

VIRGINIA ELECTRIC AND POWER COMPANY
RICHMOND, VIRGINIA 23261

December 11, 2000

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

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Docket Nos. 50-338
50-339
License Nos. NPF-4
NPF-7

Gentlemen:

VIRGINIA ELECTRIC AND POWER COMPANY
NORTH ANNA POWER STATION UNITS 1 AND 2
REVISIONS TO EMERGENCY PLAN IMPLEMENTING PROCEDURES

Pursuant to 10 CFR 50.54(q), enclosed are recent revisions to North Anna Power Station Emergency Plan Implementing Procedures. The revisions do not implement actions that decrease the effectiveness of our Emergency Plan. The Emergency Plan and Implementing Procedures continue to meet the standards of 10 CFR 50.47(b).

Please update your manual by performing the actions described in Attachment 1, Tabulation of Changes.

Very truly yours,



D. A. Heacock
Site Vice President

Commitments Stated or Implied: None.

Enclosures

cc: U.S. Nuclear Regulatory Commission (2 copies)
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Mr. M. J. Morgan
NRC Senior Resident Inspector
North Anna Power Station

A045

**ATTACHMENT 1
TABULATION OF CHANGES**

**VIRGINIA ELECTRIC AND POWER COMPANY
REVISIONS TO NORTH ANNA POWER STATION
EMERGENCY PLAN IMPLEMENTING PROCEDURES**

Enclosed are recent revisions to North Anna Power Station Emergency Plan Implementing Procedures (EIPs). Please take the following actions in order to keep your manual updated.

REMOVE AND DESTROY	DATED	INSERT	EFFECTIVE DATE
EIP-4.33, Rev. 2	4/28/98	EIP-4.33, Rev. 3	11/30/00
EIP-5.08, Rev. 6	11/10/98	EIP-5.08, Rev. 7	11/30/00

Emergency Plan Privacy and Proprietary Material has been removed. Reference Generic Letter No. 81-27.

NORTH ANNA POWER STATION
LIST OF NAPS EMERGENCY PLAN IMPLEMENTATION PROCEDURES
CHECK DMIS FOR LATEST DOCUMENT INFORMATION

DOCUMENT NUMBER	REV	APPROVAL **DATE**	EFFECT** **DATE**	DOCUMENT TITLE
EPIP-1.01	033	09/29/00	10/06/00	EMERGENCY MANAGER CONTROLLING PROCEDURE
EPIP-1.02	011	09/07/99	10/01/99	RESPONSE TO NOTIFICATION OF UNUSUAL EVENT
EPIP-1.03	014	09/07/99	10/01/99	RESPONSE TO ALERT
EPIP-1.04	014	09/07/99	10/01/99	RESPONSE TO SITE AREA EMERGENCY
EPIP-1.05	016	09/07/99	10/01/99	RESPONSE TO GENERAL EMERGENCY
EPIP-1.06	003	09/29/00	10/06/00	PROTECTIVE ACTION RECOMMENDATIONS
EPIP-2.01	021	07/25/00	10/06/00	NOTIFICATION OF STATE AND LOCAL GOVERNMENTS
EPIP-2.02	014	01/04/99	01/29/99	NOTIFICATION OF NRC
EPIP-2.04	003	08/07/92	08/07/92	TRANSMITTAL OF PLANT, RADIOLOGICAL AND EMERGENCY STATUS
EPIP-3.02	018	12/17/97	01/07/98	ACTIVATION OF TECHNICAL SUPPORT CENTER
EPIP-3.03	012	12/20/93	01/01/94	ACTIVATION OF OPERATIONAL SUPPORT CENTER
EPIP-3.04	015	07/14/98	07/20/98	ACTIVATION OF LOCAL EMERGENCY OPERATIONS FACILITY
EPIP-3.05	001	09/07/99	10/01/99	AUGMENTATION OF EMERGENCY RESPONSE ORGANIZATION
EPIP-4.01	016	05/12/99	05/17/99	RADIOLOGICAL ASSESSMENT DIRECTOR CONTROLLING PROCEDURE
EPIP-4.02	012	07/25/00	08/02/00	RADIATION PROTECTION SUPERVISOR CONTROLLING PROCEDURE
EPIP-4.03	011	12/20/93	01/01/94	DOSE ASSESSMENT TEAM CONTROLLING PROCEDURE
EPIP-4.04	009	11/21/94	11/28/94	EMERGENCY PERSONNEL RADIATION EXPOSURE
EPIP-4.05	009	01/28/00	02/04/00	RESPIRATORY PROTECTION AND KI ASSESSMENT
EPIP-4.06	009	12/21/95	12/28/95	PERSONNEL MONITORING AND DECONTAMINATION
EPIP-4.07	014	09/29/00	10/06/00	PROTECTIVE MEASURES
EPIP-4.08	012	07/19/95	07/21/95	INITIAL OFFSITE RELEASE ASSESSMENT
EPIP-4.09	011	07/19/95	07/21/95	SOURCE TERM ASSESSMENT
EPIP-4.10	010	04/23/98	04/28/98	DETERMINATION OF X/Q

