



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

September 25, 2000
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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 twenty-three (23) 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.

P. L. Serra
Manager, Plant Protection

FJP/mk

Enclosure: Letter of Receipt
Summary of Changes Table
0ERP01-ZV-SH01, Shift Supervisor, Rev. 15
0PGP05-ZV-0012, Emergency Facility Inventories, Rev. 2
0ERP01-ZV-TP01, Offsite Dose Calculations, Rev. 10

A045

0ERP01-ZV-IN07, Offsite Protective Action Recommendations, Rev. 6
0ERP01-ZV-EF01, EOF Director, Rev. 10
0ERP01-ZV-EF02, Deputy EOF Director, Rev. 7
0ERP01-ZV-EF03, Radiological Director, Rev. 5
0ERP01-ZV-EF09, Procurement/Resources Supervisor, Rev. 4
0ERP01-ZV-EF10, Offsite Field Team Supervisor, Rev. 5
0ERP01-ZV-EF12, Communications Systems Supervisor, Rev. 3
0ERP01-ZV-EF18, Offsite Agency Communicator, Rev. 5
0ERP01-ZV-EF26, Materials Engineer, Rev. 2
0ERP01-ZV-EF28, Assistant Support Organization Director, Rev. 1
0ERP01-ZV-TS03, Operations Manager, Rev. 5
0ERP01-ZV-TS04, Radiological Manager, Rev. 4
0ERP01-ZV-TS05, Chemical/Radiochemical Manager, Rev. 4
0ERP01-ZV-TS06, Maintenance Manager, Rev. 4
0ERP01-ZV-TS08, Security Manager, Rev. 5
0ERP01-ZV-TS09, Administrative Manager, Rev. 5
0ERP01-ZV-IN04, Assembly and Accountability, Rev. 9
0ERP01-ZV-OS01, OSC Coordinator, Rev. 3
0ERP01-ZV-OS02, Assistant OSC Coordinator, Rev. 2
0ERP01-ZV-OS05, Materials Handler, Rev. 4

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To: Paul L. Serra
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From: Tom Andrews
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Subject: Receipt Acknowledgment for Changes to STP
Emergency Plan Implementing Procedure(s)

I hereby acknowledge having received changes to the STP Nuclear Operating Company's Emergency Plan Implementing Procedure(s) transmitted by STP letter NOC-AE-00000933.

Signature

Date

Procedure	Description
0ERP01-ZV-SH01, Shift Supervisor	Editorial Change, deleted requirement to make public address announcements twice.
0PGP05-ZV-0012, Emergency Facility Inventories	Removed the Local Industry Thermoluminescent Dosimeter Packets from the Emergency Operations Facility to the County Emergency Operations Center, and various editorial changes.
0ERP01-ZV-TP01, Offsite Dose Calculations	Editorial Change, remove the following statement from Addendum 4, Step 5, "IF STAMPEDE is used, THEN a 2% Iodine fraction should be assumed. The Dose Rate Tables assume a 2% Iodine fraction". This statement should have been removed during a previous revision.
0ERP01-ZV-IN07, Offsite Protective Action Recommendations	Corrections of the 10 Mile Emergency Planning Zone Map. Procedure usage changed to N/A to comply with 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide.
0ERP01-ZV-EF01, EOF Director	Changed Procedure usage to N/A to comply with procedure 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide. Removed the Offsite Field Team (RAD VAN) (2 positions), they are no longer required. Position titles were changed to match the current organization chart. Revised instructions for use of the procedure. Added Engineering Assistant and Offsite communicator to recommended positions prior to activation. Added interface directions with the Bureau of Radiation Control Chief of Field Operations. Combined information within Data Sheets 2 & 3 into Data Sheet 1.
0ERP01-ZV-EF02, Deputy EOF Director	Changed Procedure usage to N/A to comply with procedure 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide. Removed the Offsite Field Team (VAN) (2 positions), they are no longer required, requirements have been deleted. Revised the INPO/Industry Liaison with Emergency Operations Facility Liaison title. Revised instructions for use of the procedure. Added Engineering Assistant and Offsite communicator to recommended positions prior to activation. Added reference to procedure 0PGP04-ZO-0PGP05-ZV-0007, Aircraft Crash Onsite. Combined information within Data Sheets 2 & 3 into Data Sheet 1.

Procedure	Description
	Addresses CR 00-2180-6, Removed Offsite from the Radiological Director Title. Addresses CR 00-4012-2, reflect emergency response organization position deletion of offsite field team (Van) & INPO/Industry Liaison change.
0ERP01-ZV-EF03, Radiological Director	Revise to read Protective Action Recommendation's required at General Emergency and Site Area Emergency with fuel failure. Addresses CR 00-4012-3, reflect emergency response organization position deletion of the Radiological Communicator. Revised TLD issuance instructions to allow use of a facility Thermoluminescent Dosimeter.
0ERP01-ZV-EF09, Procurement/Resources Supervisor	Changed Procedure usage to N/A to comply with procedure 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide. Removed the Spare Parts Engineer, and Contracts Specialist positions, they are no longer required. Addresses CR 00-4012-5, reflect emergency response organization position deletion. Revised STPEGS with STPNOC where applicable. Revised instructions for use of the procedure. Combined information within Data Sheets 2 & 3 into Data Sheet 1.
0ERP01-ZV-EF10, Offsite Field Team Supervisor	Changed Procedure usage to N/A to comply with procedure 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide. Addresses CR 00-4012-6, Removed the Offsite Field Team (VAN) position. Addresses CR 00-2180-8, Remove 36 BRC Respirators. Addresses CR 00-2180-9, Change Administrative Manager to Support Orientation Coordinator (title incorrect). Revised STPEGS with STPNOC where applicable. Revised instructions for use of the procedure. Removed directions to deliver Thermoluminescent Dosimeter Packets to Local Industry, this was moved to County Emergency Operations Center Procedures.
0ERP01-ZV-EF12, Communications Systems Supervisor	Changed Procedure usage to N/A to comply with procedure 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide. Addresses CR 00-4012-7, remove the Communications System Technician position, which is no longer required. Revised instructions for use of the procedure. Combined information within Data Sheets 2 & 3 into Data Sheet 1. Revised STPEGS

Procedure	Description
	with STPNOC where applicable.
0ERP01-ZV-EF18, Offsite Agency Communicator	Changed Procedure usage to N/A to comply with procedure 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide. Added Section 3.0, Precautions and Limitations, updated references, modified section 5.0 Procedure use instructions. Delete Addendum 2 and move all other public address announcement scripts to a separate manual, combine data sheets into one checklist to simplify use and upgrade to Word97.
0ERP01-ZV-EF26, Materials Engineer	Changed Procedure usage to N/A to comply with procedure 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide. Addresses CR 00-4012-8, reflect emergency response organization position deletion of the Spare Parts Engineer. Revised STPEGS with STPNOC where applicable. Revised instructions for use of the procedure. Combined information within Data Sheets 2 & 3 into Data Sheet 1.
0ERP01-ZV-EF28, Assistant Support Organization Director	Changed Procedure usage to N/A to comply with procedure 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide. Addresses CR 00-4012-10, reflect emergency response organization position deletion of the Contracts Specialist, and Communications Technician. Revised STPEGS with STPNOC where applicable. Revised instructions for use of the procedure. Combined information within Data Sheets 2 & 3 into Data Sheet 1.
0ERP01-ZV-TS03, Operations Manager	Changed Procedure usage to N/A to comply with procedure 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide. Addresses CR 00-4012-15, reflect emergency response organization position deletion of the Technical Communicator. Revised STPEGS with STPNOC where applicable. Revised instructions for use of the procedure. Added reference to 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide. Combined information within Data Sheets 2 & 3 into Data Sheet 1.
0ERP01-ZV-TS04, Radiological Manager	Changed Procedure usage to N/A to comply with procedure 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide. Addresses CR 00-4012-16, reflect emergency response organization position

Procedure	Description
	deletion of the RM-11 Operator and Radiological Communicator. Revised STPEGS with STPNOC where applicable. Revised instructions for use of the procedure. Added reference to OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide. Combined information within Data Sheets 2 & 3 into Data Sheet 1.
OERP01-ZV-TS05, Chemical/Radiochemical Manager	Changed Procedure usage to N/A to comply with procedure OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide. Addresses CR 00-4012-17, reflect emergency response organization position deletion of the RM-11 Operator. Revised STPEGS with STPNOC where applicable. Revised instructions for use of the procedure. Combined information within Data Sheets 2 & 3 into Data Sheet 1.
OERP01-ZV-TS06, Maintenance Manager	Changed Procedure usage to N/A to comply with procedure OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide. Addresses CR 00-4012-19, reflect emergency response organization position deletion of the Security Communicator. Revised STPEGS with STPNOC where applicable. Revised instructions for use of the procedure. Added reference to OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide. Combined information within Data Sheets 2 & 3 into Data Sheet 1.
OERP01-ZV-TS08, Security Manager	Changed Procedure usage to N/A to comply with procedure OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide. Addresses CR 00-4012-19, reflect emergency response organization position deletion of the Security Communicator. Revised STPEGS with STPNOC where applicable. Revised instructions for use of the procedure. Added reference to OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide. Combined information within Data Sheets 2 & 3 into Data Sheet 1.
OERP01-ZV-TS09, Administrative Manager	Addresses CR 00-4012-21, reflect emergency response organization position deletions of Spare Parts Engineer, OSC RAD Communicator, Document Control Clerk, Administrative Staff #2, Asst. Admin Manager, Technical Communicator, Tech. Status Board Keeper, Security Communicator, TSC Rad Communicator, and RM-11 Operator. Revised STPEGS with STPNOC where applicable. Revised instructions for use of the procedure. Revised Addendum 1, Fitness for Duty Requirements. Combined information within Data Sheets 2 & 3 into Data

Procedure	Description
	Sheet 1.
0ERP01-ZV-IN04, Assembly and Accountability	The change addresses CR 00-4012-11, Emergency Response Organization deletion of the Security Communicator Position.
0ERP01-ZV-OS01, OSC Coordinator	Changed Procedure usage to N/A to comply with 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide. Addresses Condition Report 00-2180-40, Step C.3.b, Data Sheet 1, reference to a search and rescue checklist that has been deleted. Revised STPEGS to STPNOC where applicable. Revised instructions for use of the procedure. Combined information within Data Sheets 1, 2, 3, 4, & 5 into Data Sheet 1.
0ERP01-ZV-OS02, Assistant OSC Coordinator	The proposed change revises procedure directions and Usage to N/A to comply with 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide. CR 00-2180-32 is also addressed in this change.
0ERP01-ZV-OS05, Materials Handler	Addresses CR 00-4012-14, Emergency Response Organization Spare Parts Engineer position deletion.

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SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

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O:\PROCEDURES\APPROVED\ERP01\OZVSH01.15x Effective Date: 08/31/00 Print Time / Date: 3:54 PM 08/21/00		0ERP01-ZV-SH01	Rev. 15	Page 1 of 35
Shift Supervisor				
Quality	Non Safety-Related	Usage: N/A	Effective Date: 08/31/00	
Max Keys	N/A	N/A	Emergency Response Division	
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION	

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Shift Supervisor

1.0 Purpose and Scope

- 1.1** This procedure specifies the actions to be completed by the Shift Supervisor in the Control Room during a declared emergency.

2.0 Responsibilities

- 2.1** The Shift Supervisor of the affected Unit is responsible for:

- 2.1.1** Recognizing, classifying and declaring the emergency.
- 2.1.2** Assuming the responsibilities and authorities of the Emergency Director until relieved by the TSC Manager or EOF Director.
- 2.1.3** Completing notifications and Protective Action Recommendations (PARs) to offsite agencies until relieved of Emergency Director responsibility and authority.
- 2.1.4** Directing initial onsite emergency response activities.
- 2.1.5** Monitoring plant conditions for changes in emergency action levels (EALs) and emergency classification.
- 2.1.6** Directing Control Room response to mitigate the emergency condition.
- 2.1.7** Approving departures from license conditions per 10CFR50.54(x) for Control Room Operator actions and equipment manipulations.
- 2.1.8** Directing notification of the Emergency Response Organization (ERO), until relieved of Emergency Director responsibility and authority.
- 2.1.9** Approving, or delegating approval of, press releases prior to issuance until relieved of Emergency Director responsibility and authority.

- 2.2** The Shift Supervisor of the unaffected Unit is responsible for:

- 2.2.1** Assuming the responsibilities and authority of Emergency Director if the Shift Supervisor of the affected Unit is unable to assume or continue to perform the duties of the Emergency Director.

- 2.3** The Unit 1 Shift Supervisor is responsible for:

- 2.3.1** Assuming the responsibilities and authorities of Emergency Director for events common to both Units.

Shift Supervisor

3.0 References

- 3.1 STPEGS Emergency Plan**
- 3.2 0ERP01-ZV-IN01, Emergency Classification**
- 3.3 0ERP01-ZV-IN02, Notifications to Offsite Agencies**
- 3.4 0ERP01-ZV-IN03, Emergency Response Organization Notification**
- 3.5 0ERP01-ZV-IN04, Assembly and Accountability**
- 3.6 0ERP01-ZV-IN05, Site Evacuation**
- 3.7 0ERP01-ZV-TS01, TSC Manager**
- 3.8 0ERP01-ZV-RE02, Documentation**
- 3.9 OPOP04-ZO-0004, Personnel Emergencies**
- 3.10 OPOP02-HE-0002, Technical Support Center HVAC System**
- 3.11 OPGP09-ZA-0002, Fitness for Duty Program**
- 3.12 0ERP01-ZV-TP03, Severe Accident Management**
- 3.13 NRC Inspection Report 90-10-03 (LCTS #9000789-936)**

4.0 Procedure

- 4.1 If an Unusual Event or higher emergency classification is declared, implement the appropriate checklist (1, 2, 3, or 4) based on the emergency classification declared. Use these checklists as guides to help direct emergency activities.**
- 4.2 If the emergency classification changes, then terminate completion of the current checklist and initiate a new checklist (2, 3, 4, or 5) based on the new emergency classification.**
- 4.3 Request a licensed Reactor Operator from the unaffected Unit (if available) be dispatched to assist.**
- 4.4 Assume the responsibilities and authorities of the Emergency Director. The Emergency Director is responsible for making certain key decisions and ensuring their implementation. The responsibilities which CANNOT be delegated include:**
 - 4.4.1 Declaring a new emergency classification.**

Shift Supervisor

- 4.4.2 Approving Protective Action Recommendations (PARs) issued to State and County authorities.
- 4.4.3 Approving required notifications to the State and County.
- 4.4.4 Approving exposures in excess of 10CFR20 limits and authorizing the use of Potassium Iodide (KI).
- 4.4.5 Approving departure from license conditions per 10CFR50.54(x).
- 4.4.6 Declaring entry into Severe Accident Management Guidelines.

4.5 The following Emergency Director responsibilities and authorities MAY be delegated:

- 4.5.1 Requesting federal assistance.
- 4.5.2 Approving press releases prior to issuance.
- 4.5.3 Approving commitments to the NRC.
- 4.5.4 Approving required communications with the NRC.

4.6 Upon arrival of the TSC Manager or EOF Director, provide a turnover briefing per OERP01-ZV-TS01, Data Sheet 2, Emergency Director Turnover Briefing.

4.7 When Emergency Director responsibilities have been transferred to the TSC Manager or EOF Director, then the Shift Supervisor shall perform the following:

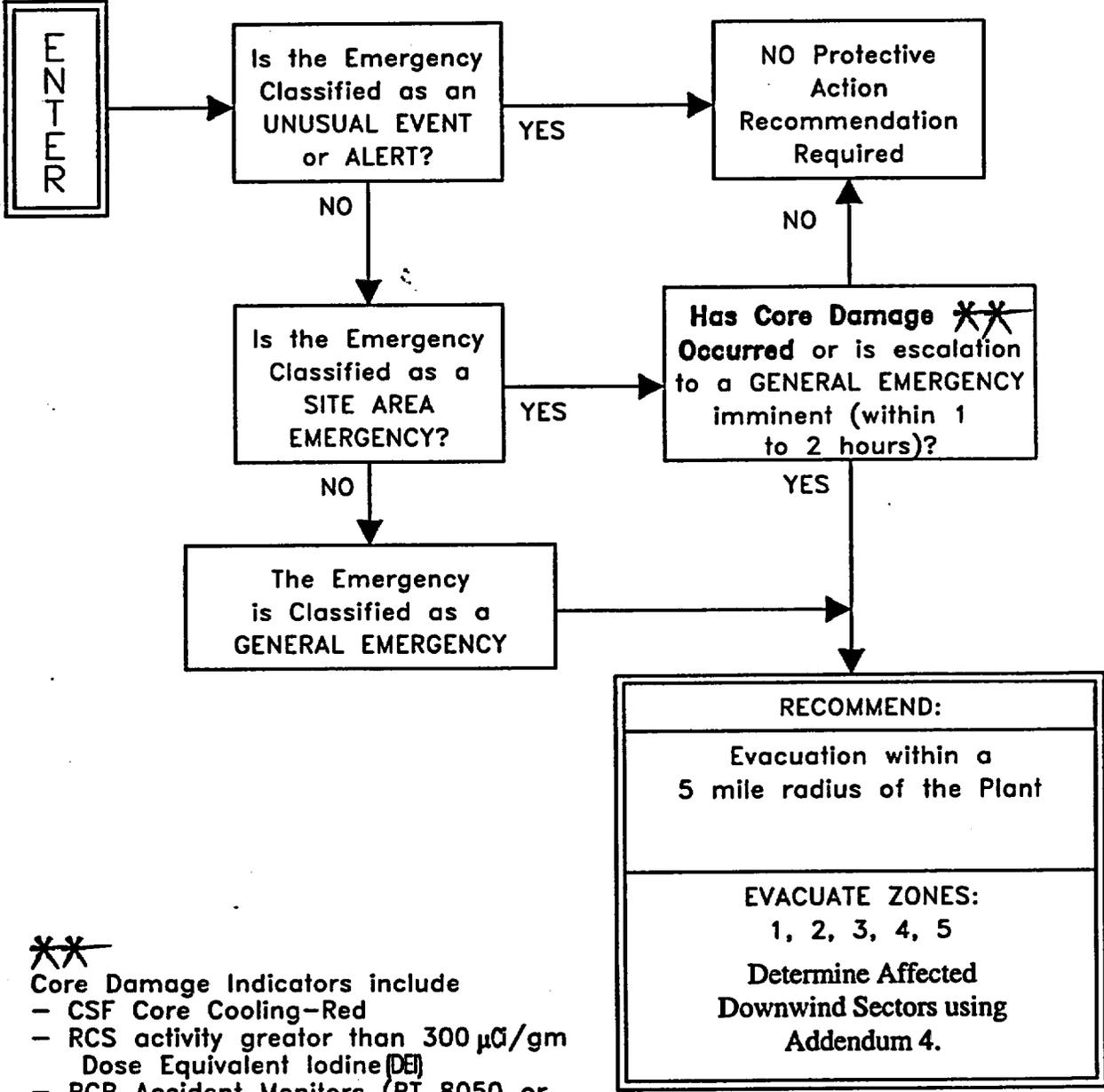
- 4.7.1 Keep the Emergency Director informed of any plant conditions which could change the EAL or PARs.
- 4.7.2 Provide ongoing assessment and interface with the Operations Manager, including recommending priorities for repair activities.
- 4.7.3 Approve departure from license conditions per 10CFR50.54(x) for Control Room Operator actions and equipment manipulations.

5.0 Support Documents

- 5.1 Addendum 1 - Initial Protective Action Recommendation Flowchart
- 5.2 Addendum 2 - Core/Containment Status Table
- 5.3 Addendum 3 - Radiological Release Table

Shift Supervisor

- 5.4 Addendum 4 - Protective Response Zones**
- 5.5 Data Sheet 1 - Unusual Event Checklist**
- 5.6 Data Sheet 2 - Alert Checklist**
- 5.7 Data Sheet 3 - Site Area Emergency Checklist**
- 5.8 Data Sheet 4 - General Emergency Checklist**
- 5.9 Data Sheet 5 - Termination Checklist**



 Core Damage Indicators include
 - CSF Core Cooling-Red
 - RCS activity greater than 300 $\mu\text{Ci}/\text{gm}$ Dose Equivalent Iodine (DEI)
 - RCB Accident Monitors (RT 8050 or RT 8051) greater than 100R/hr
 - Failed Fuel Monitor (RT 8039) equal to or greater than 870 $\mu\text{Ci}/\text{ml}$

RECOMMEND:
Evacuation within a 5 mile radius of the Plant
EVACUATE ZONES: 1, 2, 3, 4, 5
Determine Affected Downwind Sectors using Addendum 4.

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Shift Supervisor			
Addendum 2	Core/Containment Status Table		Page 1 of 1

**ENTRY REQUIREMENTS: GENERAL EMERGENCY AND
A RADIOLOGICAL RELEASE IS NOT IN PROGRESS**

CONTAINMENT HIGH RANGE RADIATION MONITOR (RT-8050, 8051)	CONTAINMENT PRESSURE	PROTECTIVE ACTION RECOMMENDATIONS
		EVACUATION
Less Than 50 R/hr	N/A	2 Mile Radius
50 R/hr to 100 R/hr	< 20 psig	5 Mile Radius
	≥ 20 psig	
>100 R/hr to 5,000 R/hr	< 40 psig	10 Mile Radius
	≥ 40 psig	
> 5,000 R/hr	< 20 psig	5 Mile Radius
	≥ 20 psig	10 Mile Radius

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Shift Supervisor			
Addendum 3	Radiological Release Table		Page 1 of 1

ENTRY REQUIREMENTS: SITE AREA EMERGENCY OR GENERAL EMERGENCY WITH A RADIOLOGICAL RELEASE IN PROGRESS
(Below List in order of preference based on available data)

CONDITION	PROTECTIVE ACTION
	EVACUATE
I. DOSE RATES MEASURED AT PLUME CENTERLINE ON EXCLUSION AREA BOUNDARY a. <100 mr/hr b. 100 mr/hr to 1000 mr/hr c. >1000 mr/hr	a. None (Site Area Emergency) Two mile radius (General Emergency) b. Two mile radius and zones in affected downwind sectors to 5 miles c. Five mile radius and zones in affected downwind sectors to 10 miles
II. PROJECTED DOSES (For Short Duration Puffs only < 30 min) a. Projected doses < PAG (1 rem TEDE or 5 rem Thyroid CDE) b. Projected doses ≥ PAG (1 rem TEDE or 5 rem Thyroid CDE)	a. None (Site Area Emergency) Two mile radius (General Emergency) b. Two mile radius and zones in any sector projected to exceed PAG
III. PROJECTED DOSES BEYOND EXCLUSION AREA BOUNDARY a. Projected doses < PAG (1 rem TEDE or 5 rem Thyroid CDE) b. Projected doses ≥ PAG 0-5 miles (1 rem TEDE or 5 rem Thyroid CDE) c. Projected doses ≥ PAG 5-10 miles (1 rem TEDE or 5 rem Thyroid CDE) d. Projected doses ≥ PAG at greater than 10-miles and dose projection is supported by field team measurements (1 rem TEDE or 5 rem Thyroid CDE)	a. None (Site Area Emergency) Two mile radius (General Emergency) b. Two mile radius and zones in affected downwind sectors to 5 miles c. Five mile radius and zones in affected downwind sectors to 10 miles d. Ten mile radius and affected downwind sectors in 2-mile increments until PAG is not exceeded.
IV. RELEASE RATES a. < EAL for Site Area Emergency (SAE) b. ≥ EAL for Site Area Emergency (SAE)* c. ≥ EAL for General Emergency	a. None (Site Area Emergency) b. Two mile radius (optional for SAE) c. Five mile radius and zones in affected downwind sectors to 10 miles
V. DEFAULT VALUES a. Site Area Emergency with <u>NO</u> core damage b. Site Area Emergency <u>with</u> core damage c. General Emergency	a. None b. Five mile radius c. Five mile radius

* Complete dose projections to verify General Emergency EALs (1 Rem TEDE/5 Rem Thyroid CDE) are not exceeded.

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Shift Supervisor			
Addendum 4	Protective Response Zones		Page 1 of 1

AFFECTED ZONES: Determine affected downwind sectors and protective response zones and enter onto 0ERP01-ZV-IN02, Data Sheet 1, Offsite Agency Notification Message Form.

TWO MILE RADIUS: PROTECTIVE RESPONSE ZONES: 1

FIVE MILE RADIUS: PROTECTIVE RESPONSE ZONES: 1, 2, 3, 4, 5

TEN MILE RADIUS: PROTECTIVE RESPONSE ZONES: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11

DIRECTION WIND FROM(°)	AFFECTED DOWNWIND SECTORS	PROTECTIVE RESPONSE ZONES	
		2-5 Miles (includes 1-mile radius)	5-10 Miles (includes 5-mile radius)
164-174	Q, R, A, B	1, 2, 5	1, 2, 3, 4, 5, 6, 10, 11
175-185	R, A, B	1, 2	1, 2, 3, 4, 5, 6, 11
186-196	R, A, B, C	1, 2	1, 2, 3, 4, 5, 6, 11
197-208	A, B, C	1, 2	1, 2, 3, 4, 5, 6, 11
209-219	A, B, C, D	1, 2	1, 2, 3, 4, 5, 6, 11
220-230	B, C, D	1, 2	1, 2, 3, 4, 5, 6
231-241	B, C, D, E	1, 2, 3	1, 2, 3, 4, 5, 6, 7
242-253	C, D, E	1, 2, 3	1, 2, 3, 4, 5, 6, 7
254-264	C, D, E, F	1, 2, 3	1, 2, 3, 4, 5, 6, 7
265-275	D, E, F	1, 2, 3	1, 2, 3, 4, 5, 6, 7
276-286	D, E, F, G	1, 2, 3	1, 2, 3, 4, 5, 6, 7
287-298	E, F, G	1, 3	1, 2, 3, 4, 5, 7
299-309	E, F, G, H	1, 3	1, 2, 3, 4, 5, 7, 8
310-320	F, G, H	1, 3	1, 2, 3, 4, 5, 7, 8
321-331	F, G, H, J	1, 3	1, 2, 3, 4, 5, 7, 8
332-343	G, H, J	1	1, 2, 3, 4, 5, 7, 8
344-354	G, H, J, K	1	1, 2, 3, 4, 5, 7, 8, 9
355-5	H, J, K	1	1, 2, 3, 4, 5, 8, 9
6-16	H, J, K, L	1	1, 2, 3, 4, 5, 8, 9
17-28	J, K, L	1	1, 2, 3, 4, 5, 8, 9
29-39	J, K, L, M	1, 4	1, 2, 3, 4, 5, 8, 9
40-50	K, L, M	1, 4	1, 2, 3, 4, 5, 8, 9
51-61	K, L, M, N	1, 4, 5	1, 2, 3, 4, 5, 8, 9, 10
62-73	L, M, N	1, 4, 5	1, 2, 3, 4, 5, 9, 10
74-84	L, M, N, P	1, 4, 5	1, 2, 3, 4, 5, 9, 10
85-95	M, N, P	1, 4, 5	1, 2, 3, 4, 5, 9, 10
96-106	M, N, P, Q	1, 4, 5	1, 2, 3, 4, 5, 9, 10, 11
107-118	N, P, Q	1, 5	1, 2, 3, 4, 5, 9, 10, 11
119-129	N, P, Q, R	1, 5	1, 2, 3, 4, 5, 9, 10, 11
130-140	P, Q, R	1, 5	1, 2, 3, 4, 5, 10, 11
141-151	P, Q, R, A	1, 2, 5	1, 2, 3, 4, 5, 10, 11
152-163	Q, R, A	1, 2, 5	1, 2, 3, 4, 5, 10, 11

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Shift Supervisor			
Data Sheet 1	Unusual Event Checklist		Page 1 of 6

(Name)	(Date)	(Unit)
<u>Action</u>		<u>Time</u>

A. INITIAL ACTIONS

1. Announce to Control Room personnel the declaration of an Unusual Event and the assumption of Emergency Director responsibilities by the Shift Supervisor. _____
2. Ensure the following announcement (or similar announcement) is made over the public address system using the Unit Override button: _____

(READ SLOWLY) "ATTENTION ALL PERSONNEL; ATTENTION ALL PERSONNEL. AN UNUSUAL EVENT HAS BEEN DECLARED IN UNIT(S) _____. ALL PERSONNEL SHOULD CONTINUE WITH THEIR NORMAL DUTIES UNLESS ASSIGNED EMERGENCY RESPONSE ACTIONS FOR AN UNUSUAL EVENT." (Optional: Give brief description of the event).

3. Direct the Control Room Communicators or available personnel to complete the required notifications as described in 0ERP01-ZV-IN02, Notifications to Offsite Agencies. N/A
 - a. No PARs are required for an Unusual Event.
 - b. State/County shall be contacted within 15 minutes of declaration of the Unusual Event to make emergency notifications.

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Action	Time
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- c. NRC notification shall be made immediately upon completion of State/County notification and no later than one hour after declaring the Unusual Event. If more than one Communicator is available, NRC notification may be made concurrently with State/County notification.**

- 4. Ensure that the following on-shift personnel have responded to their emergency duty station or have contacted the Control Room and are available to respond if needed:**

 - Onsite Communicator (Control Room)
 - State/County Communicator (Control Room)
 - ENS Communicator (Control Room)
 - Acting Radiological Manager
 - Shift Technical Advisor (Control Room)
 - Acting OSC Coordinator
 - Acting Security Manager

- 5. Direct the Onsite Communicator to notify select management personnel of the declaration of an Unusual Event in accordance with 0ERP01-ZV-IN03, Emergency Response Organization Notification.**

- 6. Contact the Duty Operations Manager and brief him on the situation.**

- 7. Contact the Duty Plant Manager and brief him on the situation.**

- 8. Contact the Energy Control and Dispatching Center (ECDC) Dispatcher and advise her/him of the nature of the emergency.**

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Action	Time
9. Initiate an Emergency Action Log.	N/A
10. If conditions could deteriorate to an Alert or higher emergency classification, then direct the notification of the Emergency Response Organization in accordance with 0ERP01-ZV-IN03, Emergency Response Organization Notification.	_____
11. If any of the following conditions exist, then consider establishing the OSC:	_____
<ul style="list-style-type: none"> • In-plant radiological conditions are deteriorating; • Search and rescue efforts are necessary; • Security threat is in progress; • Offsite chemical plant release occurs which may impact site operations; • Vital equipment in the plant is in a degraded condition; • Shift Supervisor judgment. 	
A. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED	
1. Early Dismissal of Non-Essential Personnel	
<ul style="list-style-type: none"> a. Consider early dismissal of non-essential personnel for the following conditions: <ul style="list-style-type: none"> • The event is declared due to radiological problems and the condition could worsen. • A Security event is in progress and removal of personnel from the site would facilitate the ability of Security to respond. • Notification of severe weather has been received which could impact the safety of personnel onsite. • Notification of an incident at a nearby chemical facility has been received that could impact the site. 	N/A

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- An orderly shutdown of activities and movement of personnel offsite is warranted.
- A situation which has a significant potential to develop into unsafe or hazardous conditions onsite exists.

b. Discuss with the Duty Operations Manager the advisability of conducting early dismissal. _____

c. If early dismissal of non-essential personnel in the Protected Area is determined appropriate, then make the following announcement: _____

(READ SLOWLY) "ATTENTION ALL PERSONNEL; ATTENTION ALL PERSONNEL. THE EMERGENCY DIRECTOR HAS ORDERED THE EARLY DISMISSAL OF ALL NON-ESSENTIAL PERSONNEL. ALL NON-ESSENTIAL PERSONNEL SHALL SECURE THEIR WORK AREA, INFORM THEIR SUPERVISOR OF JOB STATUS, AND EXIT THE SITE UNLESS DIRECTED OTHERWISE BY SUPERVISION. MONITOR LOCAL RADIO BROADCASTS FOR ADDITIONAL INFORMATION."

d. If early dismissal of non-essential personnel in the Owner Controlled Area is determined appropriate, then contact the Security Force Supervisor (Acting Security Manager) and request notification of personnel in the Owner Controlled Area. _____

2. Assembly and Accountability

a. Implement 0ERP01-ZV-IN04, Assembly and Accountability. _____

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<u>Action</u>	<u>Time</u>
<ul style="list-style-type: none"> b. IF the OSC has been activated, THEN instruct Plant Operators that have not been assigned tasks to proceed to the OSC for accountability and remain there to support OSC operations. 	_____
<ul style="list-style-type: none"> c. If persons are determined to be missing as a result of performing Assembly and Accountability, then contact the Duty Maintenance Supervisor (Acting OSC Coordinator) and provide names and last known locations of the missing persons. Direct the Duty Maintenance Supervisor (Acting OSC Coordinator) to form and dispatch Search and Rescue teams. 	_____
<p>3. Site Evacuation</p> <ul style="list-style-type: none"> a. Implement 0ERP01-ZV-IN05, Site Evacuation. 	_____
<p>4. Personnel Emergencies</p> <ul style="list-style-type: none"> a. Implement 0POP04-ZO-0004, Personnel Emergencies. 	LOG
<p>5. Potential for Radiological Release Occurring or Imminent</p> <ul style="list-style-type: none"> a. Place the affected Unit's TSC HVAC System in emergency/isolation mode or verify automatic transfer has occurred using 0POP02-HE-0002, TSC HVAC System. b. Contact unaffected Unit's Shift Supervisor and recommend placing the unaffected Unit's TSC HVAC in emergency/isolation mode. 	_____ _____
<p>6. Toxic Gas/Chemical Release from Nearby Chemical Facilities</p> <ul style="list-style-type: none"> a. If time permits, then initiate 0ERP01-ZV-IN04, Assembly and Accountability and 0ERP01-ZV-IN05, Site Evacuation. 	_____

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Action	Time
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- b. Otherwise, announce over the public address system for all personnel to seek shelter in buildings and turn off ventilation systems. Direct the Security Force Supervisor (Acting Security Manager) to warn personnel outside the Protected Area.

B. ONGOING ACTIONS

- | | |
|--|-----|
| 1. Continuously assess plant conditions against 0ERP01-ZV-IN01, Emergency Classification, to determine if changes to the current emergency classification are warranted. | N/A |
| 2. Evaluate the need for continued staffing of ERO positions and release unnecessary personnel to return to normal duties. | N/A |
| 3. Maintain an Emergency Action Log. | N/A |
| 4. Review and approve press releases as applicable. | LOG |

-END-

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(Name)	(Date)	(Unit)
Action		Time

A. INITIAL ACTIONS

1. Announce to Control Room personnel the declaration of an Alert and the continuation (or assumption) of Emergency Director responsibilities by the Shift Supervisor. _____
2. Ensure the following announcement (or a similar announcement) is made over the public address system using the Unit Override button: _____

(READ SLOWLY) "ATTENTION ALL PERSONNEL; ATTENTION ALL PERSONNEL. AN ALERT HAS BEEN DECLARED IN UNIT(S) ____. ALL DESIGNATED MEMBERS OF THE EMERGENCY RESPONSE ORGANIZATION REPORT TO YOUR FACILITY. ALL OTHER PERSONNEL ARE TO CONTINUE WITH THEIR NORMAL DUTIES UNLESS FURTHER INSTRUCTIONS ARE GIVEN." (Optional: Give brief description of the event.)

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Action	Time
<p>3. Direct the Control Room Communicators or available personnel to complete the required notifications as described in OERP01-ZV-IN02, Notifications to Offsite Agencies.</p> <p>a. No PARs are required for an Alert.</p> <p>b. State/County shall be contacted within 15 minutes of the declaration of the Alert to make emergency notifications.</p> <p>c. NRC notification shall be made immediately upon completion of State/County notification and not later than one hour after declaring the Alert. If more than one Communicator is available, NRC notification may be made concurrently with State/County notification.</p> <p>d. Activate Emergency Response Data System (ERDS) at the time the NRC Operations Center is notified of the Alert.</p>	<p>N/A</p>
4. Contact the Alarm Station Operator at extension 6042 to verify Emergency Notification and Response System activation.	_____
5. Contact the Duty Operations Manager and brief him on the situation.	_____
6. Contact the Duty Plant Manager and brief him on the situation.	_____
7. Contact the Energy Control and Dispatching Center (ECDC) Dispatcher and advise her/him of the nature of the emergency.	_____

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Action	Time
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8. Ensure that the following on-shift personnel have responded to their emergency duty station:

- Onsite Communicator (Control Room)
- State/County Communicator (Control Room)
- ENS Communicator (Control Room)
- Shift Technical Advisor (Control Room)
- Acting Radiological Manager
- Acting OSC Coordinator
- Acting Security Manager

B. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED

1. Early Dismissal of Non-Essential Personnel

a. Consider early dismissal of non-essential personnel for the following conditions:

N/A

- The event is declared due to radiological problems and the condition could worsen.
- A Security event is in progress and removal of personnel from the site would facilitate the ability of Security to respond.
- Notification of severe weather has been received which could impact the safety of personnel onsite.
- Notification of an incident at a nearby chemical facility has been received that could impact the site.
- An orderly shutdown of activities and movement of personnel offsite is warranted.
- A situation with a significant potential to develop into unsafe or hazardous conditions exists onsite.

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Action	Time
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b. Discuss with the Duty Operations Manager the advisability of conducting early dismissal. _____

c. If early dismissal of non-essential personnel in the Protected Area is determined appropriate, then make the following announcement: _____

(Read Slowly) "ATTENTION ALL PERSONNEL; ATTENTION ALL PERSONNEL. THE EMERGENCY DIRECTOR HAS ORDERED THE EARLY DISMISSAL OF ALL NON-ESSENTIAL PERSONNEL. ALL NON-ESSENTIAL PERSONNEL SHALL SECURE THEIR WORK AREA, INFORM THEIR SUPERVISOR OF JOB STATUS, AND EXIT THE SITE UNLESS DIRECTED OTHERWISE BY SUPERVISION. MONITOR LOCAL RADIO BROADCASTS FOR ADDITIONAL INFORMATION."

d. If early dismissal of non-essential personnel in the Owner Controlled Area is determined appropriate, then contact the Security Force Supervisor (Acting Security Manager) and request notification of personnel in the Owner Controlled Area. _____

2. Assembly and Accountability

a. Implement 0ERP01-ZV-IN04, Assembly and Accountability. _____

b. Instruct Plant Operators that have not been assigned tasks to proceed to the OSC for Accountability and remain there to support OSC operations. _____

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Action	Time
<ul style="list-style-type: none"> c. If missing persons are discovered as a result of performing Assembly and Accountability, then contact the Duty Maintenance Supervisor (Acting OSC Coordinator) and provide names and last known locations of the missing persons. Direct the Duty Maintenance Supervisor (Acting OSC Coordinator) to form and dispatch Search and Rescue teams. 	_____
<ul style="list-style-type: none"> 3. Site Evacuation <ul style="list-style-type: none"> a. Implement 0ERP01-ZV-IN05, Site Evacuation. 	_____
<ul style="list-style-type: none"> 4. Personnel Emergencies <ul style="list-style-type: none"> a. Implement 0POP04-ZO-0004, Personnel Emergencies. 	LOG
<ul style="list-style-type: none"> 5. Radiological Release Occurring or Imminent <ul style="list-style-type: none"> a. Place the affected Unit's TSC HVAC System in emergency/isolation mode or verify automatic transfer has occurred using 0POP02-HE-0002, TSC HVAC System. b. Contact the Unit's Shift Supervisor and recommend placing the unaffected Unit's TSC HVAC in emergency/isolation mode. c. Direct all Plant Operators to report to the 41' RCA Access Control Point and obtain an electronic dosimeter. d. Direct the Dose Assessment Specialist in the EOF to perform dose projections. If the Dose Assessment Specialist is not available, then direct the Acting Radiological Manager to perform dose projections. 	 _____ _____ _____ _____

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Action	Time
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- | | |
|---|---------------------------|
| <p>6. Toxic Gas/Chemical Release from Nearby Chemical Facilities</p> <p>a. If time permits, then initiate 0ERP01-ZV-IN04, Assembly and Accountability and 0ERP01-ZV-IN05, Site Evacuation.</p> <p>b. Otherwise, announce over the public address system for all personnel to seek shelter in buildings and turn off ventilation systems. Direct the Security Force Supervisor (Acting Security Manager) to warn personnel outside the Protected Area.</p> | <p>_____</p> <p>_____</p> |
|---|---------------------------|

C. ONGOING ACTIONS

- | | |
|--|------------|
| <p>1. Continuously assess plant conditions against 0ERP01-ZV-IN01, Emergency Classification, to determine if changes to the current emergency classification are warranted.</p> | <p>N/A</p> |
| <p>2. Evaluate the adequacy of the current Operations staffing and request assistance from the unaffected Unit and/or call out additional personnel.</p> | <p>N/A</p> |
| <p>3. Make periodic site public address announcements on the status of the emergency including any radiological hazard precautions.</p> | <p>LOG</p> |
| <p>4. Until relieved as the Emergency Director, update off-site agencies (State, County, BRC) about hourly (or more frequently if warranted) on the status of the emergency.</p> | <p>LOG</p> |
| <p>5. Maintain an Emergency Action Log.</p> | <p>N/A</p> |
| <p>6. Keep Plant Operators in the field advised of plant status and radiological conditions as applicable.</p> | <p>LOG</p> |
| <p>7. Review and approve press releases as applicable.</p> | <p>LOG</p> |

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Action	Time
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**D. FOLLOWING EMERGENCY DIRECTOR TURNOVER TO THE TSC
MANAGER OR EOF DIRECTOR**

- | | | |
|----|--|-----|
| 1. | Maintain ENS communications with the NRC if requested. | N/A |
| 2. | Advise the Emergency Director of conditions which may change the emergency classification. | N/A |
| 3. | Periodically brief Control Room staff of the status of the emergency and ongoing repair efforts. | N/A |

-END-

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_____ (Name)	_____ (Date)	_____ (Unit)
Action		Time

NOTE

Continue with this checklist only if the TSC Manager or EOF Director has not assumed Emergency Director responsibilities and authorities.

A. INITIAL ACTIONS

1. Announce to Control Room personnel the declaration of a Site Area Emergency (SAE) and the continuation (or assumption) of Emergency Director responsibilities by the Shift Supervisor. _____

2. Make the following announcement (or similar announcement) over the public address system using the Unit Override button: _____

(Read Slowly) "ATTENTION ALL PERSONNEL; ATTENTION ALL PERSONNEL. A SITE AREA EMERGENCY HAS BEEN DECLARED IN UNIT(S) ____."
 (Optional: Give brief description of the event.)

3. If Assembly and Accountability has not been completed, then determine wind direction and implement Assembly and Accountability (Step 4). _____

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Shift Supervisor			
Data Sheet 3	Site Area Emergency Checklist		Page 2 of 6

Action	Time
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4. Sound the assembly alarm for about 15 seconds and make the following announcement: _____

“ATTENTION. ATTENTION. ASSEMBLY AND ACCOUNTABILITY HAS BEEN ORDERED FOR ALL PERSONNEL IN THE PROTECTED AREA. ALL EMERGENCY RESPONSE ORGANIZATION PERSONNEL REPORT TO YOUR DESIGNATED ASSEMBLY AREA AND IMMEDIATELY CARD-IN ON ACCOUNTABILITY CARDREADERS. ALL OTHER PERSONNEL EXIT THE PROTECTED AREA VIA THE FOLLOWING ROUTE:

(Read one of the following as determined by wind direction)

[Wind Direction: 000-090] PERSONNEL SHOULD GO NORTH OF UNITS 1 AND 2 AND EXIT THE EAST GATEHOUSE, AND ASSEMBLE IN THE NUCLEAR SUPPORT CENTER. NO EATING, DRINKING, SMOKING, OR CHEWING IS ALLOWED BY EVACUEES.”

OR

[Wind Direction: 091-180] PERSONNEL SHOULD GO SOUTH OF UNITS 1 AND 2 AND EXIT THE EAST GATEHOUSE, AND ASSEMBLE IN THE NUCLEAR SUPPORT CENTER. NO EATING, DRINKING, SMOKING, OR CHEWING IS ALLOWED BY EVACUEES.”

OR

[Wind Direction: 181-270] PERSONNEL SHOULD GO SOUTH OF UNITS 1 AND 2 AND EXIT THE WEST GATEHOUSE, AND ASSEMBLE IN THE CENTRAL PROCESSING FACILITY. NO EATING, DRINKING, SMOKING, OR CHEWING IS ALLOWED BY EVACUEES.”

OR

[Wind Direction: 271-359] PERSONNEL SHOULD GO NORTH OF UNITS 1 AND 2 AND EXIT THE WEST GATEHOUSE, AND ASSEMBLE IN THE CENTRAL PROCESSING FACILITY. NO EATING, DRINKING, SMOKING, OR CHEWING IS ALLOWED BY EVACUEES.”

(Repeat the assembly alarm and announcement as appropriate to ensure personnel accountability is complete).

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Action	Time
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5. Direct the Control Room Communicators or available personnel to complete the required notifications as described in 0ERP01-ZV-IN02, Notifications to Offsite Agencies.
 - a. IF time does not permit the calculation and evaluation of downwind doses OR personnel are not available to complete these calculations, THEN determine the Protective Action Recommendation using Addendum 1, Initial Protective Action Recommendation Flowchart. _____
 - b. IF a radiological release has occurred, AND Offsite Prompt Dose Assessment (OPDA) is available, THEN obtain the Protective Action Recommendation from the printout. _____
 - c. IF a radiological release is in progress, AND Offsite Prompt Dose Assessment (OPDA) is not available, THEN use manual dose assessment, actual field readings, or release rates to determine the Protective Action Recommendation using Addendum 3, Radiological Release Table. _____
 - d. IF dose assessment results indicate ≥ 1 rem TEDE or ≥ 5 rem Thyroid CDE (PAGs) are exceeded at 10 miles, and field team measurements verify projected dose, THEN recommend evacuation of 10 mile radius and downwind sectors greater than 10-miles in 2-mile increments until PAGs are not exceeded. _____
 - e. Determine affected downwind sectors and zones using Addendum 4, Protective Response Zones. _____
 - f. State/County shall be contacted within 15 minutes of the declaration of the SAE to make emergency notifications. _____
 - g. NRC notification shall be made immediately upon completion of State/County notification and not later than one hour after declaring the SAE. If more than one Communicator is available, NRC notification may be made concurrently with State/County notification. _____
 - h. Activate Emergency Response Data System (ERDS) at the time the NRC Operations Center is notified of the Site Area Emergency, if not previously activated. _____

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Action	Time
6. IF not already accomplished, THEN contact the Alarm Station Operator at extension 6042 to verify Emergency Notification and Response System activation.	_____
7. Instruct Plant Operators that have not been assigned tasks to proceed to the OSC for Accountability and remain there to support OSC operations. Ensure Plant Operators that remain under Control Room direction obtain an electronic dosimeter.	_____
8. Contact the Energy Control and Dispatching Center (ECDC) Dispatcher and advise her/him of the nature of the emergency.	_____
9. Verify that the following on-shift personnel have responded to their emergency duty station: <ul style="list-style-type: none"> • Onsite Communicator (Control Room) • State/County Communicator (Control Room) • ENS Communicator (Control Room) • Shift Technical Advisor (Control Room) • Acting Radiological Manager • Acting OSC Coordinator • Acting Security Manager 	_____
10. If the event is Radiologically based and the TSC HVAC has not been transferred to emergency/isolation mode, Then: <ul style="list-style-type: none"> a. Place the affected Unit's TSC HVAC System in emergency/isolation mode or verify automatic transfer has occurred using OPOP02-HE-0002, TSC HVAC System. b. Contact the unaffected Unit's Shift Supervisor and recommend placing the unaffected Unit's TSC HVAC in emergency/isolation mode. 	 _____ _____

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Shift Supervisor			
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Action	Time
11. If site evacuation has not been completed, then implement 0ERP01-ZV-IN05, Site Evacuation upon completion of Assembly and Accountability.	_____
B. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED	
1. Personnel Emergencies	
a. Implement 0POP04-ZO-0004, Personnel Emergencies.	LOG
2. Radiological Release Occurring or Imminent	
a. Direct all Plant Operators to report to the 41' RCA Access Control Point and obtain an electronic dosimeter.	_____
b. Direct the Dose Assessment Specialist in the EOF to perform dose projections. If the Dose Assessment Specialist is not available, then direct the Acting Radiological Manager to perform the dose projections.	_____
3. Toxic Gas/Chemical Release from Nearby Chemical Facilities	
a. If conditions did not permit Assembly and Accountability and Evacuation, announce over the public address system for all personnel to seek shelter in buildings and turn off ventilation systems. Direct the Security Force Supervisor (Acting Security Manager) to warn personnel outside the Protected Area.	_____
4. Missing Persons	
a. If missing persons are discovered as a result of performing Assembly and Accountability, then contact the Duty Maintenance Supervisor (Acting OSC Coordinator) and provide names and last known locations of the missing persons. Direct the Duty Maintenance Supervisor (Acting OSC Coordinator) to form and dispatch Search and Rescue teams.	_____

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Action	Time
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C. ONGOING ACTIONS

- | | | |
|----|--|-----|
| 1. | Continuously assess plant conditions against 0ERP01-ZV-IN01, Emergency Classification to determine if changes to the current emergency classification are warranted. | N/A |
| 2. | Evaluate the adequacy of the current Operations staffing and request assistance from the unaffected Unit and/or call out additional personnel. | N/A |
| 3. | Make periodic site public address announcements of the status of the emergency including any radiological hazard precautions. | LOG |
| 4. | Until relieved as the Emergency Director, update off-site agencies (State, County, BRC) about hourly (or more frequently if warranted) on the status of the emergency. | LOG |
| 5. | Maintain an Emergency Action Log. | N/A |

D. FOLLOWING EMERGENCY DIRECTOR TURNOVER TO THE TSC MANAGER

- | | | |
|----|--|-----|
| 1. | Maintain ENS communications with the NRC if requested. | N/A |
| 2. | Advise the Emergency Director of conditions which may change the emergency classification. | N/A |
| 3. | Periodically brief the Control Room staff of the status of the emergency and ongoing repair efforts. | N/A |
| 4. | Keep Plant Operators in the field advised of plant status and radiological conditions as applicable. | LOG |
| 5. | Review and approve press releases as applicable. | LOG |

-END-

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Shift Supervisor			
Data Sheet 4	General Emergency Checklist		Page 1 of 6

(Name)	(Date)	(Unit)
Action		Time

NOTE

Continue with this checklist only if the TSC Manager or EOF Director has not assumed Emergency Director responsibilities and authorities.

A. INITIAL ACTIONS

1. Announce to Control Room personnel the declaration of a **General Emergency (GE)** and the continuation (or assumption) of Emergency Director responsibilities by the Shift Supervisor. _____

2. Ensure the following announcement (or similar announcement) is made over the public address system using the **Unit Override** button: _____

(Read Slowly) "ATTENTION ALL PERSONNEL; ATTENTION ALL PERSONNEL. A GENERAL EMERGENCY HAS BEEN DECLARED IN UNIT(S) ___."

(Optional: Give brief description of the event.)

3. If Assembly and Accountability has not been completed, then determine wind direction and implement Assembly and Accountability (Step 4). _____

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<u>Action</u>	<u>Time</u>
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4. Sound the assembly alarm for about 15 seconds and make the following announcement:

“ATTENTION. ATTENTION. ASSEMBLY AND ACCOUNTABILITY HAS BEEN ORDERED FOR ALL PERSONNEL IN THE PROTECTED AREA. ALL EMERGENCY RESPONSE ORGANIZATION PERSONNEL REPORT TO YOUR DESIGNATED ASSEMBLY AREA, AND IMMEDIATELY CARD-IN ON ACCOUNTABILITY CARDREADERS. ALL OTHER PERSONNEL EXIT THE PROTECTED AREA VIA THE FOLLOWING ROUTE:

(Read one of the following as determined by wind direction)

[Wind Direction: 000-090] PERSONNEL SHOULD GO NORTH OF UNITS 1 AND 2 AND EXIT THE EAST GATEHOUSE, AND ASSEMBLE IN THE NUCLEAR SUPPORT CENTER. NO EATING, DRINKING, SMOKING, OR CHEWING IS ALLOWED BY EVACUEES.”

OR

[Wind Direction: 091-180] PERSONNEL SHOULD GO SOUTH OF UNITS 1 AND 2 AND EXIT THE EAST GATEHOUSE, AND ASSEMBLE IN THE NUCLEAR SUPPORT CENTER. NO EATING, DRINKING, SMOKING, OR CHEWING IS ALLOWED BY EVACUEES.”

OR

[Wind Direction: 181-270] PERSONNEL SHOULD GO SOUTH OF UNITS 1 AND 2 AND EXIT THE WEST GATEHOUSE, AND ASSEMBLE IN THE CENTRAL PROCESSING FACILITY. NO EATING, DRINKING, SMOKING, OR CHEWING IS ALLOWED BY EVACUEES.”

OR

[Wind Direction: 271-359] PERSONNEL SHOULD GO NORTH OF UNITS 1 AND 2 AND EXIT THE WEST GATEHOUSE, AND ASSEMBLE IN THE CENTRAL PROCESSING FACILITY. NO EATING, DRINKING, SMOKING, OR CHEWING IS ALLOWED BY EVACUEES.”

(Repeat the assembly alarm and announcement as appropriate to ensure personnel accountability is complete.)

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Action	Time
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5. Direct the Control Room Communicators or available personnel to complete the required notifications as described in 0ERP01-ZV-IN02, Notifications to Offsite Agencies.

