11

Description of Change(s): Revised Attachment A Item 4 to state "ENSURE that all required notifications to offsite governmental agencies (NARS and ENS) are timely and accurately performed."

Purpose of Change(s): Clarify the responsibility of the Assistant Station Director for notifications.

LZP-1160-1, "Administrative Director Implementing Procedure," Revision 12

Description of Change(s): Added Item 5 to Attachment A to state "Maintain the Significant Events Log (SEL) and Station Priority Log (SPL) in the TSC."

Purpose of Change(s): Add Administrative Director responsibility in accordance with administrative changes to the Generating Stations Emergency Plan (GSEP) Manual.

**Attachment 2
Implementing Procedure(s)**

LZP-1110-2, "Assistant Station Director Implementing Procedure," Revision 11

LZP-1160-1, "Administrative Director Implementing Procedure," Revision 12

LaSalle Station

UNIT 1, 2 AND COMMON

EMERGENCY PLAN IMPLEMENTING PROCEDURE

ASSISTANT STATION DIRECTOR IMPLEMENTING PROCEDURE

LZP-1110-2
Revision 11
May 10, 2000



Procedure Responsibility/Review/Approval Requirements	
Responsible Department Head:	HPS/RPM
Minimum Review Type:	TR
Required Cross-Discipline Review(s):	GSEPC
Approval Position Required:	HPS/RPM
Specific Requirements: 1. Review/Approval requirements apply to non-editorial procedure revisions.	

Level of Use
Reference

ASSISTANT STATION DIRECTOR IMPLEMENTING PROCEDURE

A. PURPOSE

A.1 Objective

This procedure outlines the method used to implement the Assistant Station Director's duties.

A.2 Discussion

The Assistant Station Director is responsible for the content of information transmitted from the TSC to other agencies or facilities and for documenting information received in the TSC in coordination with the Station Director.

The Assistant Station Director shall assist in the performance of the Station Director's responsibilities as required.

“State updates are required at the Alert declaration or higher. These updates are required at the top of the hour the first full hour following the Alert declaration or higher. The state updates are the responsibility of the EOF. Personnel responsible for making the state updates are as follows:

EOF - Manager of Emergency Operations per CEPIP 2200-01

EOF - Environmental Emergency Coordinator per CEPIP 2221-01

The Station Director/Acting Station Director should verify that the required state updates are being made by the EOF.”

A.3 Applicability

This procedure can be used in all modes of plant operation.

B. PREREQUISITES

B.1 Emergency classification of alert or higher.

B.2 Trained as Assistant Station Director.

C. PRECAUTIONS

C.1 None.

D. LIMITATIONS

D.1 None.

E. PROCEDURE

- E.1 MAINTAIN a record of GSEP related activities.
- E.2 ENSURE activation of the Emergency Operation Facility (EOF) at ALERT or greater classification by calling 1-630-603-7007 and entering 11111 followed by the # sign, then hang up.
- E.3 ENSURE that communications are established with appropriate parties as directed by the Station Director.
- E.4 ENSURE that all information transmitted to governmental agencies is appropriately approved.
- E.5 ENSURE documentation of time, date and content of information transmitted to outside agencies or liaisons on the appropriate form or forms (i.e. plant status forms, NARS forms, message forms) is correct.
- E.6 PERFORM the following on inquires to Station Director:
- RECORD the inquiry.
 - RELAY the inquiry to Station Director.
 - RECORD responses to inquiries prior to transmission.

NOTE

The Advisory Support Director in the EOF is responsible for State Agency updates.

- E.7 ACT as the primary point of contact for State technical agencies if the EOF cannot perform State Agency Updates.
- E.8 COORDINATE with the Emergency Planner in the EOF to verify information flow from the TSC to the EOF.
- E.9 BRIEF NRC Site Teams and Illinois Department of Nuclear Safety (IDNS) personnel on the emergency when they arrive in the TSC.
- E.9.1 USE the Briefing Book and GSEP forms as needed to conduct the briefing.

- E.10 INTRODUCE the following personnel:
- o IDNS personnel to Technical Director.
 - o NRC personnel to appropriate TSC Director, i.e., Operations, Technical, or Security.
- E.11 ENSURE notification requirements identified in the Reportability Manual and LZP-1210-5 are made as necessary.
- E.12 MAINTAIN communications, as necessary, with the Emergency Operations Facility (EOF).
- E.13 ENSURE the EOF has the information it needs to perform State Agency Updates.

F. REVIEW AND SIGNOFF

F.1 None.

G. REFERENCES

- G.1 Generating Stations Emergency Plan (GSEP).
- G.2 Commonwealth Edison Reportability Manual.
- G.3 LZP-1210-5 ENS Notifications.

ATTACHMENT A

ASSISTANT STATION DIRECTOR GUIDANCE FOR GSEP RESPONSIBILITIES

NOTE

This guidance is provided as an aid for the Assistant Station Director. It is not necessary to follow this guidance step by step. The numbered steps should be done immediately upon arriving in the TSC and the lettered steps should be done as conditions require. Its completion is not required and its use is determined by the Assistant Station Director.