NORTH ANNA POWER STATION
LIST OF NAPS EMERGENCY PLAN IMPLEMENTATION PROCEDURES
CHECK DMIS FOR LATEST DOCUMENT INFORMATION

DOCUMENT NUMBER	REV	APPROVAL **DATE**	EFFECT** **DATE**	DOCUMENT TITLE
EPIP-4.13	009	09/29/00	10/06/00	OFFSITE RELEASE ASSESSMENT WITH ENVIRONMENTAL DATA
EPIP-4.14	007	12/20/93	01/01/94	INPLANT MONITORING
EPIP-4.15	011	02/18/00	02/28/00	ONSITE MONITORING
EPIP-4.16	014	02/18/00	02/28/00	OFFSITE MONITORING
EPIP-4.17	014	08/12/98	08/14/98	MONITORING OF EMERGENCY RESPONSE FACILITIES
EPIP-4.18	011	08/12/98	08/14/98	MONITORING OF LEOF
EPIP-4.21	008	12/20/93	01/01/94	EVACUATION AND REMOTE ASSEMBLY AREA MONITORING
EPIP-4.22	013	04/02/93	04/02/93	POST ACCIDENT SAMPLING OF CONTAINMENT AIR
EPIP-4.23	013	03/13/96	03/18/96	POST ACCIDENT SAMPLING OF REACTOR COOLANT
EPIP-4.24	010	07/20/99	07/22/99	GASEOUS EFFLUENT SAMPLING DURING AN EMERGENCY
EPIP-4.25	008	07/23/93	07/23/93	LIQUID EFFLUENT SAMPLING DURING AN EMERGENCY
EPIP-4.26	010	11/05/96	11/13/96	HIGH LEVEL ACTIVITY SAMPLE ANALYSIS
EPIP-4.28	007	01/09/97	01/14/97	TSC/LEOF RADIATION MONITORING SYSTEM
EPIP-4.30	004	01/04/99	01/08/99	USE OF MIDAS CLASS A MODEL
EPIP-4.31	003	06/20/94	06/20/94	USE OF MIDAS CLASS B MODEL
EPIP-4.33	003	11/28/00	11/30/00	HEALTH PHYSICS NETWORK COMMUNICATIONS
EPIP-4.34	002	02/18/00	02/28/00	FIELD TEAM RADIO OPERATOR INSTRUCTIONS
EPIP-5.01	011	12/11/96	12/17/96	TRANSPORTATION OF CONTAMINATED INJURED PERSONNEL
EPIP-5.03	016	02/18/00	02/28/00	PERSONNEL ACCOUNTABILITY
EPIP-5.04	008	07/20/99	07/22/99	ACCESS CONTROL
EPIP-5.05	013	06/25/96	07/02/96	SITE EVACUATION
EPIP-5.07	011	07/25/00	08/02/00	ADMINISTRATION OF RADIOPROTECTIVE DRUGS
EPIP-5.08	007	11/28/00	11/30/00	DAMAGE CONTROL GUIDELINE