- | | |
|--|--------------|
| <p>a. IF time does not permit the calculation and evaluation of downwind doses OR personnel are not available to complete these calculations, THEN determine the Protective Action Recommendation using Addendum 1, Initial Protective Action Recommendation Flowchart.</p> | <p>_____</p> |
| <p>b. IF a radiological release has not occurred, THEN use Addendum 2, Core/Containment Status Table.</p> | <p>_____</p> |
| <p>c. IF a radiological release has occurred, AND Offsite Prompt Dose Assessment (OPDA) is available, THEN obtain the Protective Action Recommendation from the printout.</p> | <p>_____</p> |
| <p>d. IF a radiological release is in progress, AND Offsite Prompt Dose Assessment (OPDA) is <u>not</u> available, THEN use manual dose assessment, actual field readings, or release rates to determine the Protective Action Recommendation using Addendum 3, Radiological Release Table.</p> | <p>_____</p> |
| <p>e. IF dose assessment results indicate ≥ 1 rem TEDE or ≥ 5 rem Thyroid CDE (PAGs) are exceeded at 10 miles, and field team measurements verify projected dose, THEN recommend evacuation of 10 mile radius and downwind sectors greater than 10-miles in 2-mile increments until PAGs are not exceeded.</p> | <p>_____</p> |
| <p>f. Determine affected downwind sectors and zones using Addendum 4, Protective Response Zones.</p> | <p>_____</p> |
| <p>g. State/County shall be contacted within 15 minutes of the declaration of the GE to make emergency notifications.</p> | <p>_____</p> |
| <p>h. NRC notification shall be made immediately upon completion of State/County notification and not later than one hour after declaring the GE. If more than one Communicator is available, NRC notification may be made concurrently with State/County notification.</p> | <p>_____</p> |

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Shift Supervisor			
Data Sheet 4	General Emergency Checklist		Page 4 of 6

Action	Time
---------------	-------------

- | | |
|--|-------|
| <p>i. Activate Emergency Response Data System (ERDS) at the time the NRC Operations Center is notified of the GE, if not previously activated.</p> | _____ |
| <p>6. IF not already accomplished, THEN contact the Alarm Station Operator at extension 6042 to verify Emergency Notification and Response activation.</p> | _____ |
| <p>7. Instruct Plant Operators that have not been assigned tasks to proceed to the OSC for Accountability and remain there to support OSC operations. Ensure Plant Operators that remain under Control Room direction obtain an electronic dosimeter.</p> | _____ |
| <p>8. Contact the Energy Control and Dispatching Center (ECDC) Dispatcher and advise her/him of the nature of the emergency.</p> | _____ |
| <p>9. Verify that the following on-shift personnel have responded to their emergency duty station:</p> <ul style="list-style-type: none"> • Onsite Communicator (Control Room) • State/County Communicator (Control Room) • ENS Communicator (Control Room) • Shift Technical Advisor (Control Room) • Acting Radiological Manager • Acting OSC Coordinator • Acting Security Manager | _____ |
| <p>10. If the event is Radiologically based and the TSC HVAC has not been transferred to emergency/isolation mode, then:</p> | |
| <p>a. Place the affected Unit's TSC HVAC System in emergency/isolation mode or verify automatic transfer has occurred using OPOP02-HE-0002, TSC HVAC System.</p> | _____ |
| <p>b. Contact the unaffected Shift Supervisor and recommend placing the unaffected Unit's TSC HVAC in emergency/isolation mode.</p> | _____ |

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Action	Time
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<ul style="list-style-type: none"> c. Direct the Dose Assessment Specialist in the EOF to perform dose projections. If the Dose Assessment Specialist is not available, then direct the Acting Radiological Manager to perform dose projections. 	<hr/>
---	-------

<ul style="list-style-type: none"> 11. IF site evacuation has not been completed, THEN implement 0ERP01-ZV-IN05, Site Evacuation upon completion of Assembly and Accountability. 	<hr/>
---	-------

B. SPECIAL ACTIONS TO BE IMPLEMENTED AS NEEDED

1. Personnel Emergencies

<ul style="list-style-type: none"> a. Implement 0POP04-ZO-0004, Personnel Emergencies. 	<p>LOG</p>
---	-------------------

2. Missing Persons

<ul style="list-style-type: none"> a. If missing persons are discovered as a result of performing Assembly and Accountability, then contact the Duty Maintenance Supervisor (Acting OSC Coordinator) and provide names and last known locations of the missing persons. Direct the Duty Maintenance Supervisor (Acting OSC Coordinator) to form and dispatch Search and Rescue teams. 	<hr/>
--	-------

C. ONGOING ACTIONS

<ul style="list-style-type: none"> 1. Continuously assess plant conditions against 0ERP01-ZV-IN01, Emergency Classification to determine if changes to the current emergency classification are warranted. 	<p>N/A</p>
---	-------------------

<ul style="list-style-type: none"> 2. Evaluate the adequacy of the current Operations staffing and request assistance from the unaffected Unit and/or call out additional personnel. 	<p>N/A</p>
---	-------------------

<ul style="list-style-type: none"> 3. Make periodic site public address announcements of the status of the emergency including any radiological hazard precautions. 	<p>LOG</p>
--	-------------------

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Data Sheet 4	General Emergency Checklist		Page 6 of 6

Action	Time
4. Until relieved as the Emergency Director, update off-site agencies (State, County, BRC) about hourly (or more frequently if warranted) on the status of the emergency.	LOG
5. Maintain an Emergency Action Log.	N/A
6. Keep Plant Operators advised of Plant Status and radiological conditions as applicable.	N/A
C. ONGOING ACTIONS (Cont'd)	
7. Review and approve press releases as applicable.	N/A
8. IF severe reactor core damage is identified, THEN implement procedure 0ERP01-ZV-TP03, Severe Accident Management.	N/A
D. FOLLOWING EMERGENCY DIRECTOR TURNOVER TO THE TSC MANAGER	
1. Maintain ENS communications with the NRC if requested.	N/A
2. Advise the Emergency Director of conditions which may change the classification of the emergency.	N/A
3. Periodically brief the Control Room staff of the status of the emergency and ongoing repair efforts.	N/A

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Shift Supervisor			
Data Sheet 5	Termination Checklist		Page 1 of 1

(Name)	(Date)	(Unit)
Action		Time

A. TERMINATION ACTIONS

1. Announce termination of the emergency condition over the public address system. _____
2. Complete notifications to offsite agencies per 0ERP01-ZV-IN02, Notifications to Offsite Agencies, if applicable. _____
3. For termination of an Unusual Event, notify all individuals notified on declaration of the event that the event is terminated. _____
4. Determine if Fitness for Duty post-accident screening should be initiated per OPGP09-ZA-0002, Fitness For Duty Program. _____
5. Provide a list of any supplies or forms needing replenishment to the Supervisor, Emergency Response. _____
6. Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Form 1, Corrective Action Items List. _____
 - Collect the lists developed by the Acting Radiological Manager, Acting Security Manager, and the Acting OSC Coordinator. Review the lists and forward them to the Manager, Emergency Response. _____
7. Following termination from an Unusual Event, collect all logs and data sheets pertaining to the event and forward to the Supervisor, Emergency Response. _____
8. Following termination from an Alert or higher classification, forward all control room documentation to the Assistant TSC Manager. _____

-END-

SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

D0527

<small>O:\PROCEDURES\APPROVED\Fp\0502V0012.02*</small> Effective Date: 08/31/00 Print Time / Date: 1:54 PM 08/23/00		<h2>OPGP05-ZV-0012</h2>	Rev. 2	Page 1 of 26
31161868 Emergency Facility Inventories				
Quality	Non Safety-Related	Usage: IN HAND (Forms Only)	Effective Date: 08/31/00	

Vivian T. Wagon <hr/> PREPARER	N/A <hr/> TECHNICAL	N/A <hr/> USER	Emergency Response Division <hr/> COGNIZANT ORGANIZATION
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Emergency Facility Inventories**1.0 Purpose and Scope**

- 1.1** This procedure lists the emergency equipment and supplies stored in Emergency Response Facilities (ERFs) and/or emergency lockers.
- 1.2** Provides guidance on completing inventories.

2.0 Limitations and Precautions

- 2.1** This procedure is to be used in conjunction of OPGP05-ZV-0009, Emergency Facility Inventories and Inspections.

3.0 Responsibilities

- 3.1** Responsibilities for completing these Forms is addressed in procedure OPGP05-ZV-0009, Emergency Facility Inventories and Inspections.

4.0 Procedure**NOTE**

Emergency lockers shall be sealed utilizing either a plastic/paper seal, a break-away lock, or contained within a locked space, as needed to assure availability of stored equipment.

- 4.1** Utilize the applicable Facility Inventory form (Forms 1-13) from this procedure when performing inventories.
 - 4.1.1** Complete all required information on each form. Shaded areas are not applicable for that inventoried item.
 - 4.1.2** The COMMENTS section of the form may be used to document shortages, additions and deletions of equipment/supplies, other equipment, or explain abnormal conditions in inventory.
- 4.2** Replace any missing inventory items within 5 working days. For those items not in stock, a notation should be made in the comments section of the inventory sheet specifying an expected delivery date. A copy of the Purchase Requisition should be attached to the inventory sheet.
- 4.3** Document replacement supplies on original form in comments section or perform new inventory if needed, to clarify actions taken.

Emergency Facility Inventories

NOTE

Instrument functional checks verify response to source, not instrument accuracy.

- 4.4 An instrument Functional Check shall be performed for those kits which have radiation detection instruments, utilizing the check sources located in the ERFs and/or emergency lockers.

NOTE

Operability checks verify physical capability by using AC or battery power and good battery condition.

- 4.5 An Operability Check shall be performed on applicable emergency supplies and equipment located in the ERFs and/or emergency lockers.
- 4.6 Sign the form on the "Inventory Performed By" line.
- 4.7 A copy of the inventory will be placed with each emergency locker.
- 4.8 For all discrepancies (missing inventory, expired inventory, failed operability equipment, etc.) inform an emergency response representative within 24 hours (1 working day).

NOTE

Approved Forms will be forwarded to Records Management System as quality records by the Emergency Response Division.

- 4.9 Forward the completed ORIGINAL form to the Supervisor, Emergency Response, for review and signature within two (2) working days.
- 4.10 Inventory Form Instruction:
- 4.10.1 If the inventory is being performed to meet the quarterly inventory requirement, place a check in the space following **Scheduled:** (May be checked if full inventory is performed for other reason during prescribed period).
- 4.10.2 Reason inventory is being performed. Designate accordingly by placing an "X" on the appropriate line. For reason other than specified, place an "X" beside **other** and specify reason. **Other:** (Seal broken, Lock broken, Supplies added, etc.)
- 4.10.3 If applicable, place the Unit number in the space following **Unit:** and circle the unit number below the space.

Emergency Facility Inventories

- 4.10.4 In the first column headed **QTY: REQ/ACT.**, write the item quantity verified in an emergency locker or facility up to the required minimum. For those items in excess of minimum, denote the required minimum number followed by a plus (+) sign. Any discrepancies may be noted in the **Comments** section. Should packaged items/kits be found sealed from the previous inventory, the item may be signed off and documented as inventoried. For documenting purposes, the accounted inventory will be the same quantity as the required inventory.
- 4.10.5 If a partial inventory is required, document non-inventoried items/equipment by placing "N/A" in the Qty: Req/Act. column for the first incompleted inventory item/equipment and draw a line through the following non-inventoried items/equipment.
- 4.10.6 In the third column, on applicable inventory forms, provide the required information. Following **Functional Check** mark **SAT** for proper response or **UNSAT** for improper response. Following **Exp. Date** place the date provided on the equipment by the manufacturer. If multiple items within one category have different dates, list the date that is nearest to present date. Following **Functional Insp. Date**, place the date the respirator was inspected. Following **Exp. Date**, place the date the cartridge expires. The AgX Cartridges expiration date depends upon whether the manufacturer's plastic bag is sealed or not. The expiration date is 5 years from manufacture or 1 year from the date found opened. This date should be placed in the space following the **Exp. Date**. Any discrepancies may be noted in the **Comments** section (i.e., opened manufacturer's bag, holes in manufacturer's bag, etc.).
- 4.10.7 Indicate if the kit was found **Locked** or **Sealed** by circling applicable action and by placing a check after **Yes** or **No**. Indicate if the kit was left **Locked** or **Sealed** by circling the applicable action and by placing a check after **Yes** or **No**.
- 4.10.8 Person performing inventory should place their signature and print their name in the space following **Inventory Performed By:**.
- 4.10.9 Place the date the inventory is completed in the space after **Date**.
- 4.10.10 The Supervisor, Emergency Response or person designated in writing will place, their signature in the **Inventory Reviewed By:** after reviewing for inventory completion and correctness.
- 4.10.11 Place the date the inventory is reviewed in the space after **Date**. (This is the date of record for use on RMS transmittal).

Emergency Facility Inventories**5.0 References****5.1 OPGP05-ZV-0009, Emergency Facility Inventories and Inspections****6.0 Support Documents****6.1 Addendum 1 - E-Plan Kit Designators and Locations****6.2 Form 1 - Control Room Inventory****6.3 Form 2 - Technical Support Center Inventory****6.4 Form 3 - Operations Support Center Inventory****6.5 Form 4 - Emergency Operations Facility Inventory****6.6 Form 5 - Support Hospital Inventory****6.7 Form 6 - Offsite Survey Team Kit Inventory****6.8 Form 7 - State/County Offsite Survey Team Kit Inventory****6.9 Form 8 - Alternate Emergency Operations Facility Inventory****6.10 Form 9 - Rad Van Inventory****6.11 Form 10 - Offsite Ambulance Instrument Inventory****6.12 Form 11 - Site Ambulance Inventory****6.13 Form 12 - Environmental Health Department (EHD) Inventory****6.14 Form 13 - Matagorda County Sheriff's Office Inventory**

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Emergency Facility Inventories			
Addendum 1	E-Plan Kit Designators and Locations		Page 1 of 1

DESIGNATOR	DESCRIPTION	LOCATION
E01	Control Room Inventory	Control Room: U1
E02	Control Room Inventory	Control Room: U2
E03	Emer. Ops. Facility Inventory	NTF
E04	Support Hospital Inventory	Matagorda General, Bay City
E05	Support Hospital Inventory	Wagner General, Palacios
E06	Matagorda County Sheriff's Office Inventory	Matagorda County Sheriff's Office, Bay City
E07	Site Ambulance Inventory	Bldg. 33/N. U-1 TGB
E08	Alt. Emer. Ops. Fac. Inventory	Bay City Service Center
E09	Rad Van Inventory	NTF
E10	Ops. Support Ctr. Inventory	U1
E11	Tech. Support Ctr. Inventory	U1
E12	Tech. Support Ctr. Inventory	U2
E13	Offsite Ambulance Inventory	Bay City Emergency Medical Services, Bay City
E14	Offsite Ambulance Inventory	Palacios Area EMS, Palacios
E15	Offsite Survey Team "A" Inventory	NTF
E16	Offsite Survey Team "B" Inventory	NTF
E19	State/County Offsite Survey Team Kit Inventory	Matagorda County Sheriff's Office, Bay City
E20	Ops. Support Ctr. Inventory	U2
E21	Environ. Health Dept. Inventory	County of Matagorda Annex Building, Bay City
E22	Celanese	NTF
E23	EquiStar	NTF

Emergency Facility Inventories

Form 1

Control Room Inventory

Page 1 of 1

Control Room Inventory performed by: **PLANT OPERATIONS** Unit: _____
 Scheduled: _____ Instrument Change Out: _____ Post Drill/Exercise: _____ I/II
 Tampered Kit/Locker: _____ Other: _____ (E01/E02)

QTY: REQ/ACT.	ITEM	BATT/OPER/FUNC CHECK
1 /	First Aid Kit, small	
5 /	Flashlights	
1 /	Clock, Count Down (May be stored outside locker)	Operational Check _____
20 /	"D" Batteries	Exp. Date _____
2 /	"AA" Batteries	Exp. Date _____
1 /	Utility Knife w/blades	
20 /	Potassium Iodide, bottles	Exp. Date _____
1 /	Tweezers	
# 14 /	SCBAs	
# 50 /	Spare SCBA bottles	
2 /	Duct Tape, roll	
30 /	Plastic Bags (small, medium and large)	
2 /	Step-off Pads	
5 /	Protective Clothing, sets **	
* 5 /	0-5R Dosimeters	
* 15 /	0-200mR Dosimeters	
* 1 /	Dosimeter Charger	Operational Check _____
# 10 /	Respirators w/MSA GMR-I or equivalent canisters: (1) small, (8) medium, (1) large; Store in a manner that does not cause distortion or distention. (e.g., Do not stack. Lay with face piece lens down).	Resp. Insp. Date _____ Canister Exp. Date _____
1 / (Unit 1 only)	Satellite Communication Briefcase (Unit 1 only)	Operability Check _____ To be performed by Licensed Operator Name: _____
5 /	Position Manuals (Set of volumes equals one manual)	
5 /	Emergency Communications Directory (Including site directory)	

- * Maintained by Met Lab
- # Maintained by H.P.
- ** Includes: Disposable or cotton coveralls with hood, plastic or cloth booties, rubber shoe covers, cotton glove liners, and rubber gloves.

Kit was Found: Locked/Sealed Yes _____ No _____
 Kit was Left: Locked/Sealed Yes _____ No _____ Seal # _____
 Is the housekeeping satisfactory? Yes _____ No _____
 Is the facility appearance satisfactory? Yes _____ No _____

Comments: _____

Inventory Performed By: _____ / _____ Date: _____
 (Sign) (Print)

Inventory Reviewed By: _____ Date: _____

Shaded areas are not applicable to the associated item.

Emergency Facility Inventories

Form 2

Technical Support Center Inventory

Page 1 of 2

Inventory to be performed by: **HEALTH PHYSICS** Unit: _____
 Scheduled: _____ Instrument Change Out: _____ Post Drill/Exercise: _____ I/II
 Tampered Kit/Locker: _____ Other: _____ (E11/E12)

QTY: REQ/ACT.	ITEM	BATT/OPER/FUNC CHECK
15 /	Position Manuals (Set of Volumes equals one manual)	
6 /	Emergency Communications Directory (includes site directory)	
15 /	Emergency Action Log Books (minimum 5 forms)	
2 /	Quintron Console w/handset	
5 /	Telephone Headsets	
50 /	Potassium Iodide, bottles	Exp. Date _____
2 /	"9V" Batteries	Exp. Date _____
20 /	"D" Batteries	Exp. Date _____
4 /	"AA" Batteries	Exp. Date _____
5 /	Flashlights	
1 /	Clock, Countdown	Operational Check _____
1 /	Tweezers	
1 /	Utility Knife w/blades	
1 /	First Aid Kit	
100 /	Smears	
* 1 /	Air Sampler, Portable, AC Powered	Operational Check _____
2 /	Air Sampler Filter Holder Assemblies with adequate O-Rings	
# 10 /	Sealed AgX Cartridges	Exp. Date _____
# 1 /	Check Source, Cs-137, button	
2 /	Duct Tape, roll	
2 /	Step-off Pads	
1 /	100' Extension Cord	
40 /	Plastic Bags (small, medium, large)	
20 /	Protective Clothing, sets **	
20 /	Surgical Gloves, pr.	
* 10 /	0-5 R Dosimeters	
* 40 /	0-200 mR Dosimeters	
* 47 /	TLDs Control (2) Issue (45) - TLDs should be stored in the kit as far from the source as possible.	
* 2 /	Dosimeter Chargers	Operational Check _____
* 2 /	Alarm Ratemeter w/power cord (177 Series)	Functional Check _____
* 2 /	GM Probe w/cables	

Emergency Facility Inventories

Form 3

Operations Support Center Inventory

Page 1 of 2

Inventory to be performed by: **HEALTH PHYSICS** Unit: _____
 Scheduled: _____ Instrument Change Out: _____ Post Drill/Exercise: _____ I/II
 Tampered Kit/Locker: _____ Other: _____ (E10/E20)

QTY: REQ/ACT.	ITEM	BATT/OPER/FUNC CHECK
2 /	Step Off Pads	
5 /	Plastic Bags, large	
1 /	Duct Tape, roll	
6 /	Lantern Batteries	Exp. Date _____
4 /	"AA" Batteries	Exp. Date _____
10 /	Flashlights	
40 /	"D" Batteries	Exp. Date _____
6 /	Keys-Hot Tool Room (3), Bldg. 26 (1), Drawing Cabinet (2)	
60 /	Potassium Iodide, bottles	Exp. Date _____
2 /	Tool Kit, electrical	
2 /	Tool Kit, mechanical	
2 /	Tool Kit, I&C	
21 /	Telephones	
2 /	Telephone Headsets	
2 /	Proximity Suits	
13 /	Position Manuals (set of volumes equals one manual) * Acting Rad Mgr. Position Manual located in HP office - 41'.	
5 /	Emergency Communication Directory (includes site directory)	
10 /	Emergency Action Log Books (minimum 5 forms)	
1 /	100' Extension Cord	
3 /	Rad Barrier Rope Stanchion	
1 /	100' Yellow and Magenta Rope	
3 /	Rad Signs w/inserts	
# 8 /	SCBAs	
10 /	Protective Clothing sets **	
# 9 /	MSA GMR - I or Equivalent Canisters	Exp. Date _____
# 11 /	Respirators: (1) small, (9) medium, (1) large; Store in a manner that does not cause distortion or distention (e.g., Do not stack. Lay with face piece lens down.)	Resp. Insp. Date _____
# 10 /	Lapel AgX Cartridges, Sealed	Exp. Date _____
2 /	Lapel Cartridge Holder Assemblies	
50 /	Lapel Air Sample Particulate Filters	
50 /	Air Sample Particulate Filters	
* 40 /	TLDs Control (1) Issue (39) - TLDs should be stored in the kit as far from the source as possible.	
1 /	Facsimile Machine	
1 /	First Aid Kit	

Emergency Facility Inventories

Form 3

Operations Support Center Inventory

Page 2 of 2

Unit: _____
 I/II
 (E10/E20)

QTY: REQ/ACT.	ITEM	BATT/OPER/FUNC CHECK
1 /	Quintron w/handset	
1 /	Shaving cream	
5 /	Razors	
1 /	Polaroid Camera w/film	Film Exp. Date _____

- * Maintained by Met Lab
- # Maintained by H.P.
- ** Includes: Disposable or cotton coveralls with hood, plastic or cloth booties, rubber shoe covers, cotton glove liners, and rubber gloves.

Kit was Found: Locked/Sealed Yes _____ No _____

Kit was Left: Locked/Sealed Yes _____ No _____ Seal # _____

Is the housekeeping satisfactory? Yes _____ No _____

Is the facility appearance satisfactory? Yes _____ No _____

Comments: _____

Inventory Performed By: _____ / _____ Date: _____
 (Sign) (Print)

Inventory Reviewed By: _____ Date: _____

Shaded areas are not applicable to the associated item.

Emergency Facility Inventories

Form 4

Emergency Operations Facility Inventory

Page 1 of 2

Inventory to be performed by: **HEALTH PHYSICS** **E03**
 Scheduled: _____ Instrument Change Out: _____ Post Drill/Exercise: _____
 Tampered Kit/Locker: _____ Other: _____

QTY: REQ/ACT.	ITEM	BATT/OPER/FUNC CHECK
1 /	Clock, Countdown	Operational Check _____
1 /	Tape Recorder/Tape	Operational Check _____
1 /	Binoculars	_____
4 /	"AA" Batteries	Exp. Date _____
25 /	Emergency Action Log Books (minimum 5 forms)	_____
5 /	Flashlights	_____
40 /	"D" Batteries	Exp. Date _____
10 /	"9V" Batteries	Exp. Date _____
2 /	Duct Tape, rolls	_____
2 /	Rad Tape, rolls	_____
2 /	Shampoo, bottle	_____
4 /	Soap, bar	_____
100 /	Bath Towels, cloth or paper	_____
5 /	Washcloths	_____
100 /	Potassium Iodide, bottles	Exp. Date _____
29 /	Position Manuals (set of volumes equals one manual)	_____
15 /	Emergency Communications Directory (includes site directory)	_____
1 /	Command Console/Radio	_____
1 /	Quintron Console w/handset	_____
3 /	Radiation Warning Sign w/inserts	_____
* 3 /	Count Rate Survey Meter (i.e., LUD 3)	Functional Check _____
* 3 /	GM Probe w/cables	_____
* 3 /	Dose Rate Survey Meter (i.e., RSO5)	Functional Check _____
* 1 /	Air Sampler, Portable, AC Powered	Operational Check _____
20 /	Air Sample Particulate Filters	_____
2 /	Air Sample Filter Holder Assemblies with adequate O-rings	_____
# 10 /	Sealed AgX Cartridges	Exp. Date _____
# 1 /	Check Source, Cs-137, button	_____
40 /	Protective Clothing, sets **	_____
60 /	Plastic Bags	_____
* 10 /	0-5 R Dosimeters	_____
* 1 /	Dosimeter Charger	Operational Check _____
2 /	Step-off Pads	_____
* 160 /	TLDs Control (2) Issue (158) – TLDs should be stored in the kit as far from the source as possible	_____
3 /	Mobile Phones	Operational check _____

This page, when completed, shall be retained as per the Document Type List (DTL).

Emergency Facility Inventories

Form 4

Emergency Operations Facility Inventory

Page 2 of 2

E03

QTY: REQ/ACT.	ITEM	BATT/OPER/FUNC CHECK
1 /	100' Extension Cord	
40 /	Surgeons Gloves, pr.	
5 /	Shoes, pr.	
100 /	Smears	
50 /	Shoe Cover, pr.	
3 /	Fluorescent Light, Battery Powered	
# 2 /	SCBAs	
# 2 /	Respirators (1) small, (1) large. Store in a manner that does not cause distortion or distention. (e.g., Do not stack. Lay with face piece lens down.)	Resp. Insp. Date _____
2 /	Shaving Cream, can	
5 /	Razors, disposable	
1 /	Tweezers	
1 /	First Aid Kit	
1 /	Polaroid Camera w/film	Film Exp. Date _____

- * Maintained by Met Lab
- # Maintained by H.P.
- ** Includes: Disposable or cotton coveralls with hood, plastic or cloth booties, rubber shoe covers, cotton glove liners, and rubber gloves.

Kit was Found: Locked/Sealed Yes _____ No _____

Kit was Left: Locked/Sealed Yes _____ No _____ Seal # _____

Is the housekeeping satisfactory? Yes _____ No _____

Is the facility appearance satisfactory? Yes _____ No _____

Comments: _____

Inventory Performed By: _____ / _____ Date: _____
 (Sign) (Print)

Inventory Reviewed By: _____ Date: _____

Shaded areas are not applicable to the associated item.

Emergency Facility Inventories

Form 5

Support Hospital Inventory

Page 1 of 3

Inventory to be performed by: **METROLOGY and RADIOLOGICAL LABORATORY** Matagorda/Wagner
 Scheduled: _____ Instrument Change Out: _____ Post Drill/Exercise: _____ (E04/E05)
 Tampered Kit/Locker: _____ Other: _____

QTY: REQ/ACT.	ITEM	BATT/OPER/FUNC CHECK
50 /	Radiation Labels or Tags	
* 22 /	TLDs-Issue (20) Control (2) – TLDs should be stored in the kit as far from the source as possible.	
8 /	Magnets, barrier rope	
4 /	Duct Tape, roll	
4 /	Masking Tape, roll	
1 /	Lead Shield (Pig)	
2 /	Double Sided Tape, rolls	
2 /	Rad Tape, rolls	
150 /	Rad Barrier Rope (ft.)	
4 /	Rope Stanchions ****	
12 /	Rad Barrier Signs w/inserts	
5 /	Step-off Pads	
25 /	Isolation Gowns, waterproof front or gown sets ** OR ER Gowns	
300 /	Smears	
10 /	Plastic Bags, small	
10 /	Plastic Bags, X-ray size	
10 /	Plastic Bags, large	
10 /	Masslin Cloths	
1 /	Masslin Mop	
2 /	Dress-Out Sign	
1 /	Hospital Setup Sign	
1 /	Art Portfolio	
1 /	Herculite, White, Roll	
1 /	Anatomical Diagram, Pad	
1 /	Dosimetry Issue Log, Pad	
1 /	Accident Information Form ***	
1 /	Matagorda County Hospital District Radiological Hospital Plan ***	
1 /	Emergency Communication's Directory ***	
2 /	Garbage Cans	
Decontamination Kit		
20 /	Swabs	
4 /	Pens, ink	
2 /	Scissors, pr.	
1 /	Tweezers	
2 /	Clippers, nail	
1 /	Hand Brush	
1 /	Abrasive Soap	

This page, when completed, shall be retained as per the Document Type List (DTL).

Emergency Facility Inventories

Form 5

Support Hospital Inventory

Page 2 of 3

Matagorda/Wagner
(E04/E05)

QTY: REQ/ACT.	ITEM	BATT/OPER/FUNC CHECK
Decontamination Kit, cont.		
1 /	Shampoo, bottle	
1 /	Sloughing Lotion	
1 /	Irrijet	
1 /	Clorox	
2 /	Surgical Sheets, Disposable	
Radiological Equipment Kit		
6 /	"D" Batteries	Exp. Date _____
2 /	"9V" Batteries	Exp. Date _____
* 1 /	Ion Chamber/Survey Meter, 0-5R/Hr (RS05)	Functional Check _____
* 2 /	Survey Meters (LUD 3)	Functional Check _____
# 1 /	Check Source, 137 Cs-1 button	
* 2 /	GM Probes w/cables	
* 10 /	0-5R Dosimeters	
* 10 /	0-200mR Dosimeters	
* 2 /	Dosimeter Chargers	Operational Check _____
1 /	Sample Holder for GM Probe	
10 /	Matagorda County Emergency Worker Badges	
2 /	Ziploc Baggies, gallon	
2 /	Ziploc Baggies, half gallon	
4 /	Ziploc Baggies, sandwich	

- * Maintained by Met Lab
- # Maintained by H. P.
- ** Includes: Disposable gown, plastic or cloth booties, cotton glove liners, surgeon gloves, safety shield.
- *** Kept on shelf in ER. Not located in kit.
- **** Kept in "Maintenance" office (Wagner only)

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Emergency Facility Inventories			
Form 5	Support Hospital Inventory		Page 3 of 3
			Matagorda/Wagner (E04/E05)
Kit was Found: Locked/Sealed	Yes _____	No _____	Seal # _____
Kit was Left: Locked/Sealed	Yes _____	No _____	Seal # _____
Is the housekeeping satisfactory?	Yes _____	No _____	Seal # _____
Is the facility appearance satisfactory?	Yes _____	No _____	Seal # _____
			Seal # _____
Comments: _____			

Inventory Performed By: _____		/	Date: _____
	(Sign)	(Print)	
Inventory Reviewed By: _____			Date: _____
<small>Shaded areas are not applicable to the associated item.</small>			

Emergency Facility Inventories

Form 6

Offsite Survey Team Kit Inventory

Page 1 of 2

Inventory to be performed by: **HEALTH PHYSICS** Kit: _____
 Scheduled: _____ Instrument Change Out: _____ Post Drill/Exercise: _____ A/B
 Tampered Kit/Locker: _____ Other: _____ (E15/E16)

QTY: REQ/ACT.	ITEM	BATT/OPER/FUNC CHECK
1 /	First Aid Kit, small	
1 /	Utility Knife w/ blades	
2 /	Maps, 10 mi. EPZ, full sets	
1 /	Calculator	Operational Check _____
2 /	Tweezers	
10 /	"D" Batteries	Exp. Date _____
10 /	"9V" Batteries	Exp. Date _____
* 1 /	Count Rate Survey Meter (i.e., LUD 3)	Functional Check _____
* 1 /	GM Probe w/cables	
* 1 /	Dose Rate Survey Meter (i.e., RS05)	Functional Check _____
* 1 /	Air Sampler, Portable, DC Powered	Operational Check _____
2 /	Air Sample Filter Holder Assemblies with adequate O-Rings	
50 /	Air Sample Particulate Filters	
# 5 /	Sealed AgX Cartridges	Exp. Date _____
# 1 /	Check Source, Cs-137, button	
2 /	Potassium Iodide, bottles	Exp. Date _____
* 1 /	Lapel Sampling Pump	Operational Check _____
# 2 /	Sealed AgX Lapel Cartridges	Exp. Date _____
1 /	Lapel Cartridge Holder Assembly	
2 /	Lapel Air Sample Particulate Filters	
# 2 /	Respirators (medium); Store in a manner that does not cause distortion or distention, (e.g., Do not stack. Lay with face piece lens down.)	Resp. Insp. Date _____
# 4 /	MSA GMR-I or equivalent canisters	Canister Exp. Date _____
2 /	Protective Clothing, sets **	
100 /	Smears	
10 /	Plastic bags, 2" x 4"	
1 /	Duct Tape, roll	
* 2 /	0-200 mR Dosimeters	
* 2 /	0-5R Dosimeters	
* 1 /	Dosimeter Charger	Operational Check _____
10 /	Sampling Labels	
5 /	Plastic Bags, clear, medium for instruments	
1 /	Marinelli, 1 liter	
25 /	Surgeons Gloves, pr.	

This page, when completed, shall be retained as per the Document Type List (DTL).

Emergency Facility Inventories

Form 6

Offsite Survey Team Kit Inventory

Page 2 of 2

Kit: _____
A/B
(E15/E16)

QTY: REQ/ACT.	ITEM	BATT/OPER/FUNC CHECK
Environmental Sampling Kit:		
1 /	Gloves, pr.	
1 /	Grass shears	
5 /	Autoclavable Bags, Biohazard	
1 /	Garden Spade, small	
5 /	Pouches, 10" x 12"	
1 /	Bucket (one gallon) w/rope	
5 /	Cubitainer (one gallon)	
5 /	Cubitainer Transport Boxes	
1 /	Masking Tape	
1 /	12" Ruler	
5 /	Ziploc Bags, 1 gallon	
5 /	Ziploc Bags, 2 gallon	
1 /	Flat Bladed Hoe, sml	
2 /	Sheet Protectors	
1 /	Paper Towels, roll	
10 /	Container, 16 oz.	
5 /	Trash Bags, lg. (22" x 28")	
1 /	Funnel	

- * Maintained by Met Lab
- # Maintained by H.P.
- ** Includes: Disposable or cotton coveralls with hood, plastic or cloth booties, rubber shoe covers, cotton glove liners, and rubber gloves.

Kit was Found: Locked/Sealed Yes _____ No _____

Kit was Left: Locked/Sealed Yes _____ No _____ Seal # _____

Is the housekeeping satisfactory? Yes _____ No _____

Is the facility appearance satisfactory? Yes _____ No _____

Comments: _____

Inventory Performed By: _____ / _____ Date: _____
(Sign) (Print)

Inventory Reviewed By: _____ Date: _____

Shaded areas are not applicable to the associated item.

Emergency Facility Inventories

Form 7

State/County Offsite Survey Team Kit Inventory

Page 1 of 1

Inventory to be performed by: **METROLOGY AND RADIOLOGICAL LABORATORY**

Kit: _____

Scheduled: _____ Instrument Change Out: _____ Post Drill/Exercise: _____

A/B/C/D/E/F

Tampered Kit/Locker: _____ Other: _____

(E19)

QTY: REQ/ACT.	ITEM	BATT/OPER/FUNC CHECK
* 1 /	GM Survey Meter (14-C)	Functional Check _____
* 1 /	GM Probe w/cable	
1 /	Check Source, lantern mantle	
10 /	Shoe Covers, pr.	
10 /	Surgeons Gloves, pr.	
10 /	Poly Trash Bags	
1 /	Maps, 10 mile EPZ, full set	
25 /	BRC Monitor Data Forms	
1 /	Potassium Iodide, bottle	Exp. Date _____
4 /	"D" Batteries	Exp. Date _____

* Maintained by Met Lab

Kit was Found: Locked/Sealed Yes _____ No _____

Kit was Left: Locked/Sealed Yes _____ No _____ Seal # _____

Is the housekeeping satisfactory? Yes _____ No _____

Is the facility appearance satisfactory? Yes _____ No _____

Comments: _____

Inventory Performed By: _____ / _____ Date: _____
 (Sign) (Print)

Inventory Reviewed By: _____ Date: _____

Shaded areas are not applicable to the associated item.

Emergency Facility Inventories

Form 8

Alternate Emergency Operations Facility Inventory

Page 1 of 1

Inventory to be performed by: METROLOGY AND RADIOLOGICAL LABORATORY

E08

Scheduled: _____ Instrument Change Out: _____ Post Drill/Exercise: _____

Tampered Kit/Locker: _____ Other: _____

QTY: REQ/ACT.	ITEM	BATT/OPER/FUNC CHECK
16 /	Telephones	
1 /	Telephone Distribution Box	
20 /	Pens, ink	
10 /	Pencils, mechanical	
6 /	Tablets, writing	
1 /	ERPs, controlled set	
1 /	Emergency Plan, controlled	
15 /	Emergency Communications Directory (includes site directory)	
29 /	Position manuals (set of volumes equals one manual)	
* 1 /	Count Rate Survey Meter (i.e., LUD 3)	Functional Check _____
2 /	"D" Batteries	Exp. Date _____
1 /	Check Source, lantern mantle	
* 1 /	GM Probe w/cable	
1 /	Base Station Radio	
2 /	Facsimile Machines	
4 /	Computers	
2 /	Printers	
25 /	Emergency Action Log books (minimum 5 forms)	
1 /	First Aid Kit	

* Maintained by Met Lab

Kit was Found: Locked/Sealed Yes _____ No _____

Kit was Left: Locked/Sealed Yes _____ No _____ Seal # _____

Is the housekeeping satisfactory? Yes _____ No _____

Is the facility appearance satisfactory? Yes _____ No _____

Comments: _____

Inventory Performed By: _____ / _____ Date: _____
(Sign) (Print)

Inventory Reviewed By: _____ Date: _____

Shaded areas are not applicable to the associated item.

Emergency Facility Inventories

Form 9

Rad Van Inventory

Page 1 of 2

Inventory to be performed by: **HEALTH PHYSICS** E09
 Scheduled: _____ Instrument Change Out: _____ Post Drill/Exercise: _____
 Tampered Kit/Locker: _____ Other: _____

QTY: REQ/ACT.	ITEM	BATT/OPER/FUNC CHECK
25 /	Surgeons Gloves, pr.	
4 /	Duct Tape, roll	
4 /	Air Sampler Filter Holder Assembly with adequate O-Rings	
100 /	Air Sample Particulate Filters	
# 10 /	Sealed AgX Lapel Cartridges	Exp. Date _____
10 /	Lapel Air Sample Particulate Filters	
# 2 /	Lapel Cartridge Holder Assemblies	
1 /	Check Source	
300 /	Smears	
20 /	Air Sample Labels	
2 /	Calulator	Operational Check _____
# 20 /	Sealed AgX Cartridges	Exp. Date _____
1 /	Ziploc Baggies, box	
20 /	"D" Batteries	Exp. Date _____
4 /	"9V" Batteries	Exp. Date _____
4 /	Tweezer	
25 /	Rad Material Stickers/Labels	
# 2 /	Respirators w/MSA GMR-I or equivalent canisters (medium); Store in a manner that does not cause distortion or distention. (e.g., Do not stack. Lay with face piece lens down.)	Resp. Insp. Date _____ Canister Exp. Date _____
10 /	Protective clothing, sets **	
6 /	Plastic Bags, medium (clear for instruments)	
* 2 /	Count Rate Survey Meters (i.e., LUD 3)	Functional Check _____
* 2 /	GM Probe w/cables	
* 2 /	Dose Rate Survey Meters (i.e., RS05)	Functional Check _____
* 1 /	Air Sampler, Portable, DC Powered	Operational Check _____
* 1 /	Lapel Sampling Pump	Operational Check _____
* 2 /	0-200 mR Dosimeters - STP Kit	
* 1 /	Dosimeter Chargers - STP Kit	Operational Check _____
* 2 /	0-5R Dosimeters	
2 /	Potassium Iodide, bottles	Exp. Date _____

Emergency Facility Inventories

Form 10

Offsite Ambulance Instrument Inventory

Page 1 of 1

Ambulances: Bay City _____

Inventory to be performed by: **METROLOGY AND RADIOLOGICAL LABORATORY** Kit A/B/C/D/E (E13)

Scheduled: _____ Instrument Change Out: _____ Post Drill/Exercise: _____ Palacios _____

Tampered Kit/Locker: _____ Other: _____ Kit A/B (E14)

QTY: REQ/ACT.	ITEM	BATT/OPER/FUNC CHECK
* 7 /	TLDs- Control (4) Issue (10) – TLDs should be stored in the kit as far from the source as possible.	
* 5 /	0-200 mR Dosimeters	
* 5 /	0-5R Dosimeters	
* 1 /	Dosimeter Chargers	Operational Check _____
2 /	"D" Batteries	Exp. Date _____
5 /	Matagorda County Emergency Worker Badges	
1 /	Dosimetry Issue Log	
1 /	Site Map	

* Maintained by Met Lab

Kit was Found: Locked/Sealed Yes _____ No _____

Kit was Left: Locked/Sealed Yes _____ No _____ Seal # _____

Is the housekeeping satisfactory? Yes _____ No _____

Is the facility appearance satisfactory? Yes _____ No _____

Comments: _____

Inventory Performed By: _____ / _____ Date: _____

(Sign) (Print)

Inventory Reviewed By: _____ Date: _____

Shaded areas are not applicable to the associated item.

Emergency Facility Inventories

Form 11

Site Ambulance Inventory

Page 1 of 1

Inventory to be performed by: **HEALTH PHYSICS** Ambulance/Transport Vehicle
 Scheduled: _____ Instrument Change Out: _____ Post Drill/Exercise: _____ E07
 Tampered Kit/Locker: _____ Other: _____

QTY: REQ/ACT.	ITEM	BATT/OPER/FUNC CHECK
1 /	Carry Case	
20 /	Disposable Booties, pr.	
4 /	Disposable Coveralls, pr.	
20 /	Surgeon Gloves, pr.	
2 /	Herculite Fabric, 5' x 8'	
# 7 /	TLDs-Control (2) Issue (5) - TLDs should be stored in the kit as far from the source as possible.	

Maintained by H.P.

Kit was Found: Locked/Sealed Yes _____ No _____
 Kit was Left: Locked/Sealed Yes _____ No _____ Seal # _____
 Is the housekeeping satisfactory? Yes _____ No _____
 Is the facility appearance satisfactory? Yes _____ No _____

Comments: _____

Inventory Performed By: _____ / _____ Date: _____
 (Sign) (Print)

Inventory Reviewed By: _____ Date: _____

Shaded areas are not applicable to the associated item.

Emergency Facility Inventories

Form 12

Environmental Health Department (EHD) Inventory

Page 1 of 1

Inventory to be performed by: METROLOGY AND RADIOLOGICAL LABORATORY

E21

Scheduled: _____ Instrument Change Out: _____ Post Drill/Exercise: _____

Tampered Kit/Locker: _____ Other: _____

QTY: REQ/ACT.	ITEM	BATT/OPER/FUNC CHECK
* 137 /	TLDs-Control (7) Issue (130) – TLDs should be stored in the kit as far from the source as possible.	
* 50 /	0-200 mR Dosimeters	
* 6 /	Dosimeter Chargers	Operational Check _____
* 10 /	Survey Meters (14C, Ludlum) with GM Probes and Cables	Operational Check _____
20 /	Batteries, D	Exp. Date _____

* Maintained by Met Lab

Kit was Found: Locked/Sealed Yes _____ No _____ Seal # _____

Kit was Left: Locked/Sealed Yes _____ No _____ Seal # _____

Is the housekeeping satisfactory? Yes _____ No _____ Seal # _____

Is the facility appearance satisfactory? Yes _____ No _____ Seal # _____

Comments: _____

Inventory Performed By: _____ (Sign) _____ (Print) Date: _____

Inventory Reviewed By: _____ Date: _____

Shaded areas are not applicable to the associated item.

Emergency Facility Inventories

Form 13

Matagorda County Sheriff's Office Inventory

Page 1 of 1

Inventory to be performed by: **METROLOGY AND RADIOLOGICAL LABORATORY**

E06

Scheduled: _____ Instrument Change Out: _____ Post Drill/Exercise: _____

Tampered Kit/Locker: _____ Other: _____

QTY: REQ/ACT.	ITEM	BATT/OPER/FUNC CHECK
* 77 /	TLDs (75) Issue (2) Control – TLDs should be stored in the kit as far from the source as possible.	
* 40 /	0-200 mR Dosimeters	
40 /	(SOT) 0-20 R Dosimeters	
* 40 /	0-20 R Dosimeters	
* 6 /	Dosimeter Chargers	Operational Check _____
* 2 /	Survey Meters (14C, Ludlum) with gM Probe and Cable	Operational Check _____
20 /	"D" Batteries	Exp. Date _____
100 /	Potassium Iodide, bottles	Exp. Date _____
* 54 /	TLD – EquiStar (1) Control (22) Issue, Celanese (1) Control (30) Issue.	
* 100 /	0-200 mR Dosimeters – EquiStar (40), Celanese (60)	
* 2 /	Dosimeter Chargers – EquiStar (1), Celanese (1), Kit (1)	Operational Check _____
52 /	0-20R (SOT) Dosimeters – EquiStar (22), Celanese (30)	

* Maintained by Met Lab
SOT Owned and Maintained by the State of Texas.

Kit was Found: Locked/Sealed Yes _____ No _____

Kit was Left: Locked/Sealed Yes _____ No _____ Seal # _____

Is the housekeeping satisfactory? Yes _____ No _____

Is the facility appearance satisfactory? Yes _____ No _____

Comments: _____

Inventory Performed By: _____ / _____ Date: _____
(Sign) (Print)

Inventory Reviewed By: _____ Date: _____

Shaded areas are not applicable to the associated item.

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O:\PROCEDURES\APPROVED\ERP01\OZVTP01.10X Effective Date: 09/06/00 Print Time / Date: 1:00 PM 08/31/00		0ERP01-ZV-TP01	Rev. 10	Page 1 of 28
Offsite Dose Calculations				
Quality	Non Safety-Related	Usage: IN HAND	Effective Date: 09/06/00	
Max Keyes	N/A	N/A	Emergency Response Division	
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION	

<u>Table of Contents</u>		<u>Page</u>
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Offsite Dose Calculations**1.0 Purpose and Scope**

- 1.1** This procedure provides instructions for performing offsite dose calculations by estimating offsite dose rates and integrated doses to the general public during a declared event when radioactive material is released from the South Texas Project Electric Generating Station (STPEGS).
- 1.2** Methods that may be used for dose calculations included in this procedure are RM-21A, STAMPEDE, Emergency Dose Rate Tables, and OPDA.
- 1.3** This procedure implements the requirements of the STPEGS Emergency Plan specific to calculating offsite doses to the general public.

2.0 Definitions

- 2.1 OFFSITE DOSE CALCULATION:** A calculation of the estimated offsite dose to the general public based on releases of radioactive material, meteorological conditions, time since reactor shutdown, and the expected release duration. The offsite dose calculation is helpful in formulating offsite Protective Action Recommendations (PAR). Offsite dose calculations are updated as requested by the Emergency Director, Radiological Manager, or Radiological Director. The following changes may indicate a need to perform additional offsite dose calculations:
- release rates (increases or decreases by 25% or more of previous release rate)
 - wind direction (when change causes additional sectors to be affected)
 - wind speed (increases or decreases by 25% or more of previous speed)
 - atmospheric stability classification
 - emergency classification
- 2.2 PROTECTIVE ACTION GUIDE (PAG):** An action to be taken to avoid or reduce a projected dose as identified in EPA 400-R-92-001, Manual of Protective Action Guides and Protective Actions for Nuclear Incidents.

Offsite Dose Calculations

2.3 OFFSITE DOSE CALCULATIONAL METHODS:**2.3.1 Radiation Monitoring System (RM-21A)**

A computerized system consisting of area, process, and effluent monitors which measure, store, trend, and analyze radiological and meteorological data. This data is used to perform offsite dose calculations. Release point data are obtained from the unit vent, and applied to 10 meter meteorological data (primary tower) such that offsite dose calculations are automatically calculated based on that release point.

2.3.2 South Texas Assessment Model Projecting Emergency Dose Evaluation (STAMPEDE)

A computer program used to perform offsite dose calculations using an IBM-PC or compatible computer. TEDE dose rates, inhalation thyroid CDE dose rates and doses integrated through the duration of the release are calculated. This method may be used when manual data entry is necessary or a rapid evaluation of a hypothetical release scenario is desired.

2.3.3 Emergency Dose Rate Tables

Tables which predict TEDE and thyroid CDE dose rates at 1 to 10 miles from the STPEGS are based on an estimated release rate ($\mu\text{Ci}/\text{sec}$) and the atmospheric stability class (A through G). The default isotopic mix was based on a gap inventory using STAMPEDE. Wind speed varies per stability class as indicated on each table.

2.3.4 Onshift Prompt Dose Assessment (OPDA)

A computerized calculation program which operates in a Windows environment to estimate TEDE and thyroid CDE dose based on an estimated release rate ($\mu\text{Ci}/\text{sec}$), atmospheric stability class and release pathway. This method may be used by onshift Health Physics technicians and supervisors in performing a prompt dose assessment.

2.4 RELEASE: For radiological purposes, a release is any quantity of radioactive material that when released equals or exceeds the limit for an Unusual Event.

2.5 SOURCE TERM: With respect to offsite dose calculations, the characteristics and release rates of the radioactive material.

Offsite Dose Calculations

- 2.6 DEFAULT RELEASE DURATION** - The amount of time in hours, automatically used by dose projection programs as the release duration. This default value is selected to best characterize release duration based on maximum evacuation times and historical meteorological data.
- 2.7 DELTA TEMPERATURE:** The temperature differential measured between the 60 meter and 10 meter levels of the primary meteorological tower (60 m (°F) - 10 m (°F)).
- 2.8 SIGMA-THETA:** A method to assign atmospheric stability classes based on the standard deviation of the wind direction in degrees (°).
- 2.9 ATMOSPHERIC STABILITY CLASS:** A letter designator indicating the relative stability or instability of an air mass.
- 2.10 GROUND LEVEL RELEASE:** All releases at the STPEGS are assumed to be best modeled as though at ground level and are dispersed based on 10 meter meteorological data.

3.0 Precautions and Limitations

- 3.1** The RM-21A may overestimate the release rate from the Main Steam Line Monitors. The background count rate for these monitors coupled with the large flow rates through an open PORV causes large (500,000 $\mu\text{Ci/sec}$) release rates to be reported when no release is in progress. However, if the release rate is larger than about 1,000,000 $\mu\text{Ci/sec}$, the monitor response probably represents an actual release.
- 3.2** The dose projection capabilities of all methods depend upon models which become less exact at greater distances from the release point.
- 3.3** When collecting wind speed and wind direction meteorological data from the primary or backup meteorological tower, or the National Weather Service Forecast Office, care must be taken to ensure that a 15 minute average value is used in dose calculations and not an instantaneous value.
- 3.4** Regional meteorological data may be required to help evaluate offsite dose calculations. This information can be obtained from the National Weather Service in Dickinson, Texas. The types of information which can be obtained include temperature, wind speed, wind direction, cloud height, cloud cover and lapse rate. As time permits, forecast data may be used to supplement dose projections.
- 3.5** Default parameters are built into the STAMPEDE program for ground wind velocity, ground level wind direction, and atmospheric stability class. These parameters are displayed on screen while working with STAMPEDE.

Offsite Dose Calculations

- 3.6** IF dose assessment results indicate Protective Action Guides (PAGs) exceeded at >10 miles, AND the Emergency Director resides in the affected Unit Control Room, THEN as available, verify dose assessment results with field teams and notify the Emergency Director. Discuss with the Emergency Director expanded PARs for downwind sectors >10 miles in 2 mile increments until PAGs are not exceeded.
- 3.7** IF dose assessment results indicate PAGs exceeded at >10 miles, AND the Emergency Director resides in the TSC, THEN verify dose assessment results with field teams and notify the Radiological Manager. Discuss with the Radiological Manager expanded PARs for downwind sectors >10 miles in 2 mile increments until PAGs are not exceeded.
- 3.8** IF dose assessment results indicate PAGs exceeded at >10 miles, AND the Emergency Director resides in the EOF, THEN verify dose assessment results with field teams and notify the Radiological Director. Discuss with the Radiological Director expanded PARs for downwind sectors >10 miles in 2 mile increments until PAGs are not exceeded.

4.0 Responsibilities

- 4.1** Upon activation of the TSC or the EOF, the Radiological Director is responsible for implementation of this procedure. The Dose Assessment Specialist shall perform offsite dose calculations as directed by the Radiological Director and provide the results to the Radiological Director.

5.0 Procedure

- 5.1** Use the appropriate sections of Addendum 1, Offsite Dose Calculation Input Worksheet, as needed, to perform offsite dose calculations.
- 5.2** Review Addendum 2, UFSAR Accident Assumptions, as necessary.
- 5.3** Select the appropriate Dose Assessment tool using Addendum 8, Method Selection Flowchart.
- 5.4** If a prompt dose assessment is required from onshift Health Physics personnel, the OPDA program as described in Addendum 3, Use of OPDA Program, may be used. The program is available on PC in both units at the 41 ft. Health Physics control point, and can be run by double-clicking on the OPDA icon and inputting the requested data.
- 5.5** IF the type of accident is a Loss of Coolant Accident, Fuel Handling Accident inside the Reactor Containment Building, Control Rod Ejection or Reactor Coolant Pump Shaft Seizure and Containment Leakage directly to the environment is the release pathway, THEN Addendum 4, Containment Leakage Nomograph, may be used to estimate containment source term in the absence of better indications of a release.

Offsite Dose Calculations

5.6 The RM-21A may be used for performing offsite dose calculations if all of the following conditions are met.

- Radiological release is in progress through Unit vent
- Meteorological Data collection by RM21A is current

Implement Addendum 5, RM-21A Offsite Dose Calculations:

5.7 IF the RM-21A is not used for dose calculations, THEN implement Addendum 6, Use of STAMPEDE Program.

5.8 IF all computer based dose assessment methods are unavailable, THEN implement Addendum 7, Emergency Dose Rate Tables.

5.9 Complete Form 1, Offsite Dose Calculations Transmittal Form.

6.0 References

6.1 STPEGS Emergency Plan

6.2 0ERP01-ZV-EF15, Dose Assessment Specialist

6.3 0ERP01-ZV-IN07, Offsite Protective Action Recommendations

6.4 0PRP01-ZA-0034, Health Physics Division Computer Programs

7.0 Support Documents

7.1 Form 1, Offsite Dose Calculations Transmittal Form (Sample)

7.2 Addendum 1, Offsite Dose Calculation Input Worksheet

7.3 Addendum 2, UFSAR Accident Assumptions

7.4 Addendum 3, Use of OPDA Program

7.5 Addendum 4, Containment Leakage Nomograph

7.6 Addendum 5, RM-21A Offsite Dose Calculations

7.7 Addendum 6, Use of STAMPEDE Program

7.8 Addendum 7, Emergency Dose Rate Tables

7.9 Addendum 8, Method Selection Flowchart

Offsite Dose Calculations

Form 1

Offsite Dose Calculations Transmittal Form (Sample)

Page 1 of 1

RESULTS

Method of Projection:

RM-21A _____
STAMPEDE _____
OPDA _____
EMERGENCY DOSE RATE TABLES _____

Offsite Dose Projection:

	1 mile	2 mile	5 mile	10 mile
TEDE (Rem)	_____	_____	_____	_____
CDE (Rem)	_____	_____	_____	_____

Projected duration of release _____

IF dose assessment results indicate PAGs exceeded at >10 miles, AND the Emergency Director resides in the TSC, THEN verify dose assessment results with field teams and notify the Radiological Manager. Discuss with the Radiological Manager expanded PARs for downwind sectors >10 miles in 2 mile increments until PAGs are not exceeded.

IF dose assessment results indicate PAGs exceeded at >10 miles, AND the Emergency Director resides in the EOF, THEN verify dose assessment results with field teams and notify the Radiological Director. Discuss with the Radiological Director expanded PARs for downwind sectors >10 miles in 2 mile increments until PAGs are not exceeded.

PERFORMED BY:

_____	_____
Name	Date/Time

REVIEWED BY:

_____	_____
Radiological Director	Date/Time

-END-

1.0 Atmospheric Stability Classification

<u>Stability Classification</u>	<u>Class</u>	<u>Delta T (60m-10m)^oF</u>	<u>Sigma-Theta</u>
Extremely Unstable	A	< -1.71	≥ 22.5
Moderately Unstable	B	-1.71 to -1.53	17.5 to 22.5
Slightly Unstable	C	-1.52 to -1.35	12.5 to 17.5
Neutral	D	-1.34 to -0.45	7.5 to 12.5
Slightly Stable	E	-0.44 to 1.35	3.8 to 7.5
Moderately Stable	F	1.36 to 3.60	2.1 to 3.8
Extremely Stable	G	> 3.60	< 2.1

2.0 Estimating Release Rates:

2.1 If the release point is the unit vent

2.1.1 The release rate can be obtained from the RM-11 or the RM-21A channel (1 or 2) UV610.

2.1.2 If the Unit Vent release rate channel is unavailable the following calculation applies

$$\begin{array}{ccccccc}
 \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} & \times & \underline{\hspace{2cm}} & \times & \underline{\hspace{2cm}} \\
 \text{Release Rate} & = & \text{Flow Rate} & \times & \text{Concentration} & \times & \text{Conversion Factor} \\
 (\mu\text{Ci/sec}) & & (\text{scfm}) & & (\mu\text{Ci/cc}) & & (4.72 \text{ E} + 2)
 \end{array}$$

2.2 If the release point is the Main Steam Line PORV or Safety Valve either of the following calculations apply.

NOTE

Use .2% Iodine for coolant leakage through the S/G.

2.2.1

$$\begin{array}{ccccccc}
 \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} & \times & \underline{\hspace{2cm}} & \times & \underline{\hspace{2cm}} \\
 \text{Release Rate} & = & \text{MSL Flow} & \times & \text{MSL Activity} & \times & \text{Conversion Factor} \\
 (\mu\text{Ci/Sec}) & & (\text{lb. mass/hr}) & & (\mu\text{Ci/cc}) & & (2.54) \\
 & & \text{ERFDADS} & & \text{RT-8046-49} & & \\
 & & \text{Screen 3015} & & & &
 \end{array}$$

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Addendum 1	Offsite Dose Calculation Input Worksheet		Page 2 of 3

2.2.2

$$\begin{array}{r}
 \text{Release Rate} \\
 (\mu\text{Ci/Sec})
 \end{array}
 =
 \begin{array}{r}
 \text{Primary to Secondary} \\
 \text{Leak Rate} \\
 (\text{GPM})
 \end{array}
 \times
 \begin{array}{r}
 \text{RCS Activity} \\
 (\mu\text{Ci/ml})
 \end{array}
 \times
 \begin{array}{r}
 \text{Conversion Factor} \\
 (63.08)
 \end{array}$$

2.3 If the release point is containment leaking directly to the environment then either estimate the release rate from field team data or use the containment leakage nomograph, Addendum 4 (if the proper conditions apply).

