ENERGY NORTHWEST

INTEROFFICE MEMORANDUM

DATE: November 2, 2000

TO: Distribution

B. D. Francesic

FROM: Procedure Control, Administrative Services, (927A)

SUBJECT: **PLANT PROCEDURES MANUAL - VOLUME 13**
PACKAGE NO. 2000-515

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ENERGY NORTHWEST		USE CURRENT REVISION
COLUMBIA GENERATING STATION PLANT PROCEDURES MANUAL		
PROCEDURE NUMBER *13.10.4	APPROVED BY TCM for DWC - Revision 23	DATE 11/02/00
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SECTION PLANT EMERGENCY FACILITIES		
TITLE RADIATION PROTECTION MANAGER DUTIES		

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1.0 PURPOSE

This procedure describes the emergency responsibilities and duties of the Radiation Protection Manager. The Radiation Protection Manager (RPM) is responsible for directing Plant Health Physics staff, assessing radiological conditions, reviewing radiological data and providing recommendations concerning radiation protection measures to the TSC Manager. The Radiation Protection Manager, upon activation, is responsible for Protective Action Decisions (PADs) within the Protected Area and, when the TSC Manager is the Emergency Director, is responsible for PARs outside the Protected Area until relieved by the Radiological Emergency Manager.

2.0 REFERENCES

2.1 FSAR Chapter 13.3, Emergency Plan, Section 2

2.2 10CFR50.72, Immediate Notification Requirements for Operating Nuclear Power Reactors

2.3 PPM 12.10.1, Sample Station Operation

2.4 PPM 13.2.1, Emergency Exposure Levels/Protective Action Guides

2.5 PPM 13.2.2, Process for Determining Protective Action Recommendations and Protective Action Decisions

2.6 PPM 13.7.5, Offsite Assembly Area Operations

2.7 PPM 13.8.1, Emergency Dose Projection System Operations

2.8 PPM 13.11.7, Radiological Emergency Manager Duties

2.9 PPM 13.13.1, Reentry Operations

2.10 PPM 13.13.4, After Action Reporting

2.11 PPM 2.10.12, Technical Support Center HVAC

2.12 PPM 13.5.1, Localized and Protected Area Evacuation

2.13 Emergency Response Log, 968-23895

2.14 Technical Support Center (TSC) Briefing Guidelines, 968-25860

3.0 PROCEDURE

3.1 Radiation Protection Manager Responsibilities

3.1.1 Upon notification of an Alert or higher emergency, or if directed, log in on TES, obtain an electronic dosimeter, and proceed to the Technical Support Center (TSC).

NOTE: If you desire, a qualified RPM on the ERO list may be contacted via the EOF Manpower Scheduler to respond as Assistant RPM.

3.1.2 Present your keycard to the TSC cardreader located by the outer hallway access door to establish electronic Personnel Accountability.

3.1.3 Enter your name on the TSC Accountability Log located on the table just inside the TSC to establish manual Personnel Accountability.

3.1.4 Write your name on the TSC staffing board in the space next to your emergency position.

3.1.5 If you leave the TSC temporarily, inform the TSC Manager of your destination and approximate time of return. Note your destination on the TSC Personnel Accountability Log.

3.1.6 Establish TSC habitability:

- If necessary based on radiological conditions, contact HP Lead in the OSC to dispatch an HP Tech to establish/monitor TSC habitability. Once TSC habitability is established, the HP Tech may be released to the OSC.

- Ensure both TSC airlock doors are closed to maintain TSC environmental integrity.

  NOTE: It may be necessary to establish the airlock door as the contamination control boundary if radiological conditions prevent the use of the IPMs.

- When a radiological release has started, ensure a step-off-pad and frisker are staged at the airlock door.

- Verify the TSC normal or emergency ventilation system operation. Note and refer any local annunciators that indicate problems to the Operations Manager and Maintenance Manager.

1. Refer to the local TSC HVAC annunciator panel in the TSC Equipment Room.

   a) If the TSC HVAC is operating in the normal mode, there should be no alarms on the annunciator panel, TSC-1.

   b) If the TSC HVAC is operating in the emergency mode, alarm drop 1-2, FAZ SIGNAL ALARM PLANT EMERGENCY IN PROGRESS, should be in alarm.

   c) All control switches on TSC Control Panel TSC-1 should be in the ON or AUTO position unless otherwise tagged.

   NOTE: If the TSC ventilation monitor is inoperable, request an HP Technician to set up suitable air monitoring equipment in the TSC. Manual TSC HVAC operation may be necessary to maintain TSC habitability per PPM 2.10.12.

- Ensure the TSC ventilation radiation monitor is activated in accordance with operational checklist, Attachment 4.1.