NORTH ANNA POWER STATION
LIST OF NAPS EMERGENCY PLAN IMPLEMENTATION PROCEDURES
CHECK DMIS FOR LATEST DOCUMENT INFORMATION

DOCUMENT NUMBER	REV	APPROVAL **DATE**	EFFECT** **DATE**	DOCUMENT TITLE
EPIP-5.09	003	03/26/99	03/31/99	SECURITY TEAM LEADER CONTROLLING PROCEDURE
EPIP-6.01	007	05/12/99	05/17/99	RE-ENTRY/RECOVERY GUIDELINE

VIRGINIA POWER
NORTH ANNA POWER STATION
EMERGENCY PLAN IMPLEMENTING PROCEDURE

NUMBER EPIP-4.33	PROCEDURE TITLE HEALTH PHYSICS NETWORK COMMUNICATIONS (With 1 Attachment)	REVISION 3
		PAGE 1 of 7

PURPOSE

Provide guidance for Health Physics Network (HPN) Communicators to transmit data to the Nuclear Regulatory Commission (NRC), and to document the information transmitted.

LEVEL 2 DISTRIBUTION
This Document Should Be Verified
And Annotated To A Controlled Source
As Required to Perform Work

ENTRY CONDITIONS

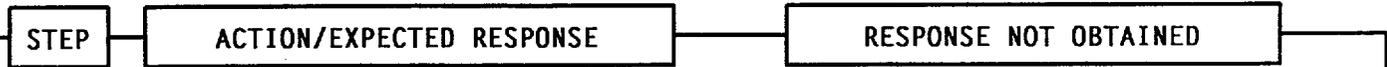
Any one of the following:

1. Activation by EPIP-4.03, DOSE ASSESSMENT TEAM CONTROLLING PROCEDURE.
2. Direction by the Radiological Assessment Coordinator.
3. NRC request to establish HPN communications.

Approvals on File

Effective Date 11/30/2000

NUMBER EPIP-4.33	PROCEDURE TITLE HEALTH PHYSICS NETWORK COMMUNICATIONS	REVISION 3
		PAGE 2 of 7



- NOTE:**
- HPN communications are initiated after the NRC announces over the Emergency Notification System (ENS, normally in the TSC or Control Room) that activation of HPN is warranted and the NRC is prepared to receive information.
 - The TSC is responsible for performing HPN communications until the LEOF (or CEOF) is activated and the transfer of communications verified.
 - The Radiological Assessment Director (RAD) is the HPN approval authority in the TSC, while the Radiological Assessment Coordinator (RAC) is the approval authority in the LEOF (CEOF).

___ 1 INITIATE PROCEDURE:

- By: _____
- Date: _____
- Time: _____

___ 2 VERIFY HPN COMMUNICATIONS BEING ESTABLISHED FOR THE FIRST TIME

IF initial HPN contact already established by another facility, THEN GO TO Step 9.

___ 3 VERIFY NRC HAS REQUESTED HPN COMMUNICATIONS BE ESTABLISHED

Do NOT initiate HPN communications until NRC request is verified.

___ 4 COMPLETE ATTACHMENT 1, HPN PROTECTIVE MEASURES STATUS:

- Refer to messages transmitted using EPIP-2.01, NOTIFICATION OF STATE AND LOCAL GOVERNMENTS
- Refer to latest approved dose assessment reports, e.g., MIDAS
- Consult with emergency response organization staff (RAD/RAC, Dose Assessment Team Leader, etc.)