3.0 Calculating Release Rates

3.1

$$\begin{array}{r}
 \text{Unit Vent} \\
 \text{Release Rate} \\
 (\mu\text{Ci/Sec})
 \end{array}
 =
 \begin{array}{r}
 \text{Flow Rate} \\
 (\text{scfm}) \\
 (4.72\text{E}+2)
 \end{array}
 \times
 \begin{array}{r}
 \text{Concentration} \\
 (\mu\text{Ci/cc})
 \end{array}
 \times
 \begin{array}{r}
 \text{Conversion} \\
 \text{Factor}
 \end{array}$$

3.2 A displayed Unit Vent release rate may be obtained by:

- a. Viewing any TREND display on the RM-11 for 1UV610 or 2UV610 [REQUEST FROM TSC]
- b. Or follow the following RM-21A instructions:
 1. RM-21A OPTIONS (LEVEL 1)
 - 7 -- MISC.-LISTING, ERROR, & RG 1.97 DISPLAYS <CR>
 2. MISCELLANEOUS OPTIONS (LEVEL 2)
 - 3 -- CHANNEL TREND DISPLAY <CR>
 3. ***** CHANNEL TREND HISTORY FUNCTIONS *****
 - 1 = 10-MIN TREND HISTORY <CR>
 4. CHANNEL NAME : 1UV610 OR 2UV610 <CR>

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Addendum 2	UFSAR Accident Assumptions		Page 1 of 1

<u>Type of Accident</u>	<u>UFSAR Section/Table</u>	<u>Release Locations</u>
LOCA	15.6.5/15.6-10	RCB Leakage Unit Vent
Fuel Handling Accident	15.7.4/15.7-9	RCB Leakage Unit Vent
Parameters For Other Accidents Listed Below:	Misc. Chapter 15	As Indicated Below
Mainsteam Line Break	15.1.5/15.1-2	Turbine Building Isolation Valve Cubicles
Locked Rotor	15.3.3/15.3-3	RCB Leakage Unit Vent (*)
RCCA Ejection	15.4.8/15.4-4	RCB Leakage Unit Vent (*)
CVCS Letdown Line Break Outside RCB	15.6.2/15.6-13	Unit Vent
Steam Generator Tube Rupture	15.6.2/15.6-13	PORV's Turbine Building Isolation Valve Cubicles Unit Vent
Recycle Holdup Tank Rupture	15.7.1/15.7-1	Unit Vent
Liquid Tank Rupture	15.7-2	Ground Seepage Unit Vent

(*) IF primary-to-secondary leakage is present, THEN the Turbine Building, Isolation Valve Cubicles, and Power Operated Relief Valves (PORV's) are additional release points.

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Addendum 3	Use of OPDA Program		Page 1 of 1

OPDA is a computerized calculation loaded into selected computers at STPEGS. The MetData entry button allows the operator to set the stability class and affected sectors by entering a delta temperature and wind direction. If the release rate is known, push Unit Vent Release button, enter the monitored release rate, and push the Calculate Projection button. If the release rate is not know but may be estimated from other information, select the most appropriate of the following buttons:

- MAJOR LEAK FROM RCB
- S/G TUBE RUPTURE
- SLOW PRESSURE DROP - RCB

After entering the required information, click on the Calculate Projection button.

The results are displayed for review. They may be printed if a printer is available by selecting the Print button.

IF dose assessment results indicate Protective Action Guides (PAGs) exceeded at >10 miles, AND the Emergency Director resides in the affected Unit Control Room, THEN as available, verify dose assessment results with field teams and notify the Emergency Director. Discuss with the Emergency Director expanded PARs for downwind sectors >10 miles in 2 mile increments until PAGs are not exceeded.

NOTE

Four hours is automatically used by the OPDA dose projection programs for the release duration.

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Addendum 4	Containment Leakage Nomograph		Page 1 of 3

1. The containment activity concentration may be estimated by use of the High Range Containment Monitor (RT-8050, RT-8051):

RT-8050 _____ R/hr @ Time _____

RT-8051 _____ R/hr @ Time _____

2. Time after reactor trip (in hours): _____

3. Estimate the release rate by recording the initial pressure in containment:

a. Record the initial pressure and time [ERFDADS Screen Z]

pressure P_1 _____ at T_1 _____

b. Record the subsequent pressure and time [ERFDADS Screen Z]

pressure P_2 _____ at T_2 _____

Calculate pressure drop:

P_1 _____ - P_2 _____ = _____ P

Calculate time in hours:

T_2 _____ - T_1 _____ = _____ T(hrs)

c. IF a decrease in pressure is recorded, AND containment spray is NOT in progress, THEN calculate decrease in pressure per hour:

$P /$ _____ T(hrs) = _____ P/hr

4. Using the Containment Leakage Nomograph (page 3 of 3), connect point for radiation level on line A THRU time after reactor trip on line B, to concentration (Ci/m^3 or $\mu Ci/cc$) on line C. Connect point on line C THRU point on line D (decrease in pressure per hour) to value on line E ($\mu Ci/sec$ release rate).

5. Complete dose projections using Addendum 6, Use of STAMPEDE Program or Addendum 7, Emergency Dose Rate Tables.

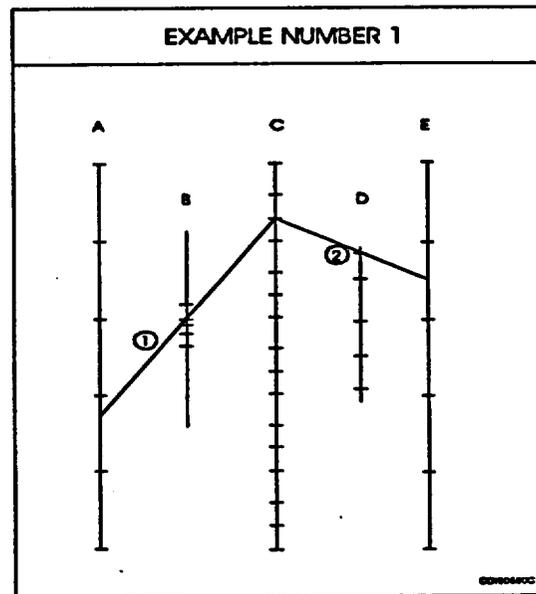
NOTE

Scales are logarithmic or nonlinear

EXAMPLE CALCULATIONS:

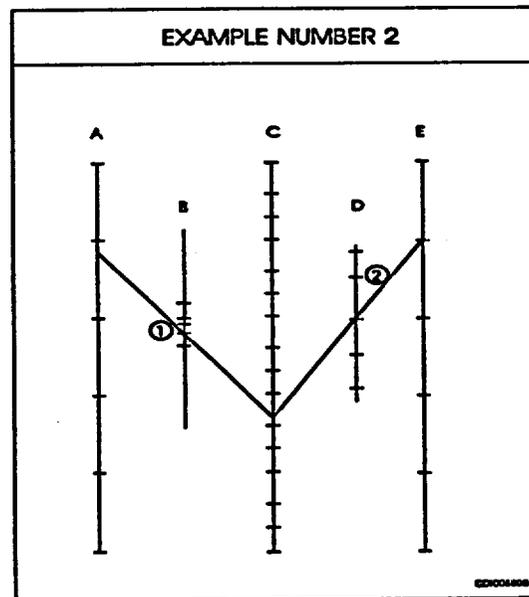
- Data:** RT-8050/8051 = $2E+4$ R/hr,
10 hrs after reactor trip.
No RCB pressure decreases
are noted!

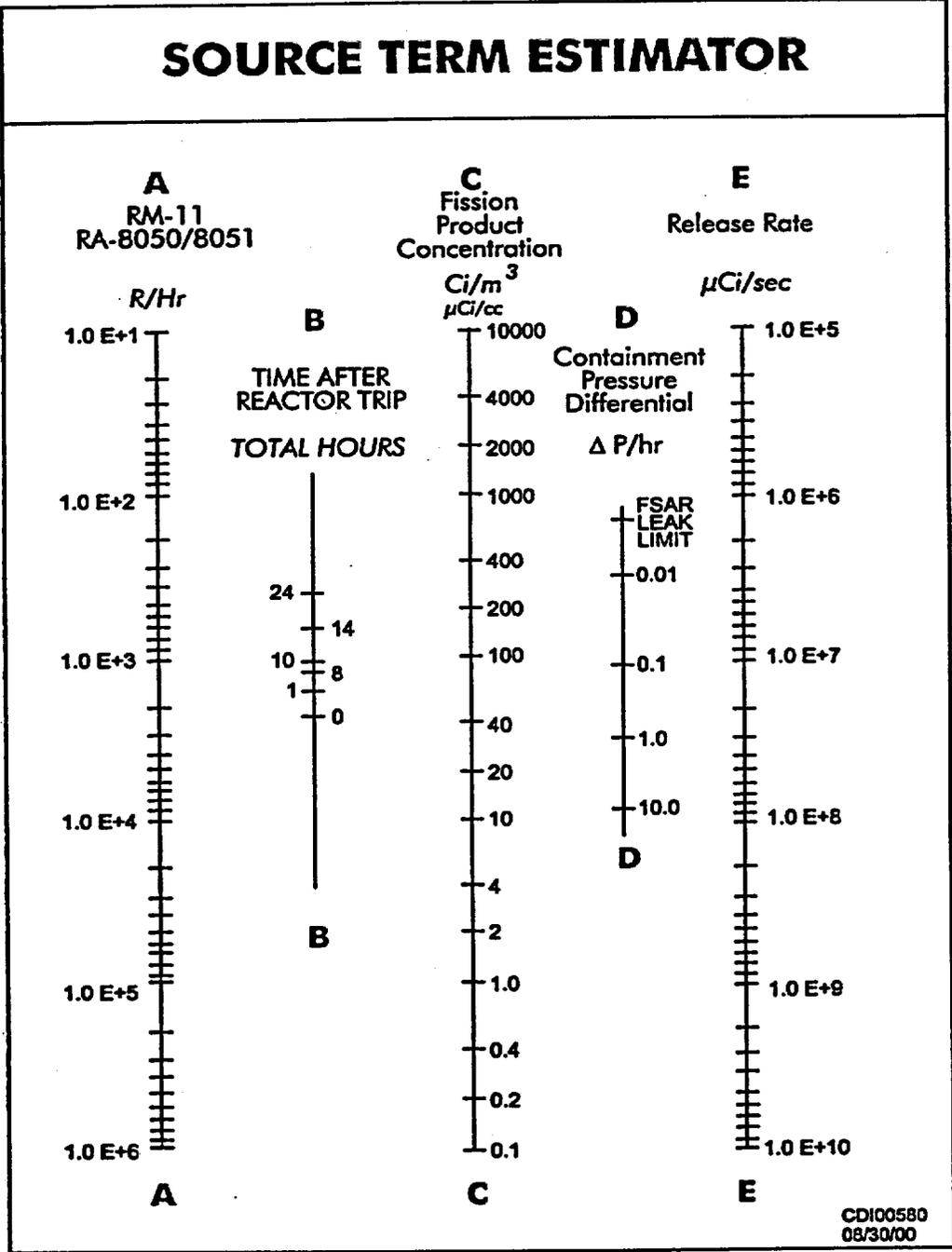
Find: RT-8050 reading of $2E+4$ R/hr
on A scale, and 10 hrs on B
scale. Connect the two points
with a straight line through C
scale to find 2000 Ci/m^3 (2000
 $\mu\text{Ci/cc}$). Connect the point at
 2000 Ci/m^3 to FSAR LEAK LIMIT
(0.3% containment volume/day)
on D scale. Extend line from
C scale through D scale to read
 $1.2E+6 \mu\text{Ci/sec}$ release rate.



- Data:** RT-8050/8051 = $1.1E+2$ R/hr,
1 hour after the reactor trip,
with 0.1 psi pressure drop per
hour.

Find: $1.1E+2$ R/hr on A scale. Draw a
line through 1 hour on B scale to
find 5 Ci/m^3 ($5 \mu\text{Ci/cc}$) on C scale.
Connect the point from C scale
through 0.1 psi/hr on D scale to
find $1E+6 \mu\text{Ci/sec}$ release rate on
E scale.





WARNING

Do NOT use this Nomograph greater than 24 hours after reactor shutdown.

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Addendum 5	RM-21A Offsite Dose Calculations		Page 1 of 3

NOTE

Four hours is automatically used by the RM-21A dose projection programs for the release duration.

NOTE

The following example of RM-21A usage does not restrict the operator from using the system in other ways to evaluate the consequence of an accident.

- 1.0 Activate the Tektronix 4115B computer terminal by pressing the **POWER** button located in the lower front center of the terminal. The **POWER** button should turn green.
- 2.0 Activate the D-Scan color graphics printer (if available) by pushing the rocker switch (located on the lower left hand corner) to the **ON** position. The **READY** light should be lit, and the unit should be in **REMOTE** mode. (IF the **REMOTE** mode light is not lit, press the **REMOTE** key pad). Obtain hard copies of the RM-21A screen at any time by pressing the orange **START/STOP** button.

NOTE

- Use the **RUB OUT** key to correct mistakes in data entries.
- Use **<CR>** to return to a previous level menu.

- 3.0 Log onto the Tektronix terminal as follows:
 - a. Press the Return **<CR>** key.
 - b. Press the **CAPS LOCK** key (red light should be lit).
 - c. IF, at any time, different letters appear other than the ones typed, THEN:
 - 1) Turn off the terminal
 - 2) Turn on the terminal
 - 3) Press the **SETUP** key (should be lit)
 - 4) Type **BAUD 9600 <CR>**
 - 5) Press the **SETUP** key (light should extinguish)
 - 6) Press the Return **<CR>** key

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Addendum 5	RM-21A Offsite Dose Calculations		Page 2 of 3

NOTE

Logging on to the RM-21A using the USERNAME "EPLAN" initiates the following automatic emergency offsite dose calculation sequence. Logging on to ANY OTHER USERNAME WILL NOT allow the user to calculate offsite doses in this sequence.

- d. The USERNAME prompt should appear. Enter EPLAN and press the Return <CR> key:
- e. The PASSWORD prompt should appear. Enter RM21A and press the Return <CR> key.

NOTE

The remainder of this Addendum attempts to mimic the actual RM-21A text as it appears on the computer screen, and is therefore capitalized and in some cases underlined as well.

4.0 Automatic Mode Offsite Dose Calculations

4.1 The ENTER UNIT NUMBER [1 OR 2] prompt should appear. Enter the number of the affected unit [1 or 2]. Press the Return <CR> key.

4.2 ENTER TIME OF REACTOR TRIP

ENTER DATE [MM/DD/YY HH:MM]: _____ <CR>

4.3 ENTER TIME OF RELEASE

ENTER DATE [MM/DD/YY HH:MM]: _____ <CR>

ENTER REMAINING DURATION OF RELEASE (HOURS)

4.4 ENTER NEW VALUE

ENTER [N.N]: _____ <CR> (IF NOT KNOWN, ENTER 4 HOURS)

4.5 SELECT ACCIDENT TYPE OPTIONS

- 1 -- LOCA -- SEVERE CORE DAMAGE
- 2 -- LOCA -- GAP INVENTORY
- 3 -- LOCA -- RCS INVENTORY
- 4 -- STEAM GENERATOR TUBE RUPTURE ACCIDENT
- 5 -- FUEL HANDLING ACCIDENT
- 6 -- GASEOUS WASTE PROCESSING SYS ACCIDENT
- 7 -- LIQUID WASTE SYSTEM FAILURE
- 8 -- MAIN STEAM LINE BREAK
- 9 -- NO RELEASE IN PROGRESS

ENTER [1-9]: _____ <CR> - (As appropriate)

ENTER [C] TO ERASE SCREEN AND CONTINUE: C <CR>

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Addendum 5	RM-21A Offsite Dose Calculations		Page 3 of 3

4.6 METEOROLOGICAL DATA SUMMARY

IF the meteorological data is suspect or not available, THEN log off the RM-21A by pressing CLRL Y. Perform offsite dose calculation using STAMPEDE Addendum 6.

ENTER [C] TO ERASE SCREEN AND CONTINUE, OR [R] TO RESTART: C <CR>

4.7 RELEASE SUMMARY

IF the release data is suspect or not available, THEN log off the RM-21A by pressing CLRL Y. Perform offsite dose calculation using STAMPEDE, Addendum 6.

ENTER [C] TO ERASE SCREEN AND CONTINUE, OR [R] TO RESTART: C <CR>

-- CALCULATIONS IN PROGRESS --

4.8 DOSE CALCULATION SUMMARY REPORT

Locate the THYROID CDE and TEDE values at the bottom of the SUMMARY REPORT. Print a hard copy of the SUMMARY REPORT.

Multiply dose rates (Rem/hr) _____ x Release duration _____ hrs to obtain dose to make PARs.

ENTER [C] TO CONTINUE: C <CR>

4.9 DO YOU WANT TO PRINT MORE REPORTS?

ENTER YES OR NO [Y OR N]: N <CR> [ENTER Y IF MORE PLOTS ARE DESIRED]

4.10 SELECT OPTIONS

- 1 = EXIT
- 2 = START OVER
- 3 = CONTINUE

ENTER [1-3]: 2 <CR>

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Addendum 6	Use of STAMPEDE Program		Page 1 of 1

NOTE

Four hours is automatically used by the STAMPEDE dose projection programs for the release duration.

The STAMPEDE computer program and its associated data tables are loaded into selected computers at STPEGS and the Texas Bureau of Radiation Control. Detailed operating instructions (User Manual) are available at these locations. The program is accessed from the MicroSoft Windows display by clicking on the appropriate icon. The main program can be accessed using the following user identification with NO password:

EPLAN

Additional options to allow editing of the data tables and editing of saved radiological assessments are available under the user identifications of HPS1 and HPS2. A restricted group of individuals who have special knowledge of STAMPEDE are provided the passwords to access these user identifications.

The program may be run using a mouse to point to the appropriate data field after which the operator clicks the mouse to make that data field active. Although the code is generally self-explanatory, user manuals are located at each work station as an aid to operation. Default values are provided for all entries should actual data not be available.

A set of program diskettes is located at each work station. Should the work area require evacuation, stored data should be copied to one of these diskettes as described in the user instructions. This data along with the other program diskettes can be loaded into a computer at an alternate location as described in the users manual.

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Addendum 7	Emergency Dose Rate Tables		Page 1 of 8

- 1.0 Use the following Emergency Dose Rate Table which corresponds to the current stability class.
[DEFAULT: Stability Class D]
- 2.0 Locate the TEDE and thyroid CDE dose rate (Rem/hr) for the one, two, five and ten-mile radii that corresponds to the release rate.
- 3.0 Multiply the dose rates by the expected duration of the release. (Use 4 hour release duration if actual duration not known.)
- 4.0 Data in the tables was generated by STAMPEDE using the GAP Inventory at time 00:00 after reactor trip.

STABILITY CLASS A

NOTE

IF the release rate is between two values, THEN interpolate.

DOSE RATE (Rem/hour)								
Release Rate ($\mu\text{Ci}/\text{sec}$)	1 Mile		2 Mile		5 Mile		10 Mile	
	TEDE	CDE	TEDE	CDE	TEDE	CDE	TEDE	CDE
1.00E+06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2.00E+06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4.00E+06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.00E+07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2.00E+07	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00
4.00E+07	0.00	0.01	0.00	0.01	0.00	0.00	0.00	0.00
1.00E+08	0.01	0.03	0.00	0.01	0.00	0.01	0.00	0.00
2.00E+08	0.01	0.05	0.01	0.03	0.00	0.01	0.00	0.01
4.00E+08	0.03	0.11	0.01	0.06	0.00	0.02	0.00	0.01
1.00E+09	0.06	0.27	0.03	0.14	0.01	0.06	0.00	0.03
2.00E+09	0.13	0.55	0.06	0.28	0.02	0.11	0.01	0.05
4.00E+09	0.25	1.09	0.12	0.56	0.04	0.22	0.02	0.11
1.00E+10	0.63	2.74	0.30	1.41	0.10	0.55	0.04	0.26
2.00E+10	1.27	5.47	0.59	2.82	0.20	1.11	0.09	0.53
4.00E+10	2.53	10.95	1.18	5.64	0.41	2.22	0.18	1.05

TEDE = Total Effective Dose Equivalent
(External + Internal)
CDE = Committed Dose Equivalent
(Thyroid)

Wind Speed: 14.8 mph

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STABILITY CLASS B

NOTE

IF the release rate is between two values, THEN interpolate.

DOSE RATE (Rem/hour)								
Release Rate ($\mu\text{Ci/sec}$)	1 Mile		2 Mile		5 Mile		10 Mile	
	TEDE	CDE	TEDE	CDE	TEDE	CDE	TEDE	CDE
1.00E+06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2.00E+06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4.00E+06	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00
1.00E+07	0.00	0.02	0.00	0.00	0.00	0.00	0.00	0.00
2.00E+07	0.01	0.04	0.00	0.01	0.00	0.00	0.00	0.00
4.00E+07	0.02	0.08	0.00	0.02	0.00	0.00	0.00	0.00
1.00E+08	0.05	0.21	0.01	0.05	0.00	0.01	0.00	0.00
2.00E+08	0.09	0.41	0.02	0.10	0.00	0.02	0.00	0.01
4.00E+08	0.19	0.82	0.04	0.20	0.01	0.03	0.00	0.01
1.00E+09	0.47	2.05	0.10	0.50	0.01	0.08	0.01	0.04
2.00E+09	0.94	4.11	0.21	1.00	0.03	0.15	0.01	0.07
4.00E+09	1.88	8.21	0.41	1.99	0.05	0.30	0.02	0.14
1.00E+10	4.70	20.53	1.03	4.98	0.14	0.75	0.06	0.35
2.00E+10	9.40	41.06	2.06	9.95	0.27	1.50	0.12	0.70
4.00E+10	18.80	82.12	4.11	19.90	0.54	3.00	0.23	1.40

TEDE = Total Effective Dose Equivalent
(External + Internal)
CDE = Committed Dose Equivalent
(Thyroid)

Wind Speed: 14.2 mph

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STABILITY CLASS C

NOTE

IF the release rate is between two values, THEN interpolate.

Release Rate ($\mu\text{Ci/sec}$)	DOSE RATE (Rem/hour)							
	1 Mile		2 Mile		5 Mile		10 Mile	
	TEDE	CDE	TEDE	CDE	TEDE	CDE	TEDE	CDE
1.00E+05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2.00E+05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4.00E+05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.00E+06	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00
2.00E+06	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00
4.00E+06	0.01	0.02	0.00	0.01	0.00	0.01	0.00	0.00
1.00E+07	0.01	0.06	0.00	0.02	0.00	0.00	0.00	0.00
2.00E+07	0.03	0.11	0.01	0.03	0.00	0.00	0.00	0.00
4.00E+07	0.05	0.23	0.01	0.06	0.00	0.00	0.00	0.00
1.00E+08	0.13	0.57	0.03	0.16	0.01	0.01	0.00	0.00
2.00E+08	0.26	1.14	0.06	0.32	0.01	0.02	0.00	0.01
4.00E+08	0.51	2.29	0.13	0.63	0.02	0.03	0.00	0.01
1.00E+09	1.29	5.72	0.32	1.58	0.05	0.08	0.01	0.04
2.00E+09	2.57	11.44	0.64	3.16	0.09	0.15	0.01	0.07
4.00E+09	5.14	22.88	1.28	6.32	0.19	1.06	0.04	0.26
1.00E+10	12.85	57.21	3.21	15.80	0.47	2.65	0.11	0.66
2.00E+10	25.70	114.41	6.41	31.59	0.95	5.30	0.21	1.31
4.00E+10	51.41	228.82	12.83	63.18	1.90	10.60	0.43	2.62

TEDE = Total Effective Dose Equivalent
(External + Internal)
CDE = Committed Dose Equivalent
(Thyroid)

Wind Speed: 13.6 mph

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STABILITY CLASS D

NOTE

IF the release rate is between two values, THEN interpolate.

Release Rate ($\mu\text{Ci/sec}$)	DOSE RATE (Rem/hour)							
	1 Mile		2 Mile		5 Mile		10 Mile	
	TEDE	CDE	TEDE	CDE	TEDE	CDE	TEDE	CDE
1.00E+05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2.00E+05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4.00E+05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.00E+06	0.00	0.02	0.00	0.01	0.00	0.00	0.00	0.00
2.00E+06	0.01	0.04	0.00	0.01	0.00	0.00	0.00	0.00
4.00E+06	0.02	0.08	0.01	0.03	0.00	0.01	0.00	0.00
1.00E+07	0.04	0.19	0.01	0.07	0.00	0.02	0.00	0.00
2.00E+07	0.08	0.38	0.03	0.13	0.01	0.03	0.00	0.01
4.00E+07	0.17	0.77	0.05	0.27	0.01	0.06	0.00	0.02
1.00E+08	0.42	1.91	0.14	0.67	0.03	0.16	0.01	0.05
2.00E+08	0.85	3.83	0.27	1.35	0.06	0.31	0.02	0.10
4.00E+08	1.70	7.65	0.54	2.69	0.11	0.62	0.03	0.20
1.00E+09	4.25	19.13	1.35	6.74	0.28	1.56	0.08	0.50
2.00E+09	8.50	38.26	2.71	13.47	0.55	3.11	0.16	0.99
4.00E+09	16.99	76.51	5.41	26.95	1.10	6.23	0.32	1.98
1.00E+10	42.48	191.28	13.53	67.37	2.76	15.57	0.80	4.96
2.00E+10	84.95	382.56	27.06	134.75	5.51	31.14	1.61	9.92
4.00E+10	169.91	765.12	54.13	269.50	11.03	62.28	3.21	19.84

TEDE = Total Effective Dose Equivalent
(External + Internal)
CDE = Committed Dose Equivalent
(Thyroid)

Wind Speed: 13.2 mph

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STABILITY CLASS E

NOTE

IF the release rate is between two values, THEN interpolate.

Release Rate ($\mu\text{Ci/sec}$)	DOSE RATE (Rem/hour)							
	1 Mile		2 Mile		5 Mile		10 Mile	
	TEDE	CDE	TEDE	CDE	TEDE	CDE	TEDE	CDE
1.00E+05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2.00E+05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4.00E+05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.00E+06	0.01	0.05	0.00	0.02	0.00	0.00	0.00	0.00
2.00E+06	0.02	0.09	0.01	0.03	0.00	0.01	0.00	0.00
4.00E+06	0.04	0.18	0.01	0.07	0.00	0.02	0.00	0.01
1.00E+07	0.10	0.46	0.03	0.17	0.01	0.04	0.00	0.01
2.00E+07	0.20	0.92	0.06	0.34	0.01	0.08	0.00	0.03
4.00E+07	0.39	1.83	0.13	0.68	0.03	0.17	0.01	0.06
1.00E+08	0.98	4.58	0.32	1.69	0.07	0.42	0.02	0.14
2.00E+08	1.96	9.17	0.64	3.39	0.14	0.84	0.04	0.29
4.00E+08	3.93	18.34	1.28	6.78	0.27	1.68	0.09	0.58
1.00E+09	9.82	45.84	3.19	16.94	0.68	4.20	0.21	1.44
2.00E+09	19.63	91.68	6.39	33.88	1.37	8.40	0.43	2.88
4.00E+09	39.26	183.36	12.78	67.76	2.73	16.80	0.85	5.77
1.00E+10	98.15	458.41	31.94	169.40	6.83	42.01	2.14	14.41
2.00E+10	196.30	916.81	63.89	338.80	13.66	84.01	4.27	28.83
4.00E+10	392.60	1833.63	127.77	677.60	27.33	168.02	8.54	57.66

TEDE = Total Effective Dose Equivalent
(External + Internal)

CDE = Committed Dose Equivalent
(Thyroid)

Wind Speed: 9.3 mph

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STABILITY CLASS F

NOTE

IF the release rate is between two values, THEN interpolate.

Release Rate ($\mu\text{Ci/sec}$)	DOSE RATE (Rem/hour)							
	1 Mile		2 Mile		5 Mile		10 Mile	
	TEDE	CDE	TEDE	CDE	TEDE	CDE	TEDE	CDE
1.00E+04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2.00E+04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4.00E+04	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00
1.00E+05	0.00	0.02	0.00	0.01	0.00	0.00	0.00	0.00
2.00E+05	0.01	0.03	0.00	0.01	0.00	0.00	0.00	0.00
4.00E+05	0.01	0.06	0.00	0.03	0.00	0.01	0.00	0.00
1.00E+06	0.03	0.15	0.01	0.06	0.00	0.02	0.00	0.01
2.00E+06	0.06	0.30	0.02	0.13	0.00	0.03	0.00	0.01
4.00E+06	0.12	0.61	0.04	0.26	0.01	0.07	0.00	0.02
1.00E+07	0.29	1.52	0.11	0.64	0.02	0.17	0.01	0.06
2.00E+07	0.58	3.04	0.21	1.28	0.05	0.35	0.02	0.12
4.00E+07	1.17	6.07	0.43	2.56	0.10	0.69	0.03	0.25
1.00E+08	2.92	15.18	1.07	6.39	0.25	1.73	0.08	0.62
2.00E+08	5.84	30.35	2.15	12.78	0.50	3.46	0.16	1.24
4.00E+08	11.68	60.70	4.30	25.57	1.00	6.93	0.33	2.48
1.00E+09	29.19	151.76	10.74	63.92	2.49	17.32	0.82	6.21
2.00E+09	58.38	303.52	21.48	127.84	4.98	34.65	1.64	12.42
4.00E+09	116.77	607.03	42.96	255.67	9.97	69.30	3.28	24.84
1.00E+10	291.92	1517.58	107.39	639.18	24.92	173.24	8.20	62.09

TEDE = Total Effective Dose Equivalent
(External + Internal)
CDE = Committed Dose Equivalent
(Thyroid)

Wind Speed: 5.9 mph

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STABILITY CLASS G

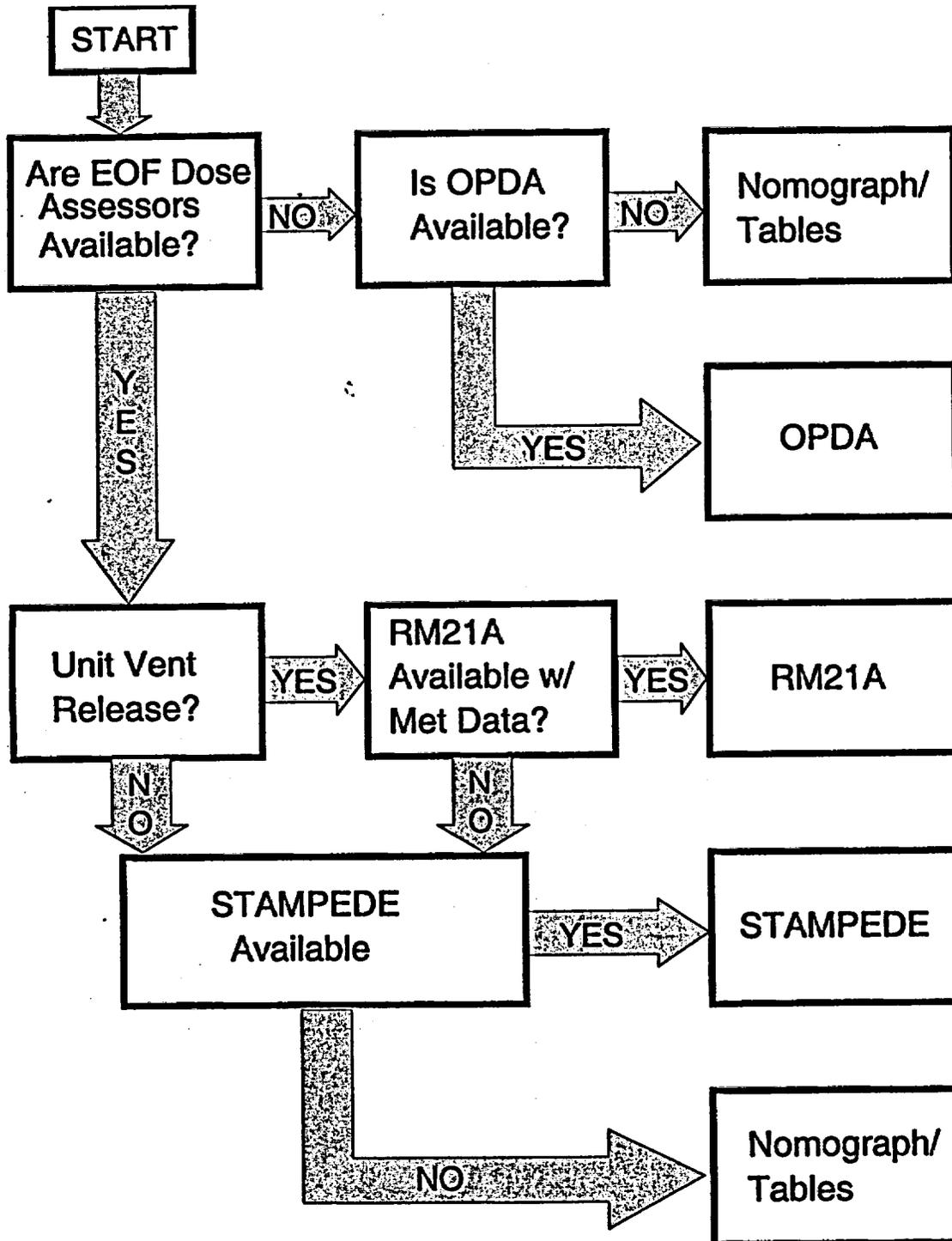
NOTE

IF the release rate is between two values, THEN interpolate.

Release Rate ($\mu\text{Ci}/\text{sec}$)	DOSE RATE (Rem/hour)							
	1 Mile		2 Mile		5 Mile		10 Mile	
	TEDE	CDE	TEDE	CDE	TEDE	CDE	TEDE	CDE
1.00E+04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2.00E+04	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00
4.00E+04	0.00	0.01	0.00	0.01	0.00	0.00	0.00	0.00
1.00E+05	0.01	0.03	0.00	0.01	0.00	0.00	0.00	0.00
2.00E+05	0.01	0.06	0.00	0.03	0.00	0.01	0.00	0.00
4.00E+05	0.02	0.11	0.01	0.06	0.00	0.02	0.00	0.01
1.00E+06	0.05	0.28	0.02	0.14	0.01	0.04	0.00	0.02
2.00E+06	0.11	0.56	0.05	0.29	0.01	0.09	0.00	0.03
4.00E+06	0.21	1.12	0.09	0.57	0.02	0.17	0.01	0.06
1.00E+07	0.53	2.80	0.24	1.43	0.06	0.44	0.02	0.16
2.00E+07	1.06	5.61	0.47	2.85	0.12	0.87	0.04	0.32
4.00E+07	2.12	11.21	0.94	5.71	0.25	1.75	0.08	0.65
1.00E+08	5.30	28.03	2.35	14.26	0.62	4.36	0.21	1.62
2.00E+08	10.61	56.07	4.71	28.53	1.23	8.73	0.42	3.24
4.00E+08	21.22	112.14	9.42	57.05	2.47	17.45	0.84	6.47
1.00E+09	53.05	280.34	23.54	142.63	6.16	43.63	2.10	16.18
2.00E+09	106.09	560.68	47.09	285.26	12.33	87.27	4.20	32.35
4.00E+09	212.19	1121.36	94.17	570.51	24.66	174.54	8.40	64.70
1.00E+10	530.47	2803.39	235.44	1426.28	61.65	436.34	20.99	161.75

TEDE = Total Effective Dose Equivalent
(External + Internal)
CDE = Committed Dose Equivalent
(Thyroid)

Wind Speed: 5.5 mph



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Off. Protective Action Recommendations				
Quality	Non Safety-Related	Usage: N/A	Effective Date: 09/06/00	
Max Keyes	N/A	N/A	Emergency Response Division	
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION	

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Offsite Protective Action Recommendations**1.0 Purpose and Scope**

- 1.1** This procedure provides instructions for determining Offsite Protective Action Recommendations (PARs) for the general public.
- 1.2** PARs may be based on any of the following:
- Declaration of a Site Area Emergency with core damage.
 - Declaration of a General Emergency.
 - Projected and/or actual measured doses offsite exceeding the EPA Protective Action Guidelines of 1 REM TEDE or 5 REM Thyroid CDE.
- 1.3** No PARs are required for the Unusual Event or Alert emergency classifications.
- 1.4** This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to PARs.

2.0 Definitions

- 2.1** **COMMITTED DOSE EQUIVALENT (CDE):** Total dose from internally deposited radionuclides over subsequent 50 year period to a specific organ.
- 2.2** **PROTECTIVE ACTIONS:** Any action taken to avoid or reduce a projected radiological dose to the public.
- 2.3** **PROTECTIVE ACTION GUIDE (PAG):** The projected dose to reference man, or other defined individual, from an unplanned release of radioactive material at which a specific protective action to reduce or avoid that dose is recommended.
- 2.4** **PROTECTIVE RESPONSE ZONES:** Designated areas that divide the ten mile Emergency Planning Zone (EPZ) by geographical boundaries, access roads and natural landmarks to facilitate evacuation of the public.
- 2.5** **SECTOR:** The emergency planning zone is divided into 16 sectors (22.5° each). Sectors are used to provide a visual representation of the location of the plume.
- 2.6** **TOTAL EFFECTIVE DOSE EQUIVALENT (TEDE):** The sum of the deep dose equivalent (external exposure) and the committed effective dose equivalent (internal exposure).

Offsite Protective Action Recommendations**3.0 Precautions and Limitations**

- 3.1** The PARs determined by this procedure are to be issued to State and County agencies as RECOMMENDATIONS. State and County agencies are responsible for determining and implementing protective actions for the general public.
- 3.2** Offsite agency notifications and Protective Action Recommendations should not be delayed until a dose assessment can be completed. Follow-up notifications can address the results of dose assessments.
- 3.3** Upon declaration of a Site Area Emergency with a loss of the fuel clad barrier, a PAR shall be considered. This recommendation shall accompany notification of the emergency declaration and shall be issued within 15 minutes of the declaration of the Emergency Classification.
- 3.4** Upon declaration of a General Emergency, a PAR shall be issued. This recommendation shall accompany notification of the emergency declaration and shall be issued within 15 minutes of the declaration of the Emergency Classification.
- 3.5** Changes in wind direction or stability class may result in the need to revise PARs to include additional protective response zones.
- 3.6** Any change to a PAR shall be issued on 0ERP01-ZV-IN02, Data Sheet 1, Offsite Agency Notification Message Form within 15 minutes of approval of the revision by the Emergency Director.
- 3.7** Any recommendation to relax protective measures implemented for the public requires joint concurrence by the State of Texas, Matagorda County, and the NRC.

4.0 Responsibilities

- 4.1** The Emergency Director shall be responsible for implementation of this procedure and the approval and release of PARs to offsite agencies.
- 4.2** The Radiological Director shall be responsible for making PAR recommendations to the Emergency Director.
- 4.2.1** IF the Emergency Operations Facility is not activated and Command and Control is in the Technical Support Center, THEN the Radiological Manager is responsible for making Protective Action Recommendations to the Emergency Director.
- 4.2.2** IF neither the Technical Support Center nor the Emergency Operations Facility is activated, THEN the Acting Radiological Manager is responsible for making Protective Action Recommendations to the Emergency Director.

Offsite Protective Action Recommendations**5.0 Procedure**

- 5.1 Determine PARs at a Site Area Emergency or General Emergency by one of the following methods:**
- 5.1.1 IF time does not permit the calculation and evaluation of downwind doses OR personnel are not available to complete these calculations, THEN determine the PAR using Addendum 1, Initial Protective Action Recommendation Flowchart.**
 - 5.1.2 IF in a General Emergency, and radiological release has not occurred THEN use Addendum 2, Core/Containment Status Table.**
 - 5.1.3 IF a radiological release has occurred, THEN use Addendum 3, Radiological Release Table. Refer to 0ERP01-ZV-TP01, Offsite Dose Calculations, to determine projected downwind doses.**
 - 5.1.3.1 Conditions presented in Addendum 3 are listed in order of preference based on available data.**
 - 5.1.3.2 Any single condition or combination of conditions may be used to determine the most appropriate PAR.**
 - 5.1.4 IF dose assessment results indicate PAGs are exceeded at 10 miles, THEN**
 - 5.1.4.1 Verify dose projection with field team measurements.**
 - 5.1.4.2 IF field team measurement supports the dose projection, THEN recommend to the Emergency Director that PARs be expanded to include the 10-mile radius and the downwind sectors greater than 10-miles in 2-mile increments until PAGs are not exceeded.**
- 5.2 Use Addendum 5, Protective Response Zones, and determine the affected zones and sectors. Use Addendum 4, Protective Response Zones Map, for a visual representation of PARs.**
- 5.3 Provide PARs to the Emergency Director for approval and issuance.**

6.0 References

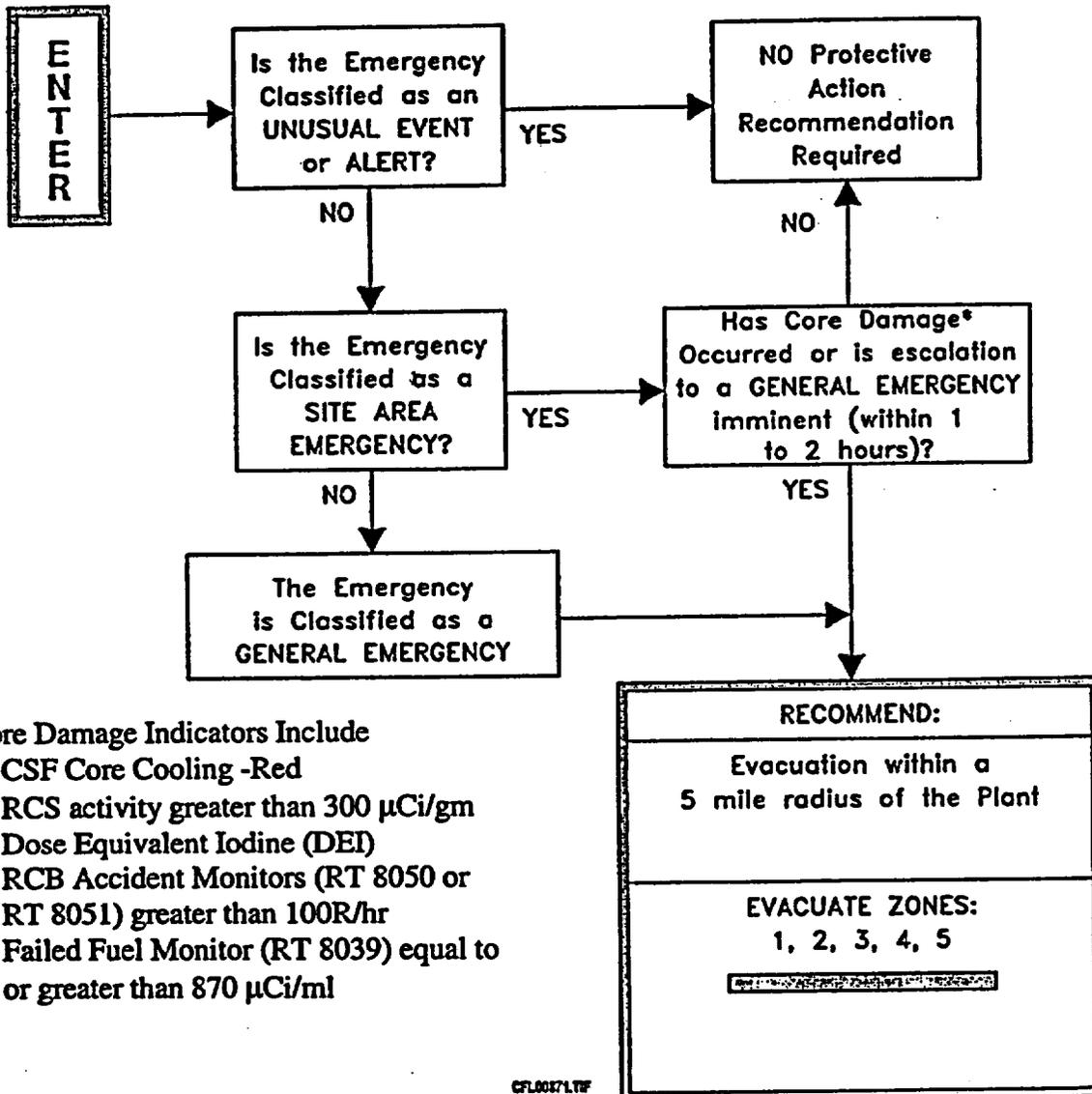
- 6.1 STPEGS Emergency Plan**
- 6.2 0ERP01-ZV-IN02, Notifications to Offsite Agencies**
- 6.3 0ERP01-ZV-TP01, Offsite Dose Calculations**

Offsite Protective Action Recommendations

- 6.4 EPA 400, Manual of Protective Action Guides and Protective Actions for Nuclear Incidents**
- 6.5 NUREG 0654, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants**
- 6.6 OPGP05-ZV-00004, Emergency Plan Implementing Procedure Users Guide**

7.0 Support Documents

- 7.1 Addendum 1 - Initial Protective Action Recommendations Flowchart**
- 7.2 Addendum 2 - Core/Containment Status Table**
- 7.3 Addendum 3 - Radiological Release Table**
- 7.4 Addendum 4 - Protective Response Zones Map**
- 7.5 Addendum 5 - Protective Response Zones**



- * Core Damage Indicators Include
- CSF Core Cooling -Red
 - RCS activity greater than 300 $\mu\text{Ci/gm}$ Dose Equivalent Iodine (DEI)
 - RCB Accident Monitors (RT 8050 or RT 8051) greater than 100R/hr
 - Failed Fuel Monitor (RT 8039) equal to or greater than 870 $\mu\text{Ci/ml}$

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ENTRY REQUIREMENTS: GENERAL EMERGENCY AND A RADIOLOGICAL RELEASE IS NOT IN PROGRESS.

CONTAINMENT HIGH RANGE RADIATION MONITOR (RT-8050, 8051)	CONTAINMENT PRESSURE	PROTECTIVE ACTION RECOMMENDATIONS
		EVACUATION
Less Than 50 R/hr	N/A	2 Mile Radius
50 R/hr to 100 R/hr	< 20 psig	
		≥ 20 psig
>100 R/hr to 5,000 R/hr	< 40 psig	
		≥ 40 psig
> 5,000 R/hr	< 20 psig	5 Mile Radius
	≥ 20 psig	10 Mile Radius

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ENTRY REQUIREMENTS: SITE AREA EMERGENCY OR GENERAL EMERGENCY WITH A RADIOLOGICAL RELEASE IN PROGRESS

(Below List in order of preference based on available data)

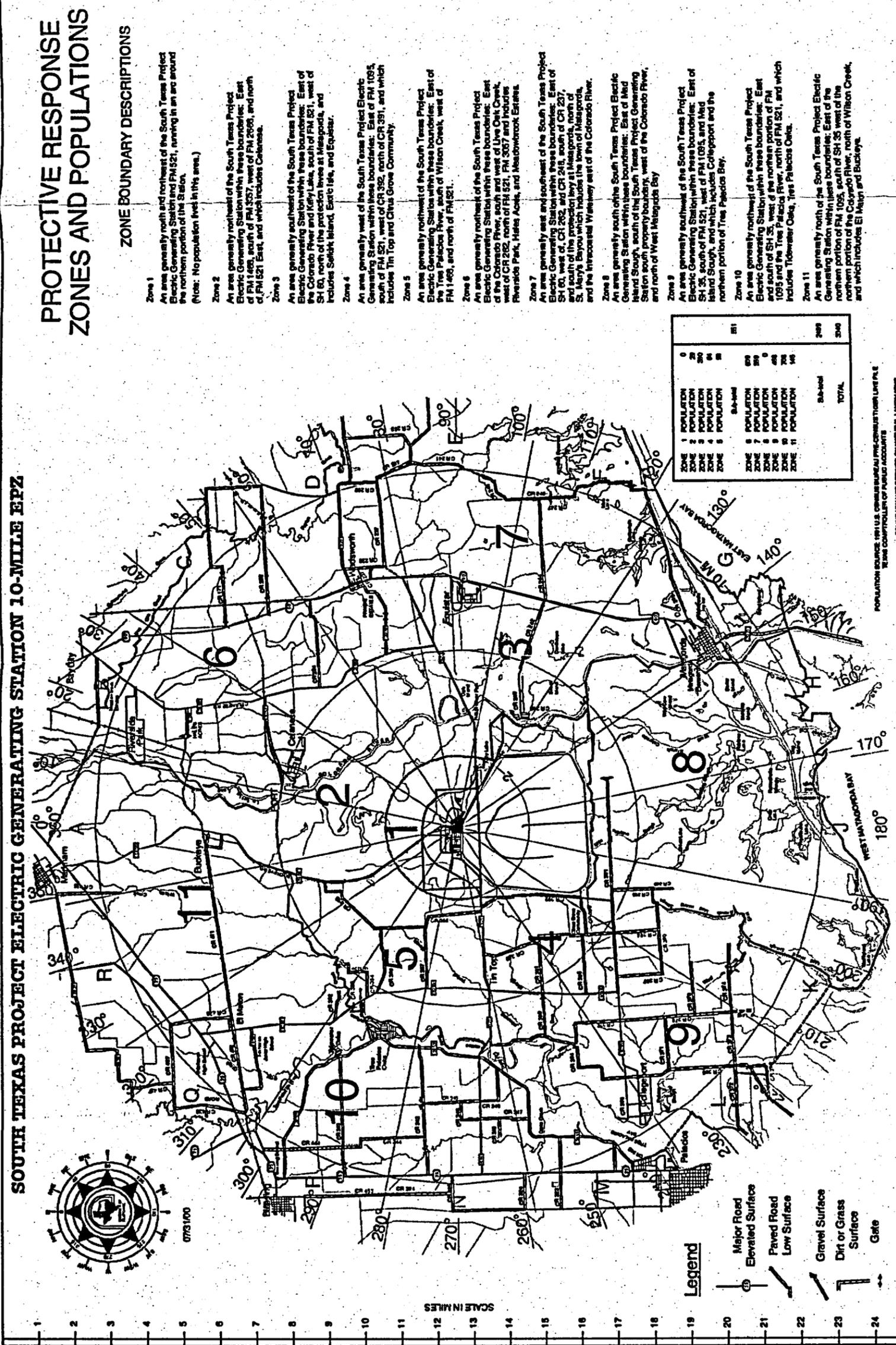
CONDITION	PROTECTIVE ACTION
	EVACUATE
I. DOSE RATES MEASURED AT PLUME CENTERLINE ON EXCLUSION AREA BOUNDARY a. <100 mr/hr b. 100 mr/hr to 1000 mr/hr c. >1000 mr/hr	a. None (Site Area Emergency) Two mile radius (General Emergency) b. Two mile radius and zones in affected sectors to 5 miles c. Five mile radius and zones in affected sectors to 10 miles
II. PROJECTED DOSES (For Short Duration Puffs only < 30 min) a. Projected doses < PAG (1 rem TEDE or 5 rem Thyroid CDE) b. Projected doses ≥ PAG (1 rem TEDE or 5 rem Thyroid CDE)	a. None (Site Area Emergency) Two mile radius (General Emergency) b. Two mile radius and zones in any sector projected to exceed PAG
III. PROJECTED DOSES BEYOND EXCLUSION AREA BOUNDARY a. Projected doses < PAG (1 rem TEDE or 5 rem Thyroid CDE) b. Projected doses ≥ PAG 0-5 miles (1 rem TEDE or 5 rem Thyroid CDE) c. Projected doses ≥ PAG 5-10 miles (1 rem TEDE or 5 rem Thyroid CDE) d. Projected doses ≥ PAG at greater than 10-miles and dose projection is supported by field team measurements (1 rem TEDE or 5 rem Thyroid CDE)	a. None (Site Area Emergency) Two mile radius (General Emergency) b. Two mile radius and zones in affected sectors to 5 miles c. Five mile radius and zones in affected sectors to 10 miles d. Ten mile radius and affected sectors in 2-mile increments until PAG is not exceeded.
IV. RELEASE RATES a. < EAL for Site Area Emergency (SAE) b. ≥ EAL for Site Area Emergency (SAE)* c. ≥ EAL for General Emergency	a. None (Site Area Emergency) b. Two mile radius (optional for SAE) c. Five mile radius and zones in affected sectors to 10 miles
V. DEFAULT VALUES a. Site Area Emergency with <u>NO</u> core damage b. Site Area Emergency <u>with</u> core damage c. General Emergency	a. None b. Five mile radius c. Five mile radius

* Complete dose projections to verify General Emergency EALs (1 Rem TEDE or 5 Rem Thyroid CDE) are not exceeded.

Offsite Protective Action Recommendations

Protective Response Zones Map

Addendum 4



PROTECTIVE RESPONSE ZONES AND POPULATIONS

ZONE BOUNDARY DESCRIPTIONS

- Zone 1**
An area generally north and northeast of the South Texas Project Electric Generating Station and FM 521, running in an arc around the northern portion of the Station.
(Note: No population lives in this area.)
- Zone 2**
An area generally northeast of the South Texas Project Electric Generating Station within these boundaries: East of FM 1469, south of FM 3357, west of FM 2050, and north of FM 521 East, and which includes Callesena.
- Zone 3**
An area generally eastward of the South Texas Project Electric Generating Station within these boundaries: East of the Colorado River and Katy Lake, south of FM 521, west of SH 60, north of the protection levee at Mesquero, and includes Siskit Island, Electric Lake, and Esqueter.
- Zone 4**
An area generally west of the South Texas Project Electric Generating Station within these boundaries: East of FM 1095, south of FM 521, west of CR 392, north of CR 391, and which includes Tin Top and Chiva Grove Community.
- Zone 5**
An area generally northwest of the South Texas Project Electric Generating Station within these boundaries: East of the Tres Palacios River, south of Wilson Creek, west of FM 1469, and north of FM 521.
- Zone 6**
An area generally northeast of the South Texas Project Electric Generating Station within these boundaries: East of the Colorado River, south and west of Live Oak Creek, west of CR 262, north of FM 521, FM 3357 and includes Riverside Park, Hakes Acks, and Meadowbrook Estates.
- Zone 7**
An area generally east and southeast of the South Texas Project Electric Generating Station within these boundaries: East of SH 60, west of CR 262, and CR 248, south of CR 237, and south of the protection levee at Mesquero, north of S. Mary's Bayou which includes the town of Mesquero, and the Intracoastal Waterway west of the Colorado River.
- Zone 8**
An area generally south of the South Texas Project Electric Generating Station within these boundaries: East of Meig Island Slough, south of the South Texas Project Generating Station south property boundary, west of the Colorado River, and north of West Mesquero Bay.
- Zone 9**
An area generally southwest of the South Texas Project Electric Generating Station within these boundaries: East of SH 35, south of FM 521, west of FM 1095, and Meig Island Slough, and which includes Coleport and the northern portion of Tres Palacios Bay.
- Zone 10**
An area generally northwest of the South Texas Project Electric Generating Station within these boundaries: East and south of SH 35, west of the northern portion of FM 1095 and the Tres Palacios River, north of FM 521, and which includes Tidewater Oaks, Tres Palacios Oaks.
- Zone 11**
An area generally north of the South Texas Project Electric Generating Station within these boundaries: East of the northern portion of FM 1095, south of SH 35, west of the Colorado River, north of Wilson Creek, and which includes El Maton and Buckkeys.

POPULATION SOURCE: 1981 U.S. CENSUS BUREAU PRE-CENSUS TRUTH LINE FILE
 THIS COMPILER'S PUBLIC ACCOUNTS
 BOUNDARY NOT SUPPORTED BY NATURAL LANDMARKS

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AFFECTED ZONES: Determine affected sectors and protective response zones and enter onto 0ERP01-ZV-IN02, Data Sheet 1, Offsite Agency Notification Message Form.