3.1.7 Monitor the status of TSC habitability and advise the TSC Manager of any change that may require evacuating or relocating the TSC.

3.1.8 If the following conditions exist:

a. TSC general area radiation levels exceed 5 mrem/hr as indicated by the TSC radiation monitor or Victoreen area radiation monitor, or

b. TSC unidentified airborne radioactivity exceeds 0.3 DAC: (0.3 DAC equates to approximately 750 ccpm on a 40 ft^3 air sample in the field).

   - Immediately notify the TSC Manager of the condition
   - Direct surveillance of airborne activity be increased to once per hour and results reported to you
   - Direct dose rates in the area be determined approximately every 15 minutes and results reported to you
   - Direct that projected accumulated doses for TSC personnel be evaluated and appropriate stay times be established

3.1.9 If the emergency worker dose limit is projected to exceed 5 REM over the course of the event for TSC staff, inform the TSC Manager so that plans to evacuate the TSC are initiated.

3.1.10 Refer to PPM 13.2.1 when guidance on increasing exposure limits for emergency workers or recommending Potassium Iodide (KI) is appropriate.

3.1.11 When contacted by the REM for HPC staffing, contact the OSC HP Lead for personnel.

3.1.12 Following declaration of a Site Area Emergency, use the guidance provided in PPM 13.5.1 to recommend to the TSC Manager the appropriate evacuation routes and assembly areas for a Protected Area Evacuation.

a. Support Health Physics Center staffing by dispatching an HP Technician to the HPC when requested.

b. Assist the Plant Admin Manager in completing the Protected Area Evacuation announcement form.

3.1.13 Following implementation of a Protected Area evacuation, ensure HP coverage is provided at the designated plant exit location portal monitor, and at the Protected Area exit point in accordance with PPM 13.5.1.

3.1.14 If evacuation of onsite personnel is ordered by the TSC Manager, determine hazardous areas to avoid and safe routes for evacuees.

3.1.15 Determine if radiological monitoring is required for personnel leaving site and coordinate locations for setting up monitor activities with the REM.

3.1.16 Review radiological data and provide briefings to the TSC Manager on recommendations for radiological protection measures.

NOTE: An HPN phone is also located in the EOF. An HPN communicator in the EOF may be designated by arrangement with the Radiological Emergency Manager, after EOF activation.

3.1.17 If the NRC Operations Center requests event information on the TSC's Health Physics Network (HPN) phone, designate a knowledgeable HP person to implement Attachment 4.2, HPN Communicator Duties.

3.1.18 If the TSC is activated before the EOF:

a. Determine if the TSC needs to relieve the Control Room of responsibility for offsite dose assessment calculations.

b. Determine if Protective Action Recommendations (PARs) for the public based on offsite dose projections need to be recommended to the TSC Manager.

c. When required, coordinate initial radiological field team actions on or offsite.

d. Until relieved, perform the duties of the Radiological Emergency Manager (REM) contained in PPM 13.11.7.

3.1.19 When the designated REM arrives, provide briefing and turnover on the following:

- Current plant status and conditions that could cause offsite radiological release.
- Significant radiological conditions and hazardous areas on and offsite.
- Dose projection results to this point, if any, including discussion of whether any of the documentation results for those dose projections need to be forwarded to offsite agencies and if so, who will arrange for them to be sent.
- Current status of any protective action decisions made by offsite agencies on PARs.

3.1.20 Review plant radiological data and provide necessary in plant direction to Health Physics personnel through the Lead Health Physics person in the Operations Support Center.

3.1.21 When it is determined that a PASS sample should be obtained, direct the Maintenance Manager to dispatch a PASS team. Refer to PPM 12.10.1 and consider the following when requesting the taking of a PASS sample:

- Conditions allow taking a PASS sample.
- Location for taking the sample.
- Whether sample or samples to be taken are reactor coolant and/or containment atmosphere.
- Radiation levels in areas where samples are to be collected.

3.1.22 Implement the actions and guidance of PPM 13.2.1 when it becomes necessary to increase exposure guides/limits for Plant emergency workers.

- Declaration of an Alert or higher emergency classification automatically waives Energy Northwest administrative exposure holdpoints.
- The individuals' occupational dose is subtracted from the Emergency Worker dose limit of 5 rem.

- Request for exposure limits above 5 rem TEDE is approved by the Emergency Director. The Emergency Director may verbally delegate this responsibility to the RPM or REM as applicable.

- If an Emergency Exposure Request is authorized, follow guidance in PPM 13.2.1.

3.1.23 As necessary, request augmenting Health Physics personnel to support plant radiological assessment and protection measures via the Site Support Manager.

3.1.24 Assess the need to recommend radiological protection, respiratory protection, sheltering or evacuation for personnel within the Protected Area.