NUMBER EPIP-4.33	PROCEDURE TITLE HEALTH PHYSICS NETWORK COMMUNICATIONS	REVISION 3
		PAGE 3 of 7

STEP	ACTION/EXPECTED RESPONSE	RESPONSE NOT OBTAINED
_____ 5	HAVE RAD/RAC REVIEW AND APPROVE COMPLETED ATTACHMENT 1 PRIOR TO TRANSMITTAL	
_____ 6	ESTABLISH HPN COMMUNICATIONS WITH NRC:	
	a) Check designated HPN phone for dial tone	a) <u>IF</u> designated HPN phone <u>NOT</u> operable, <u>THEN</u> do the following:
		1) Get telephone number from tag attached to designated HPN phone.
		2) Use any alternative telephone to establish contact with NRC.
		3) GO TO Step 6.c.
	b) Establish contact with NRC using the telephone number listed on tag attached to designated HPN phone	
	c) Ask NRC Headquarters Operations Officer to transfer call to the HPN bridge	
	d) Record the following information on Emergency Event Log	
	<ul style="list-style-type: none"> • Name of NRC Protective Measures Team HPN Communicator • Date and time contact initiated 	
_____ 7	READ ATTACHMENT 1, HPN PROTECTIVE MEASURES STATUS, TO NRC	
_____ 8	GO TO STEP 14	

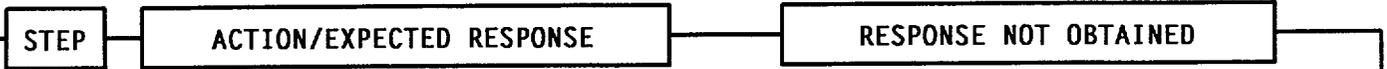
NUMBER EPIP-4.33	PROCEDURE TITLE HEALTH PHYSICS NETWORK COMMUNICATIONS	REVISION 3
		PAGE 4 of 7

STEP	ACTION/EXPECTED RESPONSE	RESPONSE NOT OBTAINED
9	<p>PREPARE TO TRANSFER HPN NOTIFICATION DUTY:</p> <p>a) Get the following from current HPN Communicator:</p> <ul style="list-style-type: none"> • Completed Attachment 1, HPN Protective Measures Status • Emergency Event Log <p>b) Ask RAC/RAD for briefing on current event status</p>	
	<p>NOTE: The HPN instruments in the TSC and LEOF are extensions of the same circuit. The HPN instrument in the CEOF is a separate circuit.</p>	
10	<p>VERIFY FOLLOWING CONDITIONS EXIST:</p> <ul style="list-style-type: none"> • Current HPN Communicator using designated HPN phone in TSC or LEOF • HPN notification duty being transferred to LEOF or TSC 	<p><u>IF</u> either condition does <u>NOT</u> exist, <u>THEN</u> do the following:</p> <p>a) <u>IF</u> designated HPN phone has dial tone, <u>THEN</u> Establish contact with NRC using the telephone number listed on tag attached to the HPN phone.</p> <p><u>IF</u> designated HPN phone <u>NOT</u> operable, <u>THEN</u> do the following:</p> <p>1) Get telephone number from tag attached to designated HPN phone.</p> <p>2) Use any alternative telephone to establish contact with NRC.</p> <p>b) Ask NRC Headquarters Operations Officer to transfer call to the HPN bridge.</p> <p>c) GO TO Step 13.</p>

NUMBER EPIP-4.33	PROCEDURE TITLE HEALTH PHYSICS NETWORK COMMUNICATIONS	REVISION 3
		PAGE 5 of 7

STEP	ACTION/EXPECTED RESPONSE	RESPONSE NOT OBTAINED
_____ 11	TAKE DESIGNATED HPN PHONE OFF-HOOK	
_____ 12	VERIFY CAPABILITY TO COMMUNICATE ON HPN BRIDGE	<p>Do the following:</p> <p>a) Get telephone number from tag attached to designated HPN phone.</p> <p>b) Use any alternative telephone to establish contact with NRC.</p> <p>c) Ask NRC Headquarters Operations Officer to transfer call to the HPN bridge.</p>
_____ 13	<p>RELIEVE PREVIOUS HPN COMMUNICATOR OF NOTIFICATION DUTY:</p> <p>a) Notify NRC Protective Measures Team HPN Communicator of transfer</p> <p>b) Record transfer of HPN responsibility on Emergency Event Log (include name, location, date and time of transfer)</p>	