TWO MILE RADIUS: PROTECTIVE RESPONSE ZONES: 1

FIVE MILE RADIUS: PROTECTIVE RESPONSE ZONES: 1, 2, 3, 4, 5

TEN MILE RADIUS: PROTECTIVE RESPONSE ZONES: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11

DIRECTION WIND FROM(°)	PRIMARY SECTOR	ADJACENT SECTORS	PROTECTIVE RESPONSE ZONES	
			2-5 Miles (includes 1-mile radius)	5-10 Miles (includes 5-mile radius)
164-174	R, A	Q, B	1, 2, 5	1, 2, 3, 4, 5, 6, 10, 11
175-185	A	R, B	1, 2	1, 2, 3, 4, 5, 6, 11
186-196	A, B	R, C	1, 2	1, 2, 3, 4, 5, 6, 11
197-208	B	A, C	1, 2	1, 2, 3, 4, 5, 6, 11
209-219	B, C	A, D	1, 2	1, 2, 3, 4, 5, 6, 11
220-230	C	B, D	1, 2	1, 2, 3, 4, 5, 6
231-241	C, D	B, E	1, 2, 3	1, 2, 3, 4, 5, 6, 7
242-253	D	C, E	1, 2, 3	1, 2, 3, 4, 5, 6, 7
254-264	D, E	C, F	1, 2, 3	1, 2, 3, 4, 5, 6, 7
265-275	E	D, F	1, 2, 3	1, 2, 3, 4, 5, 6, 7
276-286	E, F	D, G	1, 2, 3	1, 2, 3, 4, 5, 6, 7
287-298	F	E, G	1, 3	1, 2, 3, 4, 5, 7
299-309	F, G	E, H	1, 3	1, 2, 3, 4, 5, 7, 8
310-320	G	F, H	1, 3	1, 2, 3, 4, 5, 7, 8
321-331	G, H	F, J	1, 3	1, 2, 3, 4, 5, 7, 8
332-343	H	G, J	1	1, 2, 3, 4, 5, 7, 8
344-354	H, J	G, K	1	1, 2, 3, 4, 5, 7, 8, 9
355-5	J	H, K	1	1, 2, 3, 4, 5, 8, 9
6-16	J, K	H, L	1	1, 2, 3, 4, 5, 8, 9
17-28	K	J, L	1	1, 2, 3, 4, 5, 8, 9
29-39	K, L	J, M	1, 4	1, 2, 3, 4, 5, 8, 9
40-50	L	K, M	1, 4	1, 2, 3, 4, 5, 8, 9
51-61	L, M	K, N	1, 4, 5	1, 2, 3, 4, 5, 8, 9, 10
62-73	M	L, N	1, 4, 5	1, 2, 3, 4, 5, 9, 10
74-84	M, N	L, P	1, 4, 5	1, 2, 3, 4, 5, 9, 10
85-95	N	M, P	1, 4, 5	1, 2, 3, 4, 5, 9, 10
96-106	N, P	M, Q	1, 4, 5	1, 2, 3, 4, 5, 9, 10, 11
107-118	P	N, Q	1, 5	1, 2, 3, 4, 5, 9, 10, 11
119-129	P, Q	N, R	1, 5	1, 2, 3, 4, 5, 9, 10, 11
130-140	Q	P, R	1, 5	1, 2, 3, 4, 5, 10, 11
141-151	Q, R	P, A	1, 2, 5	1, 2, 3, 4, 5, 10, 11
152-163	R	Q, A	1, 2, 5	1, 2, 3, 4, 5, 10, 11

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EOF Director					
Quality	Non Safety-Related	Usage: N/A	Effective Date: 09/06/00		
Leo Meier	N/A	N/A	Emergency Response Division		
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION		

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EOF Director

1.0 Purpose and Scope

- 1.1** This procedure provides guidance for the EOF Director to manage the accident assessment, classification, and protective action decision processes.
- 1.2** This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the EOF Director.

2.0 Responsibilities**2.1** The EOF Director is responsible for:

- 2.1.1** Assuming the responsibilities and authority of the Emergency Director.
- 2.1.2** Ensuring resources are made available to support the Control Room and Technical Support Center (TSC) activities to mitigate the emergency situation.
- 2.1.3** Ensuring the classification of the emergency situation is appropriate for plant conditions and the applicable onsite and offsite organizations are notified.
- 2.1.4** Ensuring the appropriate protective measures are implemented for onsite organizations.
- 2.1.5** Ensuring the appropriate protective actions are recommended to State and Matagorda County Emergency Management officials.
- 2.1.6** Ensuring notifications to the offsite and onsite organizations are timely and accurate.
- 2.1.7** Ensuring communications to the offsite and onsite organizations contains factual and timely information.
- 2.1.8** Determining when Recovery is to be initiated and Termination can be declared.
- 2.1.9** Establishing a Recovery organization for returning the affected Unit to an operating condition.
- 2.1.10** Declare entry into the Severe Accident Management Guidelines.

3.0 Precautions and Limitations

- 3.1** The Emergency Director is responsible for making certain key decisions and ensuring their implementation. The responsibilities which CANNOT be delegated include:
 - 3.1.1** Declaring a new emergency classification.

EOF Director

- 3.1.2 Approving Protective Action Recommendations (PARs) issued to State and County authorities.
- 3.1.3 Approving required notifications to the State and County.
- 3.1.4 Approving exposures in excess of 10 CFR 20 limits and authorizing the use of Potassium Iodide (KI).
- 3.1.5 Approving departure from license conditions per 10 CFR 50.54(x) for emergency response activities NOT related to Control Room Operator actions.
- 3.1.6 Declaring entry into the Severe Accident Management Guidelines.
- 3.2 The following Emergency Director responsibilities and authorities MAY be delegated:
 - 3.2.1 Requesting federal assistance.
 - 3.2.2 Approving press releases prior to issuance.
 - 3.2.3 Approving commitments to the Nuclear Regulatory Commission (NRC).
 - 3.2.4 Approving required notifications to the NRC.
- 3.3 Recovery from a Site Area or General Emergency shall not be entered without concurrence from the Matagorda County, State of Texas, and the Nuclear Regulatory Commission.
- 3.4 Staffing levels of the EOF at the Unusual Event are at the discretion of the Emergency Director.
- 3.5 The EOF staff augmentation will be initiated at the ALERT emergency classification, and the EOF may be activated at the discretion of the EOF Director.
- 3.6 The EOF is required to augment the Onshift Response Organization, with the minimum required EOF staffing levels, within 75 minutes of being notified.
- 3.7 The EOF is activated when the minimum staffing level at the EOF is capable of performing their required function.
- 3.8 Transfer of command and control from the Control Room or TSC is not required at the Unusual Event or Alert emergency classification, but should be initiated at the Site Area or higher emergency classification. Command and control may be transferred prior to reaching Site Area Emergency at the discretion of the Emergency Director.

EOF Director

4.0 Procedures

4.1 If an Unusual Event is declared, then implement one or more of the following initial response actions:

- **Contact the Affected Control Room for a briefing;**

AND

- **Brief the President, Chief Executive Officer on the emergency;**

AND

- **Standby to staff the EOF if requested by the Emergency Director or if the situation is likely to escalate to a higher emergency classification;**

OR

- **Proceed to the Control Room, TSC, or EOF to evaluate the situation and assist the Emergency Director.**

4.2 If an Alert or higher emergency classification is declared, then proceed to the Emergency Operations Facility and implement Data Sheet 1, EOF Director Checklist, Step 1.0 Initial Activities.

4.2.1 Insert the time an activity is completed, for reoccurring activities, document using the Emergency Action Log as necessary.

4.3 Implement the appropriate portions of Data Sheet 1, EOF Director Checklist based on the events in progress.

4.4 Use Addendum's and Checklists to help direct emergency activities.

5.0 References

5.1 STPEGS Emergency Plan

5.2 0ERP01-ZV-IN01, Emergency Classification

5.3 0ERP01-ZV-IN02, Notifications to Offsite Agencies

5.4 0ERP01-ZV-IN04, Assembly and Accountability

5.5 0ERP01-ZV-IN05, Site Evacuation

5.6 0ERP01-ZV-IN07, Offsite Protective Action Recommendations

5.7 0ERP01-ZV-TP03, Severe Accident Management

5.8 0ERP01-ZV-RE01, Recovery Operations

EOF Director

5.9 0ERP01-ZV-RE02, Documentation

5.10 OPGP09-ZA-0002, Fitness for Duty Program

5.11 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide

5.12 LCTS 9101254-936

6.0 Supporting Documents

6.1 Addendum 1 - Required and Recommended Minimum Staffing

6.2 Addendum 2 - Shift Turnover Briefing

6.3 Data Sheet 1 - EOF Director Checklist

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EOF Director			
Addendum 1	Required and Recommended Minimum Staffing		Page 1 of 1

The following table reflects the Emergency Operations Facility staffing as required by Table C-1 of the Emergency Plan, and also those who are recommended for minimum staffing.

Those members of the ERO who are not onsite at the time of the emergency shall be able to augment the Onshift Response Organization within 75 minutes of notification as specified in Table C-1 of the Emergency Plan.

FACILITY	REQUIRED	RECOMMENDED
Emergency	Offsite Field Team Members (4)	EOF Director
Operations		Radiological Director
Facility		Technical Director
		Dose Assessment Specialist
		Offsite Field Team Supervisor
		System Status Evaluator
		Deputy EOF Director
		ED Administrative Assistant
		Status Board Keepers (2)
		Site Public Affairs Coordinator
		Site Public Affairs Specialist
		Engineering Assistant
		Offsite Agency Communicator

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EOF Director			
Addendum 2	Shift Turnover Briefing		Page 1 of 1

- 1.0 Provide a briefing of events to the relief person including the following areas.
 - 1.1 Basis of the current emergency classification and the EALs of importance.
 - 1.2 Protective Action Recommendations issued.
 - 1.3 Status of fission product barriers and critical safety functions.
 - 1.4 Special security or administrative problems.
 - 1.5 Open items being tracked and priorities.
 - 1.6 Completed checklists and logs.
 - 1.7 Notifications issued to offsite agencies and NRC.
 - 1.8 Information on status boards.
 - 1.9 Recovery plans developed and corrective action items for plant recovery.
 - 1.10 Current shift schedule.

- 2.0 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement. Announce that the shift replacement is now assuming Emergency Director responsibilities and authority.
 - 2.1 EOF staff
 - 2.2 NRC Director of Site Operations
 - 2.3 TSC Manager
 - 2.4 Shift Supervisor

- 3.0 Contact the following and inform them of the shift change. Request the County and State to provide the new Emergency Director with an update of their activities.
 - 3.1 Matagorda County Emergency Management Director
 - 3.2 Duty Officer, Division of Emergency Management at the State of Texas EOC

- 4.0 Update the EOF Staffing Board.

- 5.0 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 Deputy EOF Director.

- 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 If issued a TLD, then maintain custody of the TLD until Termination or Recovery.

- 8.0 Take a copy of your shift schedule.

- 9.0 Verify possession of a STPEGS Picture Badge for access through possible road blocks when returning to the site for the next shift or request a replacement Picture Badge from the Support Orientation Coordinator.

- 10.0 Notify the individual responsible for access control at the EOF of the shift change and sign out when leaving the EOF.

-END-

(Name)	(Date)	Unit
Action	Time	

1.0 INITIAL ACTIONS

Alert	Site Area	Gen. Emer.
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1.1 Report to the Emergency Operations Facility and sign in on the Staffing Board

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1.2 Confer with the Deputy EOF Director on the current staffing of the EOF.

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IF ERO personnel have not arrived within approximately one hour of initial callout, THEN direct the Assistant Support Organization Director to contact a substitute for the position.

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1.3 Verify that the following individuals are available to support EOF activities:

1.3.1 Offsite Field Team Members (4),

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NOTE: The above list is minimum staffing required to activate the EOF (See Addendum 1).

1.4 Review the following with the Deputy EOF Director, Radiological Director, Technical Director, and System Status Evaluator.

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1.4.1 The current Emergency Action Level (EAL) and the basis for the current emergency classification.

1.4.2 The current radiological conditions and the potential for a radiological release requiring offsite PARs.

1.4.3 The fission product barriers presently affected/threatened and the prognosis. Include a review of EALs, which could cause an upgrade in emergency classification.

Action

Time

	Alert	Site Area	Gen. Emer.
<p>1.5 Obtain a complete briefing from the Emergency Director using Data Sheet 2, Emergency Director Turnover Briefing of procedure 0ERP01-ZV-TS01, TSC Manager. Specifically identify any special support needed by the Technical Support Center with the current events in progress.</p>			
<p>1.6 Call a meeting with EOF personnel to:</p>			
<p>1.6.1 Brief EOF Staff of current plant conditions,</p>			
<p>1.6.2 Review current EOF activities,</p>			
<p>1.6.3 Establish EOF priorities,</p>			
<p>1.6.4 Verify required EOF Staff is available,</p>			
<p>1.6.5 Verify EOF is functional (equip, habitability, etc.),</p>			
<p>1.7 Declare EOF activated when the EOF Directors report readiness. Direct a public address announcement.</p>			
<p>1.8 Verify EOF is prepared to support the following:</p>			
<p>1.8.1 Upgrading emergency classification,</p>			
<p>1.8.2 PAR decision process,</p>			
<p>1.8.3 Required notifications to State, County and NRC,</p>			
<p>1.8.4 Approving exposures in excess of 10 CFR 20 limits and authorizing the use of KI,</p>			
<p>1.8.5 Requesting Federal assistance,</p>			
<p>1.8.6 Approving press releases prior to issuance,</p>			

Action

Time

	Alert	Site Area	Gen. Emer.
1.8.7 Approving departure from license conditions per 10 CFR 50.54(x) for emergency response activities <u>NOT</u> related to Control Room Operator actions.			
1.8.8 Establish target time for transfer of command and control.			
1.9 Contact the Emergency Director for a final update of any new information since the last briefing and agree to a time for transfer of Emergency Director authority.			
1.10 Assume command and control of the emergency response effort and announce that you are the Emergency Director. Direct a public address announcement.			
1.11 Initiate an Emergency Action Log.			
1.12 Contact the President, CEO, and provide a briefing on the current situation.			
1.13 Notify the State, County, and NRC that Emergency Director responsibilities and authority has transferred to the EOF Director.			

2.0 CONTINUING ACTIVITIES

- 2.1 Continually evaluate and establish priorities for emergency activities and log and track completion on the EOF Priority Tracking Status Board. LOG
- 2.2 Continually evaluate with the TSC Manager, required actions to be taken for the unaffected Unit. Consider the following: LOG
 - 2.2.1 Security events which could affect both Units;
 - 2.2.2 Radiological releases which could complicate the unaffected Unit's operations;

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Action

Time

Alert	Site Area	Gen. Emer.
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- 2.2.3 Other site-wide events which could complicate the unaffected Unit's operations;
- 2.3 Continually review the following with the Deputy EOF Director, Radiological Director, Technical Director, System Status Evaluator, and NRC Director of Site Operations. LOG
 - 2.3.1 Determine whether an upgraded classification is warranted or additional PARs should be considered (See Section 3.0 of this checklist if upgrade required).
 - 2.3.2 The conditions which must be met to enter Recovery, (See Section 5.0, Recovery Activities if Recovery initiated, Section 6.0, Termination Activities for Termination).
- 2.4 Periodically conduct facility briefings. Ensure each functional area is addressed. LOG
 - 2.4.1 Source Term, (Technical & Radiological Director)
 - 2.4.2 Fission Product Barrier prognosis, Technical & Radiological Director)
 - 2.4.3 Mitigation success, and failures Technical & Radiological Director)
 - 2.4.4 Dose Projections, and facility habitability (Radiological Director)
 - 2.4.5 Field Team Data, (Radiological Director)
 - 2.4.6 Review Current priorities, (All)
 - 2.4.7 Major work efforts underway, (All)

Action	Time
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Alert	Site Area	Gen. Emer.
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- 2.4.8 Review current EOF activities, priorities, and new problems, (Deputy Emergency Operations Facility Director)
- 2.4.9 Review appropriate resources available, (Support Organization Director)
- 2.4.10 Evaluate need for Federal Assistance (EOF Director)
- 2.4.11 Licensing Director notifications, information requests)
- 2.4.12 Support Organization Director (resources needed and obtained)
- 2.4.13 Radiological Director (PARs, habitability, meteorology evacuation paths)
- 2.4.14 Technical Director (assessment, escalation paths)
- 2.4.15 Deputy Director (Prioritizes, site evacuation)
- 2.4.16 Site Public Affairs Coordinator (Joint Information Center issues)
- 2.4.17 NRC, BRC, Others
- 2.5 Consult with TSC Manager and determine if precautionary assembly and accountability or site evacuation should be initiated.

LOG

2.5.1 As a minimum, during an ALERT Classification, consider directing visitors and nonessential contractors to leave the site.

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2.5.2 If assembly and accountability or site evacuation is determined appropriate, implement 0ERP01-ZV-IN04, Assembly and Accountability, and 0ERP01-ZV-IN05, Site Evacuation.

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Action	Time		
	Alert	Site Area	Gen. Emer.
2.6 Ensure periodic public address announcements are made on the status of the emergency.			LOG
2.7 Approve press release prior to release, if not delegated.			LOG
2.8 Ensure that accurate and timely information is being provided to:			LOG
2.8.1 Emergency Response Organization			
2.8.2 Joint Information Center,			
2.8.3 Matagorda County Emergency Management Director in the Matagorda County EOC,			
2.8.4 Institute of Nuclear Power Operations			
2.8.5 STP Co-Owners			
2.8.6 American Nuclear Insurers			
2.8.7 Evaluate need for Federal Assistance. (EOF Director)			
2.9 When the estimated time of arrival is determined for the NRC Response Team, notify Licensing Director.			
2.10 Function as the primary interface with the Nuclear Regulatory Commission Director of Site Operations and Bureau of Radiation Control Chief of Field Operations. Ensure they are provided with timely and accurate information.			LOG
2.11 Continue to review this checklist by returning to Step 2.1 to:			LOG
2.11.1 Review plant status and prognosis for accident assessment,			

Action	Time
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Alert	Site Area	Gen. Emer.
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2.11.2 Review results of accident assessment for potential change to the present classification and PAR,

2.11.3 Provide updates to EOF Staff, TSC, NRC, Offsite as necessary.

2.12 IF Server reactor core damage is identified, THEN implement Procedure 0ERP01-ZV-TP03, Severe Accident Management.

LOG

3.0 SHIFT CHANGE

3.1 Upon arrival of your shift replacement, complete all actions listed in Addendum 2, Shift Turnover Briefing. Include the Deputy EOF Director in the briefing.

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4.0 CLASSIFICATION UPGRADE OR CHANGE IN PROTECTIVE ACTION RECOMMENDATIONS

4.1 Upgrade classification in accordance with 0ERP01-ZV-INO1 Emergency Classification and PARs in accordance with 0ERP-ZV-INO7, Offsite Protection Action Recommendations.

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4.2 Ensure that the Site NRC team is cognizant of classification and protective action recommendation decision process.

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4.3 Announce the upgraded classification or PAR to EOF personnel.

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4.4 Direct a Public Address Announcement for classification/PAR upgrade.

LOG

Action

Time

Alert	Site Area	Gen. Emer.
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4.5 Initiate and complete within 15 minutes offsite notifications in accordance with 0ERP01-ZV-IN02, Notifications to Offsite Agencies for:

LOG

4.5.1 Classification upgrade

4.5.2 Protective action recommendation initial or upgrade

4.6 Ensure, appropriate functional area contacts the following and provides an update of the current situation:

LOG

4.6.1 Matagorda County Emergency Management Director in the Matagorda County EOC

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4.6.2 Duty Officer, at the State of Texas EOC

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4.6.3 NRC Headquarters

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4.6.4 STP Co-Owners

LOG

4.6.5 ANI

LOG

4.6.6 INPO

LOG

4.6.7 Joint Information Center

LOG

5.0 RECOVERY ACTIVITIES

NOTE

Recovery from a Site Area or General Emergency shall not be entered without concurrence from the Matagorda County, State of Texas, and the NRC.

5.1 Direct the EOF Directors to develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Form 2 Corrective Action Items List.

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Action	Time
5.2 Contact the Matagorda County Emergency Management Director in the Matagorda County EOC and provide a briefing of the basis for entering Recovery.	_____
5.3 Contact the Duty Officer, Division of Emergency Management in the State of Texas EOC and provide a briefing of the basis for entering Recovery.	_____
5.4 Discuss entering Recovery with the NRC Director of Site Operations	_____
5.5 Announce recovery from the emergency condition to EOF personnel.	_____
5.6 Initiate 0ER01-ZV-RE01, Recovery Operations.	_____
6.0 TERMINATION ACTIVITIES	_____

NOTE

Refer to 0ERP01-ZV-IN01, Emergency Classification to determine conditions required to terminate emergency.

6.1 Ensure an announcement of Termination of the emergency condition is made to all personnel.	_____
6.2 Direct the EOF Directors to develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Form 1 Corrective Action Items List.	_____
6.3 Contact the TSC Manager and determine if Fitness for Duty post-accident screening should be initiated per OPGP09-ZA-0002, Fitness for Duty Program.	_____
6.4 Provide a list of any supplies or forms needing replenishment to the Assistant Support Organization Director.	_____

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Action	Time
<p>6.5 Initiate 0ERP01-ZV-RE02, Documentation, and assign sections of the Emergency Response Report to Emergency Operations Facility personnel to complete. Coordinate with the TSC Manager concerning sections to be written by TSC/OSC/Control Room personnel.</p>	_____
<p>6.6 Collect and organize in chronological order all documents, checklists, and logs.</p>	_____
<p>6.7 Turn over all documents generated during the emergency to the Deputy Emergency Operations Facility.</p>	_____

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Deputy EOF Director					
Quality	Non Safety-Related	Usage: N/A		Effective Date: 09/06/00	
Kevin Keyes	N/A	N/A		Emergency Response Division	
PREPARER	TECHNICAL	USER		COGNIZANT ORGANIZATION	

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Deputy EOF Director**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Deputy EOF Director in the Emergency Operations Facility (EOF) during a declared emergency.**

2.0 Responsibilities

- 2.1 The Deputy EOF Director is responsible for:**

- 2.1.1 Assuming the function and responsibilities of the EOF Director in his absence.**
- 2.1.2 Monitoring the progress of the EOF staffing and keeping the EOF Director appraised of staffing levels and status.**
- 2.1.3 Providing ongoing support to the EOF Director in implementing EOF responsibilities and functions, including tracking the status of key emergency activities.**
- 2.1.4 Ensuring that required offsite agency notifications are completed.**
- 2.1.5 Coordination of status board keepers.**
- 2.1.6 Functioning as the interface with the County, State, and Federal Liaisons.**
- 2.1.7 Directs Site Evacuation when appropriate.**

3.0 Precautions and Limitations

- 3.1 Staffing levels of the EOF at the Unusual Event are at the discretion of the Facility Manager/Emergency Director.**
- 3.2 The EOF staff augmentation will be initiated at the Alert emergency classification, and may be activated at the discretion of the Emergency Director.**
- 3.3 The EOF is required to augment the Onshift Response Organization, with the EOF minimum staffing levels, within 75 minutes of being notified.**
- 3.4 The EOF is activated when the minimum staffing level at the EOF is capable of performing their required function.**
- 3.5 Transfer of command and control from the Control Room or TSC is not required at the Unusual Event or Alert emergency classification, but should be initiated at the Site Area or higher emergency classification. Command and control may be transferred prior to reaching Site Area Emergency at the discretion of the Emergency Director.**

Deputy EOF Director**4.0 References**

- 4.1 STPEGS Emergency Plan**
- 4.2 0ERP01-ZV-IN05, Site Evacuation**
- 4.3 0ERP01-ZV-EF01, EOF Director**
- 4.4 0ERP01-ZV-OF01, Alternate Emergency Operations Facility Activation, Operation, and Deactivation**
- 4.5 0ERP01-ZV-RE01, Recovery Operations**
- 4.6 0ERP01-ZV-RE02, Documentation**
- 4.7 OPGP05-ZV-0001, Severe Weather Guidelines**
- 4.8 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide**
- 4.9 OPGP04-ZO-0007, Aircraft Crash Onsite**

5.0 Procedure

- 5.1 If an Alert or higher emergency classification is declared, then proceed to the Emergency Operations Facility and implement Data Sheet 1, EOF Director Checklist, Step 1.0 Initial Activities.**
 - 5.1.1 Insert the time an activity is completed, for reoccurring activities, document using the Emergency Action Log.**
 - 5.1.2 Implement the appropriate portions of Data Sheet 1, EOF Director Checklist based on the events in progress.**
- 5.2 Use Addenda and Checklists to help direct emergency activities.**

6.0 Support Documents

- 6.1 Addendum 1, Recommended Minimum Staffing**
- 6.2 Addendum 2, Shift Turnover Briefing**
- 6.3 Data Sheet 1, Deputy EOF Director Checklist**
- 6.4 Data Sheet 2, Emergency Director Status Briefing**
- 6.5 Data Sheet 3 General Emergency Checklist**

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Deputy EOF Director			
Addendum 1	Recommended Minimum Staffing		Page 1 of 1

The following table reflects the Emergency Operations Facility staffing as required by Table C-1 of the Emergency Plan, and also those who are recommended for minimum staffing.

Those members of the ERO who are not onsite at the time of the emergency shall be able to augment the Onshift Response Organization within 75 minutes of notification as specified in Table C-1 of the Emergency Plan.

FACILITY	REQUIRED	RECOMMENDED
Emergency	Offsite Field Team Members (4)	EOF Director
Operations		Radiological Director
Facility		Technical Director
		Dose Assessment Specialist
		Offsite Field Team Supervisor
		System Status Evaluator
		Deputy EOF Director
		ED Administrative Assistant
		Status Board Keepers (2)
		Site Public Affairs Coordinator
		Site Public Affairs Specialist
		Engineering Assistant
		Offsite Agency Communicator

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Deputy EOF Director			
Addendum 2	Shift Turnover Briefing		Page 1 of 1

- 1.0 Provide a briefing of events to the relief person including the following areas.**
 - 1.1 Basis of the current emergency classification and the EALs of importance.**
 - 1.2 Protective Action Recommendations issued.**
 - 1.3 Status of primary fission product barriers and critical safety functions.**
 - 1.4 Special security or administrative problems.**
 - 1.5 Open items being tracked and priorities.**
 - 1.6 Completed checklists and logs.**
 - 1.7 Notifications issued to offsite agencies and Nuclear Regulatory Commission.**
 - 1.8 Information on status boards.**
 - 1.9 Recovery plans developed and corrective action items for plant recovery.**
 - 1.10 Current shift schedule.**

- 2.0 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement.**
 - 2.1 EOF Directors**
 - 2.2 Assistant TSC Manager**
 - 2.3 NRC Director of Site Operations**
 - 2.4 Corporate Central Evaluation Center Director**
 - 2.5 State, County, and Federal Liaisons**

- 3.0 Update the EOF staffing board.**

- 4.0 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 oncoming Deputy EOF Director.**

- 5.0 Verify the 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.**

- 6.0 Is issued a TLD, then maintain custody of the TLD until Termination or Recovery.**

- 7.0 Verify possession of a STP Picture Badge for access through possible road blocks when returning to the site for the next shift or request a replacement Picture Badge from the Support Orientation Coordinator.**

- 8.0 Inform the individual responsible for Access Control to the EOF of the shift change and sign out when leaving the EOF.**

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Deputy EOF Director			
Data Sheet 1	Deputy EOF Director Checklist		Page 1 of 8

Action	(Name)	(Date)	(Unit) Time
---------------	---------------	---------------	------------------------

1.0 INITIAL ACTIVITIES

- 1.1 Report to the Emergency Operations Facility and sign in on the staffing board. _____
- 1.2 Ensure the Deputy EOF Director's Emergency Response Manual is available. _____
- 1.3 Verify current staffing levels of the Emergency Operations Facility. Assist the EOF Director in determining when sufficient staffing of the Emergency Operations Facility occurs in accordance with Addendum 1, Recommended Minimum Staffing. _____
- 1.4 If the EOF Director has not arrived within approximately one hour, then assume the role of EOF Director and implement the following actions:
 - 1.4.1 Inform the EOF staff that you are assuming the EOF Director position. _____
 - 1.4.2 Proceed to 0ERP01-ZV-EF01, EOF Director, and initiate completion of the appropriate checklist. _____
- 1.5 Contact the Assistant TSC Manager to discuss the following:
 - 1.5.1 The current Emergency Action Level and the basis for the current emergency classification. _____
 - 1.5.2 The current radiological conditions and the potential for a radiological release requiring offsite Protective Action Recommendations. _____
 - 1.5.3 The barriers presently affected/threatened and the prognosis. Include a review of Emergency Action Levels, which could cause an upgrade in emergency classification. _____

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Deputy EOF Director			
Data Sheet 1	Deputy EOF Director Checklist		Page 2 of 8

Action	Time
1.6 Provide ongoing updates to EOF personnel as information becomes available.	_____
1.7 Verify that 4 Offsite Field Team Members are available to support Emergency Operations Facility activities. This is minimum staffing required to activate the Emergency Operations Facility, see Addendum 1.	_____
1.8 If Emergency Response Organization personnel have not arrived within approximately 1 hour of the initial call-out, then direct the Assistant Support Organization Director to contact an alternate or verify whether the primary is still responding.	_____
1.9 Consult with the Radiological Director to determine whether any special actions should be taken at the Visitors Center (if open):	
1.9.1 Inform the Emergency Director of any special actions identified for the Visitors Center.	_____
1.9.2 Contact the Visitors Center and inform them of the emergency condition. Provide any special instructions determined appropriate.	_____
1.10 As time permits, begin placing information on the Major Events Chronology Status Board. Provide information on an ongoing basis to be listed on the Board.	_____
1.11 Contact the Matagorda County Emergency Management Director and provide your telephone number as an information contact until the Matagorda County EOC Liaison arrives.	_____
1.12 Contact the Duty Officer, Division of Emergency Management, State of Texas and provide your telephone number as an information contact until the State of Texas EOC Liaison arrives.	_____

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Action	Time
1.13 When the Matagorda County EOC Liaison arrives at the Emergency Operations Center and establishes contact with the Emergency Operations Facility, provide a briefing of the current situation.	_____
1.14 When the State of Texas EOC Liaison arrives at the State Emergency Operations Center in Austin and establishes contact with the Emergency Operations Facility, provide a briefing of the current situation.	_____
2.0 SITE EVACUATION	
2.1 Coordinate with the Assistant TSC Manager and complete Deputy EOF Director responsibilities in 0ERP01-ZV-IN05, Site Evacuation.	N/A
3.0 SEVERE WEATHER	
3.1 Periodically contact the National Weather Service for updates on flooding conditions.	N/A
3.2 Review OPGP03-ZV-0001, Severe Weather Guidelines to determine if any special precautions should be implemented for the Emergency Operations Facility.	N/A
3.3 Ensure Radiological Director has implemented protective measures for offsite Field Teams.	N/A
4.0 ACTIVATION OF THE FEDERAL RESPONSE CENTER	
4.1 When notified of the arrival of federal agency personnel to activate the Federal Response Center, direct the Federal Response Agency Liaison to report to the Bay City Convention Center to assist with activation and logistics.	N/A
4.2 Keep the Emergency Director advised of the status of activation of the Federal Response Center.	N/A

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Action	Time
5.0 TOXIC GAS/CHEMICAL RELEASE FROM NEARBY CHEMICAL FACILITIES	
5.1 Move any personnel in or outside the Nuclear Training Facility into the Emergency Operations Facility.	N/A
5.2 Verify the Radiological Director has switched the ventilation to Recirculation Mode.	N/A
5.3 Ensure Radiological Director has implemented protective measures for offsite Field Teams as necessary.	N/A
6.0 AIRCRAFT CRASH ACTIVITIES	
6.1 If an Aircraft Crash is inside the Protected Area, Assist the Control Room and/or Technical Manager in implementing procedure OPGP04-ZO-0007, Aircraft Crash Onsite.	N/A
6.2 If an Aircraft Crash is in the Owner Controlled Area but outside the Protected Area, then inform the Control Room and/or Technical Manager you will be implementing procedure OPGP04-ZO-0007, Aircraft Crash Onsite.	N/A
7.0 EVACUATION OF THE EMERGENCY OPERATIONS FACILITY	
7.1 Inform the Assistant TSC Manager of the plans to evacuate the Emergency Operations Facility.	N/A
7.2 Direct the Offsite Agency Communicator to inform the County, State, and Federal Liaisons of the plans to evacuate the Emergency Operations Facility.	N/A
7.3 Collect the following:	
7.3.1 Completed logs and checklists.	N/A

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Action	Time
7.3.2 Deputy EOF Director's Emergency Response Manual.	N/A
7.3.3 Copy of the information from the Emergency Operations Facility Priority Tracking Status Board.	N/A
7.3.4 Follow any special precautions issued by the Radiological Director.	N/A
7.3.5 When directed by the Emergency Director, then proceed to the Alternate Emergency Operations Facility.	N/A
7.3.6 Upon arrival at the Alternate Emergency Operations Facility, implement OERP01-ZV-OF01, Alternate Emergency Operations Facility Activation, Operation and Deactivation.	N/A
7.3.7 Upon arrival to the Alternate Emergency Operations Facility, reestablish contact with the Assistant TSC Manager.	N/A
7.3.8 Upon arrival at the Alternate Emergency Operations Facility, direct the Offsite Agency Communicator to contact the County, State, and Federal Liaisons and provide a telephone number for future contacts.	N/A
8.0 CONTINUING ACTIVITIES	
8.1 Coordinate the activities of the Emergency Operations Facility staff. Focus on providing support to the Technical Support Center and assisting in the evaluation of the situation including identifying corrective actions.	N/A
8.2 Maintain an ongoing chronology of key events through contact with the Assistant TSC Manager and from information obtained by the Emergency Operations Facility staff.	N/A
8.3 Maintain a file of documents received from the Technical Support Center.	N/A
8.4 Provide response to requests for information from the State of Texas and Matagorda County.	N/A

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Action	Time
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8.5	Upgrade the Emergency Classification status board as required.	N/A
-----	--	-----

NOTE

Equistar needs a minimum of 10 hours to shutdown.
 Celanese needs a minimum of 4 hours to shutdown.
 Both facilities need as much time as possible to shutdown,
 preferably 48 hours, to avoid damage to their facilities.

8.6	If the event is radiologically based, then discuss with the Radiological Director the potential for the situation to escalate and impact operations at either Equistar (7 mi. E) or Celanese (4.8 mi. NNE). Direct the EOF Liaison to establish communications, and provide information on the situation. Provide a telephone number for updates.	N/A
8.7	Ensure major event information is provided to the Status Board Keeper to be posted on the Major Events Chronology Status Board.	N/A
8.8	Ensure key Directors keep current information flowing to the Status Board Keeper.	N/A
8.9	Periodically meet with the Engineering Assistant, Support Organization Director, and Licensing Director to review the status of notifications to offsite agencies and Nuclear Regulatory Commission.	N/A
8.10	Ensure that the information needed by the offsite agencies and Nuclear Regulatory Commission is being provided in a timely manner.	N/A
8.11	Provide information to the Status Board Keeper to update the EOF Priority Tracking and Protective Actions Implemented by Matagorda County Status Boards after each Emergency Director's status briefing and as priorities are changed by the Emergency Director.	N/A
8.11.1	Provide the Protective Actions implemented by Matagorda County to the Assistant Technical Support Center Manager.	N/A

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Action	Time
9.0 RECOVERY ACTIVITIES	
9.1 Update the Emergency Classification Board.	N/A
9.2 Verify the Engineering Assistant has initiated completion of the Offsite Notification Message Form.	N/A
9.3 Provide information to the Status Board Keeper to update the Major Events Chronology Status Board.	N/A
9.4 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Documentation, Form 1, Corrective Action Items List.	N/A
9.5 Collect the Corrective Action Items List from the EOF Directors. Review the lists with the Directors and assign priorities to tasks. Provide the prioritized list to the EOF Director.	N/A
9.6 Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations.	N/A
10.0 TERMINATION ACTIVITIES	
10.1 Update the Emergency Classification Board.	N/A
10.2 Verify the Engineering Assistant has initiated completion of the Offsite Notification Message Form.	N/A
10.3 Provide a list of any supplies or forms needing replenishment to the Assistant Support Organization Director.	N/A
10.4 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02 Form 1, Corrective Action Items List.	N/A
10.5 Collect and organize in chronological order all documents, checklists, and logs.	N/A

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Action	Time
10.6 Collect the Corrective Action Items List from the EOF Directors. Review the lists with the Directors and assign priorities to tasks. Provide the prioritized list to the EOF Director.	N/A
10.7 Assist the EOF Director in completing the Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation.	N/A
10.8 Turn over all documentation generated during the emergency to the Emergency Response Division.	N/A

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Data Sheet 2	Emergency Director Status Briefing		Page 1 of 1

TOP 5 PRIORITIES:

#1 RESPONSIBLE DIRECTOR: _____

STATUS: _____

#2 RESPONSIBLE DIRECTOR: _____

STATUS: _____

RESPONSIBLE DIRECTOR: _____

#3 STATUS: _____

#4 RESPONSIBLE DIRECTOR: _____

STATUS: _____

#5 RESPONSIBLE DIRECTOR: _____

STATUS: _____

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Radiological Director

Quality

Non Safety-Related

Usage: N/A

Effective Date: 09/06/00

Kevin Keyes

N/A

N/A

Emergency Response Division

PREPARER

TECHNICAL

USER

COGNIZANT ORGANIZATION

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Radiological Director**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Radiological Director in the Emergency Operations Facility (EOF) during a declared emergency.**
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Radiological Director.**

2.0 Responsibilities**2.1 The Radiological Director is responsible for:**

- 2.1.1 Assessing offsite radiological and environmental conditions which may impact the public.**
- 2.1.2 Directing offsite dose assessment activities and advising the Emergency Director on Protective Action Recommendations (PARs) for the public.**
- 2.1.3 Directing Offsite Field Team activities.**
- 2.1.4 Coordinating with the Technical Director to determine PARs based on the status of the fission product barriers and the potential for a radiological release.**
- 2.1.5 Monitoring radiological parameters which relate to Emergency Action Levels (EALs) to determine if conditions warrant a change in emergency classification.**
- 2.1.6 Functioning as the primary interface with the State of Texas Bureau of Radiation Control (BRC) personnel assigned to the Emergency Operations Facility.**
- 2.1.7 Reviewing and recommending approval of pre-planned exposures to emergency response personnel in excess of 10CFR20 limits.**
- 2.1.8 Determining Emergency Operations Facility radiological habitability.**
- 2.1.9 Managing radioactive waste and radiological control aspects of Recovery Operations.**
- 2.1.10 Recommending issuance of Potassium Iodide (KI).**
- 2.1.11 Functioning as the primary technical interface with the NRC Protective Measures Coordinator.**
- 2.1.12 Coordinating the analysis of Radiological samples by offsite laboratories due to the loss of onsite capability.**

Radiological Director**3.0 Precautions and Limitations**

- 3.1 A Site Area Emergency or General Emergency has been declared in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.**
- 3.2 The Emergency Director has ordered the activation of the Emergency Operations Facility to support response activities.**
- 3.3 During an Alert, Site Area Emergency, or General Emergency, Administrative dose limits are not applicable.**
 - 3.3.1 Emergency responders shall be authorized an exposure limit of 5 rem TEDE.**
 - 3.3.2 No individual shall knowingly exceed 10CFR20 exposure limits except when authorized to do so by the Emergency Director.**
 - 3.3.3 Radiation Protection ensures all personnel responding inside the Protected Area has a Thermoluminescent Dosimeter (TLD).**

4.0 References

- 4.1 STPEGS Emergency Plan**
- 4.2 0ERP01-ZV-EF10, Offsite Field Team Supervisor**
- 4.3 0ERP01-ZV-IN01, Emergency Classification**
- 4.4 0ERP01-ZV-IN02, Notifications To Offsite Agencies**
- 4.5 0ERP01-ZV-IN05, Site Evacuation**
- 4.6 0ERP01-ZV-IN06, Radiological Exposure Guidelines**
- 4.7 0ERP01-ZV-IN07, Offsite Protective Action Recommendations**
- 4.8 0ERP01-ZV-RE01, Recovery Operations**
- 4.9 0ERP01-ZV-RE02, Documentation**
- 4.10 0ERP01-ZV-TP01, Offsite Dose Calculations**
- 4.11 0ERP01-ZV-TP02, Offsite Field Teams**
- 4.12 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide**

Radiological Director**5.0 Procedure**

5.1 When responding to the Emergency Operations Facility, implement Data Sheet 1, Radiological Director Checklist, Step 1.0 Initial Activities.

5.1.1 Insert the time an activity is completed, for reoccurring activities, document using the Emergency Action Log.

5.2 Implement the appropriate portions of Data Sheet 1, Radiological Director Checklist based on the events in progress.

5.3 Use Addenda and Checklists to help direct emergency activities.

6.0 Support Documents

6.1 Addendum 1, Emergency Facility Habitability Table

6.2 Data Sheet 1, Radiological Director Checklist

6.3 Data Sheet 2, Radiological Briefing Checklist

6.4 Data Sheet 3, Emergency Director Status Briefing

6.5 Data Sheet 4, Emergency Exposure Tracking Log

6.6 Data Sheet 5, Potassium Iodide Issuance Log

6.7 Data Sheet 6, TLD Issuance Log

Radiological Director

Addendum 1

Emergency Facility Habitability Table

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- 1.0 Conduct an initial habitability survey (radiation, contamination, and air sample) upon facility activation and in accordance with the frequency listed below at the onset of a radiological release.

FACILITY	FREQUENCY	TYPE & LOCATION	RELOCATION CRITERIA	COMMENTS/GUIDELINES
EMERGENCY OPERATIONS FACILITY (EOF)	<p>Radiological habitability checks should be performed:</p> <p><u>Hourly</u> when the portal monitor is in a continuous alarm condition.</p> <p><u>Hourly</u> when the Iodine air sampler in the Mechanical Room is in an alarm condition.</p> <p><u>Hourly</u> if a radiological release is occurring which exceeds the EAL for an ALERT emergency classification.</p>	<p>RADIATION</p> <ul style="list-style-type: none"> • General Area • Security Desk • Portal Monitor Area <p>AIRBORNE</p> <ul style="list-style-type: none"> • Kitchen <p>CONTAMINATION</p> <ul style="list-style-type: none"> • Floor at Portal Monitor • Dose Assessment Room Floor • Kitchen 	5 rem TEDE	<ol style="list-style-type: none"> 1. Switch the EOF Emergency Ventilation System to the Emergency Mode when: <ul style="list-style-type: none"> • Elevated airborne concentration levels are suspected or confirmed • The Iodine air sampler in the EOF is in an alarm condition • Toxic gas/chemical release from nearby chemical facility (as needed). 2. Consider relocation to the Alternate EOF when dose rates exceed 1 rem/hr or airborne concentration levels exceed 400 DAC. 3. Consider reducing the EOF staff to key personnel when TEDE to personnel exceed 1 rem and begin rotation of key personnel to keep their exposures below 5 rem TEDE.

Radiological Director

Addendum 1

Emergency Facility Habitability Table

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FACILITY	FREQUENCY	TYPE & LOCATION	RELOCATION CRITERIA	COMMENTS/GUIDELINES
NUCLEAR TRAINING FACILITY (NTF)	<ol style="list-style-type: none"> 1. Conduct NTF habitability checks only if the facility is occupied. 2. Radiological habitability checks should be performed: <ul style="list-style-type: none"> • <u>hourly</u> when the portal monitor is in a continuous alarm condition. • <u>hourly</u> when the Iodine air sampler in the Mechanical Room is in an alarm condition. • <u>hourly</u> if a radiological release is occurring which exceeds the EAL for an ALERT emergency classification. 	RADIATION <ul style="list-style-type: none"> • Occupied areas • Chemistry lab when environmental samples are being analyzed. AIRBORNE <ul style="list-style-type: none"> • Entrance to NTF • Chemistry lab when environmental samples are being analyzed. CONTAMINATION <ul style="list-style-type: none"> • Occupied areas • Chemistry lab when environmental samples are being analyzed. 	<ul style="list-style-type: none"> • 1 rem TEDE to emergency personnel • 0.1 rem TEDE to non-essential personnel 	<ol style="list-style-type: none"> 1. Move key personnel into the EOF when dose rates exceed 1 rem/hr or airborne concentration levels exceed 400 DAC. Evacuate unnecessary personnel.

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Data Sheet 1	Radiological Director Checklist	Page 1 of 15	

Action	(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 Inform the Deputy EOF Director of your arrival. _____

1.3 Ensure the Radiological Director's Emergency Response Manual is available. _____

1.4 Obtain a briefing from the Radiological Manager using Data Sheet 2, Radiological Briefing Checklist. _____

1.5 Brief the Deputy EOF Director of the information obtained from the Technical Support Center. _____

1.6 Verify the following individuals have responded:

1.6.1 Assistant Radiological Director

1.6.1.1 Request assistance as necessary (e.g., Dose Assessment, Habitability, Field Monitoring, etc.). _____

1.6.2 Dose Assessment Specialist

1.6.2.1 Instruct to verify the Assistant Dose Assessment Specialist is available and required equipment is operational. _____

1.6.3 Offsite Field Team Supervisor

1.6.3.1 Direct the implementation of 0ERP01-ZV-EF10, Offsite Field Team Supervisor, and inform you when teams are prepared for dispatch. _____

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<u>Action</u>	<u>Time</u>
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- 1.6.4 Radiological Status Board Keeper
 - 1.6.4.1 Direct trending of appropriate radiological and meteorological conditions on facility status boards.
- 1.6.5 Remaining Radiological Staff
 - 1.6.5.1 Direct remaining staff to assist as necessary (e.g., completing forms, dosimetry issue, Potassium Iodide issue, etc).
- 1.7 Notify the Deputy EOF Director when all radiological functions are available.
- 1.8 Assist the Deputy EOF Director in determining priorities for the Emergency Operations Facility.
- 1.9 Review Radiation Protection Procedures with the Radiological Manager and assist in determining the level of compliance and the extent of allowed deviation.
- 1.10 Periodically brief the Radiological staff on the status of the emergency and ongoing activities.
- 1.11 Continually evaluate radiological conditions (i.e. area radiation, process and effluent monitor readings, ERFDADS, dose assessments, inplant, and field survey results). Assist the Radiological Manager in determining radiological precautions and monitoring requirements for emergency response activities.

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Action	Time
2.0 COMMUNICATION ACTIVITIES	
2.1 Routinely communicate all radiological changes to the Emergency Director using Data Sheet 3, Emergency Director Status Briefing.	N/A
2.2 If requested by NRC Headquarters to provide information via telephone, then assign a Radiological Staff Member to be the communicator.	N/A
2.3 Routinely communicate all radiological changes to the NRC Protective Measures Coordinator when present.	N/A
2.4 Routinely communicate all radiological changes to the Deputy EOF Director.	N/A
2.5 Communicate onsite and offsite radiological status with the Technical Support Center and Operations Support Center.	N/A
2.6 Communicate Emergency Action Level changes to the Emergency Director.	N/A
2.7 Communicate Protective Action Recommendations to the Emergency Director.	N/A
2.8 Communicate radiological status with the State of Texas Bureau of Radiation Control.	N/A
2.9 During facility briefings, advise members of any known limitations to work activities resulting from radiological conditions.	N/A
2.10 Communicate personnel or equipment needs with the Procurement/Resources Supervisor.	N/A

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Action	Time
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3.0 EMERGENCY CLASSIFICATION ACTIVITIES

- | | | |
|------------|---|-----|
| 3.1 | Using 0ERP01-ZV-IN01, Emergency Classification, Fission Product Barrier Degradation Initiating Condition Matrix and Recognition Category R (RADIOLOGICAL) Emergency Action Levels to determine if the emergency classification is correct. Inform the System Status Evaluator and Deputy EOF Director of your assessment. | N/A |
| 3.2 | Monitor radiological levels on and offsite to determine if any emergency action levels are being exceeded. | N/A |

4.0 EXPOSURE CONTROL ACTIVITIES

- | | | |
|--------------|---|-----|
| 4.1 | Monitor personnel exposures, report elevated personnel exposures to the Emergency Director | N/A |
| 4.2 | At an Alert or higher classification, issue a facility self-reading dosimeter to manned facilities listed in Addendum 1, Emergency Facility Habitability Table. | N/A |
| 4.2.1 | Instruct personnel to monitor the facility dosimeter every 15 to 20 minutes, and report any increases in accumulated dose to Radiation Protection. | N/A |
| 4.3 | Ensure all personnel responding to declared emergencies inside the protected area possess a Thermoluminescent Dosimeter (TLD). | N/A |
| 4.3.1 | Document using Data Sheet 6, TLD Issuance Log. | N/A |
| 4.4 | If a release of radioactive material has begun or is imminent, evaluate issuing self-reading dosimetry to all emergency response personnel. | N/A |
| 4.4.1 | Document using Data Sheet 4, Emergency Exposure Tracking Log. | N/A |

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4.5	Review requests and make recommendations to the Emergency Director for exposures that may exceed 10CFR20 limits as per 0ERP01-ZV-IN06, Radiological Exposure Guidelines, and obtain the Emergency Director's signature.	N/A
-----	---	-----

4.6	Evaluate requirements and equipment status for Whole Body Counting.	N/A
-----	---	-----

5.0 POTASSIUM IODIDE (KI) ISSUANCE ACTIVITIES

5.1	Consumption of Potassium Iodide is voluntary.	N/A
-----	---	-----

5.2	Ingestion of Potassium Iodide Tablets should occur when an exposure of 25 rem Thyroid CDE is calculated or imminent ($2.0E^{-5}$ μ Ci/cc for longer than 1 hour).	N/A
-----	--	-----

5.3	When necessary, determine the need for Potassium Iodide and obtain approval from the Emergency Director to issue Potassium Iodide.	N/A
-----	--	-----

5.4	Upon approval to issue Potassium Iodide onsite, notify the Radiological Manager.	N/A
-----	--	-----

5.5	Upon approval to issue Potassium Iodide for offsite activities, notify the Offsite Field Team Supervisor and the Bureau of Radiation Control.	N/A
-----	---	-----

5.6	Upon approval, issue Potassium Iodide within the Emergency Operations Facility perform the following:	
-----	---	--

5.6.1	Obtain a sufficient number of potassium iodide bottles and instructions from the emergency cabinet for all personnel.	N/A
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5.6.2	Do not use expired bottles, obtain replacements.	N/A
-------	--	-----

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Action	Time
5.6.3 Issue each person a bottle and instruction page, direct them to take one tablet initially and to continue to take one tablet daily in accordance with instructions provided with the bottle.	N/A
5.6.3.1 Document using Data Sheet 5, Potassium Iodide Issuance Log.	N/A
5.7 Ensure potassium iodide is issued to any persons responding.	N/A
5.8 Continuously monitor I-131 Activity Levels to determine when potassium iodide issuance can be terminated. Notify the Emergency Director when the use of potassium iodide is no longer required.	N/A
6.0 ACCIDENT ASSESSMENT ACTIVITIES	
6.1 Coordinate with the Support Organization Director and the Industry Liaison any requests for radiological samples to be sent offsite for analysis. There are agreements with Comanche Peak Steam Electric Station and Duke Power in place to perform these services in case of the loss of capability onsite.	N/A
6.2 In the event of an unmonitored radiological release, coordinate with the Radiological Manager or Offsite Field Team Supervisor for dispatch of an onsite or offsite monitoring team(s) to obtain, and periodically monitor, actual site boundary dose rates.	N/A
6.3 Monitor station meteorological conditions from ERFDADS.	N/A
6.4 Review offsite sampling missions from a protective measures standpoint.	N/A
6.5 Evaluate radiation monitor and survey data to determine changing inplant radiological conditions.	N/A
6.6 Provide the Emergency Director with radiological data obtained from offsite monitoring and inplant surveys for corrective action decision-making.	N/A

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Action	Time
7.0 RADIOLOGICAL RELEASE ACTIVITIES	
7.1 Direct radiological surveys using Addendum 1, Emergency Facility Habitability Table.	N/A
7.2 Inform the Dose Assessment Specialist and Offsite Field Team Supervisor of the release and direct team dispatch as necessary.	N/A
7.3 Evaluate the potential for the release to impact the Celanese or EquiStar Chemical Plants. Inform the Deputy EOF Director of any possible impact. Provide as much advance notice as possible to allow shutdown of operations.	N/A
7.4 Establish a facility Thermoluminescent Dosimeter (TLD) to monitor personnel exposure inside the Emergency Operations Facility.	N/A
7.5 Ensure all personnel exiting the facility have a TLD if protective actions have been implemented. Document using Data Sheet 6, TLD Issuance Log.	N/A
7.6 Evaluate swap over of Emergency Operations Facility emergency ventilation system to the Emergency Mode.	N/A
7.7 Instruct all personnel entering the Emergency Operations Facility to pass through the portal monitor or perform a whole body frisk.	N/A
7.8 Request the Deputy EOF Director to inform all personnel not to exit the facility without the Radiological Director's approval.	N/A
7.9 Discuss the potential radiological impact on inplant activities with the Radiological Manager and assist him in determining additional radiological precautions.	N/A
7.10 Contact the State of Texas Bureau of Radiation Control (BRC) personnel and inquire if the Mobile Lab is available for analysis of Environmental Samples. Inform the Offsite Field Team Supervisor.	N/A
7.11 If radiological conditions require the closing of the Colorado River and/or the Intercoastal Waterway, inform the Support Organization Director of the recommendations, and request the county and state be notified.	N/A

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8.0 DOSIMETRY ISSUANCE ACTIVITIES

8.1 Thermoluminescent Dosimeter Issuance Program including provisions for issuance/collection, decontamination, and processing. Consider the following:

- | | | |
|-------|--|-----|
| 8.1.1 | Ensure personnel entering the protected area have been issued a Thermoluminescent Dosimeter, document using Data Sheet 6, TLD Issuance Log. | N/A |
| 8.1.2 | Ensure personnel entering the protected area have been issued self reading dosimetry, document using Data Sheet 4, Emergency Exposure Tracking Log. | N/A |
| 8.1.3 | As necessary, divert personnel to the Emergency Operations Facility to obtain dosimetry before reporting to the Protected Area. | N/A |
| 8.1.4 | Consider establishing dosimetry issuance operations at selected County road blocks and diverting personnel to these areas. | N/A |
| 8.1.5 | Inform the Administrative Manager and Security Manager of provisions for providing dosimetry and instruct them to notify personnel who may be arriving onsite of dosimetry requirements. | N/A |

9.0 OFFSITE FIELD TEAMS

- | | | |
|-----|---|-----|
| 9.1 | Ensure Field Teams are implementing 0ERP-ZV-TP02, Offsite Field Teams. | N/A |
| 9.2 | Review Offsite Field Team location, sampling instructions, and personal exposures with the Offsite Field Team Supervisor. | N/A |
| 9.3 | Monitor sample results with the Offsite Field Team Supervisor. | N/A |
| 9.4 | Report offsite radiological sample results with the Deputy EOF Director. | N/A |

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Action	Time
9.5 Determine where environmental samples should be evaluated to assist onsite capabilities.	N/A
9.5.1 Instruct the Offsite Field Team Supervisor in sample transport.	N/A
10.0 DOSE ASSESSMENT ACTIVITIES	
10.1 Direct the Dose Assessment Specialist to use 0ERP-ZV-TP01, Offsite Dose Calculations.	N/A
10.1.1 Review Dose Assessment results with the Dose Assessment Specialist.	N/A
10.2 Compare dose assessment and offsite monitoring results for accuracy and validity. Evaluate discrepancies and resolve any conflicting data.	N/A
10.2.1 Evaluate the Offsite Field Team Radiation Survey result for the 3 foot closed window reading against Protective Action Recommendations.	N/A

NOTE

Verification of dose assessment data may be performed at any distance as determined by Offsite Field Team Supervisor.