3.1.25 Ensure the Security Supervisor in the Central Alarm Station (CAS) is kept informed of radiological conditions and protective actions for Security Force personnel.

3.1.26 As requested, provide periodic TSC update briefings on radiological concerns. Refer to the Radiation Protection Manager's portion of the Technical Support Center (TSC) Briefing Guidelines (Form 968-25860), located in the TSC.

3.1.27 When plant conditions make it necessary, periodically direct that:

a. Plant areas where food is stored or consumed be surveyed.

b. Plant drinking water samples be collected and analyzed.

3.1.28 When the recovery phase is entered, provide Radiation Protection and ALARA assistance with developing plans and procedures.

a. As required, direct appropriate staff to perform whole body counting and internal dose assessment.

3.1.29 Refer incoming media calls to the Joint Information Center.

3.1.30 Upon shift change, fully brief your relief as to events which have transpired and status of work being performed.

3.1.31 Upon shift change or termination of the emergency:

a. Prepare individual After Action Report in accordance with PPM 13.13.4.

b. Deliver After Action Reports of you and your staff to the TSC Manager.

4.0 ATTACHMENTS

4.1 Radiation Monitor Startup Checklist

4.2 Health Physics Network (HPN) Communicator Duties

RADIATION MONITOR STARTUP CHECKLIST

1. Open power panel door to PP-TSC1-DIV A, located in the TSC mechanical equipment room.

2. Ensure that Breaker 11 is ON then close power panel door.

3. Proceed to Rack TSC-SR-1 (TSC-RAD-1).

4. If the unit is not already running, place the TSC-FN-21 switch in the RUN position.

> Warning: Powering up or turning on the High Voltage for the RIS units may cause the alarm to sound. The alarm is very loud.

5. Verify that TSC-RIS-1A, 1B, and 1C are operating as follows:

   A. Verify that the power for each RIS is on. (Bottom switch (OFF-PWR) depressed on each RIS, and light on.)

   B. Verify that the high voltage is on (second from bottom switch (OFF-HV) depressed on each RIS, and light is on).

6. Switch recorder TSC-RR-1 from standby to run as follows:

   A. Press RCD on TSC-RR-1 until RCD light is lit.

   B. Date, time and initial the chart paper.

7. Perform a response check of each RIS by depressing the NOR-CS push button and hold down until the appropriate meter reaches maximum steady reading, or alarm sounds.

8. Mark the response check trace on the chart recorder.

9. To place the unit in standby:

   A. Momentarily place TSC-FN-21 switch in the OFF position. The LOW FLOW light will come on.

   B. Press RCD on TSC-RR-1 until the RCD light is extinguished.

Attachment 4.1

Duties: Health Physics Network (HPN) Communicator

Assigned Location: Technical Support Center (TSC)

Report To: Radiation Protection Manager (RPM)

Activation Level: Alert or Higher Classification

Responsibilities:

1. Upon assignment, obtain a briefing from the RPM on the current status of the emergency and the known or anticipated radiological conditions and/or releases.

2. Activate the TSC extension of the HPN phone, introduce yourself to the NRC communicator and provide information you have on the current status of onsite and offsite radiological conditions.

3. After assuming this responsibility, observe the requirements of 10CFR50.72(c)(3) by maintaining continuous communications when requested by the NRC. If you leave the phone for any reason, find someone to maintain the phone in your absence.

4. Maintain a log of your communications with the NRC on the Emergency Response Log, (Form 968-23895).

5. Notify the RPM when you require assistance with resolving NRC information requests or when you are asked to make commitments you do not feel you are authorized to make.

6. As conditions allow, brief the RPM on the status of HPN communications with the NRC.

7. Ensure transmissions you relay are distinct and understood. Avoid the use of acronyms unless you are sure they are understood and ensure the correct letters of acronyms are understood by using phonetic spelling to clarify, i.e., "B" as in Bravo or "D" as in Delta.

8. Ensure data you transmit to the NRC represents factual information only. Avoid speculative information or editorializing on data and do not engage in problem solving discussions.

9. When relieved of HPN Communicator duties by an EOF Communicator:

   a. Brief your relief on the status of the plant radiological conditions and on pertinent information you have given to the NRC communicator.

   b. Obtain an acknowledgment from the EOF HPN Communicator that they are ready to assume HPN communications.

   c. Obtain permission from NRC to discontinue communications from the TSC.

   d. Notify the RPM you have been relieved.

   e. Submit all logs of your communications with the NRC to the RPM.

10. Upon shift change, brief your relief on responsibilities, duties and the current status of HPN communications with the NRC.

11. Upon shift change or termination of the emergency:

   a. Prepare an individual After Action Report. Refer to PPM 13.13.4.

   b. Deliver After Action Report and logs to the RPM.