NUMBER EPIP-4.33	PROCEDURE TITLE HEALTH PHYSICS NETWORK COMMUNICATIONS	REVISION 3
		PAGE 6 of 7



- NOTE:**
- Information contained in previously issued documents, e.g., plans and procedures, emergency messages, approved dose assessment reports (e.g., MIDAS), final versions of news releases, etc., may be transmitted to NRC without specific approval from the RAD/RAC.
 - Licensee Protective Action Recommendations (PARs) are communicated in terms of concentric rings around the station out to a specified distance and affected sectors within a range of distances.
 - State Protective Action Decisions (PADs) are communicated in terms of numbered protective action zones (PAZs), which are described in the Emergency Planning Information Calendar and the Commonwealth of Virginia Radiological Emergency Response Plan.

14 GET FOLLOW-UP INFORMATION REQUESTED BY NRC:

- a) Prepare to answer questions related to the following:
- Changes to information on Attachment 1 (emergency class, PARs, release status, source term, meteorological data, dose projections)
 - Trends
 - Survey Data
 - Contamination Levels
 - Sample Results
 - Personnel Exposure
 - State PADs and status of their implementation
- b) Get data from the following sources:
- Refer to messages transmitted using EPIP-2.01, NOTIFICATION OF STATE AND LOCAL GOVERNMENTS
 - Latest approved dose assessment report, e.g., MIDAS
 - Consultation with emergency response organization staff

NUMBER EPIP-4.33	PROCEDURE TITLE HEALTH PHYSICS NETWORK COMMUNICATIONS	REVISION 3
		PAGE 7 of 7

STEP	ACTION/EXPECTED RESPONSE	RESPONSE NOT OBTAINED
_____ 15	RECORD MESSAGES TRANSMITTED TO NRC ON EMERGENCY EVENT LOG	
_____ 16	CHECK IF HPN COMMUNICATIONS ARE TO BE TERMINATED: <ul style="list-style-type: none"> • NRC Protective Measures Team HPN Communicator terminates HPN communications and no follow-up calls are required <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> • Event has terminated and RAD/RAC directs termination of communications (notify NRC Protective Measures Team HPN Communicator) 	RETURN TO Step 12.
_____ 17	RECORD NAME/TITLE OF INDIVIDUAL AUTHORIZING TERMINATION OF HPN COMMUNICATIONS ON EMERGENCY EVENT LOG	
_____ 18	TERMINATE EPIP-4.33: <ul style="list-style-type: none"> • Give completed EPIP-4.33, forms and applicable records to the Radiological Assessment Director/Radiological Assessment Coordinator • By: _____ Date: _____ Time: _____ 	

-END-

NUMBER EPIP-4.33	ATTACHMENT TITLE HPN PROTECTIVE MEASURES STATUS	REVISION 3
ATTACHMENT 1		PAGE 1 of 1

RAD/RAC Approval: _____

Plant: North Anna Power Station; **Unit:** _____

Emergency Class:

NOUE - Declared at (Date/Time): _____ / _____
 Alert - Declared at (Date/Time): _____ / _____
 Site Area - Declared at (Date/Time): _____ / _____
 General - Declared at (Date/Time): _____ / _____

Protective Action Recommendations (PARs):

None recommended at this time
 Protective Actions recommended to State at (Date/Time): _____ / _____
 Evacuate 360° from 0 to _____ miles.
 Evacuate downwind sectors from _____ to _____ miles.
 Shelter 360° from _____ to _____ miles.
 Shelter downwind sectors from _____ to _____ miles.
 Shelter unaffected sectors from _____ to _____ miles.