- | | |
|---|-----|
| 10.3 If dose assessment results indicate Protective Action Guides exceeded at >10 miles, then verify readings with field teams and notify the Emergency Director. | N/A |
|---|-----|

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Radiological Director			
Data Sheet 1	Radiological Director Checklist		Page 10 of 15

Action	Time
10.3.1 If field team radiation survey results concur with dose assessment results, then recommend to the Emergency Director expanding Protective Action Recommendations for downwind sectors > 10 miles in 2 mile increments until Protective Action Guides are not exceeded.	N/A
11.0 PROTECTIVE ACTION RECOMMENDATION ACTIVITIES	
11.1 Implement OERP01-ZV-IN07, Offsite Protective Action Recommendations, and if necessary recommend a Protective Action Recommendation to the Emergency Director.	N/A
11.1.1 Protective Action Recommendations are required at the declaration of a General and may be required at a Site Area Emergency with fuel failure.	N/A
11.1.2 Protective Action Recommendations must be made to offsite agencies within 15 minutes of the Protective Action Recommendation decision.	N/A
11.1.3 Monitor plant and meteorological conditions and revise Protective Action Recommendations as necessary.	N/A
11.2 If Protective Action Recommendations are indicated or change, review your decision with the Emergency Director and assist with the completion of OERP01-ZV-IN02, Data Sheet 1, Offsite Agency Notification Message Form as necessary.	N/A
11.3 Obtain the County Implemented Offsite Protective Action Recommendations from the Deputy EOF Director and revise status board, as needed.	N/A
11.4 Discuss Offsite Protective Action Recommendations with the Bureau of Radiation Control.	N/A

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Radiological Director			
Data Sheet 1	Radiological Director Checklist		Page 11 of 15

Action	Time
---------------	-------------

12.0 HABITABILITY ACTIVITIES

- | | | |
|------|---|-----|
| 12.1 | Evaluate radiological conditions identified during habitability checks per Addendum 1, Emergency Facility Habitability Table. | N/A |
| 12.2 | Stop all eating, drinking, or chewing until habitability is verified. | N/A |
| 12.3 | Initiate facility monitoring using a self reading dosimeter as necessary. | N/A |
| 12.4 | Advise the Emergency Director of recommended actions for continued Emergency Operations Facility operations including how long the facility can remain occupied by personnel before evacuation should be implemented. | N/A |

13.0 RELOCATION OF THE EMERGENCY OPERATIONS FACILITY

- | | | |
|--------|--|-----|
| 13.1 | Determine the radiological precautions and protective equipment requirements necessary for persons evacuating to the Alternate Emergency Operations Facility. | N/A |
| 13.2 | Upon Emergency Director approval, brief Emergency Operations Facility personnel on the preferred evacuation route and protective requirements. | N/A |
| 13.3 | Direct the radiological staff to collect all important documentation, checklists, and logs in preparation for relocating to the Alternate Emergency Operations Facility. | N/A |
| 13.4 | If required, contact the Radiological Manager and temporarily transfer responsibilities to the Technical Support Center. | N/A |
| 13.5 | As necessary, issue dosimetry to evacuating personnel. | N/A |
| 13.6 | Upon relocation, perform the following: | |
| 13.6.1 | Establish a radiological staff work area. | N/A |
| 13.6.2 | Re-establish communications with the Radiological Manager, obtain another radiological conditions briefing. | N/A |

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Radiological Director			
Data Sheet 1	Radiological Director Checklist		Page 12 of 15

Action	Time
13.6.3 Re-establish communications with Offsite Field Teams.	N/A
13.6.4 Evaluate transient exposures received by Emergency Operations Facility personnel.	N/A
14.0 SITE EVACUATION ACTIVITIES	
14.1 Complete the Radiological Director responsibilities in 0ERP01-ZV-IN05, Site Evacuation.	N/A
14.2 Inform the Bureau of Radiation Control of the evacuation.	N/A
15.0 EOF HVAC OPERATION ACTIVITIES	
15.1 Transfer the Emergency Operations Facility Emergency Ventilation System to the Emergency Mode by performing the following:	N/A
15.1.1 Reposition the control switch located in the HVAC Room from the NORMAL position to the EMERGENCY position.	N/A
15.1.2 After the two dampers reposition themselves, verify the manahelic gauge reads < 1 inch of water.	N/A
16.0 EQUIPMENT PROGRAMS	
16.1 Evaluate survey instrumentation program including provisions for instrument repair, calibration, and obtaining additional respirators.	N/A
16.2 Evaluate respiratory maintenance program including provisions for respirator repair, cleaning, fitting and obtaining additional respirators.	N/A
16.3 Ensure SCBA resources are sufficient.	N/A
17.0 SHIFT TURNOVER ACTIVITIES	
17.1 Using Data Sheet 2, Radiological Briefing Checklist, provide a briefing of events to the relief person and the Radiological Staff.	N/A

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Radiological Director			
Data Sheet 1	Radiological Director Checklist		Page 13 of 15

Action	Time
17.1.1 Explain the basis of the current Emergency Classification and the Emergency Action Levels of importance.	N/A
17.1.2 Explain the basis of the current Protective Action Recommendations.	N/A
17.1.3 Review completed checklists.	N/A
17.1.4 Review completed Logs.	N/A
17.1.5 Review information on Status Boards.	N/A
17.1.6 Radiation Monitor readings, inplant radiological problems, offsite radiological problems, KI issuance, personnel exposures, approvals to exceed 10CFR20 limits, Dose Assessment activities, and supplies or equipment expected from offsite.	N/A
17.2 The level of compliance and the extent of waiving radiological requirements.	N/A
17.3 Manpower status.	N/A
17.4 Recovery plans developed and corrective action items for station recovery.	N/A
17.5 Current Shift Schedule.	N/A
17.6 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement:	
17.6.1 All Emergency Operations Facility Directors	N/A
17.6.2 Nuclear Regulatory Commission Protective Measures Coordinator.	N/A
17.6.3 Radiological Manager.	N/A
17.6.4 Radiological Coordinator.	N/A

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Radiological Director			
Data Sheet 1	Radiological Director Checklist		Page 14 of 15

Action	Time
17.6.5 Bureau of Radiation Control Utility Liaison.	N/A
17.7 Update the Emergency Operations Facility Staffing Board.	N/A
17.8 Document the time of turnover and the identity of your relief in your log and provide copies to your replacement. Provide the original log sheets to the Deputy EOF Director.	N/A
17.9 Verify your phone number on the shift schedule. If this phone number is inside the 10 mile Emergency Planning Zone (EPZ), then provide an alternate phone number for contact should evacuation of the EPZ be necessary.	N/A
17.10 Take a copy of your shift schedule.	N/A
17.11 Inform the Security Officer of the shift turnover and sign out when leaving the Emergency Operations Facility.	N/A
18.0 RECOVERY ACTIVITIES	
18.1 Determine the manpower requirements necessary for upcoming radiation protection and repair efforts.	N/A
18.2 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02 Data Sheet 1, Corrective Action Items List, and provide a copy of the list to the Deputy EOF Director.	N/A
18.2.1 Include radiological management and radioactive waste control aspects.	N/A
18.3 Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations.	N/A
18.4 Evaluate the radiation protection supplies that will be needed for recovery with the Radiological Staff, Radiological Manager, and Radiological Coordinator.	N/A

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Radiological Director			
Data Sheet 1	Radiological Director Checklist		Page 15 of 15

Action	Time
18.5 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02 Data Sheet 1, Corrective Action Items List, and provide a copy of the list to the Deputy EOF Director.	N/A
19.0 TERMINATION ACTIVITIES	
19.1 With the assistance of the radiological staff, write an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. Provide this report to the Deputy EOF Director.	N/A
19.2 Provide a list of any supplies or forms needing replenishment to the Procurement/Resources Supervisor.	N/A
19.3 If a Site Area Emergency or General Emergency was reached that was radiologically based, then ensure provisions are established for all personnel who had been onsite during the emergency to be whole body counted.	N/A
19.4 Arrange for all site TLDs to be processed, if significant personnel doses have been received. Have the processing facility generate a report of accumulated exposures during the emergency including total Man-REM expended and highest doses received.	N/A
19.5 Collect and organize all documents and turn over to the Deputy EOF Director.	N/A

- END -

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Radiological Director			
Data Sheet 2	Radiological Briefing Checklist		Page 1 of 2

Person Providing Briefing	Person Receiving Briefing	Date	Time
----------------------------------	----------------------------------	-------------	-------------

1. **Current station problems:**

2. **Current station radiological problems:**

3. **Personnel exposure problems or approved dose extensions in effect:**

4. **Locations and actions of onsite/offsite emergency teams:**

5. **Any contaminated, injured personnel being prepared for transport or being transported to offsite medical facilities:**

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Radiological Director			
Data Sheet 2	Radiological Briefing Checklist		Page 2 of 2

6. Instructions given to Security on radiological concerns that may affect Security operations or personnel:

7. Adequacy of Radiation Protection personnel staffing in the Operations Support Center to support emergency response efforts:

8. Radiation Protection Equipment Problems:

9. Other radiological concerns which could potentially affect emergency response activities in the Control Room, East and West Gatehouse(s), Operations Support Center, and Technical Support Center:

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Radiological Director			
Data Sheet 4	Emergency Exposure Tracking Log		Page 1 of 1

NAME (Last, First, MI)	SOCIAL SECURITY NUMBER	DOSIMETER NUMBER	READING IN (mrem)	DATE/TIME	READING OUT (mrem)	DATE/TIME	DESTINATION

WHEN COMPLETED, THIS RECORD SHALL BE RETAINED IN ACCORDANCE WITH THE DOCUMENT TYPE LIST (DTL).

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Radiological Director

Data Sheet 5

Potassium Iodide Issuance Log

Page 1 of 1

NAME LAST, FIRST, MI	SOCIAL SECURITY NUMBER	DATE	TIME	*SIGNATURE

* By signing this block the individual demonstrates voluntary acceptance and use of potassium iodide.

CAUTION: Individuals who know they are sensitive to iodine containing foods (i.e., seafood) should not take potassium iodide.

WHEN COMPLETED, THIS RECORD SHALL BE RETAINED IN ACCORDANCE WITH THE DOCUMENT TYPE LIST (DTL).

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Effective Date: 09/06/00
Print Time / Date: 1:37 PM 08/31/00

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Procurement/Resources Supervisor

Quality

Non Safety-Related

Usage: N/A

Effective Date: 09/06/00

Vivian Wagnon

N/A

N/A

Emergency Response Division

PREPARER

TECHNICAL

USER

COGNIZANT ORGANIZATION

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Procurement/Resources Supervisor**1.0 Purpose and Scope**

- 1.1** This procedure specifies the actions to be completed by the Procurement/Resource Supervisor in the Emergency Operations Facility (EOF) during a declared emergency.

2.0 Responsibilities

- 2.1** The Procurement/Resource Supervisor is responsible for:

- 2.1.1** Ensuring materials, supplies, food, equipment, and personnel needed to support the emergency response effort are obtained.
- 2.1.2** Establishing contracts and purchase orders, as required.
- 2.1.3** Coordinating with the Emergency Operations Facility Liaison to obtain resources from Co-Owners, as required.
- 2.1.4** Tracking materials and personnel requested including expected arrival times.
- 2.1.5** Coordinating transportation arrangements.
- 2.1.6** Tracking the total expenditures committed for resources and equipment, and keeping the Support Organization Director updated.

3.0 References

- 3.1** STPEGS Emergency Plan
- 3.2** 0ERP01-ZV-RE01, Recovery Operations
- 3.3** 0ERP01-ZV-RE02, Documentation
- 3.4** 0ERP01-ZV-0F01, Alternate Emergency Operations Facility Activation, Operation, and Deactivation
- 3.5** 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide

Procurement/Resources Supervisor**4.0 Procedure**

4.1 If an Alert or higher emergency classification is declared, then proceed to the Emergency Operations Facility and implement Data Sheet 1, Procurement/Resources Supervisor Checklist, Initial Activities.

4.1.1 Insert the time an activity is completed; for reoccurring activities, document using the Emergency Action Log.

4.2 Implement the appropriate portions of Data Sheet 1, Procurement/Resources Supervisor Checklist based on the events in progress.

4.3 Use Addendum's and Checklists to help direct emergency activities.

5.0 Support Documents

5.1 Addendum 1, Shift Turnover Briefing

5.2 Data Sheet 1, Procurement/Resources Supervisor Checklist

5.3 Data Sheet 2, Procurement Checklist

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Procurement/Resources Supervisor			
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 & Logs**
 - 1.3 All outstanding delivery status (Data Sheet 2)**
 - 1.4 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 Procurement/Resources Staff**
 - 2.2 Materials Engineer**
 - 2.3 Purchaser**
 - 2.4 Support Organization Director**

- 3.0 Update the Emergency Operations Facility Staffing Board.**

- 4.0 Document the time of turnover and the identity of your relief in your log and provide copies to your replacement.**

- 5.0 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.**

- 6.0 Take a copy of your shift schedule.**

- 7.0 If issued a TLD, then maintain custody of the TLD until Termination or Recovery.**

- 8.0 Verify possession of a STPNOC Picture Badge for access through possible road blocks when returning to the site for the next shift or request a replacement Picture Badge from the Support Orientation Coordinator.**

- 9.0 Inform the individual responsible for access control to the Emergency Operations Facility of the shift change and sign out when leaving the facility.**

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Procurement/Resources Supervisor			
Data Sheet 1	Procurement/Resources Supervisor Checklist		Page 1 of 5

<u>(NAME)</u>	<u>(DATE)</u>	<u>(UNIT)</u>
<u>Action</u>	<u>Time</u>	
1.0 INITIAL ACTIVITIES		
1.1 Report to the Emergency Operations Facility and sign in on the staffing board.	_____	
1.2 Inform the Support Organization Director of your arrival.	_____	
1.3 Verify the following documents are available.	_____	
1.3.1 Procurement/ Resource Supervisor's Emergency Response Manual.	_____	
1.3.2 Approved Vendors List (AVL)	_____	
1.3.3 Adequate supply of Requisition Forms	_____	
1.3.4 Houston telephone directory (Business and yellow pages)	_____	
1.3.5 Bay City telephone directory	_____	
1.4 Ensure the Procurement Inventory Control System (PICS) on the Local Area Network (LAN) is operational.	_____	
1.5 Assume responsibility for obtaining contract personnel support.		N/A
1.6 Evaluate number of rooms to reserve at the Best Western Matagorda Hotel and Conference Center (or other available local hotel/motel). (20 rooms - SAE, 50 rooms - GE)		N/A
1.7 Review with the Purchaser Data Sheet 2 for all items not yet delivered. Contact the requesting group to determine if the needed equipment or support personnel are still suitable for the current conditions.		N/A
1.8 Initiate an Emergency Action Log.		N/A

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Procurement/Resources Supervisor			
Data Sheet 1	Procurement/Resources Supervisor Checklist		Page 2 of 5

<u>Action</u>	<u>Time</u>
2.0 REQUEST FOR PROCUREMENT	
2.1 Upon request for materials, supplies, food or personnel, enter onto the Procurement Inventory Control System (PICS) on the Local Area Network (LAN). If the computer system fails, log applicable information on Data Sheet 2, Procurement Checklist. Maintain an ongoing status until delivery. Complete the following actions, as applicable to the request:	N/A
2.1.1 Instruct the Purchaser to contact qualified vendor(s)/ supplier(s) to locate and secure the needed replacement parts, equipment or supplies. If the item was identified by the Operations Support Center for a repair effort, then request that the Purchaser to contact the Materials Engineer to obtain any needed specifications.	N/A
2.1.2 Contact qualified vendor(s) to locate and secure the needed support personnel.	N/A
2.1.3 If the specific material or support can not be located, then inform the requestor and coordinate resolution. Provide information on any alternatives offered by vendors.	N/A
2.2 Arrange for the most expeditious mode of transportation with the vendor.	N/A
2.2.1 Obtain special radiological instruction or specific routing instructions from the Radiological Director and log on Data Sheet 2.	N/A
2.2.2 Obtain special security instructions from the Security Manager in the Technical Support Center, log on Data Sheet 2.	N/A
3.0 SPECIAL ACTIVITIES	
3.1 Radiological Release Occurring or Imminent:	
3.1.1 Notify organizations providing food, personnel, supplies, and equipment of special precautions as identified by the Radiological Director.	N/A

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Procurement/Resources Supervisor			
Data Sheet 1	Procurement/Resources Supervisor Checklist		Page 3 of 5

Action	Time
3.1.2 Coordinate with the Security Manager to arrange for special instructions to be provided to incoming personnel at roadblocks.	N/A
3.2 Security Threats:	
3.2.1 Notify organizations providing food, personnel, supplies, and equipment of special security precautions identified by the Security Manager, update Data Sheet 2.	N/A
3.2.2 Request the Security Manager to arrange to divert incoming personnel and deliveries to the Emergency Operations Facility, update Data Sheet 2.	N/A
3.3 Evacuation of the Emergency Operations Facility:	
3.3.1 Implement the applicable steps in procedure 0ERP01-ZV-0F01, Alternate Emergency Operations Facility Activation, Operation, and Deactivation.	N/A
3.3.2 Collect the following documents:	
• Procurement/Resource Supervisor's Emergency Response Manual	N/A
• All logs, checklists and any other important data generated.	N/A
• Copies of completed and in progress Purchasing Documents.	N/A
• Listing of vendors, contractors, and suppliers	N/A
3.3.3 Follow any special precautions issued by the Radiological Director for proceeding to the Alternate Emergency Operations Facility.	N/A

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Procurement/Resources Supervisor			
Data Sheet 1	Procurement/Resources Supervisor Checklist		Page 4 of 5

Action	Time
<p>3.3.4 Contact the Maintenance Manager in the Technical Support Center and inform him of the evacuation of the Emergency Operations Facility. Advise that updates on required materials, supplies, food, equipment and personnel needed to support the emergency will be provided upon arrival at the Alternate Emergency Operations Facility.</p>	N/A
<p>3.3.5 When directed by the EOF Director, then proceed to the Alternate Emergency Operations Facility.</p>	N/A
<p>3.3.6 Upon arrival at the Alternate Emergency Operations Facility, reestablish contact with the Maintenance Manager at the Technical Support Center and vendors providing support. Provide your new telephone number. Continue to provide procurement services for equipment, parts, supplies, and support personnel.</p>	N/A
4.0 ONGOING ACTIVITIES	
<p>4.1 Keep the requestor advised of expected arrival times for requested materials, equipment, supplies, or support personnel.</p>	N/A
<p>4.2 Track total expenditures committed and keep the Support Organization Director updated.</p>	N/A
<p>4.3 Ensure resources, equipment, and personnel needed to support the emergency response effort are obtained.</p>	N/A
5.0 SHIFT CHANGE	
<p>5.1 Upon arrival of your shift replacement, complete all actions listed in Addendum 1, Shift Turnover Briefing.</p>	N/A
6.0 RECOVERY ACTIVITIES	
<p>6.1 Determine the manpower requirements necessary to support upcoming recovery efforts. Activate necessary personnel.</p>	N/A

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Procurement/Resources Supervisor			
Data Sheet 1	Procurement/Resources Supervisor Checklist		Page 5 of 5

Action	Time
6.2 Contact the requesting group for all procurement items not yet delivered to determine if the needed equipment or support personnel are still suitable for the current conditions.	N/A
6.2.1 Modify the contract or purchase order as needed.	N/A
6.2.2 Notify the Support Organization Director of any major adjustments.	N/A
6.3 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Documentation, Form 1, Corrective Action Items List, and provide a copy of the list to the Support Organization Director.	N/A
6.4 Develop a list of all non-qualified parts used in place of qualified parts and all repairs waiting for delivery of parts. Submit this list to the Support Organization Director.	N/A
6.5 Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations.	N/A
7.0 TERMINATION ACTIVITIES	
7.1 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Documentation, Form 1, Corrective Action Items List, and provide a copy of the list to the Support Organization Director.	N/A
7.2 Assist the Support Organization Director in writing an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation.	N/A

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Procurement/Resources Supervisor			
Data Sheet 2	Procurement Checklist		Page 1 of 1

1. Requisition # _____ /Item: _____

2. Material or support located:

Vendor: _____ Contact/Phone: _____

Cost: _____

Arrival Time: _____

3. Support Organization Director informed of arrival time _____

4. Materials Engineer or requestor informed of arrival time _____

5. Special radiological instructions provided to Vendor:

Instructions: _____

6. Special security instructions provided to Vendor:

Instructions: _____

7. Status updates (Provide to Requestor and Support Organization Director.)

<u>Time</u>	<u>Status</u>
_____	_____
_____	_____
_____	_____

Actual Arrival Time: _____ Received By: _____

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Q:PROCEDURESAPPROVEDERP010ZVEF10.05x Effective Date: 09/06/00 Print Time / Date: 1:48 PM 08/31/00		0ERP01-ZV-EF10	Rev. 5	Page 1 of 15
Offsite Field Team Supervisor				
Quality	Non Safety-Related	Usage: N/A	Effective Date: 09/06/00	
Kevin Keyes	N/A	N/A	Emergency Response Division	
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION	

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Offsite Field Team Supervisor**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Offsite Field Team Supervisor in the Emergency Operations Facility (EOF) during a declared emergency.**
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Offsite Field Team Supervisor.**

2.0 Responsibilities

- 2.1 The Offsite Field Team Supervisor is responsible for:**
 - 2.1.1 Forming, briefing, and directing the activities of the Offsite Field Teams.**
 - 2.1.2 Coordinating Offsite Field Team activities with State and Federal agencies.**
 - 2.1.3 Evaluating dose projection calculations to determine monitoring locations and transient routes.**
 - 2.1.4 Tracking Offsite Field Team exposures.**
 - 2.1.5 Advising Offsite Field Teams of changes in meteorology, source terms, and plant conditions which could impact downwind doses.**
 - 2.1.6 Functioning as the primary technical interface with the NRC Environmental Dose Assessment Coordinator.**

3.0 References

- 3.1 STPEGS Emergency Plan**
- 3.2 0ERP01-ZV-IN06, Radiological Exposure Guidelines**
- 3.3 0ERP01-ZV-RE01, Recovery Operations**
- 3.4 0ERP01-ZV-RE02, Documentation**
- 3.5 0ERP01-ZV-TP01, Offsite Dose Calculations**
- 3.6 ST-HS-HS-31940, File No U28.01, TEDE/DDE Ratio For Emergency Preparedness**
- 3.7 0ERP01-ZV-TP02, Offsite Field Teams**

Offsite Field Team Supervisor

3.8 Matagorda County Emergency Management Plan, Annex W Procedures, Procedure 24, Matagorda County Sheriff, and Procedure 42, Environmental Health Director.

3.9 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide

4.0 Procedure

4.1 If requested by the Emergency Director (Shift Supervisor) at the Unusual Event classification to respond to the Emergency Operations Facility, then implement the appropriate portions of Data Sheet 1, Offsite Field Team Supervisor Checklist, as determined necessary based on the events in progress.

4.2 If an Alert or higher emergency classification is declared, then proceed to the Emergency Operations Facility and implement Data Sheet 1, Offsite Field Team Supervisor Checklist, Initial Activities.

4.2.1 Insert the time an activity is completed, for reoccurring activities, document using the Emergency Action Log.

4.2.2 Implement the appropriate portions of Data Sheet 1, Offsite Field Team Supervisor Checklist based on the events in progress.

4.3 Use Addendum's and Checklists to help direct emergency activities.

5.0 Support Documents

5.1 Addendum 1, Shift Turnover Briefing

5.2 Data Sheet 1, Offsite Field Team Supervisor Checklist

5.3 Data Sheet 2, Offsite Field Team Checklist

5.4 Data Sheet 3, Offsite Field Team Briefing Form (Typical)

5.5 Data Sheet 4, Potassium Iodine Issuance Log

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Offsite Field Team Supervisor			
Addendum 1	Shift Turnover Briefing		Page 1 of 1

- 1.0 Provide a briefing of events to the relief person and include the following areas:**
 - 1.1 Basis of the current Emergency Classification**
 - 1.2 Environmental monitoring activities**
 - 1.3 Projected dose and actual field measurements**
 - 1.4 Protective Action Recommendations issued and the status of implementation**
 - 1.5 Completed checklists & Emergency Action Log**
 - 1.6 Information on the Status Boards**
 - 1.7 Manpower status**
 - 1.8 Recovery plans developed and corrective action items for plant recovery**
 - 1.9 Current shift schedule**
- 2.0 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement:**
 - 2.1 Radiological Director**
 - 2.2 Assistant Radiological Director**
 - 2.3 Dose Assessment Specialist**
- 3.0 NRC Environmental Dose Assessment Coordinator**
- 4.0 Update the Facility Staffing Board.**
- 5.0 Document the time of turnover and the identity of your relief on your log and provide copies to your replacement. Provide the original log sheets to the Procurement/Resources Supervisor.**
- 6.0 Verify your phone number on the shift schedule. If this phone number is inside the 10 mile EPZ, then provide an alternate phone number for contact should evacuation of the EPZ be necessary.**
- 7.0 Take a copy of your shift schedule.**
- 8.0 If issued a TLD, then maintain custody of the TLD until Termination or Recovery.**
- 9.0 Verify possession of a STPNOC Picture Badge for access through possible road blocks when returning to the site for the next shift or request a replacement Picture Badge from the Support Orientation Coordinator.**
- 10.0 Inform the Security Officer responsible for Access Control to the Emergency Operations Facility of the shift change and sign out when leaving the Facility.**

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Offsite Field Team Supervisor			
Data Sheet 1	Offsite Field Team Supervisor Checklist		Page 1 of 7

(NAME)	(DATE)	(UNIT)
Action	Time	
1.0 INITIAL ACTIVITIES		
1.1 Report to the Emergency Operations Facility and sign in on the Staffing Board.		_____
1.2 Inform the Assistant Radiological Director of your arrival and obtain a briefing of the status of plant environmental and radiological conditions and any environmental monitoring activities underway by the Technical Support Center.		_____
1.3 Ensure the Offsite Field Team Supervisor's Emergency Response Manual is available.		_____
1.4 Ensure the Offsite Field Team Supervisor's telephone has a dial tone.		_____
1.5 Ensure two Offsite Field Teams are available to perform environmental monitoring. Assign Offsite Field Team Leaders and direct them to implement 0ERP01-ZV-TP02, Data Sheet 1, Offsite Field Team Leader Checklist. Notify the Assistant Support Organization Director if additional staffing is required.		_____
1.6 Ensure operability of the radio for Offsite Field Team communications. Report any inoperable circuits to the Assistant Support Organization Director.		_____
1.7 Initiate an Emergency Action Log of significant activities. In particular, document telephone calls made or received and any data or information received from or provided to other persons.		_____

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Offsite Field Team Supervisor			
Data Sheet 1	Offsite Field Team Supervisor Checklist		Page 2 of 7

<u>Action</u>	<u>Time</u>
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2.0 OFFSITE FIELD TEAM ACTIVITIES

- 2.1 Discuss the status of plant conditions and the potential for a radiological release with the Assistant Radiological Director and the Dose Assessment Specialist. Determine which of the following actions should be initiated:
 - 2.1.1 Deploy Offsite Field Teams downwind to monitor the release or to verify no releases are occurring or to be pre-positioned in the event a release occurs. N/A
 - 2.1.2 Activate personnel for additional Offsite Field Teams through the Assistant Support Organization Director. N/A
 - 2.1.3 If needed, request the Assistant Radiological Director to obtain support for collection and analysis of environmental samples. N/A
 - 2.1.4 If needed, request the Assistant Radiological Director to expand the environmental monitoring program. N/A
- 2.2 If an Offsite Field Team is needed, then coordinate the actions necessary to form, brief, and dispatch the Offsite Field Team using Data Sheet 2, Offsite Field Team Checklist. N/A
- 2.3 Maintain Offsite Field Team data on the Field Monitoring Data Status Board and coordinate information with the Dose Assessment Specialist and the Assistant Radiological Director. N/A
- 2.4 Coordinate Offsite Field Team activities with State and Federal agencies conducting offsite monitoring. Use pre-selected monitoring point designators (vs. road names or local landmarks) when communicating to offsite agencies. N/A
- 2.5 If the Nuclear Regulatory Commission site team arrives at the Emergency Operations Facility, then function as the primary technical interface with the NRC Environmental Dose Assessment Coordinator. N/A

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Offsite Field Team Supervisor			
Data Sheet 1	Offsite Field Team Supervisor Checklist		Page 3 of 7

<u>Action</u>	<u>Time</u>
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3.0 SPECIAL ACTIVITIES

3.1 Environmental Contamination Reported:

- | | | |
|-------|---|-----|
| 3.1.1 | Inform the Assistant Radiological Director and the Support Organization Director of the reported conditions. | N/A |
| 3.1.2 | Determine if additional monitoring or sampling is needed and direct the Offsite Field Teams to initiate the necessary activities. | N/A |

3.2 Offsite Field Team Meals:

- | | | |
|---------|---|-----|
| 3.2.1 | Provide the number of meals needed for the Offsite Field Teams, when requested by the Procurement/Resources Supervisor. | N/A |
| 3.2.2 | When meals arrive, coordinate with the Assistant Radiological Director to select an uncontaminated location for eating. | N/A |
| 3.2.3 | Request from the Assistant Support Organization Director for someone to deliver the meals to the selected location. | N/A |
| 3.2.4 | Inform the Offsite Field Teams of the eating arrangements which should include: | N/A |
| 3.2.4.1 | Identification of where the food is being delivered. | N/A |
| 3.2.4.2 | Directions for the Offsite Field Team to self frisk and remove contaminated clothing before eating. | N/A |
| 3.2.4.3 | Arrangements for one Offsite Field Team to continue monitoring until the other team members have finished eating. | N/A |

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Offsite Field Team Supervisor			
Data Sheet 1	Offsite Field Team Supervisor Checklist		Page 4 of 7

<u>Action</u>	<u>Time</u>
<p>3.2.5 If Offsite Field Team personnel are contaminated and need decontaminating before eating, either direct them to return to the Emergency Operations Facility or arrange for setting up a remote decontamination area.</p>	N/A
<p>3.3 Offsite Field Team Shift Changes:</p>	
<p>3.3.1 When shift relief personnel report for assignment, form and brief the relief personnel using Data Sheets 2, 3, and Addendum 1.</p>	N/A
<p>3.3.2 Coordinate with the Assistant Radiological Director to determine an uncontaminated location for the Offsite Field Teams to meet. (The best location would be just outside the Emergency Operations Facility in most cases.)</p>	N/A
<p>3.3.3 Direct the new Offsite Field Team to proceed to the selected location and assist the current Offsite Field Team with a personnel survey prior to changing shifts.</p>	N/A
<p>3.3.4 Inform the current Offsite Field Team of the location and arrival time of the replacement Offsite Field Team. Direct them to perform personnel surveying at that location and to leave contaminated clothing with the replacement Offsite Field Team or bag and deliver to the Emergency Operations Facility.</p>	N/A
<p>3.3.5 If personnel require decontamination, then direct them to proceed to the Emergency Operations Facility or remote decontamination area.</p>	N/A
<p>3.4 Security Threats:</p>	
<p>3.4.1 Notify the Offsite Field Teams of any precautionary actions identified by the Security Manager that should be taken by Offsite Field Team members.</p>	N/A

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Offsite Field Team Supervisor			
Data Sheet 1	Offsite Field Team Supervisor Checklist		Page 5 of 7

Action	Time
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3.5 Issuance of Potassium Iodide (KI):

NOTE
Consumption of KI is voluntary.

3.5.1 If directed by the Radiological Director, then recommend all Offsite Field Team members to take KI. N/A

3.5.2 Document issuance of KI to Offsite Field Team members on Data Sheet 4. N/A

3.6 Evacuation of the Emergency Operations Facility:

3.6.1 Assist the Assistant Radiological Director in selecting evacuation routes to the Alternate Emergency Operations Facility that will minimize exposures to evacuating personnel. N/A

3.6.2 Contact the Offsite Field Teams and inform them of the plans to evacuate the Emergency Operations Facility. Assign a safe location for each team to move to outside of the plume. N/A

3.6.3 Inform the Radiological Manager that Offsite Field Team operations will be temporarily discontinued and that when the Emergency Operations Facility evacuates, you will proceed to the Alternate Emergency Operations Facility. N/A

3.6.4 Collect all completed checklists, logs, forms and the Offsite Field Team Supervisor's Emergency Response Manual. N/A

3.6.5 When directed by the EOF Director, then evacuate from the Emergency Operations Facility and proceed to the Alternate Emergency Operations Facility. N/A

3.6.6 Upon arrival at the Alternate Emergency Operations Facility, contact the Offsite Field Teams and re-initiate environmental monitoring activities. N/A

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<u>Action</u>	<u>Time</u>
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4.0 ONGOING ACTIVITIES

- | | | |
|------------|--|-----|
| 4.1 | Maintain a current status of Offsite Field Team activities and priorities. | N/A |
|------------|--|-----|

NOTE

The following SRD to TEDE correction factors are provided as guidance only, per reference 3.7:

5 times SRD reading if ≤ 6 hours from reactor shutdown

10 times SRD reading if > 6 hours from reactor shutdown

- | | | |
|------------|---|-----|
| 4.2 | Track Offsite Field Team exposures approximately every 30 minutes if a release is in progress or more often if crossing the plume. | N/A |
| 4.3 | Periodically update Offsite Field Teams on wind direction, projected downwind doses, changes in affected sectors, plant status, and release source terms. Advise the teams to take necessary precautions. | N/A |
| 4.4 | Inform all Offsite Field Teams of a change in the emergency classification. | N/A |
| 4.5 | Periodically brief the Assistant Radiological Director and Dose Assessment Specialist of Offsite Field Team activities noting survey and sample results and any new problems. | N/A |
| 4.6 | Maintain an Emergency Action Log of significant activities, telephone calls, and important information. | N/A |

5.0 RECOVERY ACTIVITIES

- | | | |
|--------------|---|-----|
| 5.1 | With the Assistant Radiological Director and Dose Assessment Specialist, determine the extent of offsite monitoring which should be conducted. If necessary, perform the following: | |
| 5.1.1 | Coordinate with the State and Federal agencies concerning any planned offsite monitoring or sampling. | N/A |

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Offsite Field Team Supervisor			
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Action	Time
5.1.2 Deploy Offsite Field Teams to change out current environmental TLDs and replace air sampler charcoal cartridges.	N/A
5.1.3 Assign Offsite Field Teams to assist in the collection of soil, vegetation, or water samples.	N/A
5.2 Determine the manpower requirements necessary for upcoming environmental activities. Request the Assistant Support Organization Director to activate additional personnel or request additional personnel.	N/A
5.3 Continue to direct ongoing Offsite Field Team efforts until termination.	N/A
5.4 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 Assistant Radiological Director.	N/A
5.5 Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations.	N/A
5.6 Evaluate Offsite Field Team supplies that will be needed for Recovery. Request the Assistant Support Organization Director to obtain the needed supplies.	N/A
6.0 TERMINATION ACTIVITIES	
6.1 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 Assistant Radiological Director.	N/A
6.2 Provide a list of any supplies or forms needing replenishment to the Assistant Support Organization Director.	N/A
6.3 Collect and organize in chronological order all documents, checklists, and logs.	N/A
6.4 Assist the Radiological Director in writing an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation.	N/A
6.5 Turn over all documentation generated during the emergency to the Procurement/Resources Supervisor.	N/A

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Offsite Field Team Supervisor			
Data Sheet 2	Offsite Field Team Checklist		Page 1 of 2

Action	(Name)	(Date)	(Unit) Time
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1.0 OFFSITE FIELD TEAM FORMATION AND BRIEFING

1.1 Determine location to be surveyed by the Offsite Field Team. Identify location by any or all of the following:

- 1.1.1 primary sector
- 1.1.2 adjoining sectors
- 1.1.3 distance from plant
- 1.1.4 pre-selected monitoring points
- 1.1.5 evacuation zones
- 1.1.6 road intersections
- 1.1.7 major terrain features
- 1.1.8 man-made structures

1.2 Determine scope of work and radiological precautions for team members.

1.3 Complete Data Sheet 3, Offsite Field Team Briefing Form.

1.4 Assign a team number (use sequential numbers).

1.5 Complete 0ERP01-ZV-0ERP01-ZV-IN06, Radiological Exposure Guidelines, Form 1, Emergency Exposure Approval Form, for any team members needing exposure extensions. Refer to 0ERP01-ZV-IN06 Addendum 1, Emergency Accumulative Exposure Limits.

1.6 Brief team. Instruct team members to perform continuous surveillance of the areas assigned to them and to provide as much radiological data as possible for evaluation. (It is the intent that the team only stops long enough in one location to perform a survey and/or collect air sample data, then move to another location.)

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Offsite Field Team Supervisor			
Data Sheet 2	Offsite Field Team Checklist		Page 2 of 2

Action	Time
1.7 Perform a radio and telephone check.	_____
2.0 DISPATCHING OFFSITE FIELD TEAMS	
2.1 Dispatch team.	_____
2.2 Inform the Assistant Radiological Director and Dose Assessment Specialist that the team has been dispatched.	_____
2.3 Update the Field Monitoring Data status board.	_____
2.4 Ensure communications checks with the team is performed approximately every 15 to 30 minutes. Keep team informed of new developments that could impact offsite conditions.	_____
2.5 Maintain the completed checklists and forms in a file for future reference.	_____

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Offsite Field Team Supervisor			
Data Sheet 3	Offsite Field Team Briefing Form (Typical)		Page 1 of 1

OFFSITE FIELD TEAM ASSIGNMENT

Team No.: _____ Date: _____ Time: _____

Team Leader: _____ SSN: _____
 TLD No.: _____ 0 - 200 mr SRD Initial: _____ Final: _____
 0 - 5 R SRD Initial: _____ Final: _____

Team Member: _____ SSN: _____
 TLD No.: _____ 0 - 200 mr SRD Initial: _____ Final: _____
 0 - 5 R SRD Initial: _____ Final: _____

RADIOLOGICAL CONDITIONS AND PROTECTION REQUIREMENTS

1. Current environmental radiological conditions:

Plume direction (from): _____ Wind speed: _____

Location	Projected mrem/hr	Measured mrem/hr	Contamination
_____	_____	_____	_____
_____	_____	_____	_____

2. Assigned area to be monitored and route: _____

3. Type of Sampling To Conduct:
 Plume Airborne Deposition
 Soil Vegetation Water

4. Protective clothing required: Yes _____ No _____

5. KI Recommended: Yes _____ No _____

6. Respiratory protection required: Yes _____ No _____

7. Turn Back Dose Rate: _____ R/hr Turn Back Dose: _____ R

8. Additional special precautions: _____

9. Offsite Field Team Supervisor phone number: _____

10. Completed by: _____ Date/Time: _____

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Communications System Supervisor

Quality

Non Safety-Related

Usage: N/A

Effective Date: 09/06/00

Leo Meier

N/A

N/A

Emergency Response Division

PREPARER

TECHNICAL

USER

COGNIZANT ORGANIZATION

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 Data Sheet 1 - Communications System Supervisor Checklist..... 5

Communications System Supervisor**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Communications System Supervisor in the Emergency Operations Facility (EOF) during a declared emergency.**
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Communications System Supervisor.**

2.0 Responsibilities

- 2.1 The Communications System Supervisor is responsible for:**
 - 2.1.1 Maintaining operability of Site communication systems and telecommunications equipment.**
 - 2.1.2 Assisting personnel with the operation of the communication consoles.**
 - 2.1.3 Arranging for additional communications capabilities.**
 - 2.1.4 Assisting offsite agencies in establishing communications links.**
 - 2.1.5 Activating the Prompt Notification System (siren subsystem) if requested by the Matagorda County Emergency Management Director and approved by the Emergency Director.**

3.0 References

- 3.1 STPEGS Emergency Plan**
- 3.2 0ERP01-ZV-RE02, Documentation**
- 3.3 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide**

4.0 Procedure

- 4.1 If requested to respond to the Emergency Operations Facility, then implement the appropriate portion of Data Sheet 1, Communications System Supervisor Checklist as determined necessary based on the events in progress.**

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Communications System Supervisor			

5.0 Supporting Documents

- 5.1 Addendum 1 - Shift Turnover Briefing**
- 5.2 Data Sheet 1 - Communications System Supervisor Checklist**

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Communications System Supervisor			
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 and logs.**
 - 1.3 Current shift schedule.**
 - 1.4 Communication system problems that have occurred.**
 - 1.5 Status of any changes underway to the communications systems.**
- 2.0 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement.**
 - 2.1 Support Organization Director**
- 3.0 Update the Facility staffing board.**
- 4.0 Document the time of turnover and the identity of your relief in your Log and provide copies to your replacement. Provide the original log sheets to the Procurement/Resources Supervisor.**
- 5.0 Verify your phone number on the shift schedule. If this phone number is inside the 10-mile EPZ, then provide an alternate phone number for contact should evacuation of the EPZ be necessary.**
- 6.0 Take a copy of your shift schedule.**
- 7.0 If issued a TLD, then maintain custody of the TLD until Termination or Recovery.**
- 8.0 Verify possession of a STPNOC Picture Badge for access through possible road blocks when returning to the site for the next shift or request a replacement Picture Badge from the Support Orientation Coordinator.**
- 9.0 Inform the Security Officer responsible for Access Control to the Emergency Operations Facility of the shift change and sign out when leaving the Facility.**

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Communications System Supervisor			
Data Sheet 1	Communications System Supervisor Checklist		Page 1 of 4

Action	(Name)	(Date)	(Unit)	Time
1.0 INITIAL ACTIVITIES				
1.1 Report to the Emergency Operations Facility and sign in on the staffing board.				_____
1.2 Notify the Support Organization Director if additional support will be required.				_____
1.3 Ensure EOF internal PA System is functional.				_____
1.4 Ensure all telephones in the Emergency Operations Facility have dial tones.				_____
1.5 Switch Telephone Operator Authority over to the Information Systems Analyst at the Emergency Operations Facility, if necessary.				_____
1.6 Ensure operation of field team communications equipment.				_____
1.7 Ensure communication consoles in the Emergency Operations Facility are operational.				_____
1.8 Determine if the current communication equipment is sufficient to meet the needs of the Emergency Operations Facility staff. Coordinate with the Procurement/Resource Supervisor if procurement of additional communication equipment is needed.				_____
1.9 Set up and test the Emergency Operations Facility microphone system and monitor operation during use. Work with individuals if equipment problems arise.				_____
1.10 Initiate an Emergency Action Log of significant activities. In particular, document telephone calls made or received, and any data or information provided to other persons.				_____
1.11 In the event of a site evacuation, modify Information Services Technical Assistance Center (TAC) voicemail application to direct all communications inquiries to the Communications Systems Supervisor at the extension listed in the Emergency Communications Directory.				_____

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Communications System Supervisor			
Data Sheet 1	Communications System Supervisor Checklist		Page 2 of 4

<u>Action</u>	<u>Time</u>
2.0 ONGOING ACTIVITIES	
2.1 Maintain operability of Site communications system and telecommunication equipment.	N/A
2.2 Assist personnel with the operation of the communication consoles.	N/A
2.3 If requested to arrange for additional communications capabilities, then coordinate efforts to obtain and set up additional communications.	N/A
2.4 Provide assistance to arriving offsite agency personnel, including:	
2.4.1 Operation of telephones and radio communication.	N/A
2.4.2 Installation of additional communications capability.	N/A
2.4.3 Setting up communications equipment brought in by the responding agency.	N/A
2.5 Provide assistance to Emergency Operations Facility personnel for use of the microphone.	N/A
2.6 Supervise any communications support personnel activated for the Emergency Operations Facility.	N/A
2.7 Maintain an Emergency Action Log of significant activities, telephone calls, and important information.	N/A
3.0 SPECIAL ACTIVITIES	
3.1 County Siren Activation:	
3.1.1 If requested by the Matagorda County Emergency Management Director to activate the County Siren System, obtain approval from the Emergency Director and initiate siren activation. Use the siren control panel and the vendor manual to sound sirens for the areas requested.	N/A

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Communications System Supervisor			
Data Sheet 1	Communications System Supervisor Checklist		Page 3 of 4

Action	Time
3.1.2 When completed, contact the Matagorda County Emergency Management Director and confirm activation.	N/A
3.1.3 Inform the Emergency Director upon completion of the siren activation.	N/A
3.2 Evacuation of Emergency Operations Facility:	
3.2.1 If informed by the Support Organization Director that an evacuation of the Emergency Operations Facility is imminent, then proceed to the Alternate Emergency Operations Facility to set up communications.	N/A
3.2.2 Collect the Communications System Supervisor's completed checklist and log.	N/A
3.2.3 Follow any special precautions provided by the Radiological Director for proceeding to the Alternate Emergency Operations Facility.	N/A
3.2.4 If directed by the EOF Director to evacuate, then proceed with the Support Organization Director to the Alternate Emergency Operations Facility.	N/A
3.2.5 Notify the Support Organization Director if additional support personnel will be needed.	N/A
3.2.6 Continue to set up telephones and communication links, as necessary.	N/A
3.2.7 Assess whether additional telephone lines will be required at the Alternate Emergency Operations Facility. If additional telephone lines will be needed, then coordinate with the Procurement/ Resources Supervisor to obtain additional telephone services.	N/A
3.2.8 Notify the Support Organization Director if any problems are encountered.	N/A

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Communications System Supervisor			
Data Sheet 1	Communications System Supervisor Checklist		Page 4 of 4

Action	Time
4.0 SHIFT CHANGE	
4.1 Upon arrival of your shift replacement, complete all actions listed in Addendum 1, Shift Turnover Briefing.	N/A
5.0 RECOVERY ACTIVITIES	
5.1 Coordinate with the Support Organization Director and assess the adequacy of the current communications capability and communications personnel.	N/A
5.2 Continue to provide and maintain telecommunication support to the Emergency Operations Facility staff.	N/A
5.3 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 Support Organization Director.	N/A
6.0 TERMINATION ACTIVITIES	
6.1 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 Support Organization Director.	N/A
6.2 Provide a list of any supplies or forms needing replenishment to the Procurement/Resources Supervisor.	N/A
6.3 Collect and organize in chronological order all documents, checklists, and logs.	N/A
6.4 Assist the Support Organization Director in writing an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation.	N/A
6.5 Turn over all documentation generated during the emergency to the Deputy EOF Director.	N/A

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Offsite Agency Communicator

Quality

Non Safety-Related

Usage: N/A

Effective Date: 09/06/00

Leo Meier

N/A

N/A

Emergency Response Division

PREPARER

TECHNICAL

USER

COGNIZANT ORGANIZATION

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Offsite Agency Communicator**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Offsite Agency Communicator in the Emergency Operations Facility (EOF) during a declared emergency.**
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Offsite Agency Communicator.**

2.0 Responsibilities

- 2.1 The Offsite Agency Communicator is responsible for:**
 - 2.1.1 Functioning as the primary communicator with the State and County Emergency Operations Centers (EOCs) to provide approved notifications.**
 - 2.1.2 Making public address announcements to Station personnel regarding emergency conditions.**

3.0 Precautions and Limitations

- 3.1 The Emergency Operations Facility may be activated at an Alert classification but will be activated when a Site Area Emergency or General Emergency classification has been declared in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.**
 - 3.1.1 The Emergency Director has ordered the activation of the Emergency Operations Facility to support response activities.**

4.0 References

- 4.1 STPEGS Emergency Plan**
- 4.2 0ERP01-ZV-IN02, Notifications to Offsite Agencies**
- 4.3 0ERP01-ZV-RE01, Recovery Operations**
- 4.4 0ERP01-ZV-RE02, Documentation**
- 4.5 0ERP01-ZV-IN01, Emergency Classification**
- 4.6 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide**

5.0 Procedure

- 5.1 At an Alert or higher Emergency Classification or as directed by the Emergency Director implement Data Sheet 1, Step 1.0, Initial Activities.**

Offsite Agency Communicator

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 Checklists to help direct emergency activities.

6.0 Support Documents

6.1 Addendum 1, Shift Turnover Briefing

6.2 Data Sheet 1, Offsite Agency Communicator Checklist

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Offsite Agency Communicator			
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 Current Emergency Classification.**
 - 1.2 Completed checklists & logs.**
 - 1.3 Current shift schedule.**
 - 1.4 Recovery plans developed and corrective actions for plant recovery.**
- 2.0 Inform the Engineering Assistant of the transfer of responsibilities to the oncoming shift replacement.**
- 3.0 Update the Emergency Operations Facility staffing board.**
- 4.0 Document the time of turnover and the identity of your relief in your log and provide copies to your replacement. Provide the original logs to the Procurement/Resources Supervisor.**
- 5.0 Verify your phone number on the shift schedule. If this phone number is inside the 10-mile Emergency Planning Zone (EPZ), then provide an alternate phone number for contact should evacuation of the EPZ be necessary.**
- 6.0 Take a copy of your shift schedule.**
- 7.0 If issued a Thermoluminescent Dosimeter (TLD), then maintain custody until Termination or Recovery.**
- 8.0 Verify possession of a STPNOC Picture Badge for access through possible road blocks when returning to the site for the next shift or request a replacement Picture Badge from the Support Orientation Coordinator.**
- 9.0 Inform the Security Officer responsible for Access Control to the Emergency Operations Facility of the shift change and sign out when leaving the Facility.**

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Offsite Agency Communicator			
Data Sheet 1	Offsite Agency Communicator Checklist		Page 1 of 4

<u>Action</u>	<u>(Name)</u>	<u>(Date)</u>	<u>(Unit)</u> <u>Time</u>
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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 Inform the Engineering Assistant of your arrival. _____
- 1.3 Ensure the Offsite Agency Communicator's Emergency Response Manual and Public Address Manual are available. _____
- 1.4 Obtain a copy of all notifications that have been issued to the State and County. _____
- 1.5 Contact the Control Room Communicator or TSC Communicator and verify the status of notifications to the State and County. Request a fax copy of the current 0ERP01-ZV-IN02, Notifications to Offsite Agencies, Data Sheet 3, Offsite Agencies Log. _____

NOTE

Typical public address announcements are provided in a separate manual at the Offsite Agency Communicators Station.

- 1.6 When the EOF Director declares the Emergency Operations Facility Activated, then make public address announcement. _____
- 1.7 When the EOF Director assumes command and control, then assume responsibility for completing State and County communications and make public address announcement. _____
- 1.8 Initiate an Emergency Action Log. _____

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Offsite Agency Communicator			
Data Sheet 1	Offsite Agency Communicator Checklist		Page 2 of 4

Action	Time
---------------	-------------

2.0 ONGOING ACTIVITIES

- | | | |
|-----|---|-----|
| 2.1 | When 0ERP01-ZV-IN02, Notifications to Offsite Agencies, Data Sheet 1, Offsite Agency Notification Message Form, is completed by the Engineering Assistant and approved by the Emergency Director, then complete notifications in accordance with 0ERP01-ZV-IN02, Notifications To Offsite Agencies. Assist the Engineering Assistant in meeting the 15 minute notification requirement. If information is incorrect or incomplete then return form to the Engineering Assistant for correction. | LOG |
| 2.2 | Provide supplemental notifications to the State and County in accordance with 0ERP01-ZV-IN02, Notification to Offsite Agencies, if requested. | LOG |
| 2.3 | When directed, make public address announcements as appropriate. | LOG |

3.0 SPECIAL ACTIVITIES

- | | | |
|---------|--|-----|
| 3.1 | Evacuation of the Emergency Operations Facility: | |
| 3.1.1 | Collect the following documents: | |
| 3.1.1.1 | Offsite Agency Communicator's Emergency Response Manual. | N/A |
| 3.1.1.2 | Copies of notifications made to State and County agencies. | N/A |
| 3.1.1.3 | Completed Checklists and Logs. | N/A |
| 3.1.2 | Inform the TSC Communicator in the Technical Support Center of the plans to evacuate the Emergency Operations Facility. Provide an update of notifications completed and the last message number issued. Fax a copy of 0ERP01-ZV-IN02, Notifications to Offsite Agencies, Form 3, Offsite Agencies Log. Confirm that responsibilities for completing notifications will be returned to the Technical Support Center, when the TSC Manager assumes command and control. | LOG |

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Action	Time
3.1.3 Follow any special precautions provided by the Radiological Director for proceeding to the Alternate Emergency Operations Facility.	N/A
3.1.4 Make a public address announcement after Command and Control has been transferred to the TSC Manager, regarding relocation to the Alternate Emergency Operations Facility.	LOG
3.1.5 When directed by the EOF Director to evacuate, then proceed with the Engineering Assistant to the Alternate Emergency Operations Facility.	LOG
3.1.6 If the EOF Director assumes command and control at the Alternate Emergency Operations Facility, then reassume responsibilities for offsite agency notifications.	LOG
3.1.6.1 Contact the TSC Communicator in the Technical Support Center and obtain the latest message numbers.	LOG
3.1.6.2 Request copies of notifications issued and 0ERP01-ZV-IN02, Notifications to Offsite Agencies, Form 3, Offsite Agencies Log, are faxed to the Alternate Emergency Operations Facility.	LOG
3.1.7 Request TSC Communicator to make appropriate public address announcements.	LOG
4.0 SHIFT CHANGE	
4.1 Upon arrival of your shift replacement complete all actions listed in Addendum 1. Include the Engineering Assistant in the briefing.	N/A

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Offsite Agency Communicator			
Data Sheet 1	Offsite Agency Communicator Checklist		Page 4 of 4

Action	Time
5.0 RECOVERY ACTIVITIES	
5.1 Make a public address announcement regarding entry into the recovery phase.	N/A
5.2 Assist the Engineering Assistant in developing a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Documentation, Form 1, Corrective Action Item List.	N/A
5.3 Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations.	N/A
6.0 TERMINATION ACTIVITIES	
6.1 Make a public address announcement regarding the declaration of event termination.	N/A
6.2 Assist the Engineering Assistant in developing a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Documentation, Form 1, Corrective Action Items List.	N/A
6.3 Provide a list of any supplies or forms needing replenishment to the Procurement/Resources Supervisor.	N/A
6.4 Collect and organize in chronological order all documents, checklists, and logs.	N/A
6.5 Assist the Engineering Assistant in writing an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation.	N/A
6.6 Turn over all documentation generated during the emergency to the Assistant Support Organization Director.	N/A

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Materials Engineer					
Quality	Non Safety-Related	Usage: N/A	Effective Date: 09/06/00		
Kevin Keyes	N/A	N/A	Emergency Response Division		
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION		

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Materials Engineer**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Materials Engineer in the Emergency Operation Facility (EOF) during a declared emergency.**
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Materials Engineer.**

1.0 Responsibilities

- 1.1 The Materials Engineer is responsible for:**
 - 1.1.1 Determining the availability of materials and supplies onsite to support planned repair activities.**
 - 1.1.2 Tracking the use of supplies to ensure adequate inventories are maintained.**
 - 1.1.3 Coordinating the delivery of materials into the Protected Area.**
 - 1.1.4 Tracking delivery of supplies and equipment ordered from offsite.**
 - 1.1.5 Ensuring the use of non-qualified parts on safety related equipment are approved by the Emergency Director prior to use.**

2.0 Precautions and Limitations

- 2.1 The Emergency Operations Facility may be activated at an Alert classification but will be activated when a Site Area Emergency or General Emergency classification has been declared in accordance with Procedure OERP01-ZV-IN01, Emergency Classification.**
 - 2.1.1 The Emergency Director has ordered the activation of the Emergency Operations Facility to support response activities**

3.0 References

- 3.1 STPEGS Emergency Plan**
- 3.2 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide**
- 3.3 OERP01-ZV-IN01, Emergency Classification**
- 3.4 OERP01-ZV-IN03, Emergency Response Organization Notification**
- 3.5 OERP01-ZV-RE01, Recovery Operation**
- 3.6 OERP01-ZV-RE02, Documentation**

4.0 Procedure

4.1 If requested to respond to the Emergency Operations Facility, implement Data Sheet 1, Materials Engineer Checklist, Step 1.0 Initial Activities.