- ___ 1. MAINTAIN GSEP log.
 - ___ 2. ENSURE that communications are established.
 - ___ 3. ENSURE that all information transmitted to governmental agencies is appropriately approved.
 - ___ 4. ENSURE that all required notifications to offsite governmental agencies (NARS and ENS) are timely and accurately performed..
-
- ___ A. RECORD and RELAY inquiries to the Station Director.
 - ___ B. MAINTAIN proper records.
 - ___ C. ACT as the primary point of contact for State technical agencies if EOF cannot.
 - ___ D. VERIFY information flow from the TSC to the EOF.
 - ___ E. Brief NRC Site Teams and IDNS personnel on the emergency when they arrive in the TSC.
 - ___ F. INTRODUCE the following personnel:
 - o IDNS personnel to Technical Director.
 - o NRC personnel to appropriate TSC Director, i.e., Operations, Technical, or Security.
 - ___ G. ENSURE notifications and communications are being performed.
 - ___ H. ENSURE the EOF has the information it needs to perform State Agency Updates.
 - ___ I. SUPERVISE the activities of all station Communicators/Recorders.
 - ___ J. SUPERVISE the activities of the Administrative Director.

Level of Use
Reference

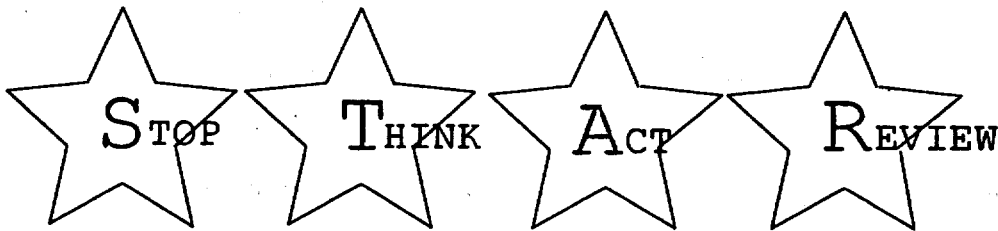
LaSalle Station

UNIT 1, 2 AND COMMON

EMERGENCY PLAN IMPLEMENTING PROCEDURE

ADMINISTRATIVE DIRECTOR IMPLEMENTING PROCEDURE

LZP-1160-1
Revision 12
May 10, 2000



Procedure Responsibility/Review/Approval Requirements	
Responsible Department Head:	HPS/RPM
Minimum Review Type:	TR
Required Cross-Discipline Review(s):	GSEP
Approval Position Required:	HPS/RPM
Specific Requirements:	
1. Review/Approval requirements apply to non-editorial procedure revisions.	

Level of Use
Reference

ADMINISTRATIVE DIRECTOR IMPLEMENTING PROCEDURE

A. PURPOSE

A.1 Objective

The purpose of this procedure is to outline the method used to implement the Administrative Director's duties.

B. PREREQUISITES

B.1 None.

C. PRECAUTIONS

C.1 None.

D. LIMITATIONS

D.1 Responsibility

D.1.1 PROVIDE administrative services in support of emergency/recovery operation.

D.1.2 DIRECT a clerical staff as needed during the course of an emergency.

D.1.3 The Admin Director shall report to the Assistant Station Director in the TSC.

D.2 Notification

D.2.1 Initial notification is made in accordance with LZP-1320-1, "Augmentation of Plant Staffing".

E. PROCEDURE

- E.1 MAINTAIN** a record of the GSEP related activities.
- E.2 COORDINATE** record keeping efforts at the Station to include recording of information from manual status boards for permanent record.
- E.3 DIRECT** a staff in the preparation of emergency procedures and interim reports during an emergency.
- E.4 ARRANGE** for clerical staff at the TSC, OSC, and Control Room.
- E.5 INTERFACE** with the Emergency Planner (EOF) and Manpower and Logistics Director (EOF) regarding Administrative functions such as telecopy of information between facilities.
- E.6 ARRANGE** for specialized training of Emergency Response personnel.
- E.7 Coordinate** Shift Relief and continual staffing of the Station (SEE LZP-1320-1).
- E.8 ARRANGE** for food and sleeping facilities for the onsite emergency workers.

F. REVIEW AND SIGNOFF

F.1 None

G. REFERENCES

G.1 Generating Stations Emergency Plan (GSEP).

ATTACHMENT A

ADMINISTRATIVE DIRECTOR CHECKLIST OF GSEP RESPONSIBILITIES

NOTE

This checklist is provided as an aid for the Administrative Director. It is not necessary to follow this checklist step by step. The numbered steps should be done immediately upon arriving in the TSC and the lettered steps should be done as conditions require. Its completion is not required and its use is determined by the Administrative Director.

- ___ 1. **MAINTAIN GSEP Log.**
 - ___ 2. **COORDINATE** record keeping for permanent records.
 - ___ 3. **STAFF** the TSC, OSC, and Control Room with clerical personnel.
 - ___ 4. **FORWARD** information to EOF using telecopiers.
 - ___ 5. **MAINTAIN** the Significant Events Log (SEL) and Station Priority Log (SPL) in the TSC.
-
- ___ A. **DIRECT** a staff in the preparation of emergency procedures and interim reports.
 - ___ B. **ASSIST** with arranging shift relief and continual staffing of Station.
 - ___ C. **ARRANGE** for food and sleeping facilities for the onsite emergency workers.
 - ___ D. **ARRANGE** for specialized training of Emergency Response personnel.