Release Status: _____

- Release duration: _____
- Start Date/Time: _____ / _____; Stop Date/Time: _____ / _____

Offsite Dose Rate Data:

- Date/Time data valid: _____ / _____
- Source Term:
Gas: _____; Iodine: _____
- Release is: Ground level; Elevated
- Meteorology:
Wind Speed: _____; Wind Direction (from): _____; Stability Class: _____
- Dose Rates, based on: actual field measurements; projections, are as follows (specify units, e.g., Rem/hr or mRem/hr)

	Site Boundary	<u>2</u> miles	<u>5</u> miles	<u>10</u> miles
DDE				
TEDE				
Thyroid CDE				

Other Information: (Plant status, onsite status, miscellaneous) _____

~~VIRGINIA POWER~~
NORTH ANNA POWER STATION
EMERGENCY PLAN IMPLEMENTING PROCEDURE

NUMBER EPIP-5.08	PROCEDURE TITLE DAMAGE CONTROL GUIDELINE (With 6 Attachments)	REVISION 7
		PAGE 1 of 6

PURPOSE

To provide guidance, including task definition and evaluation, to the Emergency Maintenance Director and Maintenance Support Team personnel during an emergency.

LEVEL 2 DISTRIBUTION
This Document Should Be Verified
And Annotated To A Controlled Source
As Required to Perform Work

ENTRY CONDITIONS

Any one of the following:

1. Declaration of an Alert, Site Area Emergency or General Emergency.
2. Entry from another EPIP.
3. Direction by the Station Emergency Manager.

Approvals on File

Effective Date 11/30/2000

NUMBER EPIP-5.08	PROCEDURE TITLE DAMAGE CONTROL GUIDELINE	REVISION 7
		PAGE 2 of 6

STEP	ACTION/EXPECTED RESPONSE	RESPONSE NOT OBTAINED
_____ 1	INITIATE EPIP-5.08: <ul style="list-style-type: none"> • By: _____ Date: _____ Time: _____ 	
_____ 2	VERIFY SUPPORT STAFF HAS GUIDELINES: <ul style="list-style-type: none"> • Maintenance Support Team Leader: Attachment 1 • Maintenance Support Team: Attachment 2 • Field Team Coordinator: Attachment 3 • Damage Control Coordinator (in HP): Attachment 4 	
_____ 3	DETERMINE TASK REQUIREMENTS: a) Consult with Station Emergency Manager (SEM) b) Check type of support required: <ul style="list-style-type: none"> • System or General Walkdown • Damage Assessment • Damage Repair • Contamination Control • System Modification • Radwaste Processing • Other (as specified by SEM) c) Consider having a pool of craft personnel and operators staged at HP Clean Change for quick dispatch	

NUMBER EPIP-5.08	PROCEDURE TITLE DAMAGE CONTROL GUIDELINE	REVISION 7
		PAGE 3 of 6

STEP

ACTION/EXPECTED RESPONSE

RESPONSE NOT OBTAINED

NOTE: More than one maintenance support evolution may be conducted concurrently.

___ 4 ASSIGN TASK NUMBER(S)

___ 5 DETERMINE PRIORITY:

- a) Evaluate task against other tasks required or underway
- b) Confer with SEM
- c) Assign priority

___ 6 INITIATE ATTACHMENT 5, TASK ASSIGNMENT SHEET(S):

- a) Fill out Items 1 - 4
- b) Assign task to Maintenance Support Team Leader
- c) Brief Maintenance Support Team Leader on the following:
 - Task requirements
 - Task priority
- d) Give Attachment 5 to Team Leader

NUMBER EPIP-5.08	PROCEDURE TITLE DAMAGE CONTROL GUIDELINE	REVISION 7
		PAGE 4 of 6

STEP	ACTION/EXPECTED RESPONSE	RESPONSE NOT OBTAINED
7	<p>CHECK IF ADDITIONAL MAINTENANCE SUPPORT TEAM PERSONNEL ARE NEEDED FOR TASK PLANNING:</p> <p>a) Evaluate availability and expertise of onsite support personnel</p> <p>b) Request additional personnel resources through the Emergency Administrative Director</p>	GO TO Step 8.
8	<p>CHECK IF SUPPORT IS NEEDED FROM OTHER DEPARTMENTS:</p> <p>a) Consult with Emergency Directors</p> <p>b) Have Maintenance Support Team Leader assist with interface to coordinate planning and assignments</p>	GO TO Step 9.
9	<p>CHECK IF OFFSITE ASSISTANCE IS REQUIRED:</p> <p>a) Evaluate need for support from any of the following:</p> <ul style="list-style-type: none"> • NSSS Vendor • A & E Vendor • Corporate resources • Other organizations as deemed necessary <p>b) Ask Emergency Administrative Director to coordinate resource requests through LEOP</p>	GO TO Step 10.