4.2 Complete Checklist activities as follows:

4.2.1 Use the right column to 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.

4.2.4 Use Checklists to help direct emergency activities.

5.0 Support Documents

5.1 Addendum 1, Shift Turnover Briefing

5.2 Data Sheet 1. Materials Engineer Checklist

5.3 Data Sheet 2, Equipment/Supply Procurement Log

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Materials Engineer			
Addendum 1	Shift Turnover Briefing		Page 1 of 1

- 1.0 Provide a briefing of events to the relief person including the following area:**
 - 1.1 The current Emergency Classification.**
 - 1.2 Current plant status of both units.**
 - 1.3 Completed checklists and logs.**
 - 1.4 Information on the EOF status boards.**
 - 1.5 Equipment/Supplies Procurement Log.**
 - 1.6 High usage items approaching minimum reserves.**
 - 1.7 Repair efforts underway and repair efforts awaiting delivery of parts.**
 - 1.8 Recovery plans developed and corrective actions for plant recovery.**
 - 1.9 Current shift schedule.**
- 2.0 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement:**
 - 2.1 Maintenance Manager**
 - 2.2 Radiological Manager**
 - 2.3 Security Manager**
 - 2.4 Procurement/Resources Supervisor**
- 3.0 Update the Emergency Operations Facility Staffing Board.**
- 4.0 Document the time of turnover and the identify of your relief on your log and provide copies to your replacement. Provide the original log sheets to the Procurement/Resources Supervisor.**
- 5.0 Verify the telephone number on the shift schedule. If this telephone number is inside the ten mile EPZ, provide an alternate telephone number for contact should an evacuation of the EPZ be necessary.**
- 6.0 Take a copy of your shift schedule.**
- 7.0 If issued a TLD, then maintain custody of the TLD until Termination or Recovery.**
- 8.0 Verify possession of a STPNOC Picture Badge for access through possible road blocks when returning to the site for the next shift or request a replacement Picture Badge from the Support Orientation Coordinator.**
- 9.0 Inform the Security Officer responsible for Access Control to the Emergency Operations Facility of the shift change and sign out when leaving the Facility.**

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Materials Engineer			
Data Sheet 1	Materials Engineer Checklist		Page 2 of 4

ACTION	TIME
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2.0 SPECIAL ACTIVITIES

2.1 Required Parts NOT Available Onsite:

- | | | |
|-------|---|-----|
| 2.1.1 | When informed by the Materials Handler that an item is not available onsite, then notify the Maintenance Manager of the unavailability of the needed items. | N/A |
| 2.1.2 | Complete a Requisition Material Request to procure the needed parts or supplies. | N/A |
| 2.1.3 | Request the Maintenance Manager to establish a priority for the Requisition Material Requested. | N/A |
| 2.1.4 | Inform the Procurement/Resources Supervisor of the request so that he may take appropriate action. | N/A |
| 2.1.5 | Update Data Sheet 2, Equipment/Supply Procurement Log. | N/A |

2.2 Only a Non-Qualified Part is Available:

- | | | |
|-------|---|-----|
| 2.2.1 | When informed by the Materials Handler that only a non-qualified part is available, notify the Maintenance Manager of the unavailability of the qualified part. | N/A |
| 2.2.2 | If the non-qualified part is to be used, then prepare a condition report to document the use and provide to the Maintenance Manager. | N/A |
| 2.2.3 | Complete a Requisition Material Request to obtain a qualified part. | N/A |
| 2.2.4 | Request the Maintenance Manager to establish a priority for the Requisition. | N/A |
| 2.2.5 | Inform the Procurement/Resources Supervisor of the Requisition Material Request so that he/she may take appropriate action. | N/A |
| 2.2.6 | Update Data Sheet 2, Equipment/Supply Procurement Log. | N/A |

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Materials Engineer			
Data Sheet 1	Materials Engineer Checklist		Page 3 of 4

ACTION	TIME
3.0 ONGOING ACTIVITIES	
3.1 When a new repair effort is identified by the Maintenance Manager, then coordinate as necessary with the Materials Handler to verify parts are available onsite to complete repair activities.	N/A
3.2 Monitor planned work activities and work underway to ensure adequate supplies are available.	N/A
3.3 Periodically contact the Materials Handler to determine which supplies are being requested most often. Ensure adequate inventories are procured and maintained.	N/A
3.4 Periodically review the status of health physics supplies (i.e. protective clothing, respirators, dosimeters, survey instruments, etc.) with the Radiological Manager. Procure and maintain adequate supplies and needed equipment.	N/A
3.5 Maintain a file of Requisition Material Requests and track delivery time using Data Sheet 2.	N/A
3.6 Coordinate with the Radiological Manager for special arrangements for the delivery of equipment or supplies into the Protected Area due to radiological conditions which could impact delivery. Inform the Procurement/ Resources Supervisor of any radiological precautions which should be taken.	N/A
3.7 Coordinate with the Security Manager and Materials Handler to arrange for the delivery of equipment or supplies into the Protected Area.	N/A
3.7.1 Inform the Security Manager of expected delivery times.	N/A
3.7.2 Inform the Procurement/Resources Supervisor of any special actions that should be taken.	N/A
3.8 Maintain an Emergency Action Log of significant activities, telephone calls, and important information.	N/A

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Materials Engineer			
Data Sheet 1	Materials Engineer Checklist		Page 4 of 4

ACTION	TIME
4.0 SHIFT CHANGE	
4.1 Upon arrival of your shift replacement, complete all actions listed in Addendum 1, Shift Turnover Briefing.	N/A
5.0 RECOVERY ACTIVITIES	
5.1 Continue to assess the need for additional supplies and track progress on delivery.	N/A
5.2 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Documentation, Form 1, Corrective Action Items List. Include a listing of all non-qualified parts used during the emergency response and all repairs waiting for delivery of parts. Submit this list to the Maintenance Manager.	N/A
6.0 TERMINATION ACTIVITIES	
6.1 Collect and organize in chronological order all documentation, checklists, and logs.	N/A
6.2 Provide a list of any supplies or forms needing replenishment to the Procurement/Resources Supervisor.	N/A
6.3 Assist the Maintenance Manager in developing a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Documentation Form 1, Corrective Action Items List.	N/A
6.4 Turn over all documentation generated during the emergency to the Procurement/Resources Supervisor.	N/A

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Assistant Support Organization Director					
Quality	Non Safety-Related	Usage: N/A	Effective Date: 09/06/00		
Vivian Wagon	N/A	N/A	Emergency Response Division		
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION		

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Assistant Support Organization Director**1.0 Purpose and Scope**

- 1.1** This procedure specifies the actions to be completed by the Assistant Support Organization Director in the Emergency Operations Facility (EOF) during a declared emergency.

2.0 Responsibilities

- 2.1** The Assistant Support Organization Director is responsible for:

- 2.1.1** Arranging for meals and food services for the site.
- 2.1.2** Ensuring that EOF administrative support and supplies are maintained.
- 2.1.3** Ensuring that necessary records and documents are available and maintained to support the EOF function.
- 2.1.4** Developing an EOF shift schedule.
- 2.1.5** Arranging for additional Emergency Response Organization (ERO) staff, as necessary.

3.0 Precautions and Limitations

- 3.1** The Emergency Operations Facility may be activated at an Alert classification but will be activated when a Site Area Emergency or General Emergency classification has been declared in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.

- 3.1.1** The Emergency Director has ordered the activation of the Emergency Operations Facility to support response activities.

4.0 Procedure

- 4.1** At an Alert or higher Emergency Classification or as directed by the Emergency Director implement Data Sheet 1, Initial Activities.
- 4.2** Complete Checklist activities as follows:
- 4.2.1** Use the right column to 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 Checklists to help direct emergency activities.

5.0 References

- 5.1 STPEGS Emergency Plan**
- 5.2 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide**
- 5.3 0ERP01-ZV-IN01, Emergency Classification**
- 5.4 0ERP01-ZV-RE01, Recovery Operations**
- 5.5 0ERP01-ZV-RE02, Documentation**
- 5.6 0ERP01-ZV-OF01, Alternate Emergency Operations Facility Activation, Operation, and Deactivation**

6.0 Support Documents

- 6.1 Addendum 1, Shift Turnover Briefing**
- 6.2 Addendum 2, Development of Shift Schedules**
- 6.3 Addendum 3, Administrative Staff Responsibilities**
- 6.4 Data Sheet 1, Assistant Support Organization Director Checklist**
- 6.5 Data Sheet 2, EOF Staffing Log**
- 6.6 Data Sheet 3, EOF Equipment Operability Checklist**
- 6.7 Data Sheet 4, Arrangement for Food Services**
- 6.8 Data Sheet 5, Transmittals Received/Sent Log**

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Assistant Support Organization Director			
Addendum 1	Shift Turnover Briefing		Page 1 of 1

- 1.0 Provide a briefing of the event to the shift replacement including the following areas:**
 - 1.1 Basis of the current emergency classification and the EALs of importance.**
 - 1.2 Completed checklists and logs.**
 - 1.3 Current meal arrangements.**
 - 1.4 Current shift schedule.**
 - 1.5 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 Administrative Staff**
 - 2.2 Support Organization Director**
 - 2.3 Support Orientation Coordinator**
 - 2.4 Communications System Supervisor**
 - 2.5 Administrative Manager**
- 3.0 Update the Staffing Board.**
- 4.0 Document the time of turnover and the identity of your relief on your Log and provide copies to your replacement.**
- 5.0 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.**
- 6.0 Take a copy of your shift schedule.**
- 7.0 If issued a TLD, then maintain custody of the TLD until termination or recovery.**
- 8.0 Verify possession of a STPNOC picture badge for access through possible road blocks when returning to the site for the next shift, or request a replacement picture badge from the Support Orientation Coordinator.**
- 9.0 Inform the Security Officer responsible for access control at the Emergency Operations Facility of the shift change and sign out when leaving.**

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Assistant Support Organization Director			
Addendum 2	Development of Shift Schedules		Page 1 of 1

- 1.0 Use a copy of the Emergency Response Organization Roster to make shift assignments.**
 - 1.1 The groups should be scheduled approximately one hour apart. No shift personnel should be assigned to more than 16 hours without relief or 24 hours within a 48 hour period.**
 - 1.2 Using the Emergency Response Organization Roster, mark up names for each position for first and second shift.**
- 2.0 Obtain approval from the Deputy EOF Director for the shift schedule.**
- 3.0 Contact the Radiological Director for special instructions for personnel reporting to work for the next shift.**
- 4.0 Contact the Security Manager for special instructions for personnel reporting to work for the next shift.**
- 5.0 Contact the next shift personnel and provide the schedule for their shift and any special instructors specified by the Radiological Director and Security Manager. For any individuals living within the 10 mile EPZ, obtain an alternate telephone number should an evacuation be later implemented.**
 - 5.1 For individuals without an alternative telephone number, direct the individual to contact the Support Organization Director upon an ordered relocation. Also, direct them to carry their STPNOC Picture Badge for access through roadblocks.**
- 6.0 Select an alternate for any persons who could not be reached.**
 - 6.1 Inform the Deputy EOF Director of any positions which could not be filled.**
- 7.0 Provide a copy of the shift schedule to each person in the Emergency Operations Facility and post on the wall by the exit doors.**
- 8.0 Fax a copy of the shift schedule to the Administrative Manager in the Technical Support Center.**
- 9.0 Fax a copy of the shift schedule to the State of Texas EOC, Matagorda County EOC, and Federal Response Center, if activated.**

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Assistant Support Organization Director			
Addendum 3	Administrative Staff Responsibilities		Page 1 of 2

1.0 Photocopy Machine

1.1 Assume responsibility for maintenance and operations of the photocopy machine.

1.1.1 Functionally check photocopies and ensure necessary supplies are available.

1.1.1.1 Run several 8 1/2 X 11 test copies.

1.1.1.2 Run several 8 1/2 X 14 test copies.

1.1.1.3 Ensure that the following supplies are available:

1.1.1.3.1. One box of 8 1/2 X 11 paper.

1.1.1.3.2. One box of 8 1/2 X 14 paper.

1.1.1.3.3. Toner

2.0 Assist the Records Supervisor with document control:

2.1 Retrieve documents upon request from document control files.

2.2 Make necessary photocopies of controlled documents.

2.3 Promptly return all controlled documents to document control files.

2.4 Notify the Assistant Support Organization Director of any difficulties.

3.0 Assume responsibility for maintenance and operations of the fax machine:

3.1 Functionally check the fax machine.

3.2 Set the time and date.

3.3 Log all fax messages received and transmitted on Data Sheet 5, Transmittals Received/Sent Log.

3.4 When faxes are received distribute to the person indicated on the fax. Otherwise distribute copies to each Director and NRC.

3.5 Maintain a chronological file of all fax messages received and sent.

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Addendum 3	Administrative Staff Responsibilities		Page 2 of 2

4.0 Shift Change Records:

4.1 Establish a file for each of the following disciplines. Include in the file all documents turned over during shift change.

- 4.1.1 EOF Director**
- 4.1.2 Deputy EOF Director**
- 4.1.3 Emergency Operations Facility Liaison**
- 4.1.4 Licensing Director**
- 4.1.5 Radiological Director**
- 4.1.6 Technical Director**
- 4.1.7 Support Organization Director**
- 4.1.8 Public Affairs Coordinator**

5.0 Complete Data Sheet 3, EOF Equipment Operability Checklist.

6.0 Assist the Assistant Support Organization Director with:

- 6.1 Developing shift schedules.**
- 6.2 Arranging for food service.**
- 6.3 Arranging for support personnel.**

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Assistant Support Organization Director			
Data Sheet 1	Assistant Support Organization Director Checklist		Page 2 of 5

ACTION

TIME

1.9 Begin making arrangement for food service once the initial activities of establishing EOF operations have been completed. _____

1.9.1 If arrangements for food from offsite have been made by the Technical Support Center, then:

1.9.1.1 Contact the Administrative Manager and assume responsibility for providing food services including interfacing with the vendor, establishing meal schedules, and ensuring the correct number of meals are ordered. _____

1.9.1.2 Inform the Deputy EOF Director of current arrangements for food as established by the TSC and that you are assuming responsibility for meals. _____

1.9.1.3 Complete Data Sheet 4, Arrangement for Food Services. _____

1.9.1.4 Inform the vendor of the change in responsibility for meals and provide a telephone number. _____

1.9.2 If arrangements for food from offsite have not been made, then:

1.9.2.1 Notify the Administrative Manager that you are assuming the responsibility for food services to the site. _____

1.9.2.2 Refer to Data Sheet 4 for instructions on meal procurement. _____

1.10 Begin planning a shift schedule if the emergency condition may extend beyond 12 hours.

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Assistant Support Organization Director			
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ACTION

TIME

2.0 SPECIAL ACTIVITIES

2.1 Radiological Release Occurring or Imminent:

2.1.1 Begin calling personnel scheduled for the next shift and provide any special instructions for reporting to the site as provided by the Radiological Director. N/A

2.2 Evacuation of the Emergency Operations Facility:

2.2.1 Collect the following documents:

2.2.1.1 Assistant Support Organization Director's Emergency Response Manual. N/A

2.2.1.2 All logs, checklists and any other important data generated. N/A

2.2.1.3 List of employee telephone numbers. N/A

2.2.2 Contact the Administrative Manager and inform him/her of the evacuation of the Emergency Operations Facility. N/A

2.2.3 Obtain any special precautions issued by the Radiological Director for proceeding to the Alternate Emergency Operations Facility. N/A

2.2.4 When directed by the EOF Director, then proceed with the Administrative Staff, Records Supervisor, Support Orientation Coordinator to the Alternate Emergency Operations Facility. N/A

2.2.5 Upon arrival at the Alternate Emergency Operations Facility, reestablish contact with the Administrative Manager and provide your new telephone number. N/A

2.2.6 Make arrangements for food services for individuals who have evacuated to the Alternate Emergency Operations Facility. N/A

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Assistant Support Organization Director			
Data Sheet 1	Assistant Support Organization Director Checklist		Page 4 of 5

ACTION	TIME
2.3 Shuttle Service:	
2.3.1 Make arrangements to provide shuttle service to the site.	N/A
2.3.2 When shuttle services have been established, inform the EOF staff and the Administrative Manager.	N/A
2.3.3 Request the Site Public Affairs Specialist to include information on the shuttle in the next press release.	N/A
2.3.4 Post a sign at the exit to the EOF with information regarding the shuttle.	N/A
3.0 ONGOING ACTIVITIES	
3.1 Direct the activities of the Administrative Staff.	N/A
3.2 Ensure adequate administrative support, supplies and records are maintained for the EOF.	N/A
3.3 Coordinate with the Administrative Manager for changes in the total number of emergency response personnel onsite and the schedule for meals. Ensure that adequate numbers of meals are procured to meet the schedule.	N/A
4.0 SHIFT CHANGE	
4.1 Upon arrival of your shift replacement, complete all actions listed in Addendum 1, Shift Turnover Briefing. Include the Administrative Staff, Support Orientation Coordinator, and Communications System personnel in the briefing.	N/A

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ACTION	TIME
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5.0 RECOVERY ACTIVITIES

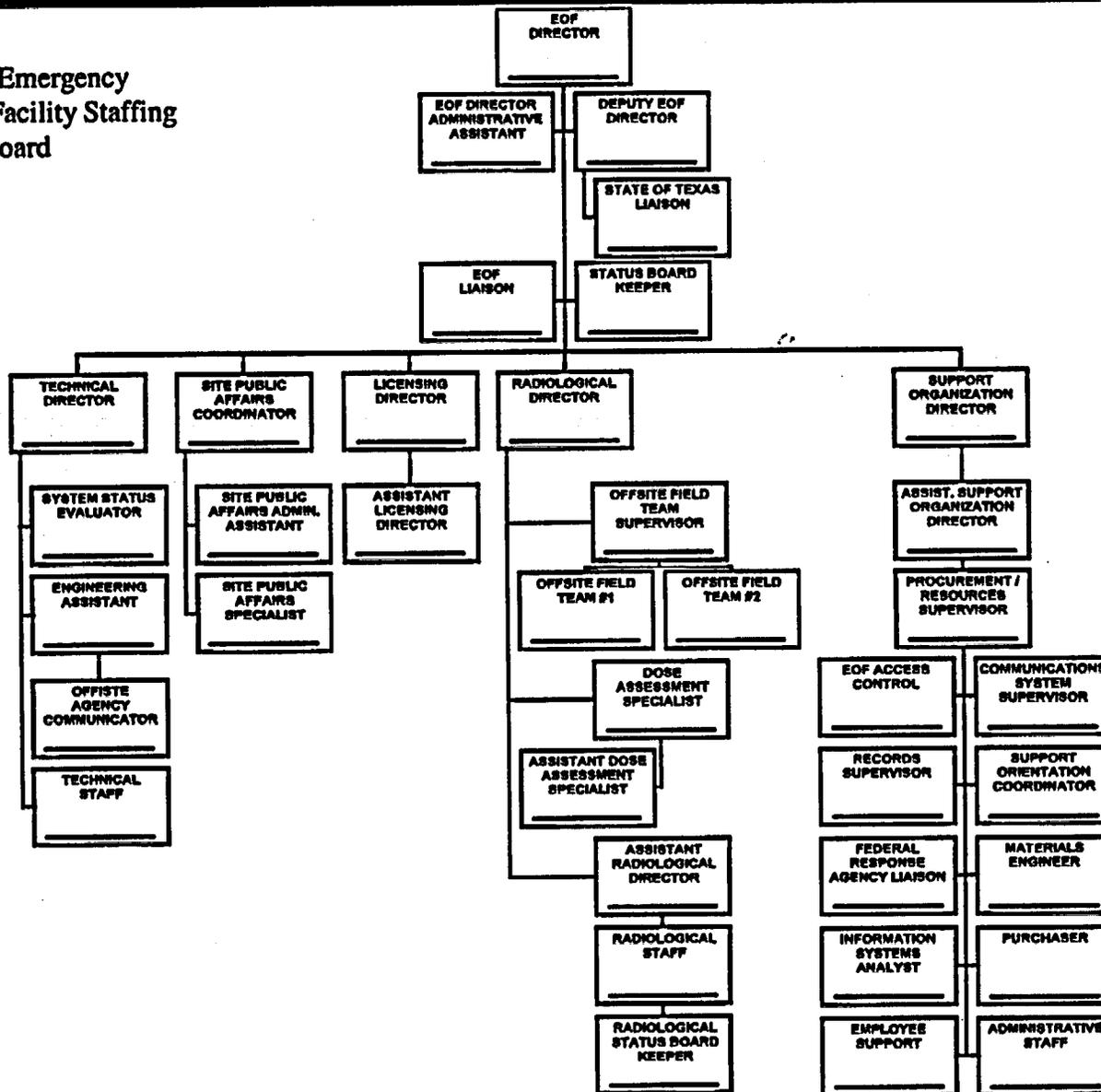
- | | | |
|------------|---|-----|
| 5.1 | Assist with the development of a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Documentation, Form 2, Corrective Action Items List, and provide a copy of the list to the Support Organization Director. | N/A |
| 5.2 | Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations. | N/A |

6.0 TERMINATION ACTIVITIES

- | | | |
|------------|--|-----|
| 6.1 | Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Documentation, Form 1, Corrective Action Items List, and provide a copy of the list to the Support Organization Director. | N/A |
| 6.2 | Collect and organize in chronological order all documents, checklist, and logs from all Emergency Operations Facility personnel. Turn over all documentation to the Emergency Response Division. | N/A |
| 6.3 | Assist the Support Organization Director in writing an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. | N/A |
| 6.4 | Direct the Administrative Staff to organize and clean up the Emergency Operations Facility or Alternate Emergency Operations Facility. | N/A |

Assistant Support Organization Director

Typical Emergency
Operations Facility Staffing
Board



- 1.0 Food may be obtained from one of three sources:
 - 1.1 On-site stored food;
 - 1.2 Vending machines, personal lunches, or Nuclear Support Center (NCS) Cafeteria; or
 - 1.3 Outside vendor.
- 2.0 Obtaining Food From Offsite Vendors:
 - 2.1 Contact the Radiological Director to determine if special radiological precautions should be taken for delivery of food.
 - 2.2 Contact the Security Manager to determine if special actions should be taken for delivery of food.
 - 2.3 Establish an eating schedule with Deputy EOF Director concurrence.
 - 2.4 Determine the number of meals needed utilizing the table below.
 - 2.5 Provide the vendor special instructions for delivery to the site.
 - 2.6 When informed that the food has arrived, request the OSC Coordinator to arrange for delivery of food to the TSC, OSC, Control Room and to leave meals for Security at the East Gatehouse.
- 3.0 On-Site Stored Food:
 - 3.1 Confirm with the Radiological Director that on-site stored food has not been radiologically contaminated.
 - 3.2 Establish an eating schedule with concurrence of the Dupety EOF Director.
 - 3.3 Determine the number of meals needed using the table below.
 - 3.4 Contact the OSC Coordinator and request support for delivery of food to personnel at the TSC, OSC, Control Room and Security.

<u>LOCATION</u>	<u>MEALS NEEDED</u>	<u>SOURCE OF INFORMATION</u>
Emergency Operations Facility	_____	Survey EOF Staff
Operations Support Center	_____	Contact the OSC Coordinator
Technical Support Center	_____	Contact Admin. Manager
Control Room	_____	Contact Operations Manager
Security	_____	Contact Security Manager
Total (add 10%)	_____	

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Operations Manager					
Quality	Non Safety-Related	Usage: N/A	Effective Date: 09/06/00		
Kevin Keyes	N/A	N/A	Emergency Response Division		
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION		

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Operations Manager**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Operations Manager in the Control Room during a declared emergency.**
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Operations Manager.**

2.0 Responsibilities

- 2.1 The Operations Manager is responsible for:**
 - 2.1.1 Providing management oversight of the implementation of Control Room emergency response activities.**
 - 2.1.2 Determining the nature and extent of the emergency.**
 - 2.1.3 Determining the status of plant systems and equipment.**
 - 2.1.4 Tracking implementation of Emergency Operating Procedures and Off Normal Operating Procedures.**
 - 2.1.5 Identifying critical systems that must be maintained operable or repaired.**
 - 2.1.6 Prioritizing items impacting emergency or off normal actions to ensure most important items are addressed first.**
 - 2.1.7 Informing TSC Manager of 10CFR50.54(x) deviations implemented by the Shift Supervisor.**

3.0 References

- 3.1 STPEGS Emergency Plan**
- 3.2 0ERP01-ZV-TS01, TSC Manager**
- 3.3 0ERP01-ZV-IN01, Emergency Classification**
- 3.4 0ERP01-ZV-RE01, Recovery Operations**
- 3.5 0ERP01-ZV-RE02, Documentation**
- 3.6 0POP04-SY-0001, Seismic Event**
- 3.7 0POP04-ZO-0001, Control Room Evacuation**
- 3.8 NRC Inspection Report No. 90-10-03 (LCTS 9000789-936)**
- 3.9 LCTS 901252-936**

3.10 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide**4.0 Procedure**

4.1 At an Alert or higher Emergency Classification or as directed by the Emergency Director report to the affected Unit's Control Room and implement Data Sheet 1, Initial Activities.

4.2 Complete Checklist activities as follows:

4.2.1 Use the right column to 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 Checklists to help direct emergency activities.

5.0 Support Documents

5.1 Addendum 1 - Shift Turnover Briefing

5.2 Data Sheet 1 – Operations Manager Checklist

5.3 Data Sheet 2 – TSC Manager Briefing Sheet

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Operations Manager			
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 Basis of the current emergency classification and the Emergency Action Levels (EALs) of importance**
 - 1.2 Status of the fission product barriers and critical safety systems**
 - 1.3 Emergency Operating Procedures (EOPs) and Off Normal Operating Procedures initiated**
 - 1.4 Completed checklists & logs**
 - 1.5 Maintenance activities underway to return critical equipment to service**
 - 1.6 Recovery plans developed and corrective action items for plant recovery**
 - 1.7 Current shift schedule**

- 2.0 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement.**
 - 2.1 TSC Manager**
 - 2.2 Operations Communicator**
 - 2.3 NRC Counterpart**
 - 2.4 Shift Supervisor**
 - 2.5 OSC Coordinator**
 - 2.6 Assistant Operations Manager, located in the Technical Support Center**
 - 2.7 Plant Operations Discipline Lead**

- 3.0 Document the time of turnover and the identity of your relief on your Log and provide copies to your replacement.**

- 4.0 Verify your telephone number on the Administrative Manager's shift schedule. If this telephone number is inside the 10 mile Emergency Planning Zone (EPZ), then provide an alternate telephone number for contact should evacuation of the EPZ be necessary.**

- 5.0 Take a copy of your shift schedule.**

- 6.0 Verify possession of a STPNOC Picture Badge for access through possible road blocks when returning to the site for the next shift or request a replacement Picture Badge from the Administrative Manager.**

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Operations Manager			
Data Sheet 1	Operations Manager Checklist		Page 1 of 5

	(Name)	(Date)	(Unit)
--	--------	--------	--------

Action	Time
---------------	-------------

1.0 INITIAL ACTIVITIES

- 1.1 Report to the Control Room of the affected Unit. _____
- 1.2 Ensure that the Operations Manager's Emergency Response Manual is available. _____
- 1.3 Keep the Assistant Operations Manager and/or the Operations Communicator current on plant system status and the implementation of Off Normal and Emergency Operating Procedures. _____
- 1.4 Obtain a briefing from the Shift Supervisor, Unit Supervisor or Shift Technical Advisor using TSC Manager Briefing Sheet, Data Sheet 2. _____
- 1.5 Obtain a list of current major systems or components that are out of service.
 - 1.5.1 Ensure the affected Unit's Technical Support Center HVAC system has been placed in emergency/isolation mode using OPOP02-HE-0002, TSC HVAC System. _____
 - 1.5.2 Recommend to the unaffected Unit's Shift Supervisor to place unaffected Unit's Technical Support Center HVAC in emergency/isolation mode. _____
- 1.6 Initiate an Emergency Action Log. _____

2.0 ASSESSMENT ACTIVITIES

- 2.1 Brief the Assistant Operations Manager, located in the Technical Support Center, on the emergency actions in progress by Operations personnel. N/A
- 2.2 Assess the current on Shift Operations staffing and activate additional personnel, if needed. N/A

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Operations Manager			
Data Sheet 1	Operations Manager Checklist		Page 2 of 5

Action	Time
2.3 Coordinate with the Maintenance Manager and the TSC Manager for assignment of priorities for equipment repair. Inform the Shift Supervisor of the initial priorities.	N/A
2.4 Review 0ERP01-ZV-IN01, Emergency Classification. Verify the correct emergency classification has been declared. Inform the TSC Manager if a reassessment of the emergency classification should be made.	N/A
3.0 SPECIAL ACTIVITIES	
3.1 Assembly and Accountability	
3.1.1 If not already completed, at a Site Area or General Emergency instruct the Shift Supervisor to have POs not assigned tasks to proceed to the Operations Support Center for accountability and remain there to support Operations Support Center Operations.	N/A
3.2 Earthquakes	
3.2.1 Verify plant operating conditions have not changed as a result of the earthquake and advise the TSC Manager.	N/A
3.2.2 Verify implementation of OPOP04-SY-0001, Seismic Event.	N/A
3.3 Fire/Explosion	
3.3.1 Verify the implementation of OPOP04-ZO-0008, Fire/Explosion.	N/A
3.3.2 Assume responsibility for coordinating the Fire Brigade response.	N/A
3.4 Aircraft Crash	
3.4.1 Verify the implementation of OPOP04-ZO-0007, Aircraft Crash Onsite.	N/A
3.4.2 Ensure activation of the Fire Brigade or Bay City Fire Department.	N/A

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Operations Manager			
Data Sheet 1	Operations Manager Checklist		Page 3 of 5

Action	Time
3.5 Radiological Releases Occurring or Imminent	
3.5.1 Ensure the affected Unit's Technical Support Center HVAC system has been placed in emergency/isolation mode using OPOP02-HE-0002, TSC HVAC System.	N/A
3.5.2 Recommend to the unaffected Unit's Shift Supervisor to place the unaffected Unit's Technical Support Center HVAC in emergency/isolation mode.	N/A
3.6 Toxic Gas/Chemical Release from Nearby Chemical Facilities	
3.6.1 Verify the implementation of OPOP04-ZO-OPGP05-ZV-0005, Emergency Response Program, Chemical Spills/Toxic Gas Release or OPOP04-ZO-0006, Accident at Nearby Chemical Plant.	N/A
3.7 Personnel Emergencies	
3.7.1 Assist Shift Supervisor in implementation of procedure OPOP04-ZO-0004, Personnel Emergencies.	N/A
3.7.2 If the Technical Support Center is activated contact the Assistant TSC Manager, located in the Technical Support Center, and inform of the event.	N/A
3.8 Security Threat	
3.8.1 Notify the Shift Supervisor of security threats reported by the Security Manager. Coordinate with the Security Manager to establish increased security for the Control Room or vital equipment areas, if necessary.	N/A
3.9 Evacuation of the Control Room	
3.9.1 Verify implementation of OPOP04-ZO-0001, Control Room Evacuation.	N/A
3.10 If the Control Room evacuation is a result of a security event, then request Security personnel for the Remote Shutdown and Transfer Panel areas.	N/A

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Operations Manager			
Data Sheet 1	Operations Manager Checklist		Page 4 of 5

Action	Time
3.11 Evacuation of the Technical Support Center	
3.11.1 Direct the Operations Communicator to proceed to the Control Room. Direct the Assistant Operations Manager to proceed to the unaffected Unit's Technical Support Center or the Emergency Operations Facility.	N/A
4.0 ONGOING ACTIVITIES	
4.1 Oversee Control Room activities taken in response to the emergency condition.	N/A
4.2 Periodically brief the TSC Manager on the status of plant systems and Emergency Operating Procedures or Off Normal Operating Procedures which have been implemented. Use Data Sheet 2, TSC Manager Briefing Sheet.	N/A
4.3 Periodically brief the Shift Supervisor of Technical Support Center activities and evaluations.	N/A
4.4 Periodically discuss with the Technical Manager information specific to any EAL conditions which could result in a change in the emergency classification per 0ERP01-ZV-IN01, Emergency Classification.	N/A
4.5 Ensure operator response actions within the plant (outside the Control Room) are coordinated with the Operations Support Center for radiation protection and Security coverage of Operations personnel implementing EOP actions.	N/A
4.6 Prior to operating any system in an unacceptably degraded condition or outside the bounds of an approved operating procedure, consult the Technical Manager, Maintenance Manager and TSC Manager.	N/A
4.7 Keep TSC Manager informed of specific 10CFR50.54(x) deviations.	N/A

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Data Sheet 1	Operations Manager Checklist		Page 5 of 5

Action	Time
5.0 SHIFT CHANGE	
5.1 Upon arrival of your shift replacement, complete all actions listed in Addendum 1, Shift Turnover Briefing. Include the Assistant Operations Manager and the Operations Communicator in the briefing.	N/A
6.0 RECOVERY ACTIVITIES	
6.1 Inform the Shift Supervisor of both Units of the new emergency classification.	N/A
6.2 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Data Sheet 1, Corrective Action Items List, and provide a copy of the list to the Assistant TSC Manager, located in the Technical Support Center.	N/A
6.3 Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operation.	N/A
7.0 TERMINATION ACTIVITIES	
7.1 Inform the Shift Supervisor of both Units of the new emergency classification.	N/A
7.2 Provide a list of any supplies or forms needing replenishment to the Administrative Manager.	N/A
7.3 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Data Sheet 1, Corrective Action Items List, and provide a copy of the list to the Assistant TSC Manager, located in the Technical Support Center.	N/A
7.4 Collect and organize in chronological order all documents, checklists and logs.	N/A
7.5 With the assistance of the Shift Supervisor, write an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. Provide this report to the Assistant TSC Manager.	N/A
7.6 Turn over all documents generated during the emergency to the Administrative Manager.	N/A

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Operations Manager			
Data Sheet 2	TSC Manager Briefing Sheet		Page 1 of 2

_____ (Name) _____ (Date) _____ (Unit)

I. Current Emergency Classification _____

Initiating Conditions _____

Emergency Action Level _____

Basis _____

II. Procedures in progress or completed _____

III. Critical Safety System Status

	A	B	C	D
SDG	---	---	---	X
ECW	---	---	---	X
CCW	---	---	---	X
RHR	---	---	---	X
HHSI	---	---	---	X
LHSI	---	---	---	X
CS	---	---	---	X
AFW	---	---	---	---
SG	---	---	---	---

IV. Status of Fission Product Barrier

	<u>Cladding</u>	<u>RCS</u>	<u>CONTAINMENT</u>
Intact	()	()	()
Potential Loss	()	()	()
Imminent Loss	()	()	()
Breached/Stable	()	()	()
Breached/Degrading	()	()	()
Re-established	()	()	()

V. Critical Maintenance Activities

- 1) _____

- 2) _____

- 3) _____

- 4) _____

- 5) _____

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Radiological Manager				
Quality	Non Safety-Related	Usage: N/A	Effective Date: 09/06/00	
Max Keyes	N/A	N/A	Emergency Response Division	
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION	

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Radiological Manager**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Radiological Manager in the Technical Support Center (TSC) during a declared emergency.**
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Radiological Manager.**

2.0 Responsibilities

- 2.1 The Radiological Manager is responsible for:**
 - 2.1.1 Assessing station radiological and environmental conditions and identifying and implementing special radiological protective measures.**
 - 2.1.2 Determining level of compliance and deviations from station radiological protection procedures and obtaining the Emergency Director approval if needed for departure from license conditions per 10CFR50.54(x).**
 - 2.1.3 Reviewing and recommending approval of emergency response personnel exposures in excess of 10CFR20 limits.**
 - 2.1.4 Determining Onsite Emergency Response Facility radiological habitability.**
 - 2.1.5 Insuring adequate inventories of radiological supplies, equipment and Radiation Protection personnel are available.**
 - 2.1.6 Functioning as the primary technical interface with the Nuclear Regulatory Commission Radiation Safety Coordinator.**

3.0 Precautions and Limitations

- 3.1 An Alert, Site Area Emergency or General Emergency has been declared in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.**
- 3.2 The Emergency Director has ordered the activation of the Technical Support Center to support response activities.**
- 3.3 During an Alert, Site Area Emergency, or General Emergency, Administrative dose limits are not applicable.**
 - 3.3.1 Emergency responders shall be authorized an exposure limit of 5 rem TEDE.**
 - 3.3.2 No individual shall knowingly exceed 10CFR20 exposure limits except when authorized to do so by the Emergency Director.**

Radiological Manager

- 3.3.3 Radiation Protection ensures all personnel responding inside the Protected Area has a Thermoluminescent Dosimeter (TLD).**

4.0 References

- 4.1 STPEGS Emergency Plan**
- 4.2 0ERP01-ZV-IN01, Emergency Classification**
- 4.3 0ERP01-ZV-IN02, Notification To Offsite Agencies**
- 4.4 0ERP01-ZV-IN04, Assembly and Accountability**
- 4.5 0ERP01-ZV-IN05, Site Evacuation**
- 4.6 0ERP01-ZV-IN06, Radiological Exposure Guidelines**
- 4.7 0ERP01-ZV-IN07, Offsite Protective Action Recommendations**
- 4.8 0ERP01-ZV-TP01, Offsite Dose Calculations**
- 4.9 0ERP01-ZV-TP02, Offsite Field Teams**
- 4.10 0ERP01-ZV-RE01, Recovery Operations**
- 4.11 0ERP01-ZV-RE02, Documentation**
- 4.12 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide**
- 4.13 NRC Inspection Report No. 90-10-03 (CR 90-516)**
- 4.14 NRC Inspection Report No. 90-10-02 (CR 90-515)**
- 4.15 NRC Inspection Report No. 86-35-36 (CR 87-282)**
- 4.16 NRC Inspection Report No. 88-08-03 (CR 88-1509)**

5.0 Procedure

- 5.1 When responding to the affected Units Technical Support Center, implement Data Sheet 1, Radiological Manager Checklist Initial Activities.**
 - 5.1.1 Insert the time an activity is completed, for reoccurring activities, document using the Emergency Action Log.**
- 5.2 Implement the appropriate portions of Data Sheet 1, Radiological Manager Checklist based on the events in progress.**
- 5.3 Use Addendum's and Checklists to help direct emergency activities.**

Radiological Manager**6.0 Support Documents**

- 6.1 Addendum 1, Emergency Facility Habitability Table**
- 6.2 Addendum 2, Radiological Manager Meeting Outline**
- 6.3 Data Sheet 1, Radiological Manager Checklist**
- 6.4 Data Sheet 2, Radiological Briefing Checklist**
- 6.5 Data Sheet 3, Emergency Exposure Tracking Log**
- 6.6 Data Sheet 4, Potassium Iodide Issuance Log**
- 6.7 Data Sheet 5, TLD Issuance Log**

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Radiological Manager			
Addendum 1	Emergency Facility Habitability Table		Page 1 of 1

NOTE

Discuss air sample survey requirements with the Radiological Coordinator as necessary.

- 1.0** Conduct an initial habitability survey (radiation, contamination, and air sample) upon facility activation and in accordance with the frequency listed below at the onset of a radiological release.

FACILITY	FREQUENCY	RELOCATION CRITERIA
Control Room	Hourly if indication of a release	25 rem TEDE*
Operations Support Center	Hourly if indication of a release	5 rem TEDE
Technical Support Center	Hourly if indication of a release	5 rem TEDE
Central Alarm Station (CAS)	Hourly if indication of a release	5 rem TEDE
Secondary Alarm Station (SAS)	Hourly if indication of a release	5 rem TEDE
East Gatehouse	Hourly if indication of a release	5 rem TEDE
West Gatehouse	Hourly if indication of a release	5 rem TEDE
Cold Chemistry Lab	Hourly if indication of a release	1 rem TEDE
Assembly Areas	Hourly if indication of a release	1 rem TEDE

**SATISFIES LICENSING COMMITMENTS
(CR 90-516), (CR 90-515), (CR 87-282), and (CR 88-1509)**

* = Consider personnel rotation to keep exposures ALARA.

-END-

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Radiological Manager			
Addendum 2	Radiological Manager Meeting Outline		Page 1 of 1

Date: _____ Time: _____

Radiological Release in Progress (Yes / No) Release Point: _____ Release Rate: _____

Plant Radiological Conditions:

Met Conditions:

Radiating Monitoring Trends:

On-site Team Exposures:

Highest individual Exposure: _____ Craft: _____ Name: _____

Protective Action Recommendations: _____

Potassium Iodide Issued (Yes / No) If yes list names and Craft:

Possible Escalation Path: _____

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Radiological Manager			
Data Sheet 1	Radiological Manager Checklist		Page 1 of 9

	(Name)	(Date)	(Unit)
<u>Action</u>			<u>Time</u>

1.0 INITIAL ACTIVITIES

- 1.1 Report to the Technical Support Center of the affected Unit and sign in on the Staffing Board. _____
- 1.2 Inform the TSC Manager or Assistant TSC Manager upon arrival. _____
- 1.3 Verify the following individuals have responded:
 - 1.3.1 Assistant Radiological Manager
 - 1.3.1.1 Request assistance as necessary (e.g., Dose Assessment, Emergency Team Exposure Tracking, Habitability, etc.). _____
 - 1.3.2 Radiological Status Board Keeper
 - 1.3.2.1 Direct trending of appropriate plant radiological conditions on facility status boards. _____
 - 1.3.2.2 Direct the Status Board Keeper to keep the Radiological Coordinator in the OSC informed of Meteorological Conditions. _____
- 1.4 As necessary, contact the Acting Radiological Manager and complete Data Sheet 2, Radiological Briefing Checklist. _____
- 1.5 Determine adequacy of Radiation Protection personnel staffing. _____
- 1.6 Initiate an Emergency Action Log of significant activities. _____
- 1.7 Obtain a briefing from the TSC Manager. _____
- 1.8 Inform the Radiological Coordinator of changing radiological conditions. _____

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Radiological Manager			
Data Sheet 1	Radiological Manager Checklist		Page 2 of 9

Action	Time
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1.9 If the Emergency Director resides in the Technical Support Center, the following are Radiological Manager responsibilities:

1.9.1 Review Emergency Action Levels (EALs) per 0ERP01-ZV-IN01 _____

1.9.2 Assembly and Accountability per 0ERP01-ZV-IN04 _____

1.9.3 Assembly and Accountability is an automatic action when the Emergency Director declares a Site Area Emergency or higher classification. _____

1.9.4 Site Evacuation per 0ERP01-ZV-IN05. _____

1.9.5 Site Evacuation is an automatic action when the Emergency Director declares a Site Area Emergency or higher classification. _____

1.9.6 Offsite Protective Action Recommendations per 0ERP01-ZV-IN07 _____

1.9.7 Offsite Dose Calculations per 0ERP01-ZV-TP01 _____

1.9.8 Offsite Field Monitoring per 0ERP01-ZV-TP02 _____

1.10 Determine the level of compliance and the extent of allowed deviation to onsite radiological procedures by reviewing them with the Radiological Coordinator and Radiological Director. _____

1.10.1 Determine if the Emergency Director approval is needed for departure from license conditions per 10CFR50.54(x). _____

1.11 If the NRC requests radiological information, answer onsite and inplant questions, and direct them to contact the Emergency Operations Facility for offsite data. _____

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Radiological Manager			
Data Sheet 1	Radiological Manager Checklist		Page 3 of 9

Action	Time
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2.0 COMMUNICATIONS ACTIVITIES

- | | | |
|-------|---|-----|
| 2.1 | Routinely communicate with the Radiological Coordinator in the Operations Support Center: | |
| 2.1.1 | Discuss activities such as onsite and inplant radiological conditions, personnel exposures, protective measures for Onsite Emergency Workers, and adequacy of supplies and equipment. | N/A |
| 2.2 | Routinely communicate with the Radiological Director in the Emergency Operations Facility: | |
| 2.2.1 | Discuss activities such as Dose Assessment, offsite radiological conditions, and personnel exposures. | N/A |
| 2.3 | If requested by the NRC, discuss activities such as Dose Assessment, offsite radiological conditions, and personnel exposures . | N/A |

3.0 EXPOSURE CONTROL ACTIVITIES

- | | | |
|-----|--|-----|
| 3.1 | Instruct the Radiological Coordinator to keep you informed of elevated Emergency Team personnel exposures. | N/A |
| 3.2 | Upon Assembly and Accountability, ensure all personnel remaining in the Protected Area have Thermoluminescent Dosimetry, Document issue using Data Sheet 5, TLD Issuance Log. | N/A |
| 3.3 | Initiate a facility dosimeter and monitor every 15 to 20 minutes. | N/A |
| 3.4 | Consider use of electronic personal dosimeter(s) EPD to track exposures of Technical Support Center staff. Document using Data Sheet 3, Emergency Exposure Tracking Log. | N/A |
| 3.5 | Determine from the Administrative Manager if additional support personnel have been called out to the Control Room, Technical Support Center or Operations Support Center and ensure these personnel have been issued appropriate dosimetry. | N/A |

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Data Sheet 1	Radiological Manager Checklist		Page 4 of 9

Action	Time
3.6 Through the Radiological Director, obtain Emergency Director approval for exposures that may exceed 10CFR20 limits as per 0ERP01-ZV-IN06, Radiological Exposure Guidelines, and obtain the Emergency Director's signature.	N/A
4.0 POTASSIUM IODIDE (KI) ISSUANCE ACTIVITIES	
4.1 Consumption of Potassium Iodide is voluntary.	N/A
4.2 Ingestion of Potassium Iodide Tablets should occur when an exposure of 25 rem Thyroid CDE is calculated or imminent ($2.0E^{-5}$ μ Ci/cc for longer than 1 hour).	N/A
4.3 Through the Radiological Director, obtain Emergency Director approval to issue Potassium Iodide.	N/A
4.4 Upon approval, obtain a sufficient number of potassium iodide bottles and instructions from the emergency cabinet for all personnel.	N/A
4.5 Do not use expired bottles, obtain replacements.	N/A
4.6 Issue each person a bottle and instruction page, direct them to take one tablet initially and to continue to take one tablet daily in accordance with instructions provided with the bottle.	N/A
4.7 Document potassium iodide issuance using Data Sheet 4, Potassium Iodide Issuance Log.	N/A
4.8 Notify the Radiological Director that potassium iodide has been issued onsite and until further notice, any persons responding to the affected onsite area should take potassium iodide before arriving.	N/A
4.9 Continuously monitor the situation to determine when potassium iodide issuance can be terminated. Notify the Radiological Director, and Nuclear Regulatory Commission Radiation Safety Coordinator, if present, when the use of potassium iodide is no longer required.	N/A

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Radiological Manager			
Data Sheet 1	Radiological Manager Checklist		Page 5 of 9

Action	Time
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5.0 ACCIDENT ASSESSMENT ACTIVITIES

- | | | |
|-----|--|-----|
| 5.1 | In the event of an unmonitored radiological release, coordinate with the Radiological Director for dispatch of an onsite or offsite monitoring team(s) to obtain, and periodically monitor, actual site boundary dose rates. | N/A |
| 5.2 | Monitor station meteorological conditions from ICS/ERFDADS. | N/A |
| 5.3 | Review planned Operations Support Center missions from a protective measures standpoint. | N/A |
| 5.4 | Evaluate RM-11 terminal and survey data to determine changing radiological conditions. | N/A |
| 5.5 | Provide the TSC Manager and Maintenance Manager with radiological data needed for repair and corrective action decision-making. | N/A |
| 5.6 | During facility briefings, advise Technical Support Center staff members of any known limitations to work activities resulting from radiological conditions. | N/A |

6.0 RADIOLOGICAL RELEASE PRECAUTION ACTIVITIES

- | | | |
|-----|---|-----|
| 6.1 | If a release is projected or in progress, confer with the TSC Manager and Assistant Operations Manager to determine which building ventilation paths should be isolated. | N/A |
| 6.2 | Discuss with the TSC Manager and Assistant Operations Manager the need for implementing contamination controls if a release occurs. | N/A |
| 6.3 | Consider establishment of access control points for entry into building, and coordinate implementation of contamination control measures with the Radiological Coordinator. | N/A |

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Radiological Manager			
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Action	Time
7.0 PROTECTIVE ACTION RECOMMENDATION ACTIVITIES	
7.1 Protective Action Recommendations are required at the declaration of a General Emergency or Site Area Emergency with fuel failure.	N/A
7.2 Monitor plant and meteorological conditions and revise Protective Action Recommendations as necessary.	N/A
7.3 Evaluate plant radiological conditions and implement procedure 0ERP01-ZV-IN07, Offsite Protective Action Recommendations as necessary.	N/A
7.4 Protective Action Recommendations must be made to offsite agencies within 15 minutes of the Protective Action Recommendation decision.	N/A
7.5 If Protective Action Recommendations are indicated or change, review your decision with the Emergency Director and assist with the completion of 0ERP01-ZV-IN02, Data Sheet 1, Offsite Agency Notification Message Form as necessary.	N/A
7.6 Monitor plant and meteorological conditions and revise Protective Action Recommendations as necessary.	N/A
7.7 Continue to review conditions and update Protective Action Recommendations until the Emergency Director responsibility transfers to the Emergency Operations Facility, at that time brief the Radiological Director.	N/A
7.8 As needed, obtain the offsite Protective Action Recommendation from the Radiological Director and revise status board.	N/A
8.0 HABITABILITY ACTIVITIES	
8.1 Evaluate radiological conditions identified during habitability checks per Addendum 1, Emergency Facility Habitability Table.	N/A
8.2 Ensure the Radiological Coordinator initiates facility monitoring using a electronic personal dosimeter.	N/A
8.3 Ensure the TSC Portal Monitor is source response checked.	N/A

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Action	Time
8.4 Establish, as necessary, a frisking Station step off pad at the entrance to the Technical Support Center and Mechanical Auxiliary Building.	N/A
8.5 Periodically update Technical Support Center personnel of habitability survey results.	N/A
9.0 DOSE ASSESSMENT ACTIVITIES	
9.1 When requested by the Emergency Director to perform Dose Assessment, obtain the current meteorological and radiological monitor data necessary.	N/A
9.2 Perform Dose Assessment per 0ERP01-ZV-TP01, Offsite Dose Calculations, to determine the radiological impact to onsite and offsite personnel.	N/A
9.3 If Protective Action Guides (PAGs) are exceeded, brief the Emergency Director on results.	N/A
10.0 SHIFT TURNOVER ACTIVITIES	
10.1 Using Data Sheet 2, Radiological Briefing Checklist, provide a briefing of events to the relief person and the Technical Support Center Radiological Staff.	N/A
10.1.1 Explain the basis of the current Emergency Classification and the EALs of importance.	N/A
10.1.2 Review completed checklists.	N/A
10.1.3 Review completed Logs.	N/A
10.1.4 Review information on the Status Boards.	N/A
10.1.5 Review Radiation Monitor readings and trends, inplant radiological problems, status of personnel exposures and any approvals to exceed 10CFR20 limits, environmental monitoring activities, and any supplies/equipment expected from offsite.	N/A
10.2 The level of compliance and the extent of waiving onsite radiological requirements.	N/A

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Radiological Manager			
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Action	Time
10.3 Manpower status.	N/A
10.4 Recovery plans developed and corrective action items for station recovery.	N/A
10.5 Current Shift Schedule.	N/A
10.6 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement:	
10.6.1 All Technical Support Center Managers	N/A
10.6.2 Nuclear Regulatory Commission Radiation Safety Coordinator	N/A
10.6.3 Radiological Coordinator	N/A
10.6.4 Radiological Director	N/A
10.7 Update the Technical Support Center Staffing Board.	N/A
10.8 Document the time of turnover and the identity of your relief in your log and provide copies to your replacement. Provide the original log sheets to the Administrative Manager.	N/A
10.9 Verify your phone number on the shift schedule. If this phone number is inside the 10 mile Emergency Planning Zone (EPZ), then provide an alternate phone number for contact should evacuation of the EPZ be necessary.	N/A
10.10 Take a copy of your shift schedule.	N/A
10.11 Inform the Security Manager of the shift change and sign out when leaving the Technical Support Center.	N/A

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Radiological Manager			
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Action	Time
11.0 RECOVERY ACTIVITIES	
11.1 Determine the manpower requirements necessary for upcoming radiation protection and repair efforts.	N/A
11.2 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02 Data Sheet 1, Corrective Action Items List, and provide a copy of the list to the Assistant TSC Manager.	N/A
11.3 Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations.	N/A
11.4 Evaluate the radiation protection supplies that will be needed for recovery with the Radiological Director, Assistant Radiological Manager, and the Radiological Coordinator.	N/A
12.0 TERMINATION ACTIVITIES	
12.1 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02 Data Sheet 1, Corrective Action Items List, and provide a copy of the list to the Assistant TSC Manager.	N/A
12.2 If a Site Area Emergency or General Emergency was reached due to a radiologically based event, then determine which persons who had been onsite during the emergency should be whole body counted, advise the TSC Manager.	N/A
12.3 Arrange for all personnel TLDs to be processed as necessary. Have the processing facility generate a report of accumulated exposures during the emergency including total man-rem expended and highest exposure received.	N/A
12.4 With the Assistant Radiological Manager, write an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. Provide this report to the Assistant TSC Manager.	N/A
12.5 Collect and organize all documents and turn over to the Administrative Manager.	N/A

- END -

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Radiological Manager			
Data Sheet 2	Radiological Briefing Checklist		Page 1 of 2

Person Providing Briefing Person Receiving Briefing Date Time

1. Current station problems:

2. Current station radiological problems:

3. Personnel exposure problems or approved dose extensions in effect:

4. Locations and actions or onsite/inplant emergency teams:

5. Any contaminated, injured personnel being prepared for transport or being transported to offsite medical facilities:

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Radiological Manager			
Data Sheet 2	Radiological Briefing Checklist		Page 2 of 2

6. Instructions given to Security on radiological concerns that may affect Security Operations or personnel:

7. Adequacy of Radiation Protection personnel staffing in the Operations Support Center to support emergency response efforts:

8. Radiation Protection Equipment Problems:

9. Other radiological concerns which could potentially affect emergency response activities in the Control Room, East and West Gatehouse(s), Operations Support Center, and Technical Support Center.

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Radiological Manager			
Data Sheet 3	Emergency Exposure Tracking Log		Page 1 of 1

NAME (Last, First, MI.)	SOCIAL SECURITY NUMBER	DOSIMETER NUMBER	READING IN (mrem)	DATE/TIME	READING OUT (mrem)	DATE/TIME	DESTINATION

WHEN COMPLETED, THIS RECORD SHALL BE RETAINED IN ACCORDANCE WITH THE DOCUMENT TYPE LIST (DTL).

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Radiological Manager			
Data Sheet 4	Potassium Iodide Issuance Log		Page 1 of 1

NAME LAST, FIRST, MI	SOCIAL SECURITY NUMBER	DATE	TIME	* SIGNATURE

* By signing this block the individual demonstrates voluntary acceptance and use of potassium iodide.

CAUTION: individuals who know they are sensitive to iodine containing foods (i.e., seafood) should not take potassium iodide.

WHEN COMPLETED, THIS RECORD SHALL BE RETAINED IN ACCORDANCE WITH THE DOCUMENT TYPE LIST (DTL).