NUMBER EPIP-5.08	PROCEDURE TITLE DAMAGE CONTROL GUIDELINE	REVISION 7
		PAGE 5 of 6

STEP	ACTION/EXPECTED RESPONSE	RESPONSE NOT OBTAINED
_____ 10	GIVE PERIODIC TASK STATUS UPDATES TO SEM AND COGNIZANT EMERGENCY DIRECTOR(s) (Consult with Maintenance Support Team Leader about status of tasks in progress)	
_____ 11	CHECK - TASK PRIORITIES CHANGED: a) Consult with SEM b) Assign new priorities c) Notify Maintenance Support Team Leader	GO TO Step 12.
_____ 12	ASSURE THE FOLLOWING ARE KEPT CURRENT: • TSC Status Board • Attachment 6, Task Log	
_____ 13	CHECK IF NEW TASKS HAVE BEEN IDENTIFIED	GO TO Step 15.
_____ 14	RETURN TO STEP 3	
_____ 15	CHECK EMERGENCY - TERMINATED	RETURN TO Step 10.

NUMBER EPIP-5.08	PROCEDURE TITLE DAMAGE CONTROL GUIDELINE	REVISION 7
		PAGE 6 of 6

STEP

ACTION/EXPECTED RESPONSE

RESPONSE NOT OBTAINED

- ____ 16 TERMINATE EPIP-5.08:
- a) Consult with SEM on restoration actions
 - b) Notify Damage Control Coordinator (in HP) of status
 - c) Collect documentation
 - d) Give EPIP-5.08, forms and other applicable records to Emergency Procedures Coordinator
 - e) Completed by: _____
Date: _____
Time: _____

-END-

NUMBER	ATTACHMENT TITLE	REVISION
EPIP-5.08	MAINTENANCE SUPPORT TEAM LEADER GUIDELINES	7
ATTACHMENT 1		PAGE 1 of 1

1. Get Attachment 5, Task Assignment Sheet, from Emergency Maintenance Director

NOTE: The Field Team Coordinator is a Maintenance Support Team member assigned to oversee task planning and control of teams dispatched to the field.

2. Record name of assigned Field Team Coordinator on Attachment 5, Item 5
3. Record Priority, Task Number, and Task Description on the following:
 - Attachment 6, Task Log
 - TSC Status Board
4. Give Attachment 5, Task Assignment Sheet, to Field Team Coordinator and brief individual on task requirements
5. Have Maintenance Support Team Members support Field Team Coordinator in task planning:
 - Procedures needed to perform task
 - Schematics and drawings
 - Identification/acquisition of parts and equipment
 - Determination of protective gear required
6. Check status of tasks in progress:
 - a) Confer with Field Team Coordinator
 - b) Update Attachment 6, Task Log
 - c) Update TSC Status Board

NUMBER	ATTACHMENT TITLE	REVISION
EPIP-5.08	MAINTENANCE SUPPORT TEAM GUIDELINES	7
ATTACHMENT		PAGE
2		1 of 2

NOTE: The Maintenance Support Team has overall responsibility for the following:

- Developing proposed repair action plans
 - Assisting the Field Team Coordinator in task planning
 - Specifying/acquiring drawings, procedures, tools, equipment, and parts necessary for task performance
1. Get task assignment from Maintenance Support Team Leader
 2. Consider the following when evaluating task requirements:
 - a) Walkdowns and damage assessment/repair:
 - Ingress/egress routes
 - Special procedural requirements
 - Damage Control Kit
 - Materials for temporary repair (including non-qualified material for temporary function restoration)
 - Sources of materials (alternate unit, Surry)
 - b) Contamination control:
 - Isolation of systems or components
 - Manual containment isolation
 - Isolation of severely contaminated rooms or buildings, including access, piping and ventilation
 - Radiological clean-up
 - Pumping of spills to radwaste systems
 - c) System modifications:
 - Emergency changes to existing systems/structures
 - Changes to setpoints or controls
 - Alterations to liquid or gaseous flowpaths
 - Temporary shielding
 - Alterations to radwaste systems
 - Temporary/altered electrical systems
 - d) Radwaste:
 - Location of spills (e.g., outside containment)
 - Chemical addition for radioiodide control
 - Contingencies for processing of radwaste which exceeds capacity of existing systems