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Chemical/Radiochemical Manager				
Quality	Non Safety-Related	Usage: N/A	Effective Date: 09/06/00	

Max Keys	N/A	N/A	Emergency Response Division
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION

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Chemical/Radiochemical Manager**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Chemical/Radiochemical Manager in the Technical Support Center (TSC) during a declared emergency.**
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Chemical/Radiochemical Manager.**

2.0 Responsibilities

- 2.1 The Chemical/Radiochemical Manager is responsible for:**
 - 2.1.1 Obtaining and analyzing primary coolant sample data and containment atmosphere data to determine reactor core conditions.**
 - 2.1.2 Evaluating process and effluent monitor data to determine releases in progress.**
 - 2.1.3 Determining priority of samples to be collected and types of analysis to be performed.**
 - 2.1.4 Authorizing the collection of a Post Accident Sampling System sample.**
 - 2.1.5 Ensuring the Post Accident Sampling System is maintained operational.**
 - 2.1.6 Ensuring adequate inventories of chemical/radiochemical supplies, equipment, and Chemistry personnel are available.**
 - 2.1.7 Providing assistance for hazardous chemical/non-hazardous chemical spill containment and cleanup.**
 - 2.1.8 Ensuring notifications are made to offsite agencies until the EOF Director assumes Emergency Director responsibilities and authorities.**
 - 2.1.9 Ensuring Post Accident Sampling System (PASS) analysis results are available in the Technical Support Center within three hours of providing the PASS Team Leader final authorization to collect the sample.**
 - 2.1.10 Provide periodic TSC status updates to NRC via the NRC open line (Emergency Notification System).**

3.0 References

- 3.1 STPEGS Emergency Plan**
- 3.2 0ERP01-ZV-IN02, Notifications to Offsite Agencies**
- 3.3 0PGP03-ZH-0006, Nonradioactive Spill Response, Cleanup, and Reporting**
- 3.4 0ERP01-ZV-RE01, Recovery Operations**
- 3.5 0ERP01-ZV-RE02, Documentation**
- 3.6 0PEP02-ZG-0007, Post Accident Failed Fuel Guidelines**
- 3.7 0PSP07-WL-LDP1, Liquid Effluent Permit**
- 3.8 0PSP07-WL-LDP2, Liquid Effluent Permit with RT-8038 Inoperable**
- 3.9 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide**

4.0 Procedure

- 4.1 At an Alert or higher Emergency Classification or as directed by the Emergency Director report to the affected Unit's Technical Support Center and implement Data Sheet 1, Step 1.0 Initial Activities.**
- 4.2 Complete Checklist activities as follows:**
 - 4.2.1 Use the right column to 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 Checklists to help direct emergency activities.**

5.0 Support Documents

- 5.1 Addendum 1 - Shift Turnover Briefing**
- 5.2 Data Sheet 1 - Chemical/Radiochemical Manager Checklist**
- 5.3 Data Sheet 2 - Chemical/Radiochemical Briefing Checklist**

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Chemical/Radiochemical Manager			
Addendum 1	Shift Turnover Briefing		Page 1 of 1

- 1.0 Provide a briefing of events to the relief person. Include the following areas:**
 - 1.1 Basis of the current Emergency Classification and the Emergency Action Levels (EAL) of importance.**
 - 1.2 Completed checklists & logs.**
 - 1.3 Information on the Status Boards.**
 - 1.4 Process and Effluent Monitor readings and trends, inplant radiological problems, status of chemistry personnel exposures and any approvals to exceed limits, environmental monitoring activities, and any chemical supplies/equipment expected from offsite.**
 - 1.5 Manpower status.**
 - 1.6 Recovery plans developed and corrective action items for plant recovery.**
- 2.0 Current shift schedule.**
- 3.0 Notifications to offsite agencies issued and facility issuing notifications.**
- 4.0 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement:**
 - 4.1 All TSC Managers**
 - 4.2 OSC Coordinator**
 - 4.3 Chemical Analysis Supervisor**
 - 4.4 Update the TSC Staffing Board.**
- 5.0 Document the time of turnover and the identity of your relief on your log and provide copies to your replacement. Provide the original log sheets to the Administrative Manager.**
- 6.0 Verify your telephone number on the Administrative Manager's shift schedule. If this telephone number is inside the 10 mile Emergency Planning Zone (EPZ), then provide an alternate telephone number for contact should evacuation of the EPZ be necessary.**
- 7.0 Take a copy of your shift schedule.**
- 8.0 Verify possession of a STPNOC Picture Badge for access through possible road blocks when returning to site for the next shift or request a replacement Picture Badge from the Administrative Manager.**
- 9.0 Inform the Security Manager of the shift change and sign out when leaving the TSC.**

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Chemical/Radiochemical Manager			
Data Sheet 1	Chemical/Radiochemical Manager Checklist		Page 1 of 9

(Name)	(Date)	(Unit)
Action		Time

1.0 INITIAL ACTIVITIES

- 1.1 Report to the TSC and sign in on the TSC Staffing Board. _____
- 1.2 Ensure the Chemical/Radiochemical Manager's Emergency Response Manual is available. _____
- 1.3 Obtain copies of the notification forms issued by the Control Room to offsite agencies. Also obtain copies from the Control Room of the notification logs. _____
- 1.4 Obtain current radiological data from the Radiological Manager. _____
- 1.5 Provide the TSC Communicator with 0ERP01-ZV-IN02, Data Sheet 3, Offsite Agencies Log obtained from the Control Room. _____
- 1.6 Inform the TSC Manager you are ready to assume responsibility for offsite notifications. _____
- 1.7 When the TSC Manager assumes Emergency Director responsibility and authority, assume responsibility for offsite agency notifications in accordance with 0ERP01-ZV-IN02, Notifications to Offsite Agencies. _____
- 1.8 Obtain briefings from the appropriate Chemistry personnel utilizing Data Sheet 2, Chemical/Radiochemical Briefing Checklist. _____
- 1.9 Obtain from the Nuclear Engineer a copy of OPEP02-ZG-0007, Post Accident Failed Fuel Guidelines, Form 3 Isotope Activities, for possible future use. _____

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Chemical/Radiochemical Manager			
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Action	Time
<p>1.10 IF assembly and accountability, and evacuation has not been completed, THEN complete the following actions:</p> <p>1.10.1 Identify any effluent or process system releases which could impact personnel during assembly, accountability, or evacuation actions. Notify the Radiological Manager of potential radiological problems.</p> <p>1.10.2 Determine which Chemistry personnel need to return to their duty stations.</p> <p>1.11 Initiate an Emergency Action Log of activities. In particular, document telephone calls made or received and any data or information received from or provided to other persons.</p>	<p>_____</p> <p>_____</p> <p>_____</p>
2.0 CHEMICAL/RADIOCHEMICAL ACTIVITIES	
2.1 Recommend to the TSC Manager priorities for emergency activities based on chemical/radiochemical conditions.	N/A
2.2 Evaluate with the Radiological Manager initial process and effluent monitor data. Determine if any unplanned radiological releases are in progress or unusual radiological conditions exist within the process and effluent monitoring systems. Notify the TSC Manager of any unusual conditions.	N/A
2.3 Evaluate plant conditions relating to the three fission product boundaries and the potential for a radiological release.	N/A
2.3.1 Evaluate the Failed Fuel Monitor (RT-8039) readings to confirm that fuel failure has not occurred (<870 $\mu\text{Ci/ml}$). If containment has isolated, then confer with the Technical Manager to determine if a Reactor Coolant System (RCS) sample should be taken.	N/A

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Chemical/Radiochemical Manager			
Data Sheet 1	Chemical/Radiochemical Manager Checklist		Page 3 of 9

Action	Time
2.3.2 IF core damage is suspected and plant conditions have stabilized, THEN initiate PASS sampling to determine the extent of core damage.	N/A
2.4 Evaluate emergency response activities and plant conditions to establish chemical/radiochemical sampling priorities and locations. Advise the Chemical Analysis Supervisor in the Operations Support Center (OSC) of priorities and direct that samples be taken, as necessary, using approved Chemistry Procedures.	N/A
2.5 Monitor all chemistry data trends associated with plant systems. Advise the TSC Manager of adverse trends and their possible indications of problems.	N/A
2.6 IF the emergency situation affects chemical and/or radiochemical analysis capabilities in the affected Unit, THEN establish alternate chemical and/or radiochemical analysis capabilities in the unaffected Unit. Notify the TSC Manager, Radiological Manager, OSC Coordinator, Radiological Coordinator, Chemical Analysis Supervisor, and the NRC Representative, if present, of the change in analysis location.	N/A
3.0 SPECIAL ACTIVITIES	
3.1 Transfer of Command & Control from TSC to EOF	
3.1.1 Contact the Engineering Assistant in the EOF and coordinate the status of offsite notification messages in conjunction with the transfer of command and control to the EOF.	N/A

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Chemical/Radiochemical Manager			
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Action	Time
<p>3.1.2 Ensure that the Engineering Assistant in the EOF has copies of the most recently completed offsite notification message and the current offsite notification log prior to the transfer of command and control to the EOF, OR provide the necessary information by telecom.</p>	N/A
<p>3.2 Assembly and Accountability</p>	
<p>3.2.1 Identify any effluent or process system releases which could impact personnel during assembly and accountability. Notify the Radiological Manager of potential radiological problems.</p>	N/A
<p>3.2.2 Determine which Chemistry personnel should remain onsite to support the emergency response effort. Provide the Security Manager with a list of any Chemistry personnel not assigned to the OSC who should be considered essential and not evacuated.</p>	N/A
<p>3.3 Search and Rescue</p>	
<p>3.3.1 Identify any effluent or process system releases which could impact personnel during Search and Rescue efforts. Notify the Radiological Manager of potential radiological problems.</p>	N/A
<p>3.4 Site Evacuation</p>	
<p>3.4.1 Identify any effluent or process system releases which could impact personnel evacuating the site. Notify the Radiological Manager of potential radiological problems.</p>	N/A
<p>3.5 Radiological Release Occurring or Imminent</p>	
<p>3.5.1 Unplanned Radiological Releases - Assist the Radiological Manager in reviewing process and effluent monitor data to determine the release point. Notify the TSC Manager of the results.</p>	N/A

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Chemical/Radiochemical Manager			
Data Sheet 1	Chemical/Radiochemical Manager Checklist		Page 5 of 9

Action	Time
<p>3.5.2 Planned Radiological Releases - IF directed by the TSC Manager to initiate a planned radiological release, THEN implement OPSP07-WL-LDP1, Liquid Effluent Permit, or OPSP07-WL-LDP2, Liquid Effluent Permit with RT-8038 Inoperable.</p>	N/A
<p>3.6 Chemical Spills</p>	
<p>3.6.1 Assist implementation of the STPEGS Oil and Hazardous Materials Spill Contingency Plan, and OPGP03-ZH-0006, Nonradioactive Spill Response, Cleanup, and Reporting.</p>	N/A
<p>3.6.2 IF the spill results in the formation of hazardous vapors, AND emergency response facilities could be affected by the toxic cloud, THEN notify the TSC Manager and recommend the Control Room and Technical Support Center ventilation systems be shifted to the recirculation mode.</p>	N/A
<p>3.6.3 Advise the Technical Support Center Manager of any protective precautions that should be taken by onsite personnel.</p>	N/A
<p>3.7 Post Accident Sample</p>	
<p>3.7.1 Upon receiving a request to collect a post accident sample, coordinate the following with the Team Leader and the OSC Coordinator (through the Maintenance Manager):</p>	
<p>3.7.1.1 Direct the team leader to contact the Chemical/Radiochemical Manager prior to the team leaving the OSC.</p>	N/A

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Action	Time
<p>3.7.1.2 When contacted, and if plant conditions are still favorable for sample collection, direct the team to proceed to the PASS Lab. Inform the team that upon team arrival, the leader should re-assess overall safety of the operation and then re-contact the Chemical/Radiochemical Manager for final authorization for sample collection.</p>	N/A
<p>3.7.1.3 Continuously monitor plant conditions while the team transits to the PASS Lab. Immediately terminate the operation if changes in plant conditions indicate an unnecessary challenge to team safety.</p>	N/A
<p>3.7.1.4 Upon the teams arrival at the PASS Lab, the team leader will provide a final safety assessment. When the PASS Team Leader and the Chemical/Radiochemical Manager agree on the overall safety of the operation, then authorize the team to collect the sample. Log time in the Emergency Action Log.</p>	N/A
<p>3.7.2 Continue to monitor the generation of sample results and inform the TSC Manager of progress until the results are provided.</p>	N/A
<p>3.8 Evacuation Of The Technical Support Center</p>	
<p>3.8.1 Collect the Chemical/Radiochemical Manager Emergency Response Manual, checklists and logs.</p>	N/A
<p>3.8.2 Follow any special precautions provided by the Radiological Manager for proceeding to the unaffected Unit's TSC or EOF.</p>	N/A
<p>3.8.3 Confer with the Radiological Manager about continued manning of the PASS and chemistry laboratories by Chemistry personnel.</p>	N/A

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Chemical/Radiochemical Manager			
Data Sheet 1	Chemical/Radiochemical Manager Checklist		Page 7 of 9

Action	Time
3.8.4 Instruct the TSC Communicator to gather copies of all logs and notification forms.	N/A
3.8.5 When directed by the TSC Manager, proceed as directed by the TSC Manager via the evacuation route identified by the Radiological Manager.	N/A
3.8.6 Upon arrival at the new location, contact the PASS Chemists and provide a phone number for future contact.	N/A
4.0 ONGOING ACTIVITIES	
4.1 IF Command and Control resides in the Technical Support Center, THEN issue appropriate notification updates in accordance with 0ERP01-ZV-IN02, Notifications to Offsite Agencies.	N/A
4.2 Periodically evaluate process and effluent monitor data for increasing/decreasing trends. Provide status to the TSC Manager and the Radiological Manager of any unusual conditions.	N/A
4.3 Assist the Technical Manager in evaluating plant conditions and Reactor Coolant System sampling results relating to the three fission product barriers and the potential for a radiological release.	N/A
4.4 Evaluate primary coolant sample data to determine reactor core conditions. Provide status to the TSC Manager.	N/A
4.5 Periodically evaluate ongoing activities and current plant conditions to establish chemical/radiochemical sampling priorities.	N/A
4.6 Ensure continued operability of chemical and radiochemical analysis equipment.	N/A
4.7 Assist the Radiological Manager with the implementation of Radiological Manager responsibilities, as time permits.	N/A

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Action	Time
4.8 Maintain an Emergency Action Log of activities, telephone calls, and important information.	N/A
4.9 Provide periodic TSC status updates to NRC via the NRC open line (Emergency Notification System).	N/A
5.0 SHIFT CHANGE	
5.1 Upon arrival of your shift replacement, complete all actions listed in Addendum 1, Shift Turnover Briefing.	N/A
6.0 RECOVERY ACTIVITIES	
6.1 IF the TSC Manager is the Emergency Director, THEN complete the required notifications of the new emergency classification in accordance with 0ERP01-ZV-IN02, Notifications to Offsite Agencies, Notifications to Offsite Agencies.	N/A
6.2 Determine the manpower requirements necessary for upcoming chemical or radiochemical activities. Request the Administrative Manager activate additional personnel, if necessary.	N/A
6.3 Continue to monitor the status of ongoing chemical and radiochemical activities until termination.	N/A
6.4 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Data Sheet 1, Corrective Action Items List, and provide a copy of the list to the Assistant TSC Manager.	N/A
6.5 Assist in the development of recovery plans and procedures per 0ERP01-ZV-RE01, Recovery Operations.	N/A
6.6 Evaluate the chemical or radiochemical supplies that will be needed for recovery. Request the Administrative Manager to obtain the needed supplies.	N/A

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Action	Time
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7.0 TERMINATION ACTIVITIES

- | | | |
|-----|--|-----|
| 7.1 | IF the TSC Manager is the Emergency Director, THEN complete the required notifications of the new emergency classification in accordance with 0ERP01-ZV-IN02, Notifications to Offsite Agencies, Notification to Offsite Agencies. | N/A |
| 7.2 | Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02; Data Sheet 1, Corrective Action Items List, and provide a copy of the list to the Assistant TSC Manager. | N/A |
| 7.3 | Provide a list of any supplies or forms needing replenishment to the Administrative Manager. | N/A |
| 7.4 | Determine status of the Post Accident Sampling System (PASS) and initiate any documentation required to repair or decontaminate the system. Submit this documentation to the Assistant TSC Manager. | N/A |
| 7.5 | Collect and organize in chronological order all documents, checklists and logs. | N/A |
| 7.6 | With the assistance of selected Chemistry personnel, write an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. Provide this report to the Assistant TSC Manager. | N/A |
| 7.7 | Turn over all documentation generated during the emergency to the Administrative Manager. | N/A |

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Chemical/Radiochemical Manager			
Data Sheet 2	Chemical/Radiochemical Briefing Checklist	Page 1 of 2	

Person Providing Briefing	Person Receiving Briefing	Date	Time

1.0 Emergency activities being performed by Chemistry personnel:

2.0 Chemistry personnel in the affected Unit and their locations:

3.0 Status of current releases in progress:

4.0 Current alarming conditions or equipment failures on process and effluent monitors and corrective actions being taken:

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5.0 Specific radiological conditions that may affect Chemical Analysis activities:

6.0 Unusual exposure and/or approved dose extensions for Chemistry personnel:

7.0 Adequacy of Chemistry personnel to support all emergency response efforts:

8.0 Chemistry/radiochemistry equipment problems:

9.0 Other chemistry/radiochemistry concerns which could potentially affect emergency response activities.

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Maintenance Manager					
Quality	Non Safety-Related	Usage: N/A		Effective Date: 09/06/00	
Max Keyes	N/A	N/A		Emergency Response Division	
PREPARER	TECHNICAL	USER		COGNIZANT ORGANIZATION	

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Maintenance Manager**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Maintenance Manager in the Technical Support Center (TSC) during a declared emergency.**
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Maintenance Manager.**

2.0 Responsibilities

- 2.1 The Maintenance Manager is responsible for:**
 - 2.1.1 Functioning as the TSC interface for all repair team activities requested of the Operations Support Center (OSC).**
 - 2.1.2 Coordinating with the TSC Managers to establish repair team priorities.**
 - 2.1.3 Maintaining the status of repair activities and document deviations from approved maintenance procedures.**
 - 2.1.4 Ensuring that supplies, equipment, and manpower to support the repair effort are available.**
 - 2.1.5 Determining the level of compliance with maintenance procedures.**
 - 2.1.6 Evaluating potential changes in radiological conditions or security situations which could impact repair team efforts.**

3.0 References

- 3.1 STPEGS Emergency Plan**
- 3.2 OERP01-ZV-RE01, Recovery Operations**
- 3.3 OERP01-ZV-RE02, Documentation**
- 3.4 OPGP03-ZV-0001, Severe Weather Plan**
- 3.5 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide**

Maintenance Manager**4.0 Procedure**

- 4.1 At an Alert or higher Emergency Classification or as directed by the Emergency Director report to the affected Unit's Technical Support Center and implement Data Sheet 1, Step 1.0 Initial Activities.**
- 4.2 Complete Checklist activities as follows:**
 - 4.2.1 Use the right column to 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 Checklists to help direct emergency activities.**

5.0 Support Documents

- 5.1 Addendum 1 - Guidance For Maintenance Repairs During Emergencies**
- 5.2 Addendum 2 - Shift Turnover Briefing**
- 5.3 Data Sheet 1 - Maintenance Manager Checklist**
- 5.4 Data Sheet 2 - TSC Manager Briefing Sheet (LCTS 9101252-936)**

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NOTE

The Maintenance Manager can suspend or modify paperwork requirements if the urgency of the activity justifies the need to expedite the work. When the repair team returns, the paperwork shall then be completed.

1.0 PLANT REPAIRS REQUIRING NO MODIFICATIONS OR DEVIATION FROM EQ REQUIREMENTS.

- 1.1 Adhere to QC requirements, as applicable, and log nonconformances from QC requirements.
- 1.1 Repair equipment based on standard repair procedures or manufacturers' instruction manuals.
- 1.2 Follow equipment clearance procedures.
- 1.3 Document work performed on the work package.
- 1.4 Generate a Condition Report.

2.0 PLANT REPAIRS REQUIRING MODIFICATIONS OR USE OF NON-EQ PARTS.

- 2.1 Repair equipment based on standard repair procedures, manufacturers' instruction manuals, or necessary modifications determined at the time.
- 2.2 Generate a Condition Report to document the use of non-qualified part. Obtain approval from the Technical Manager and Emergency Director for use of non-qualified part.
- 2.3 Document work performed on the work package including modifications and work not in conformance with approved procedures.
- 2.4 Adhere to QC requirements, as applicable, and log nonconformances from QC requirements.
- 2.5 Follow equipment clearance procedures.

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Maintenance Manager			
Addendum 2	Shift Turnover Briefing		Page 1 of 1

- 1.0 Provide a turnover briefing to the relief person which includes the following:
(Include the maintenance communicator if possible.)**
 - 1.1 The current Emergency Classification**
 - 1.2 Current equipment status of key systems**
 - 1.3 Completed checklists**
 - 1.4 Completed logs**
 - 1.5 Information on the status boards**
 - 1.6 Condition Reports being used to track work**
 - 1.7 Repair efforts underway and repair efforts awaiting delivery of parts**
 - 1.8 Manpower status**
 - 1.9 Recovery plans developed and corrective actions for plant recovery**
 - 1.10 Current shift schedule**
- 2.0 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement:**
 - 2.1 All TSC Managers**
 - 2.2 Procurement/Resources Supervisor**
 - 2.3 OSC Coordinator**
 - 2.4 Maintenance Communicator**
- 3.0 Update the TSC Staffing Board.**
- 4.0 Document the time of turnover and the identity of your relief on your Log and provide copies to your replacement. Provide the original log sheets to the Administrative Manager.**
- 5.0 Verify your phone number on the Administrative Manager's shift schedule. IF this phone number is inside the 10-mile EPZ, THEN provide an alternate phone number for contact should an evacuation of the EPZ be necessary.**
- 6.0 Take a copy of your shift schedule.**
- 7.0 Verify possession of a STPNOC Picture Badge for access through possible road blocks when returning to the site for the next shift or request a replacement Picture Badge from the Administrative Manager.**
- 8.0 Inform the Security Manager of the shift change and sign out when leaving the Technical Support Center.**

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Data Sheet 1	Maintenance Manager Checklist		Page 1 of 6

(Name) (Date) (Unit)

Action **Time**

1.0 INITIAL ACTIVITIES

- 1.1 Report to the Technical Support Center of the affected Unit and sign in on the Staffing Board. _____
- 1.2 Ensure the following documents are available:
 - 1.2.1 Maintenance Manager's Emergency Response Manual. _____
- 1.3 Direct the Administrative Manager to call-out the following individual, if required:
 - 1.3.1 Maintenance Communicator. _____
- 1.4 Obtain a briefing from the OSC Coordinator to update the Operations Support Center Team Status Board:
 - 1.4.1 Adequacy of maintenance personnel staffing levels at the Operations Support Center. _____
 - 1.4.2 Teams dispatched and activities underway. _____
 - 1.4.3 Major equipment problems. _____
- 1.5 Confer with the OSC Coordinator to evaluate the need for additional personnel for the Operations Support Center. If additional personnel are needed, then perform one of the following actions:
 - 1.5.1 Direct the Administrative Manager to call out additional personnel. _____
- 1.6 Instruct the Maintenance Communicator, or alternate, to maintain communications with the Operations Support Center and to track activities using the Operations Support Center Team Status Board. _____

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Data Sheet 1	Maintenance Manager Checklist		Page 2 of 6

Action	Time
1.7 Initiate an Emergency Action Log of significant activities. Consider documenting telephone calls made or received and any data or information provided to other persons.	_____
2.0 REPAIR WORK ACTIVITIES	
2.1 Function as the Technical Support Center interface for all repair team activities. Inform the OSC Coordinator of the repair effort needed and request that Operations Support Center teams be formed and dispatched.	N/A
2.2 Assist the TSC Manager in determining priorities for repair activities based on the available manpower, parts and estimated time to complete repairs.	N/A
2.3 Review Addendum 1, Guidance For Maintenance Repairs During Emergencies. Determine if maintenance procedures require any recommended deviation. Ensure that the Emergency Director approves deviations from maintenance procedures.	N/A
2.4 Document work activities using the Emergency Action Log.	N/A
2.5 If informed of the need to issue a replacement part for safety-related equipment that may not be fully qualified, then complete the following actions:	
2.5.1 Inform the Technical Manager, Operations Manager and the TSC Manager of the unavailability of the qualified part and determine if the non-qualified part can be used.	N/A
2.5.2 If directed by the Technical Support Center Manager and approved by the Emergency Director to use a non-qualified part, then direct the OSC Coordinator to complete the repair effort using available parts.	N/A
2.5.3 Document the use of the non-qualified part using a Condition Report.	N/A

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Action	Time
2.5.4 For all non-qualified parts approved for use, request that the Technical Manager conduct a detailed review of the impact of using the part and limitations which should be established on the equipment until a qualified part can be obtained.	N/A
2.5.5 Contact the Procurement/Resources Supervisor in the Emergency Operations Facility and request procurement of a qualified part as soon as practical.	N/A
2.6 Upon return of the Repair Team to the Operations Support Center, obtain a briefing on the status of the repair effort and any problems encountered. Brief key Technical Support Center personnel and update status boards.	N/A
3.0 SPECIAL ACTIVITIES	
3.1 Plant Assembly	
3.1.1 Determine, with the OSC Coordinator, the number of maintenance personnel and the types of expertise that should remain onsite should a site evacuation be ordered.	N/A
3.2 Search and Rescue	
3.2.1 If requested by the Assistant TSC Manager to support the Search and Rescue effort, then coordinate with the OSC Coordinator to provide additional labor, tools, and equipment to support the search and rescue effort.	N/A
3.3 Personnel Emergencies	
3.3.1 Assist in personnel emergency response communications between the Operations Support Center and Assistant TSC Manager.	N/A
3.4 Severe Weather	
3.4.1 Coordinate implementation of OPGP03-ZV-0001, Severe Weather Plan, and take the necessary precautions based on predicted conditions.	N/A

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Action	Time
3.5 Security Threat	
3.5.1 Assess the potential impact on inplant emergency response team activities and inform the OSC Coordinator.	N/A
3.6 Evacuation of the Technical Support Center	
3.6.1 Collect the following documents:	
3.6.1.1 Maintenance Manager's Emergency Response Manual.	N/A
3.6.1.2 All logs of the status boards, checklists and any other important data generated.	N/A
3.6.1.3 Follow any special precautions provided by the Radiological Manager for proceeding to the unaffected Unit's Technical Support Center or to the Emergency Operations Facility.	N/A
3.6.1.4 When directed by the TSC Manager, then proceed with the Maintenance Communicator to the unaffected Unit's Technical Support Center or to the Emergency Operations Facility.	N/A
3.6.1.5 Establish contact with the OSC Coordinator and provide a phone number for future contacts.	N/A
4.0 ONGOING ACTIVITIES	
4.1 Maintain the Operations Support Center Team Status Board.	
4.2 Periodically monitor progress of the repair activities with the Operations Support Center. Update the TSC Manager on the activities and status of completion using Data Sheet 2, Technical Support Center Manager Briefing Sheet (LCTS 9101252-936).	

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Action	Time
4.3 Periodically review work activities underway with the Radiological Manager to assess potential changes in radiological conditions which could impact the repair efforts.	N/A
4.4 If a Security event is underway, then periodically review team activities and locations with the Security Manager to ensure that the safety of the Operations Support Center teams is maintained.	N/A
4.5 Complete any documentation on Condition Reports for work activities for which time was insufficient for completing paper work prior to the initiation of the work activity.	N/A
4.6 Periodically update the Operations Support Center of activities underway at the Technical Support Center and information known.	N/A
4.7 Maintain a log and file of all Condition Reports that have been initiated.	N/A
5.0 SHIFT CHANGE	N/A
5.1 Upon arrival of your shift replacement, complete all actions listed in Addendum 2, Shift Turnover Briefing. Include the Maintenance Communicator, if available, in the briefing.	N/A
6.0 RECOVERY ACTIONS	N/A
6.1 Determine the manpower requirements necessary for upcoming repair efforts and request the Administrative Manager to notify the necessary personnel.	N/A
6.2 Continue to monitor the status of repair efforts underway until completion.	N/A
6.3 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Documentation, Data Sheet 1, Corrective Action Items List, and provide a copy of the list to the Assistant TSC Manager.	N/A

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Action	Time
6.4 Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations.	N/A
6.5 Maintain an Emergency Action Log until Termination.	N/A
6.6 If a shift change occurs, then brief your replacement based on the applicable sections of Addendum 2, Shift Turnover Briefing. Include the Maintenance Communicator, if available, in the briefing.	N/A
7.0 TERMINATION ACTIONS	
7.1 With the OSC Coordinator, develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Documentation Data Sheet 1, Corrective Action Items List, and provide a copy of the list to the Assistant TSC Manager.	N/A
7.2 Provide a list of any supplies or forms needing replenishment to the Administrative Manager.	N/A
7.3 Collect and organize in chronological order all documents, checklists, and logs.	N/A
7.4 Write an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. Provide this report to the Assistant TSC Manager.	N/A
7.5 Turn over all documentation generated during the emergency to the Administrative Manager.	N/A

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Data Sheet 2	TSC Manager Briefing Sheet (LCTS 9101252-936)		Page 2 of 2

II. Repair Efforts Not Started

- 1) _____

 Reason _____
- 2) _____

 Reason _____
- 3) _____

 Reason _____
- 4) _____

 Reason _____
- 5) _____

 Reason _____

III. Part/Material Requests

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

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Security Manager					
Quality	Non Safety-Related	Usage: N/A	Effective Date: 09/06/00		
Max Keys	N/A	N/A	Emergency Response Division		
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION		

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Security Manager**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Security Manager in the Technical Support Center (TSC) during a declared emergency.**
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Security Manager.**

2.0 Responsibilities

- 2.1 The Security Manager is responsible for:**
 - 2.1.1 Directing the implementation of on-site security emergency response activities.**
 - 2.1.2 Implementing accountability efforts.**
 - 2.1.3 Assisting with Protected and Owner Controlled Areas evacuation.**
 - 2.1.4 Establishing special access controls.**
 - 2.1.5 Providing for the expedient entry/exit of emergency vehicles.**
 - 2.1.6 Directing changes to security operations based on radiological conditions.**
 - 2.1.7 Determining level of compliance with current security procedures.**

3.0 Precautions and limitations

- 3.1 0ERP01-ZV-IN04, Assembly and Accountability are required at a Site Area Emergency Classification or greater unless to do so would put site personnel at risk. Assembly and Accountability may be ordered by the Emergency Director at anytime as dictated by conditions.**
- 3.2 0ERP01-ZV-IN05, Site Evacuation is required at a Site Area Emergency Classification or greater unless to do so would put site personnel at risk. Site Evacuation may be ordered by the Emergency Director at anytime as dictated by conditions.**
- 3.3 The Technical Support Center is activated at an Alert Emergency or higher classification in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.**
 - 3.3.1 The Emergency Director has ordered the activation of the Technical Support Center to support response activities.**

Security Manager**4.0 References**

- 4.1 STPEGS Emergency Plan**
- 4.2 0ERP01-ZV-IN01, Emergency Classification**
- 4.3 0ERP01-ZV-IN03, Emergency Response Organization Notification**
- 4.4 0ERP01-ZV-IN04, Assembly and Accountability**
- 4.5 0ERP01-ZV-IN05, Site Evacuation**
- 4.6 0ERP01-ZV-SH03, Acting Security Manager**
- 4.7 0ERP01-ZV-RE01, Recovery Operations**
- 4.8 0ERP01-ZV-RE02, Documentation**
- 4.9 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide**
- 4.10 0POP04-ZO-0007, Aircraft Crash Onsite**

5.0 Procedure

- 5.1 At an Alert or higher Emergency Classification or as directed by the Emergency Director report to the affected Unit's Technical Support Center and implement Data Sheet 1, Step 1.0 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.**
- 5.3 Use Checklists to help direct emergency activities.**

6.0 Support Documents

- 6.1 Addendum 1, Shift Turnover Briefing**
- 6.2 Data Sheet 1, Security Manager Checklist**
- 6.3 Data Sheet 2, Site Security Control Orders**
- 6.4 Data Sheet 3, TSC Manager Briefing Sheet**

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Security Manager			
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 Current Emergency Classification.
 - 1.2 Completed checklists.
 - 1.3 Completed Logs.
 - 1.4 Data Sheet 2, Site Security Control Orders and any potential upcoming events that would require changing the security activities onsite.
 - 1.5 Recovery plans developed and corrective action items for plant recovery.
 - 1.6 Current shift schedule and staffing levels.

- 2.0 Inform the following personnel of the transfer of responsibility to the oncoming shift replacement:
 - 2.1 All Technical Support Center Managers
 - 2.2 Nuclear Regulatory Commission Counterpart
 - 2.3 OSC Security Coordinator
 - 2.4 Security Force Supervisor
 - 2.5 Security Supervisor

- 3.0 Update the Technical Support Center Staffing Board.

- 4.0 Document the time of turnover and the identity of your relief on your LOG and provide copies to your replacement. Provide the original LOG sheets to the Administrative Manager.

- 5.0 Verify your phone number on the shift schedule. IF this phone number is inside the 10 mile Emergency Planning Zone, THEN provide an alternate number for contact should evacuation of the Emergency Planning Zone be necessary.

- 6.0 Take a copy of your shift schedule.

- 7.0 Verify possession of a STPNOC Picture Badge for access through possible road blocks when returning to the site for the next shift or request a replacement Picture Badge from the Administrative Manager.

- 8.0 Sign out when leaving the Technical Support Center.

-END-

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Security Manager			
Data Sheet 1	Security Manager Checklist		Page 1 of 10

	(Name)	(Date)	(Unit)
Action	Time		

1.0 INITIAL ACTIVITIES

- 1.1 Report to the Technical Support Center of the affected Unit and sign in on the Staffing Board. _____
- 1.2 Initiate an Emergency Action Log of significant activities. Document telephone calls made/received and any data or information received from or provided to other persons. _____
- 1.3 Obtain a briefing from the Acting Security Manager using 0ERP01-ZV-SH03, Data Sheet 3, Security Briefing Checklist. _____
- 1.4 Verify the Emergency Notification and Response System (ENRS) was activated in accordance with 0ERP01-ZV-IN03, Emergency Response Organization Notification. _____
- 1.5 Review with the Radiological Manager current radiological conditions which may impact security operations and advise the Security Force Supervisor of any necessary precautions. _____
- 1.6 Review with the Maintenance Manager the current and planned inplant team activities and their locations. Brief the Security Force Supervisor of planned inplant activities. _____
- 1.7 Ensure that the following documents/equipment are available:
 - 1.7.1 Security Manager's Emergency Response Manual. _____
 - 1.7.2 Safeguards Contingency Plan and Procedures (as necessary). _____
 - 1.7.3 Security Radio. _____
- 1.8 Inform the Security Force Supervisor and Security Coordinator of the classification and review/implement the following actions:

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Action	Time
1.8.1 Broadcast over the security frequency what classification has been declared and complete a roll call of the Security Force.	_____
1.8.2 Direct posting the appropriate Emergency Classification sign at the East and West Gatehouses.	_____
1.8.3 Report any unusual activities or alarms that may be relevant to the current emergency condition to the TSC Manager.	_____
1.8.4 Instruct the Security Force Supervisor to activate additional personnel as required. Inform the Administrative Manager of the additional staffing activated.	_____
1.8.5 Determine status of any Local Law Enforcement Agency activities being implemented.	_____
1.8.6 Dispatch a Security Officer to the Emergency Operations Facility to perform access control functions.	_____
1.8.7 Establish access control to the Protected Area and Owner Controlled Area. Allow entry of Emergency Response Organization personnel and Nuclear Regulatory Commission augment personnel responding to the Emergency Operations Facility, Control Room, Technical Support Center, and Operations Support Center. TSC Manager approval is required for all Protected Area entries. EOF Director approval is required for all Owner Controlled Area entries.	_____
1.8.8 Establish access control for the Owner Controlled Area.	_____
1.9 Notify the Security Force Supervisor and Security Coordinator when the TSC Manager assumes Emergency Director authority and responsibility.	_____
1.10 If changes to standard security procedures are necessary:	
1.10.1 Document any deviations from standard procedures using Data Sheet 2, Site Security Control Orders, and obtain Emergency Director approval.	_____
1.10.2 Brief the Security Force Supervisor, Security Supervisor, Security Coordinator, and the NRC representatives at the Technical Support Center of any approved deviations.	_____

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Data Sheet 1	Security Manager Checklist		Page 3 of 10

Action	Time
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1.10.3 Issue Data Sheet 2, Site Security Control Orders, to the Security Force Supervisor for briefing Security Officers and shift replacements.

1.11 Brief the TSC Manager of any special security actions underway in response to the emergency condition and any Local Law Enforcement Agency activities being implemented.

2.0 SPECIAL ACTIVITIES

2.1 Personnel Emergency

2.1.1 Coordinate with the Assistant TSC Manager when informed of the arrival of an offsite ambulance and the location where the ambulance will meet the injured person, then:

2.1.1.1 Arrange for expedient entry/exit of the ambulance.

N/A

2.1.1.2 Inform the Security Force Supervisor of the location where the ambulance should be directed and request notification when the ambulance arrives at and leaves the site.

N/A

2.1.2 Inform the Assistant TSC Manager when the ambulance arrives on site.

N/A

2.1.3 Inform the Assistant TSC Manager when the ambulance leaves site.

N/A

2.2 Assembly/Accountability

2.2.1 Coordinate with the Assistant TSC Manager and complete the Security Manager responsibilities in 0ERP01-ZV-IN04, Assembly and Accountability.

N/A

2.2.2 Ten (10) minutes after assembly and accountability has been declared, make an announcement over the Technical Support Center public address system to remind personnel to card in on the facility Accountability Card Readers.

N/A

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Security Manager			
Data Sheet 1	Security Manager Checklist		Page 4 of 10

Action	Time
2.3 Search and Rescue	
2.3.1 Record the names, badge numbers, and last known location of the missing persons identified by the Security Force Supervisor.	N/A
2.3.2 Inform the following of the missing persons:	
2.3.2.1 Assistant TSC Manager	N/A
2.3.2.2 Radiological Manager	N/A
2.3.2.3 OSC Security Coordinator	N/A
2.3.3 Site Evacuation	
2.3.3.1 Coordinate with the Assistant TSC Manager and complete the Security Manager responsibilities in OERP01-ZV-IN05, Site Evacuation.	N/A
2.4 Security Threat	
2.4.1 Coordinate with the Security Force Supervisor to ensure implementation of necessary response actions to the security threat.	N/A
2.4.2 Brief the Technical Support Center staff and Nuclear Regulatory Commission representatives of any special security actions underway in response to the emergency condition.	N/A
2.4.3 Coordinate with the Radiological Manager to implement any special radiological precautions for Security Force Personnel.	N/A
2.4.4 Brief the Security Coordinator of the security threat and identify special precautions necessary for the emergency teams.	N/A
2.4.5 Coordinate with the Assistant Operations Manager to:	
2.4.5.1 Identify vital equipment that could be at risk due to the security threat.	N/A
2.4.5.2 Identify protective measures that should be taken for the Control Room.	N/A

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Action	Time
2.4.6 Direct the Security Force Supervisor to take special security measures to counter threats to vital areas and equipment at risk as identified by the Assistant Operations Manager.	N/A
2.4.7 Advise the EOF Radiological Director of any security related precautions which should be taken by environmental field teams.	N/A
2.4.8 Contact the Matagorda County Sheriff's Office and provide a briefing. Maintain periodic contact	N/A
2.5 Radiological Release Occurring or Imminent	
2.5.1 Confer with the Radiological Manager to determine which of the following facilities can continue to be occupied or used to shelter security personnel.	
2.5.1.1 Central Alarm Station	N/A
2.5.1.2 Secondary Alarm Station	N/A
2.5.1.3 East Gatehouse	N/A
2.5.1.4 West Gatehouse	N/A
2.5.1.5 Operations Support Center's	N/A
2.5.1.6 Technical Support Center's	N/A
2.5.2 Contact the Security Force Supervisor and:	
2.5.2.1 Specify the precautionary radiological actions to be taken by Security Force personnel in the field.	N/A
2.5.2.2 Request notification when any offsite agency personnel arrive onsite and recommend any precautionary radiological actions to be taken at that time.	N/A
2.5.2.3 If Electronic Dosimetry alarms, then notify a Radiation Protection Technician and the Security Manager.	N/A

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Data Sheet 1	Security Manager Checklist		Page 6 of 10

Action	Time
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2.6 Issuance of Potassium Iodide (KI)

NOTE
Consumption of Potassium Iodide is voluntary

2.6.1 If directed by the Emergency Director to ingest Potassium Iodide, then contact the Security Coordinator and verify distribution of sufficient Potassium Iodide for all Security Force personnel. N/A

2.7 Toxic Gas/Chemical Release From Nearby Chemical Facilities

2.7.1 Direct the Security Supervisor to warn personnel outside the Protected Area to seek shelter in buildings and turn off any ventilation system (or put in recirculation mode). N/A

2.8 Aircraft Crash in the Owner Controlled Area

2.8.1 Coordinate response actions for the airplane crash (utilize Security Supervisor, if available, for areas outside Protected Area). N/A

2.8.2 Dispatch security personnel to the scene to secure and preserve the crash scene as much as possible without hindering rescue efforts or plant emergency response efforts. N/A

2.8.3 Obtain information to complete OPOP04-ZO-0007, Aircraft Crash Information Form and provide to the Technical Manager. N/A

2.9 Evacuation of the Technical Support Center

2.9.1 Collect the following items as necessary:

2.9.1.1 Security Manager's Emergency Response Manual. N/A

2.9.1.2 Security Procedures N/A

2.9.1.3 Security Radio N/A

2.9.1.4 All security checklists and logs N/A

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Action	Time
2.9.2 Follow any special precautions provided by the Radiological Manager for proceeding to the unaffected Unit's Technical Support Center or Emergency Operations Facility.	N/A
2.9.3 Contact the Security Force Supervisor and inform him of the Technical Support Center evacuation.	N/A
2.9.4 Confer with the Radiological Manager about the continued manning of Security facilities including the CAS/SAS. If possible, keep the CAS or SAS manned and make provisions for more frequent shift changes.	N/A
2.9.5 Upon arrival at the new location, contact the Security Force Supervisor and Security Coordinator and provide a telephone number for future contact.	N/A
3.0 ONGOING ACTIVITIES	
3.1 Periodically brief the TSC Manager of any special security activities onsite. Use Data Sheet 3, TSC Manager Briefing Sheet.	N/A
3.2 Periodically confer with the Radiological Manager concerning radiological conditions which could impact security operations and personnel.	N/A
3.3 Act as the primary Technical Support Center liaison with the Nuclear Regulatory Commission on security events.	N/A
3.4 Periodically brief the Security Force Supervisor and Security Supervisor, if available, of emergency team activities and locations. Provide an update of current Technical Support Center activities	N/A
3.5 Maintain communications with the Security Coordinator and provide briefings.	N/A
3.6 Maintain Data Sheet 2, Site Security Control Orders current.	N/A
3.7 Report instances of eating, drinking, or chewing to the TSC Manager after these actions have been prohibited.	N/A

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Security Manager			
Data Sheet 1	Security Manager Checklist		Page 8 of 10

Action	Time
4.0 SHIFT CHANGE	
4.1 Upon arrival of your shift replacement, complete all actions listed on Addendum 1, Shift Turnover Briefing.	N/A
5.0 RECOVERY ACTIVITIES	
5.1 Inform the Security Force Supervisor, Security Coordinator and Security Supervisor of the Recovery.	N/A
5.2 Ensure that a broadcast has been done, over the security frequency that Recovery has been declared and a roll call of the Security Force has been completed.	N/A
5.3 Ensure that a Recovery sign has been posted at the East and West Gatehouses.	N/A
5.4 Determine the manpower requirements necessary for upcoming security activities. Activate additional personnel, if necessary.	N/A
5.5 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Documentation, Data Sheet 1, Corrective Action Items List, and provide a copy to the Assistant TSC Manager.	N/A
5.6 Assist in development of recovery plans and procedures using guidance in 0ERP01-ZV-RE01, Recovery Operations.	N/A
6.0 TERMINATION ACTIVITIES	
6.1 Inform the Security Force Supervisor, Security Coordinator and Security Supervisor of the Termination of the emergency condition. Ensure the following are completed:	
6.1.1 Broadcast over the security frequency that Termination has been declared and complete a roll call of the Security Force.	N/A

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Security Manager			
Data Sheet 1	Security Manager Checklist		Page 9 of 10

<u>Action</u>	<u>Time</u>
6.1.2 Remove the emergency classification signs at the East and West Gatehouses.	N/A
6.1.3 Return the Emergency Response Manual, Safeguards Contingency Plan and Procedures as necessary.	N/A
6.2 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 Assistant TSC Manager.	N/A
6.3 Provide a list of any supplies or forms needing replenishment to the Administrative Manager.	N/A
6.4 Collect and organize in chronological order all documents, checklists, and logs.	N/A
6.5 With the Security Force Supervisor and Security Supervisor, write an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. Provide this report to the Assistant TSC Manager.	N/A
6.6 Turn over all documentation generated during the emergency to the Administrative Manager.	N/A

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Security Manager			
Data Sheet 2	Site Security Control Orders		Page 1 of 3

Approved by Security Manager	Date/Time	Unit
Approved by TSC Manager	Date/Time	
Approved by Emergency Director	Date/Time	

A. Review of Administrative, Barrier, Monitoring, Response, and Security Procedures results with the following:

1. All current procedures remain in effect

OR (check one)

2. Current procedures remain in effect except for the following deviations:

a. Fire door patrols:

b. Locks and keys:

c. Security barriers:

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Security Manager			
Data Sheet 2	Site Security Control Orders	Page 2 of 3	

d. **Compensatory posts:**

e. **Patrols:**

f. **Badging:**

g. **Routine alarm response:**

h. **Security patrols:**

i. **Contingency response:**

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Security Manager			
Data Sheet 2	Site Security Control Orders		Page 3 of 3

j. **Safeguards Information:**

k. **Use of Force:**

l. **Other:**

-END-

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Administrative Manager

Quality

Non Safety-Related

Usage: N/A

Effective Date: 09/06/00

Max Keyes

N/A

N/A

Emergency Response Division

PREPARER

TECHNICAL

USER

COGNIZANT ORGANIZATION

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 Data Sheet 5, Technical Support Center Manager Briefing Sheet 21

Administrative Manager**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Administrative Manager in the Technical Support Center (TSC).**
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Administrative Manager.**

2.0 Responsibilities

- 2.1 The Administrative Manager is responsible for:**
 - 2.1.1 Arranging for additional Emergency Response Organization staff as necessary.**
 - 2.1.2 Ensuring that necessary documents are available in the Technical Support Center and Operations Support Center.**
 - 2.1.3 Implements Fitness for Duty requirements for Emergency Response Organization personnel responding onsite.**
 - 2.1.4 Develops a Technical Support Center and Operations Support Center shift schedule.**
 - 2.1.5 Maintains an overall file of records generated during the emergency.**
- 2.2 Maintains adequate supplies for the Technical Support Center and Operations Support Center.**
- 2.3 Coordinates meal procurement with the Assistant Support Organization Director.**
- 2.4 Directs the activities of the Administrative Staff.**

3.0 Precautions and Limitations

- 3.1 An Alert, Site Area Emergency or General Emergency has been declared in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.**
- 3.2 The Emergency Director has ordered the activation of the Technical Support Center to support response activities.**

4.0 References

- 4.1 STPEGS Emergency Plan**
- 4.2 0ERP01-ZV-RE01, Recovery Operations**
- 4.3 0ERP01-ZV-RE02, Documentation**
- 4.4 0PGP09-ZA-0002, Fitness for Duty Program**

Administrative Manager

- 4.5 0ERP01-ZV-IN01, Emergency Classification
- 4.6 NRC Inspection Report No. 91-020-03 (CR 91-762)
- 4.7 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide
- 5.0 Procedure
 - 5.1 When responding to the affected Units Technical Support Center, implement Data Sheet 1, Administrative Manager Checklist, Section 1.0 Initial Activities.
 - 5.1.1 Insert the time an activity is completed, for reacquiring items document using the Emergency Action Log.
 - 5.2 Implement the appropriate portions of Data Sheet 1, Administrative Manager Checklist based on the events in progress.
 - 5.3 Use these Addendum's and Checklists to help direct emergency activities.
- 6.0 Support Documents
 - 6.1 Addendum 1, Fitness for Duty Requirements
 - 6.2 Addendum 2, Administrative Staff Responsibilities
 - 6.3 Addendum 3, Development of Shift Schedules
 - 6.4 Addendum 4, Arrangements for Support Personnel
 - 6.5 Addendum 5, Shift Turnover Briefing
 - 6.6 Data Sheet 1, Administrative Manager Checklist
 - 6.7 Data Sheet 2, Technical Support Center and Operations Support Center Staffing Log (Sample)
 - 6.8 Data Sheet 3, Arrangements for Food Services
 - 6.9 Data Sheet 4, Fax Received or Transmitted Log (Sample)
 - 6.10 Data Sheet 5, Technical Support Center Manager Briefing Sheet

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Administrative Manager			
Addendum 1	Fitness for Duty Requirements		Page 1 of 1

- 1.0 The requirements in OPGP09-ZA-0002, Fitness for Duty Program apply during emergency conditions.
- 2.0 The following instructions shall also apply:
 - 2.1 Emergency Operations Facility, Technical Support Center, and Operations Support Center responders who have consumed alcohol within the previous 5 hours shall be given a breathalyzer test by Security.
 - 2.2 An individual which has consumed alcohol within the previous 5 hours shall be given a breathalyzer test.
 - 2.3 If an individual gives a breathalyzer reading of 0.020 to 0.039 Blood Alcohol Content (BAC), the direct report (supervisor or manager) shall make the decision to have the individual report to his/her work station or have the individual transported home.
 - 2.4 If an individual gives a breathalyzer reading of 0.040 BAC to 0.079 BAC, the facility manager or director shall make the decision to have the individual report to his/her work station or have the individual transported home.
 - 2.5 If it is deemed necessary to put an individual to work even though alcohol has been consumed and there is a measured degree of impairment, 0.040 BAC to 0.079 BAC, the facility manager or director shall assign another individual who is technically competent to act as an observer and escort for the person who has been called in for emergency work.
 - 2.6 Any individual testing at 0.08 BAC or above shall not be assigned to a workstation and shall be transported home.
 - 2.7 In all cases where blood alcohol levels meet or exceed 0.04, the decision by the director or manager of the facility to allow the individual to function in an ERO position shall be based on the ability of the individual to make correct and reliable decisions.
 - 2.8 Individuals determined to be under the influence of alcohol or drugs and not allowed to perform in an ERO position will not be instructed to leave the site. They will be instructed to remain at a selected location onsite or provided a driver for return to their residence.
 - 2.9 Offsite agency representatives, including the NRC, State of Texas and Matagorda County, are exempt from STPNOC Fitness for Duty requirements.

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Administrative Manager			
Addendum 2	Administrative Staff Responsibilities		Page 1 of 2

- 1.0 Unlock all Technical Support Center doors (using Technical Support Center key or obtain assistance from Security).**
- 2.0 Open the Technical Support Center Emergency Locker and monitor use of supplies to ensure adequate supplies are maintained.**
- 3.0 Develop shift schedules.**
- 4.0 Document Control:**
 - 4.1 Assume responsibility for Document Control**
 - 4.1.1 Make copies of documents requested or allow Technical Support Center personnel to check out documents. Keep a check-out log.**
 - 4.1.2 If additional documents not available in the Technical Support Center are needed, then request assistance from the Procurement/Resources Supervisor.**
- 5.0 Photocopy Machine:**
 - 5.1 Assume responsibility for maintenance of the photocopy machine.**
 - 5.2 Functionally check photocopier and ensure necessary supplies are available.**
 - 5.2.1 Run several 8 1/2 X 11 test copies.**
 - 5.2.2 Run several 8 1/2 X 14 test copies.**
 - 5.2.3 Ensure that the following supplies are available:**
 - 5.2.3.1 One Box of 8 1/2 X 11 Paper**
 - 5.2.3.2 One Box of 8 1/2 X 14 Paper**
 - 5.2.3.3 Toner**

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Administrative Manager			
Addendum 2	Administrative Staff Responsibilities		Page 2 of 2

6.0 Fax machine

6.1 Assume responsibility for operation of the fax machine. Refer to Fax Operations Manual.

6.1.1 Send and receive a test fax to the Operations Support Center.

6.1.2 Ensure that a ream of paper is available.

6.2 Log all faxes received and transmitted on Data Sheet 4, Fax Received or Transmitted Log (Sample).

6.3 When faxes are received, distribute to the person indicated on the fax. Otherwise, distribute copies to each Technical Support Center Manager and the Nuclear Regulatory Commission representative in the Technical Support Center.

6.4 Maintain a chronological file of all outgoing and incoming faxes.

7.0 Shift Change Records

7.1 Maintain a file for each Technical Support Center Manager. Include in the file all documents turned over during shift change.

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Administrative Manager			
Addendum 3	Development of Shift Schedules		Page 1 of 2

1.0 Control Room and Security

- 1.1 Assist in contacting personnel if the Operations Manager or Security Manager increase the number of persons per shift.**
- 1.2 Obtain copies of the shift schedules and manpower assignments from the Operation Manager and Security Manager.**
- 1.3 No shift personnel should be assigned to more than 16 hours without relief or 24 hours within a 48 hour period.**

2.0 Craft Personnel

- 2.1 Obtain copies of next shifts manpower assignments from the Resource Coordinator, and log.**
- 2.2 Unless otherwise requested, craft individuals are contacted by the Operations Support Center.**

3.0 Technical Support Center and Operations Support Center

- 3.1 Use a copy of the Emergency Response Organization Roster to make shift assignments.**
 - 3.1.1 The shifts should be scheduled approximately one hour apart. No shift personnel should be assigned to more than 16 hours without relief or 24 hours within a 48 hour period.**
 - 3.1.2 Using the Emergency Response Organization Roster, mark up names for each position, identifying first and second shift.**
 - 3.1.3 Obtain shift approval from the Technical Support Center Manager.**
 - 3.1.4 Contact the Security Manager and Radiological Manager for special instructions for personnel reporting to work on the next shift.**

4.0 Contacting Relief Personnel

- 4.1 Normal Working Hours:**
 - 4.1.1 If relief personnel are onsite during normal working hours, deliver copies of the shift schedule and any special actions specified by the Radiological and Security Managers to the East and West Gate Houses, Nuclear Support Center, and any other buildings occupied by Emergency Response Organization personnel.**

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Addendum 3	Development of Shift Schedules		Page 2 of 2

4.1.2 Make an announcement over the site-wide public address system for personnel to pick up schedules.

4.1.3 Contact any remaining relief personnel and provide them with the shift schedule and any special actions specified by the Radiological and Security Managers.

4.1.4 Follow up with actual calls to their homes (later) to ensure they are aware of the schedules.

4.2 Off Normal Working Hours:

4.2.1 Contact relief personnel at their homes and provide them with the shift schedule and any special actions specified by the Radiological and Security Managers.

4.3 Include the following information to all personnel:

4.3.1 Any individual living within the 10 mile Emergency Planning Zone shall give an alternate telephone number should they be evacuated.

4.3.2 For individuals without an alternate telephone number, direct the individual to contact the Administrative Manager upon relocation.

4.3.3 Direct personnel to carry their STP picture ID badge for access through roadblocks.

5.0 Post Notification

5.1 Inform the Technical Support Center Manager when completed.

5.2 Provide a copy of the applicable pages to the Technical Support Center Manager and Operations Support Center Coordinator.

5.3 Fax the shift schedule to the Assistant Support Organization Director.

5.4 Ensure a copy is posted by the exit doors in the Technical Support Center and Operations Support Center.

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Administrative Manager			
Addendum 4	Arrangements for Support Personnel	Page 1 of 1	

- 1.0 Obtain information on the number of people needed, types of skills, and the equipment involved.
- 2.0 Coordinate with the Radiological Manager to determine a location for the support personnel to assemble. Consider the Gate House, Visitor's Center, Nuclear Training Facility, Nuclear Support Center, or the Emergency Operations Facility based on potential radiological conditions. When contacting support personnel, provide this information.

NOTE

If the Emergency Operations Facility is activated, then these activities may be performed there.

- 3.0 Contact the Procurement/Resources Supervisor in the Emergency Operations Facility to locate vendors or contractors. Obtain the Technical Support Center Manager approval for the use of contract personnel.
- 4.0 Contact the Support Orientation Coordinator to arrange for personnel processing.

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Administrative Manager			
Addendum 5	Shift Turnover Briefing		Page 1 of 1

- 1.0 Provide a briefing of events to the relief person, Administrative and Staff including the following areas:**
 - 1.1 The current emergency classification and bases**
 - 1.2 Completed checklist**
 - 1.3 Completed logs**
 - 1.4 Current arrangements for food**
 - 1.5 Current shift schedule**
 - 1.6 Support being provided by Emergency Operations Facility**
 - 1.7 Recovery plans developed and corrective actions for plant recovery**
 - 1.8 Ongoing fitness for duty observations**
- 2.0 Inform the following of the transfer of responsibilities to the oncoming shift replacement:**
 - 2.1 All Technical Support Center Managers**
 - 2.2 Administrative Staff**
 - 2.3 Assistant Support Organization Director**
 - 2.4 Procurement/Resources Supervisor**
 - 2.5 Resources Coordinator**
- 3.0 Update the Technical Support Center staffing board.**
- 4.0 Document the time of turnover and the identity of your relief in your Log and provide copies to your replacement. File original logs in the master file for Emergency Action Logs.**
- 5.0 Verify your telephone number on the shift schedule. If this telephone number is inside the 10-mile Emergency Planning Zone, then provide an alternate phone number for contact should evacuation of the Emergency Planning Zone be necessary.**
- 6.0 Take a copy of your shift schedule.**
- 7.0 Verify possession of an STP Picture Badge for access through possible roadblocks when returning to the site for the next shift or contact the Support Orientation Coordinator for a Picture Badge.**
- 8.0 Inform the Security Manager of the shift change and sign out when leaving the Technical Support Center.**

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Administrative Manager			
Data Sheet 1	Administrative Manager Checklist		Page 1 of 6

	(Name)	(Date)	(Unit)
Action			Time

1.0 INITIAL ACTIVITIES

- 1.1 Report to the Technical Support Center of the affected unit and sign in on the Staffing Board. _____
- 1.2 Ensure the Administrative Manager's Emergency Response Manual is available. _____
- 1.3 Ensure the Administrative Manager's telephone is operational. _____
- 1.4 Initiate an Emergency Action Log of significant activities. _____
- 1.5 Synchronize facility clock(s) with the ICS/ERFDADS. _____
- 1.6 Check operation of emergency lights by pressing the test button. _____
- 1.7 Assume responsibility for the Fitness for Duty Program for the Emergency Response Organization personnel responding to the Technical Support Center and Operations Support Center. _____
 - 1.7.1 If Security identifies a responding person who has consumed alcohol within the past five hours, or appears to be impaired due to a controlled substance or prescription drug, then inform the Technical Support Center Manager and implement Addendum 1, Fitness for Duty Requirements. _____
- 1.8 Distribute copies of any documents received on the fax to all Technical Support Center Managers. _____
- 1.9 Provide copies of all notification messages and logs to the TSC Communicator. _____

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Administrative Manager			
Data Sheet 1	Administrative Manager Checklist		Page 2 of 6

Action	Time
1.10 Ensure all Technical Support Center personnel have signed in on the Staffing Board. Complete Data Sheet 2, Technical Support Center and Operations Support Center Staffing Log (Sample).	_____
1.11 Report the staffing status of the Technical Support Center and Operations Support Center to the Technical Support Center Manager and Assistant Technical Support Center Manager. Provide a copy of Data Sheet 2 to all Technical Support Center Managers. Fax a copy of Data Sheet 2 to the Operations Support Center, the Deputy EOF Director and the Control Room.	_____
1.12 Direct the Administrative Staff to implement Addendum 2, Administrative Staff Responsibilities.	_____
2.0 ADMINISTRATIVE ACTIVITIES	
2.1 Shift Schedules	
2.1.1 Instruct the Administrative Staff to implement Addendum 3, Development of Shift Schedules, if the emergency condition may extend beyond 12 hours.	N/A
2.1.2 If shift schedules have been established, then request from the Technical Support Center Managers whether additional personnel should be added. Notify the additional personnel. Fax the new schedule to the Assistant Support Organization Director in the Emergency Operations Facility.	N/A
2.2 Arrangement for Food Services	
2.2.1 Consult with the Technical Support Center Manager to determine if arrangements for meals should be initiated, utilizing Data Sheet 3, Arrangements for Food Services.	N/A

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Administrative Manager			
Data Sheet 1	Administrative Manager Checklist		Page 3 of 6

Action	Time
<p>2.2.2 Complete meal arrangements until the Emergency Operations Facility is activated, then turn over responsibility to the Assistant Support Organization Director, provide details of meal arrangements already completed as necessary.</p>	N/A
<p>2.3 Contract and Support Personnel</p>	
<p>2.3.1 Instruct the Administrative Staff to implement Addendum 4, Arrangements for Support Personnel, if requested.</p>	N/A
<p>2.4 Establishment of Shuttle Service</p>	
<p>2.4.1 When contacted by the Assistant Support Organization Director that arrangements have been made to provide shuttle service, then inform the Technical Support Center Staff and ensure that the Control Room and Operations Support Center are informed. Notify oncoming shift personnel.</p>	N/A
<p>2.4.2 Request the Security Manager to post a sign at the exit to the Protected Area with information concerning the shuttle.</p>	N/A
<p>3.0 SPECIAL ACTIVITIES</p>	
<p>3.1 Security Threat</p>	
<p>3.1.1 Notify outside vendors and incoming shift personnel of special security precautions identified by the Security Manager.</p>	N/A

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Administrative Manager			
Data Sheet 1	Administrative Manager Checklist		Page 4 of 6

Action	Time
3.2 Requests for Picture Badges	
3.2.1 Confer with the Radiological Manager to determine if individuals can be sent to the Central Processing Facility (CPF) for processing.	N/A
3.2.2 If the Central Processing Facility is inaccessible, then inform the Security Manager of the individual's name.	N/A
3.2.3 Contact the Support Orientation Coordinator in the Emergency Operations Facility and arrange for vendor/contract or support personnel processing.	N/A
3.3 Evacuation of the Technical Support Center	
3.3.1 Collect documents generated.	N/A
3.3.2 Follow any special precautions provided by the Radiological Manager for proceeding to the unaffected Unit's Technical Support Center.	N/A
3.3.3 When directed by the Technical Support Center Manager, then proceed with the Administrative Staff to the unaffected Unit's Technical Support Center.	N/A
3.3.4 Notify the Resources Coordinator and Assistant Support Organization Director upon arrival.	N/A
4.0 ONGOING ACTIVITIES	
4.1 Direct the activities of the Administrative Staff.	N/A
4.2 Maintain responsibility for Fitness for Duty for the Technical Support Center and Operations Support Center and periodically reevaluate the status of persons under Fitness For Duty observation.	N/A

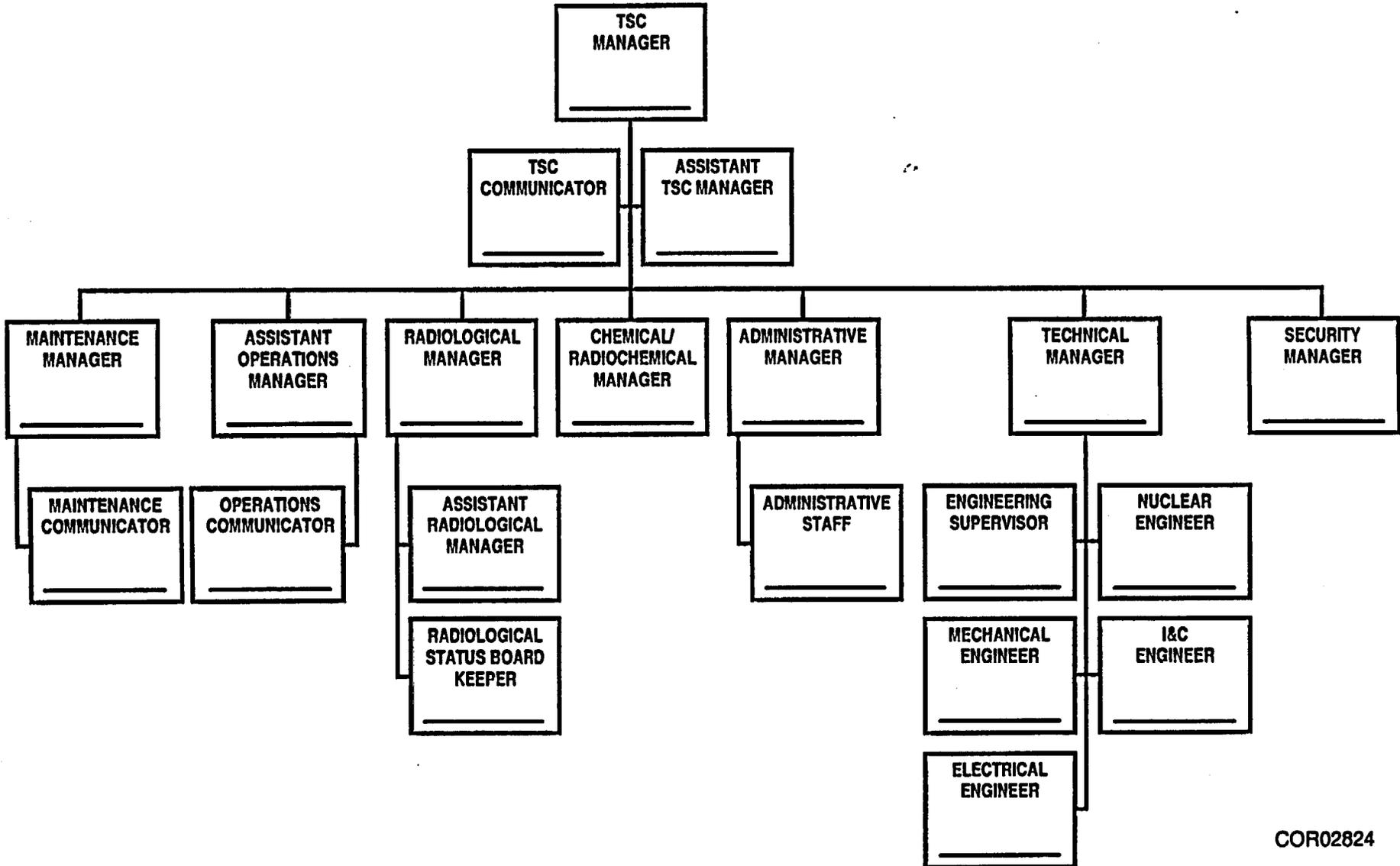
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Data Sheet 1	Administrative Manager Checklist		Page 5 of 6

Action	Time
4.3 Maintain an Emergency Action Log.	N/A
4.4 Periodically brief the Technical Support Center Manager using Data Sheet 6. (CR 91-762)	N/A
4.5 If Emergency Director responsibility is still with the Technical Support Center, coordinate with the Site Public Affairs Specialist to obtain Emergency Director approval of press releases.	N/A
5.0 SHIFT CHANGE	
5.1 Upon arrival of your shift replacement, complete all actions listed in Addendum 5, Shift Turnover Briefing.	N/A
6.0 RECOVERY ACTIVITIES	
6.1 Determine the manpower requirements necessary for upcoming administrative activities. Activate additional personnel, if necessary.	N/A
6.2 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Documentation, Data Sheet 1, Corrective Action Items List. Obtain input from members of the Technical Support Center staff. Provide a copy of the list to the Deputy EOF Director.	N/A
6.3 Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations.	N/A
7.0 TERMINATION ACTIVITIES	
7.1 Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Documentation, Data Sheet 1, Corrective Action Items List. Obtain input from members of the Support Organization staff. Provide a copy of the list to the Deputy EOF Director.	N/A

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Data Sheet 1	Administrative Manager Checklist		Page 6 of 6

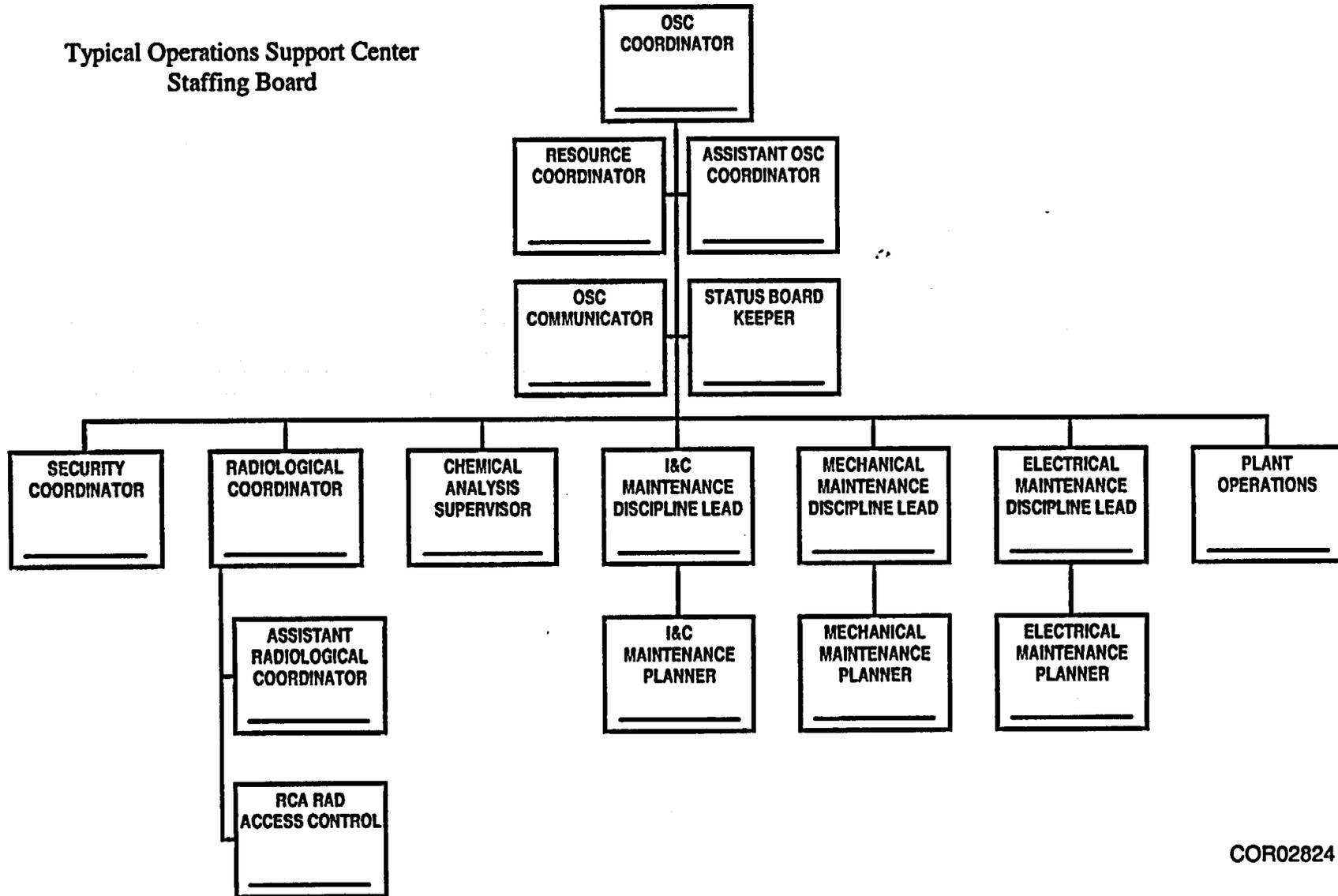
Action	Time
7.2 Provide a list of any supplies or forms needing replenishment to the Assistant Support Organization Director.	N/A
7.3 Collect and organize in chronological order all documents, checklists, and logs.	N/A
7.4 Verify that information on status boards has been recorded. Erase and clean status boards.	N/A
7.5 Replace all marked up procedures and used checklists.	N/A
7.6 Organize and cleanup the Technical Support Center.	N/A
7.7 With the assistance of the support organization staff, write an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. Provide this report to the Deputy EOF Director.	N/A
7.8 Collect all documents, checklist and logs from all Technical Support Center Managers and turn over all documentation generated during the emergency to the Assistant Support Organization Director.	N/A

TYPICAL TECHNICAL SUPPORT CENTER STAFFING BOARD



Administrative Manager

Typical Operations Support Center Staffing Board



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Administrative Manager			
Data Sheet 3	Arrangements For Food Services		Page 1 of 1

1.0 Obtaining Food From Offsite Vendors

- 1.1 Contact the Radiological Manager to determine if special radiological precautions should be taken for delivery of food.
- 1.2 Contact the Security Manager to determine if special precautions should be taken for delivery of food.
- 1.3 Establish an eating schedule with Technical Support Center Manager concurrence.
- 1.4 Determine the number of meals needed utilizing the table below.
- 1.5 Provide the vendor special instructions for delivery to the site as necessary.
- 1.6 Forward this information to the Assistant Support Organization Director or complete task if the Emergency Operations Facility is not activated.
- 1.7 When informed that food has arrived, request the OSC Coordinator to arrange for delivery of food to the Technical Support Center, Operations Support Center, Control Room, and to leave meals for Security at the applicable Gate House.

2.0 Onsite Stored Food

- 2.1 Onsite food may be obtained from on-site stored food, vending machines, personal lunches, or Nuclear Support Center Cafeteria; or outside vendor.
- 2.2 Confirm with the Radiological Manager that on-site stored food has not been radiologically contaminated.
- 2.3 Establish an eating schedule with concurrence of the Technical Support Center Manager.
- 2.4 Determine the number of meals needed using the table below.
- 2.5 Contact the Operations Support Center Coordinator and request arrangement for delivery of on-site stored food to personnel at the Technical Support Center, Operations Support Center, Control Room, Emergency Operations Facility and to leave meals for Security at the applicable Gate House.

<u>LOCATION</u>	<u>MEALS NEEDED</u>	<u>SOURCE OF INFORMATION</u>
Technical Support Center	_____	Survey TSC staff
Operations Support Center	_____	Contact Assistant OSC Coordinator
Control Room	_____	Contact Operations Mgr.
Security	_____	Contact Security Mgr.
EOF (until Assistant Support Organization Director arrives)	_____	Contact Deputy EOF Director
Total (add 10 %)	_____	

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Administrative Manager			
Data Sheet 5	Technical Support Center Manager Briefing Sheet		Page 1 of 1

Date/Time _____

1.0 Fitness for Duty exceptions

2.0 Status of oncoming shift

Shift Change Time - _____

Notification Problems - _____

3.0 Status of Meal Arrangements

4.0 Other Administrative Problems

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Assembly and Accountability				
Quality	Non Safety-Related	Usage: NA	Effective Date: 09/06/00	
Max Keys	N/A	N/A	Emergency Response Division	
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Assembly and Accountability**1.0 Purpose and Scope**

- 1.1 This procedure describes the actions necessary to perform assembly and accountability for the Protected Area.
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to Assembly and Accountability.
- 1.3 This procedure is to be implemented whenever a situation occurs in which verification of the location and safety of personnel within the Protected Area is necessary.
- 1.4 This procedure may be implemented at any time under the authority of the Emergency Director, and is required to be implemented for a Site Area or General Emergency.

2.0 Definitions

- 2.1 **ASSEMBLY AREA COORDINATOR:** Employee(s) designated to control a specific assembly area. Assembly Area Coordinators are identified in Addendum 1, Assembly Areas and Coordinators.
- 2.2 **PROTECTED AREA:** The area within the physical barrier surrounding the power block of Unit One and Unit Two to which access is controlled.

3.0 Precautions and Limitations

- 3.1 Accountability shall be completed within 30 minutes of sounding the assembly alarm. (CR 90-518)
- 3.2 Visitors in the Protected Area shall remain the responsibility of their escort during assembly and accountability. Escorts assigned responsibilities as part of the Emergency Response Organization may re-assign visitors to other qualified escorts.
- 3.3 In the event accountability card readers or the security system fails, accountability shall be completed manually.

4.0 Responsibilities

- 4.1 The Shift Supervisor is responsible for ensuring implementation of this procedure until the Technical Support Center assumes command and control.
- 4.2 The TSC Manager is responsible for ensuring implementation of this procedure, once the TSC assumes command and control.
 - 4.2.1 The TSC Manager is responsible for the overall coordination during search and rescue activities.

Assembly and Accountability

- 4.3 The Assistant TSC Manager is responsible for the overall coordination of this procedure and the tracking of activities to ensure all actions are completed.
- 4.4 The Control Room Onsite Communicator or Security Manager are responsible to make the page announcements to initiate accountability.
- 4.5 The Security Manager is responsible for developing the list of personnel not accounted for, and ensuring the public address announcements relative to assembly and accountability are made.
- 4.5.1 The Acting Security Manager is responsible for Security Manager activities until the Technical Support Center is activated.
- 4.6 The Radiological Manager is responsible for verifying habitability of assembly areas if the emergency is complicated by radiological conditions, and for determining assembly routes.
- 4.6.1 The Acting Radiological Manager is responsible for Radiological Manager activities until the Technical Support Center is activated.
- 4.7 The Radiological Manager is responsible for recommending activation of a reception center if evacuating personnel may become contaminated.
- 4.8 Protected Area Assembly Area Coordinators are responsible for ensuring all personnel within their assembly area card in on the accountability card readers or if necessary completing manual accountability.

5.0 Procedure

- 5.1 If a Site Area or General Emergency is declared, or a situation occurs in which verification of location and safety of personnel within the Protected Area is necessary, then implement assembly and accountability unless assembly would place personnel in a more hazardous situation. This may include a fire near an assembly area, a severe weather situation in which movement of people would be hazardous, or an ongoing Security threat.
- 5.2 Personnel performing work activities when the assembly alarm sounds shall immediately proceed to an assembly area via a designated route unless terminating the work will put the plant in an unsafe condition, result in a personnel hazard, or the individual is part of an assigned emergency response activity. For these situations, accountability shall be performed through contact with Security or the Operations Support Center via radio or telephone.

Assembly and Accountability

- 5.3 Personnel working in the Radiologically Controlled Area (RCA) shall report to the 41' RCA Access Control Point. Personnel shall then exit the RCA using normal contamination control methods, log out of the RCA and card in on the accountability cardreader. If arrival at the assembly area will require more than 20 minutes, then contact Security.
- 5.4 Security Manager, implement Data Sheet 1, Security Manager Checklist.
- 5.4.1 If the accountability cardreaders or security system fails, then implement manual accountability.
- 5.4.1.1 Initiate a Sweep inside the Protected Area.
- 5.5 If the Technical Support Center is not activated, the Acting Security Manager shall implement steps 4.0-8.0 of Data Sheet 1, Security Manager Checklist.
- 5.6 Radiological Manager, implement Data Sheet 2, Radiological Manager Checklist.
- 5.7 TSC Manager, implement Data Sheet 3, TSC Manager Checklist.
- 5.8 Protected Area Assembly Area Coordinators should ensure that personnel promptly card in and remain in their assembly area until accountability is complete or logged out of an area with an intended destination.
- 5.8.1 Ensure all personnel assembled inside the Protected Area sign-in on Form 2, Manual Accountability.
- 5.8.2 Forward completed Form 2, Manual Accountability within 20 minutes to the Security Force Supervisor.
- 6.0 References
- 6.1 STPEGS Emergency Plan
- 6.2 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide
- 6.3 0ERP01-ZV-IN05, Site Evacuation
- 6.4 CR 90-518, NRC Inspection Report 90-10-05 LCTS 9000791-936

Assembly and Accountability**7.0 Support Documents****7.1 Addendum 1, Assembly Areas and Coordinators****7.2 Data Sheet 1, Security Manager Checklist****7.3 Data Sheet 2, Radiological Manager Checklist****7.4 Data Sheet 3, TSC Manager Checklist****7.5 Form 1, Missing Persons****7.6 Form 2, Manual Accountability**

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Assembly and Accountability			
Addendum 1	Assembly Areas and Coordinators		Page 1 of 1

	ASSEMBLY GROUP	ASSEMBLY AREA	ASSEMBLY AREA COORDINATOR	TELEPHONE NUMBER	ACCOUNTABILITY METHOD
1.	Personnel exiting RCA	41 st RCA Access Control Point	HP Supervisor/ Designee	6347 (U1) 6339 (U2)	Accountability Cardreader
2.	Assigned Control Room Personnel	Control Room	Shift Supervisor	8614 (U1) 7953 (U2)	Accountability Cardreader
3.	TSC Staff	TSC	Security Manager	8826 (U1) 8721 (U2)	Accountability Cardreader
4.	OSC Staff	OSC	OSC Coordinator	8899	Accountability Cardreader
5.	Security Personnel	Security Duty Stations	Security Force Supervisor	7143	Report to CAS/SAS Phone or Radio
6.	ERO Personnel	Maintenance Operations Facility (MOF) Gator Grill	As Assigned by the OSC Coordinator	6122 6574	Accountability cardreaders
7.	Personnel exiting East Gatehouse	Nuclear Support Center (NSC)	Designated by the Emergency Communications Directory	Designated by the Emergency Communications Directory	N/A
8.	Personnel exiting West Gatehouse	Central Processing Facility (CPF) Bldg. 5	Designated by the Emergency Communications Directory	Designated by the Emergency Communications Directory	N/A

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Assembly and Accountability			
Data Sheet 1	Security Manager Checklist		Page 2 of 2

Action

Time

OR

[Wind direction: 271-359] PERSONNEL SHOULD GO NORTH OF UNITS 1 AND 2 AND EXIT THE WEST GATEHOUSE, AND ASSEMBLE IN THE CENTRAL PROCESSING FACILITY. NO EATING, DRINKING, SMOKING, OR CHEWING IS ALLOWED BY EVACUEES

- 3.0 Approximately every 5 minutes repeat the assembly alarm and announcement until accountability is complete. _____
- 4.0 IF the Security Computer System fails, THEN initiate a Protected Area Sweep to ensure all personnel are complying with the assembly and accountability announcement, use Operations Support Center personnel as available. _____
- 5.0 Verify that Protected Area Assembly Area Coordinators have arrived at the assembly areas in accordance with Addendum 1, and that personnel are processing through the accountability cardreaders. If, the accountability cardreaders or security system failed, then implement manual accountability using Form 2. Notify each assembly area coordinator. Inform the Assistant TSC Manager (or Shift Supervisor) when completed. _____
- 6.0 Halt ingress to the East and West Gatehouses until assembly and accountability is completed, except for Emergency Response Organization (ERO) personnel, NRC, or as approved by the Emergency Director. Inform the Assistant TSC Manager (or Shift Supervisor) when completed. _____
- 7.0 Approximately 20 minutes after the sounding of the assembly alarm, contact the Security Force Supervisor and request a list of any missing persons using Form 1. _____
- 8.0 When appropriate, and if necessary return East and/or West Gatehouse portal radiation monitors to normal operating conditions with assistance from Radiation Protection. Inform the Assistant TSC Manager (or Shift Supervisor) when completed. _____

-END-

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Assembly and Accountability			
Data Sheet 2	Radiological Manager Checklist		Page 1 of 1

(Name)	(Date)	(Unit)
<u>Action</u>		<u>Time</u>

NOTE

The Acting Radiological Manager is responsible for completion of the Radiological Manager Checklist until the Technical Support Center is activated.

- | | | |
|-----|--|-------|
| 1.0 | If assembly and accountability radiation protection coverage is required, then dispatch technician(s) to the appropriate Gatehouse to monitor exiting personnel. | _____ |
| 2.0 | If the event involves radiological problems, then verify habitability of the assembly areas. Inform the Assistant TSC Manager (or Shift Supervisor) when completed. | _____ |
| 3.0 | IF the Radiological Director is unavailable AND a site evacuation is planned after assembly and accountability, implement appropriate steps in procedure 0ERP01-ZV-IN05, Site Evacuation | _____ |

- END -

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Assembly and Accountability			
Data Sheet 3	TSC Manager Checklist		Page 1 of 1

(Name)	(Date)	(Unit)
<u>Action</u>		<u>Time</u>

NOTE

The Shift Supervisor is responsible for completion of the TSC Manager Checklist until the Technical Support Center is activated.

- 1.0 Review Form 1, Missing Persons with the Radiological Manager, Security Manager, and Assistant TSC Manager (Security Force Supervisor if TSC not activated) and determine the next actions to take, including:
 - 1.1 Making PA announcements requesting callback from the missing person(s). _____
 - 1.2 Requesting information from personnel at the assembly areas concerning the missing person(s). _____
 - 1.3 Dispatching search and rescue teams. Direct TSC personnel to implement the search and rescue section of their procedures. _____
- 2.0 Continue to coordinate the effort to locate all missing person(s) until compete. _____
- 3.0 Implement 0ERP01-ZV-IN05, Site Evacuation, as appropriate for conditions. _____

- END -

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OSC Coordinator							
Quality		Non Safety-Related		Usage: N/A		Effective Date: 09/06/00	
Max Keys		N/A		N/A		EMERGENCY RESPONSE DIVISION	
PREPARER		TECHNICAL		USER		COGNIZANT ORGANIZATION	

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1.0 Purpose and Scope

- 1.1 This procedure specifies the actions to be completed by the Operations Support Center (OSC) Coordinator during a declared emergency to safely initiate mitigating actions as directed by the Control Room or Technical Support Center.**
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the OSC Coordinator.**

2.0 Responsibilities

- 2.1 The OSC Coordinator is responsible to implement mitigating actions by:**
 - 2.1.1 Assuming responsibility for Operations Support Center activities.**
 - 2.1.2 Ensuring that Emergency Response Teams are formed, properly briefed, and dispatched and their status is monitored.**
 - 2.1.3 Ensuring accountability of Operations Support Center personnel is maintained.**
 - 2.1.4 Ensuring adequacy of resources and personnel needed to perform Operations Support Center activities.**
 - 2.1.5 Ensuring that Emergency Response Team activities are performed in accordance with approved procedures and policies.**
 - 2.1.6 Ensuring deviations from license conditions and NRC regulations are approved by the individual with Emergency Director authority.**
 - 2.1.7 Ensuring that adequate communications and information flow is maintained with the Technical Support Center.**

3.0 References

- 3.1 STPEGS Emergency Plan**
- 3.2 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide**
- 3.3 0ERP01-ZV-OS06, Emergency Teams**
- 3.4 0ERP01-ZV-RE01, Recovery Operations**
- 3.5 0ERP01-ZV-RE02, Documentation**

3.6 0ERP01-ZV-SH04, Acting OSC Coordinator**4.0 Procedure**

4.1 At an Alert or higher Emergency Classification or as directed by the Emergency Director report to the affected Unit's Operations Support Center and implement Data Sheet 1, Step 1.0, Initial Activities.

4.2 Complete Checklist activities as follows:

4.2.1 Use the right column to 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 Checklists to help direct emergency activities.

5.0 Support Documents

5.1 Addendum 1 - Shift Turnover Briefing

5.2 Data Sheet 1 - OSC Coordinator Checklist

5.3 Form 1 - OSC Sign-In Sheet

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OSC Coordinator			
Addendum 1	Shift Turnover Briefing		Page 1 of 1

- 1.0 Provide a briefing of events to the relief person including the following areas. Special topic briefings can be provided by selected Discipline Leads.**
 - 1.1 Basis of the current Emergency Classification and the EALs of importance.**
 - 1.2 Status of Emergency Response Team activities.**
 - 1.3 Status of damage control and repair efforts.**
 - 1.4 Inplant radiological problems status of personnel exposures including any approvals to exceed limits.**
 - 1.5 Status of offsite radiological conditions.**
 - 1.6 Any special security or administrative problems.**
 - 1.7 Status of any supplies/equipment expected from offsite.**
 - 1.8 Open items being tracked.**
 - 1.9 Completed checklists & log.**
 - 1.10 Information on the Status Boards.**
 - 1.11 Personnel status.**
 - 1.12 Recovery plans developed and corrective action items for plant Recovery.**
 - 1.13 Current shift schedule.**
- 2.0 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement:**
 - 2.1 All Discipline Leads**
 - 2.2 TSC Manager**
 - 2.3 Maintenance Manager**
 - 2.4 NRC Health Physics Liaison**
- 3.0 Update the OSC Staffing Board.**
- 4.0 Document the time of turnover and the identity of your relief in your log and provide copies to your replacement. Provide the original log sheets to the Administrative Manager.**
- 5.0 Verify your telephone number on the shift schedule. If this telephone number is inside the ten mile EPZ, then provide an alternate telephone number for contact should evacuation of the EPZ be necessary.**
- 6.0 Take a copy of your shift schedule.**
- 7.0 Verify possession of a STPNOC Picture Badge for access through possible road blocks when returning to the site for the next shift or request a replacement Picture Badge from the Administrative Manager.**
- 8.0 Inform the Security Coordinator of the shift change and sign out when leaving the OSC.**

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OSC Coordinator			
Data Sheet 1	OSC Coordinator Checklist		Page 1 of 10

	(Name)	(Date)	(Unit)
Action	Time Completed		

1.0 INITIAL ACTIVITIES

- 1.1 Report to the Operations Support Center of the affected Unit and sign in on the Operations Support Center Staffing Board. _____
- 1.2 Ensure the OSC Coordinator's Emergency Response Manual is available. _____
- 1.3 Obtain a briefing from the Acting OSC Coordinator utilizing 0ERP01-ZV-SH04, Acting OSC Coordinator, Data Sheet 2, Operations Support Center Turnover Briefing Checklist. _____
- 1.4 Inform the Technical Support Center of your arrival. Discuss/Record Critical Information, the plant status and emergency response activities. _____
- 1.5 Ensure personnel in the Operations Support Center are aware of the current Emergency Classification level and that the correct Emergency Classification is listed on the status board. _____
- 1.6 Verify with the Security Coordinator that personnel are signing in on the OSC Staffing Board and the board is being kept current. _____
- 1.7 Ensure the Operations Support Center is being activated in a timely manner by communicating with the Resource Coordinator or designee. Ensure personnel from their discipline sign in on Form 1, OSC Sign-In Sheet, and verify enough personnel are available to support Operations Support Center operations. _____

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Data Sheet 1	OSC Coordinator Checklist		Page 2 of 10

Action _____ **Time Completed** _____

1.8 Verify the following support individuals have arrived at the Operations Support Center.

MINIMUM ONSHIFT	REQUIRED AUGMENTATION FROM OFFSITE	REQUIRED POSITIONS FOR ACTIVATION OF OSC	RECOMMENDED STAFF LEVELS FOR OSC ACTIVATION
RP Technicians (2)	RP Technicians (7) (60 Min)	RP Technicians (9)	RP Technicians (9)
Chemistry Technician (1)	Chemistry Technician (1)	Chemistry Technician (2)	Chemistry Technician (2)
Mechanical Maintenance (1)	Mechanical Maintenance (1)	Mechanical Maintenance (2)	Mechanical Maintenance (2)
Electrical Maintenance (2)	Electrical Maintenance (1)	Electrical Maintenance (3)	Electrical Maintenance (3)
I&C Technician (1)	Plant Operator (1)	I&C Technician (1)	I&C Technician (1)
Dose Assessment (1)		Plant Operator (1)	Plant Operator (1)
Duty Maint. Supv.			OSC Coordinator (1)
			Radiological Coordinator (1)
			Resource Coordinator (1)

NOTE

Upgrade and or assign appropriate personnel as required, to fill necessary positions.

- 1.9 When required positions are filled, the Operations Support Center may be activated. _____
- 1.10 Notify all facility personnel and TSC Manager of Operations Support Center activation. _____
- 1.11 Request the call out of personnel as required to staff the Operations Support Center to control and mitigate the event. _____
- 1.12 Direct the Discipline Leads to identify all work in progress and the names of the work crews. N/A
- 1.13 Initiate an Emergency Action Log of activities. In particular, document telephone calls made or received and any data or information received from or provided to other persons. N/A

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OSC Coordinator			
Data Sheet 1	OSC Coordinator Checklist		Page 3 of 10

Action	Time Completed
---------------	-----------------------

2.0 EMERGENCY RESPONSE TEAM ACTIVITIES

- | | | |
|-------|---|-----|
| 2.1 | Direct the Discipline Leads (in coordination with the Resource Coordinator) to maintain a status of manpower resources available in the Operations Support Center and onsite and to ensure an adequate pool of personnel is maintained to support Emergency Response Team activities. | N/A |
| 2.2 | If an Emergency Response Team is requested, then direct the Assistant OSC Coordinator to implement 0ERP01-ZV-OS06, Emergency Teams. | N/A |
| 2.2.1 | All requests shall be prioritized by the Technical Support Center. | N/A |
| 2.3 | Direct the Resource Coordinator to maintain a current listing of all emergency workers responding to the Operations Support Center. | N/A |
| 2.4 | Direct the Discipline Leads to continually evaluate adequacy of resources required to perform Operations Support Center activities and to coordinate with the Materials Handler to obtain needed supplies and equipment. | N/A |
| 2.5 | If assembly and accountability have not been performed, then obtain a status from the Maintenance Manager and the Radiological Coordinator of current activities underway in Radiologically Controlled Areas (RCAs). Determine which activities should be terminated. | N/A |

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OSC Coordinator			
Data Sheet 1	OSC Coordinator Checklist		Page 4 of 10

Action	Time Completed
---------------	-----------------------

3.0 SEARCH AND RESCUE ACTIVITIES

- | | | |
|-----|---|-----|
| 3.1 | Direct the Assistant OSC Coordinator to form the necessary number of Search and Rescue Teams needed to search the last known location of the missing personnel. | N/A |
| 3.2 | Provide periodic updates to the Assistant TSC Manager including the status of completion of the search and rescue effort. | N/A |

4.0 ASSEMBLY AND ACCOUNTABILITY ACTIVITIES

- | | | |
|-----|--|-----|
| 4.1 | Direct the Discipline Leads to perform a roll call of all Emergency Response Team members and verify their status and locations. Direct teams to continue activities unless hazardous or changing condition at their location precludes further activities. | N/A |
| 4.2 | When the assembly alarm sounds, designate personnel from the Operations Support Center to act or interface with the Assembly Area Coordinators for the following areas to ensure all personnel card in and remain in the Assembly area until given further directions. | N/A |
| | 4.2.1 Maintenance Operations Facility Machine Shop. | |
| | 4.2.2 Maintenance Operations Facility Cafeteria. | |
| | 4.2.3 RCA Access Control Point Unit 1 & 2. | |
| | 4.2.4 Warehouse 32 Annex. | |

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OSC Coordinator			
Data Sheet 1	OSC Coordinator Checklist		Page 5 of 10

Action	Time Completed
4.3 Direct the Security Coordinator to obtain the names and security badge numbers of all Emergency Response Team members from the Operations Support Center Communicator and provide this information to the Security Force Supervisor for accountability.	N/A
4.4 Contact the Maintenance Manager and review the current team activities to determine which teams should be directed to terminate their activities and return to the Operations Support Center. Inform the Discipline Leads and Assistant OSC Coordinator of any teams which should be directed to return to the Operations Support Center.	N/A
4.5 Review with the Radiological Coordinator any radiological problems which may impact assembly actions or potential evacuation routes.	N/A
4.6 Inform all facility personnel that OSC Coordinator permission is required to exit the Operations Support Center. Personnel leaving the OSC are to be dispatched as an Emergency Team.	N/A
4.7 Direct the Security Coordinator to obtain the names and Security badge numbers of all Emergency Response Team members not returning to the Operations Support Center and provide this information to the Security Force Supervisor for accountability.	N/A
4.8 Discuss with the Radiological Coordinator what additional radiological protective measures should be taken for Emergency Response Team personnel.	N/A

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Action	Time Completed
---------------	-----------------------

5.0 SITE EVACUATION ACTIVITIES

- | | | |
|-------|---|-----|
| 5.1 | With the Discipline Leads, determine additional personnel from each discipline considered essential to support the emergency response efforts who should remain onsite. Provide these names to the Assistant TSC Manager. | N/A |
| 5.2 | Inform the Operations Support Center interface or Assembly Area Coordinators for the following directions issued by the Technical Support Center. | N/A |
| 5.2.1 | RCA Access Control Point (Unit 1 & 2) | |
| 5.2.2 | Maintenance Operations Facility Machine Shop | |
| 5.2.3 | Maintenance Operations Facility Cafeteria | |

6.0 FIRE AND MEDICAL EMERGENCY ACTIVITIES

NOTE

Fire Brigade and Medical Emergency teams do not require completion of 0ERP01-ZV-OS06, Emergency Teams, Form 1, Emergency Response Team Briefing/Debriefing Form.

- | | | |
|-------|---|-----|
| 6.1 | Fire Brigade Support: | |
| 6.1.1 | Direct the Assistant OSC Coordinator to organize and dispatch support personnel for the Fire Brigade. | N/A |
| 6.1.2 | If offsite Fire Equipment is requested, then inform the OSC Coordinator and Assistant TSC Manager. | N/A |
| 6.1.3 | Provide periodic updates to the Maintenance Manager including the severity and extent of damage. | N/A |

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Action	Time Completed
---------------	-----------------------

6.2 Medical Support:

- | | |
|---|-----|
| 6.2.1 Direct the Assistant OSC Coordinator to organize and dispatch support personnel for Medical Support. | N/A |
| 6.2.2 Direct the Assistant OSC Coordinator to organize and dispatch support personnel for Medical Support | N/A |
| 6.2.3 If an offsite ambulance is requested, then inform the Assistant TSC Manager of the situation including the best building exit for the ambulance pick up point. | N/A |
| 6.2.4 Provide periodic updates to the Maintenance Manager including the name(s), severity of the injury or illness, the extent of contamination, and the estimated time of delivery of the person to the ambulance. | N/A |

7.0 SECURITY THREAT ACTIVITIES

- | | |
|--|-----|
| 7.1 Contact the Maintenance Manager and assess the potential impact on inplant emergency response activities. | N/A |
| 7.2 Direct the Discipline Leads to contact affected Emergency Response Team personnel and direct them to implement protective actions. | N/A |

8.0 NATURAL DISASTER ACTIVITIES

- | | |
|--|-----|
| 8.1 Contact the Maintenance Manager and discuss the need to dispatch Emergency Response Teams into the plant to inspect for damage | N/A |
| 8.2 Determine precautions necessary to protect Emergency Response Team personnel who are working in affected areas. | N/A |

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Action	Time Completed
8.3 Contact affected Emergency Response Team personnel and direct them to implement protective actions.	N/A
8.4 Consider rigging lifelines between buildings if severe winds may occur for a prolonged period (i.e. hurricane).	N/A
9.0 ONGOING ACTIVITIES	
9.1 Periodically (i.e. twice an hour) ensure personnel in the OSC are briefed of overall plant status, radiological conditions, Emergency Classification, Protective Actions, (i.e. KI) and any significant status of Emergency Response Team activities.	N/A
9.1.1 Direct the Discipline Leads to ensure field personnel are also notified.	N/A
9.2 Periodically brief the Maintenance Manager of Emergency Response Team status noting any new problems.	N/A
9.3 Ensure any deviations from license conditions and/or NRC regulations are approved by the individual with Emergency Director authority prior to implementation.	N/A
9.4 Periodically evaluate manpower requirements. If additional personnel are required, then direct the Resource Coordinator to initiate activities to obtain additional personnel.	N/A
9.5 Periodically review with the Radiological Coordinator the need to restrict access to station areas due to changing radiological conditions.	N/A
9.6 Ensure all status boards are maintained current with emergency response activities and priorities.	N/A
9.7 Evaluate escalated radiological habitability checks with the Radiological Coordinator.	N/A
9.8 Periodically evaluate the need for equipment and supplies.	N/A

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OSC Coordinator			
Data Sheet 1	OSC Coordinator Checklist		Page 9 of 10

Action	Time Completed
---------------	-----------------------

10.0 CLASSIFICATION CHANGE ACTIVITIES

- | | | |
|------|--|-----|
| 10.1 | Inform all OSC personnel of the change in Emergency Classification and update the Status Board with the new Emergency Classification level. | N/A |
| 10.2 | At a Site Area Emergency or General Emergency Classification, direct the Radiological Coordinator to terminate all non-emergency related activities in the Radiologically Controlled Areas (RCAs). | N/A |
| 10.3 | Contact the Maintenance Manager for a briefing of the current situation and to determine if any teams should be recalled. Evaluate the reasons for the Emergency Classification change and the potential effect on Emergency Response Team and OSC activities. | N/A |
| 10.4 | Direct the OSC Discipline Leads to complete a role call of the Emergency Response Teams and notify them of the Emergency Classification change and reason for the change. | N/A |

11.0 SHIFT CHANGE

- | | | |
|------|---|-----|
| 11.1 | Upon arrival of your shift replacement, complete all actions listed in Addendum 1, Shift Turnover Briefing. | N/A |
|------|---|-----|

12.0 RECOVERY ACTIVITIES

- | | | |
|------|--|-----|
| 12.1 | Determine the manpower requirements necessary for upcoming repair efforts. Request the Discipline Leads to activate additional personnel, if necessary. Inform the Administrative Manager of any additional staffing levels for the OSC. | N/A |
| 12.2 | Develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Data Sheet 1, Corrective Action Items List, and provide a copy of the list to the Maintenance Manager. | N/A |
| 12.3 | Assist in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations. | N/A |

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Data Sheet 1	OSC Coordinator Checklist		Page 10 of 10

Action	Time Completed
12.4 If a shift change occurs, then brief your replacement based on applicable sections of Addendum 1, Shift Turnover Briefing.	N/A
13.0 TERMINATION ACTIVITIES	
13.1 With the Maintenance Manager, develop a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Data Sheet 1, Corrective Action Items List.	N/A
13.2 Provide a list of any supplies or forms needing replenishment in the OSC Coordinator's Emergency Response Manual to the Administrative Manager.	N/A
13.3 Collect and organize in chronological order all documents, checklists, and logs.	N/A
13.4 With the assistance of key OSC personnel, write an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. Provide this report and all documentation to the Assistant TSC Manager.	N/A
13.5 Turn over all documentation generated during the emergency to the Administrative Manager.	N/A

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Assistant OSC Coordinator

Quality

Non Safety-Related

Usage: N/A

Effective Date: 09/06/00

Max Keyes

N/A

N/A

Emergency Response Division

PREPARER

TECHNICAL

USER

COGNIZANT ORGANIZATION

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Assistant OSC Coordinator**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Assistant Operations Support Center (OSC) Coordinator during a declared emergency.

2.0 Responsibilities

- 2.1 The Assistant OSC Coordinator is responsible for:
- 2.1.1 Assuming the function and responsibilities of the OSC Coordinator in his absence.
 - 2.1.2 Providing ongoing support to the OSC Coordinator in implementing the OSC responsibilities and functions.
 - 2.1.3 Tracking the status of key emergency activities.
 - 2.1.4 Ensuring that Emergency Response Teams are briefed, dispatched, and debriefed in a timely manner and that their status is maintained and monitored.

3.0 Procedure

- 3.1 At an Alert or higher Emergency Classification or as directed by the Emergency Director report to the affected Unit's Operations Support Center and implement Data Sheet 1, Step 1.0 Initial Activities.
- 3.2 Complete Checklist activities as follows:
- 3.2.1 Use the right column to log the time an activity is performed.
 - 3.2.2 Reoccurring activities should be documented using the Emergency Action Log.
 - 3.2.3 Implement other activities as necessary.
- 3.3 Use Checklists to help direct emergency activities.

4.0 References

- 4.1 STPEGS Emergency Plan
- 4.2 0ERP01-ZV-OS01, OSC Coordinator
- 4.3 OPGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide
- 4.4 0ERP01-ZV-OS06, Emergency Teams

4.5 0ERP01-ZV-RE01, Recovery Operations

4.6 0ERP01-ZV-RE02, Documentation

5.0 Support Documents

5.1 Addendum 1, Shift Turnover Briefing

5.2 Data Sheet 1, Assistant OSC Coordinator Checklist

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- 1.0 Provide a briefing of events to the relief person including the following areas. Special topic briefings can be provided by selected Coordinators.
 - 1.1 The current Emergency Classification.
 - 1.2 Status of Emergency Response Team activities.
 - 1.3 Status of damage control and repair efforts.
 - 1.4 Inplant radiological problems, status of personnel exposures and any approvals to exceed limits, and any supplies/equipment expected from offsite.
 - 1.5 Any special security or administrative problems.
 - 1.6 Open items being tracked.
 - 1.7 Completed checklists & log.
 - 1.8 Information on the Status Boards.
 - 1.9 Manpower status.
 - 1.10 Recovery plans developed and corrective action items for plant recovery.
 - 1.11 Current shift schedule.
- 2.0 Inform the following personnel of the transfer of responsibilities to the oncoming shift replacement:
 - 2.1 All OSC Disciplines Leads
 - 2.2 OSC Resource Coordinator
 - 2.3 NRC/State Representatives
- 3.0 Update the OSC Staffing Board.
- 4.0 Document the time of turnover and the identity of your relief in your log and provide copies to your replacement. Provide original log sheets to the Administrative Manager in the TSC.
- 5.0 Verify your phone number on the Administrative Managers' shift schedule. If this phone number is inside the 10 mile EPZ, then provide an alternate phone number for contact should evacuation of the EPZ be necessary.
- 6.0 Take a copy of your shift schedule.
- 7.0 Verify possession of a STPNOC Picture Badge for access through possible road blocks when returning to the site for the next shift or request a replacement Picture Badge from the Administrative Manager in the TSC.
- 8.0 Inform the Security Officer responsible for Access Control to the OSC of the shift change and sign out when leaving the OSC.

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(Name)	(Date)	(Unit)
Action		Time

1.0 INITIAL ACTIVITIES

- 1.1 Ensure the Assistant OSC Coordinator's Emergency Response Manual is available. _____
- 1.2 Ensure the Assistant OSC Coordinator's phone and OSC Coordinator's phone have dial tones. _____
- 1.3 Assist the OSC Coordinator by completing assigned tasks and ensuring problems occurring in the OSC are resolved. _____
- 1.4 Initiate an Emergency Action Log (LOG) of activities. In particular, document phone calls made or received and any data or information received from or provided to other persons. _____

2.0 OSC ACTIVITIES

- 2.1 Assume overall responsibility for assuring OSC Emergency Response Teams are efficiently formed, briefed, and dispatched by coordinating the implementation of 0ERP01-ZV-OS06, Emergency Teams. N/A
- 2.2 Coordinate with the OSC Communicator to maintain Emergency Response Team checklists and forms in the Emergency Response Team Documentation binder. N/A
- 2.3 Coordinate with the OSC Discipline Leads and the Resource Coordinator to ensure adequate levels of qualified personnel are maintained in the OSC to support Emergency Response Team activities. N/A
- 2.4 Provide Emergency Response Team information to the Status Board Keeper for maintaining the OSC Team Status Board. N/A
- 2.5 Maintain a file of documents received by the OSC Coordinator. N/A

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Action	Time
3.0 ONGOING ACTIVITIES	
3.1 Assist the OSC Coordinator in completing activities and resolving problems in the OSC.	N/A
3.2 Maintain a current status of all Emergency Response Team members, activities, and priorities.	N/A
3.3 Periodically brief the OSC Coordinator of Emergency Response Team activities identifying any new problems.	N/A
3.4 Ensure adequate supplies, equipment, and personnel are maintained available to support Emergency Response Team activities.	N/A
3.5 Discuss with the Discipline leads the impact of changing in-plant conditions and direct the teams to take the necessary precautions.	N/A
4.0 SHIFT CHANGE	
4.1 Upon arrival of your shift replacement complete all actions listed in Addendum 1, Shift Turnover Briefing.	N/A
5.0 RECOVERY ACTIVITIES	
5.1 Continue to monitor the status of ongoing repair efforts until termination.	N/A
5.2 Assist the OSC Coordinator in:	
5.2.1 Determining the manpower requirements necessary for upcoming repair efforts.	N/A
5.2.2 Developing a list of activities and tasks which should be completed using 0ERP01-ZV-RE02, Documentation, Data Sheet 1, Corrective Action Items List.	N/A

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Action	Time
5.2.3 Assisting in the development of recovery plans and procedures using the guidance in 0ERP01-ZV-RE01, Recovery Operations.	N/A
5.3 If a shift change occurs, then brief your replacement based on applicable sections of Addendum 1, Shift Turnover Briefing.	N/A
6.0 TERMINATION ACTIVITIES	
6.1 Assist the OSC Coordinator in developing a list of activities and tasks which should be completed using 0ERP01-ZV-RE02 Data Sheet 1, Corrective Action Item List and provide a copy of the list to the OSC Coordinator.	N/A
6.2 Provide a list of any supplies or forms needing replenishment to the OSC Coordinator.	N/A
6.3 Collect and organize in chronological order all documents, checklists, and logs.	N/A
6.4 Assist the OSC Coordinator in writing an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation.	N/A
6.5 Turn over all documentation generated during the emergency to the Administrative Manager.	N/A

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Materials Handler				
Quality	Non Safety-Related	Usage: N/A	Effective Date: 09/06/00	
Max Keyes	N/A	N/A	Emergency Response Division	
PREPARER	TECHNICAL	USER	COGNIZANT ORGANIZATION	

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Materials Handler**1.0 Purpose and Scope**

- 1.1 This procedure specifies the actions to be completed by the Materials Handler in the Operation Support Center (OSC)/Warehouse 32 during a declared emergency.**
- 1.2 This procedure implements the requirements of the South Texas Project Electric Generating Station (STPEGS) Emergency Plan specific to the Materials Handler.**

2.0 Responsibilities**2.1 The Materials Handler is responsible for:**

- 2.1.1 Obtaining materials and supplies from site warehouses to support emergency repair efforts.**
- 2.1.2 Identifying materials and supplies needing replacement and ensure adequate stocks are maintained.**
- 2.1.3 Accepting delivery of supplies and equipment ordered from offsite during an emergency.**
- 2.1.4 If directed by the OSC Coordinator, perform manual call-out of the ERO and notify him/her of status.**

3.0 Precautions and Limitations

- 3.1 This procedure shall be used upon declaration of an Alert or higher emergency classification in accordance with Procedure 0ERP01-ZV-IN01, Emergency Classification.**
 - 3.1.1 The Emergency Director has ordered the activation of Emergency Response Facilities.**

4.0 References

- 4.1 STPEGS Emergency Plan**
- 4.2 0PGP05-ZV-0004, Emergency Plan Implementing Procedure Users Guide**
- 4.3 0ERP01-ZV-IN01, Emergency Classification**
- 4.4 0ERP01-ZV-IN03, Emergency Response Organization Notification**
- 4.5 0ERP01-ZV-RE01, Recovery Operation**
- 4.6 0ERP01-ZV-RE02, Documentation**

Materials Handler**5.0 Procedure**

- 5.1 At an Alert or higher Emergency notification or as directed by the Emergency Director, implement Data Sheet 1, Step 1.0 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; use checklists to help direct emergency activities.**

6.0 Support Documents

- 6.1 Addendum 1, Shift Turnover Briefing**
- 6.2 Data Sheet 1, Materials Handler Checklist**
- 6.3 Data Sheet 2, Material Issue Log**
- 6.4 Data Sheet 3, Equipment and Parts Unavailability Log**

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- 1.0 Provide a briefing of the event to the relief person including the following areas:**
 - 1.1 The current emergency classification.**
 - 1.2 Current plant status of both Units.**
 - 1.3 Completed checklists and logs.**
 - 1.4 Current shift schedule.**
 - 1.5 Recovery plans developed and corrective actions for plant recovery.**
 - 1.6 ERO staffing level status**
- 2.0 Inform the following of the transfer of responsibilities to the oncoming shift replacement.**
 - 2.1 Materials Engineer.**
- 3.0 Document the time of turnover and the identity of your relief on your log and provide copies to your replacement. Provide the original log sheets to the Administrative Manager in the TSC.**
- 4.0 Verify your telephone number on the shift schedule. If the telephone number is inside the 10 mile EPZ, then provide an alternate telephone number for contact should evacuation of the EPZ be necessary.**
- 5.0 Take a copy of your shift schedule.**
- 6.0 Verify possession of a STPNOC Picture Badge for access through possible roadblocks when returning to site on the next shift or request a replacement Picture Badge from the Administrative Manager in the TSC.**

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(Name)	(Date)	(Unit)	ACTION	TIME
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1.0 INITIAL ACTIVITIES

- 1.1 Ensure the Materials Handler's Emergency Response Manual is available. _____
- 1.2 Inform the Materials Engineer located in the Emergency Operations Facility of your arrival and location providing a telephone and fax number. _____
- 1.3 Ensure the warehouse computer is operational. _____
- 1.4 Determine if additional warehouse support is needed. Contact the Resource Coordinator if additional support is needed. _____

2.0 ERO CALL-OUT ACTIVITIES

- 2.1 If directed by the Acting OSC Coordinator, perform manual call-out of the Emergency Response Organization in accordance with 0ERP01-ZV-IN03, Emergency Response Organization Notification. N/A

3.0 ISSUANCE OF MATERIALS FROM THE WAREHOUSE ACTIVITIES

- 3.1 If requested to issue supplies, parts, tools and/or equipment, a Checkout Request should be generated by the Materials Engineer through the Procurement Inventory Control System (PICS). N/A
- 3.2 If the computer system fails, log applicable information on Data Sheet 2, Material Issue Log. N/A

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3.3 If the equipment is available in the warehouse, then perform the following actions:

3.3.1 Establish with the appropriate Planner which of the following actions will be taken:

3.3.1.1 The item will be picked up from the warehouse and delivered to the desired location by the Materials Handler who will then return to the warehouse. N/A

3.3.1.2 An OSC Team will pick up the item from the warehouse and the Materials Handler will be directed to remain at the warehouse. N/A

3.4 If the material is not available at one of the warehouses, then perform the following actions:

3.4.1 Inform the Materials Engineer of the unavailability of the material. N/A

3.4.2 If the computer system fails, log the applicable information on Data Sheet 3, Equipment and Parts Unavailability Log. N/A

3.4.3 Contact the Materials Engineer whenever an update on arrival time is available and when the item(s) has arrived onsite. Issue the item to the appropriate group for use. N/A

4.0 ONGOING ACTIVITIES

4.1 Monitor the status of consumable items and project usage rates with the Materials Engineer. Ensure adequate inventories are being maintained. N/A

4.2 If an Electronic Dosimeter was assigned to the warehouse with the warehouse team, periodically monitor the readings. Inform the Radiological Coordinator of changes in the readings. N/A

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- 4.3 Ensure materials and supplies from site warehouses are being obtained to support emergency repair efforts. Monitor activities of warehouse personnel at the warehouse. Contact the Resource Coordinator if additional warehouse support is needed. N/A
- 4.4 With the assistance of the Materials Engineer and Procurement/Resources Supervisor in the Emergency Operations Facility, track delivery of supplies and equipment ordered from offsite. N/A
- 4.5 When the Materials Engineer identifies a new repair effort, then coordinate with the appropriate Planner to verify parts are available onsite to complete repair activities. N/A
- 4.6 Maintain a file of all Checkout Requests that were completed. N/A

5.0 WAREHOUSE 32 EVACUATION ACTIVITIES

- 5.1 Follow any special precautions provided by the Radiological Coordinator for returning to the OSC or area designated by the Radiological Coordinator. N/A
- 5.2 Advise the Acting OSC Coordinator of the need for assistance to conduct ERO call-out. N/A

6.0 SHIFT CHANGE ACTIVITIES

- 6.1 Upon arrival of your shift replacement, complete all actions listed in Addendum 1, Shift Turnover Briefing. N/A

7.0 RECOVERY ACTIVITIES

- 7.1 Determine the manpower requirements necessary to support upcoming repair efforts and advise the OSC Coordinator. N/A
- 7.2 Continue to assess the need for additional supplies and track progress on delivery of those supplies through the Materials Engineer in the Emergency Operations Facility. N/A

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8.0 TERMINATION ACTIVITIES

- | | | |
|-----|---|-----|
| 8.1 | Collect and organize in chronological order all documentation, checklists, and logs. | N/A |
| 8.2 | Assist the OSC Coordinator in writing an Emergency Response Summary report using the guidance in 0ERP01-ZV-RE02, Documentation. | N/A |
| 8.3 | Turn over all documentation generated during the emergency to the OSC Coordinator. | N/A |