NUMBER	ATTACHMENT TITLE	REVISION
EPIP-5.08	MAINTENANCE SUPPORT TEAM GUIDELINES	7
ATTACHMENT 2		PAGE 2 of 2

3. Identify hazards that may be associated with task:

- Electrical
- Toxic gases/chemicals
- High pressure steam
- Structural damage

- Radiological
- Confined entry
- Other

4. Determine protective measures required

NOTE: Temporary procedures developed for performance of emergency tasks may be approved by the Station Emergency Manager. SNSOC review should be obtained as time permits.

5. Get procedures:

- Use existing procedures
- OR
- Get approval of modified/new procedures for task

6. Identify personnel resources/expertise needed to fulfill task

7. Identify and acquire drawings, schematics, maps, tools, equipment and parts, as necessary, to perform task

8. Coordinate provisions to provide plans, procedures, supporting documents, tools, etc. to Damage Control Team through Field Team Coordinator

NUMBER	ATTACHMENT TITLE	REVISION
EPIP-5.08	FIELD TEAM COORDINATOR GUIDELINES	7
ATTACHMENT		PAGE
3		1 of 3

NOTE: The Field Team Coordinator is a member of the Maintenance Support Team and has overall responsibility for the following:

- Using Maintenance Support Team resources to support task planning, logistics, and determination of procedures and equipment needed to perform task.
 - Field Team preparation and control.
 - Direct interface with Damage Control Coordinator in HP.
1. Get Attachment 5, Task Assignment Sheet, from Maintenance Support Team Leader and do the following:
 - a) Review task assignment and resolve any questions
 - b) Complete Task Assignment Sheet as you continue through this guideline
 2. Consider phased approach to work task:
 - a) Consider dispatch of a team to analyze/assess task requirements and use assessment results in determination of parts, equipment, personnel resources needed to complete task
 - b) Report assessment results (if performed) to EMD and evaluate any significant deviations from the expected task
 3. Call Damage Control Coordinator (in HP) and inform individual of proposed task and to initiate preparations with HP

NOTE: Damage Control Team members are not designated prior to initiation of this procedure. They are selected based on availability and expertise.

4. Designate Damage Control Team personnel to work task:
 - a) Consider use of existing Damage Control Teams and OSC resources
 - b) Select team members based on expertise, task requirements and allowable exposure
 - c) Record Team ID and names of personnel on Task Assignment Sheet
5. Consider use of dry-run for practice, ALARA versus urgency of task

NUMBER	ATTACHMENT TITLE	REVISION
EPIP-5.08	FIELD TEAM COORDINATOR GUIDELINES	7
ATTACHMENT 3		PAGE 2 of 3

6. IF HP briefing required, THEN have Damage Control Coordinator ask RPS for assistance.
7. Ask RAD for evaluation of emergency radiation exposure limits
8. Determine if special hazards briefing is required:
 - Electrical hazards
 - High pressure steam
 - Toxic gases/chemicals
 - Structural damage

 - Confined entry
 - Other
9. Specify protective measures required of team members
10. Determine briefing location
11. Specify tools, equipment, and procedures to be used on Task Assignment Sheet
12. Get task approvals
13. Have team get a radio and report to briefing location
14. Brief team:
 - Use Attachment 5, Task Assignment Sheet, to do briefing and give copy to team

OR

 - Send Task Assignment Sheet to Damage Control Coordinator in HP and have Damage Control Coordinator do briefing

NUMBER	ATTACHMENT TITLE	REVISION
EPIP-5.08	FIELD TEAM COORDINATOR GUIDELINES	7
ATTACHMENT		PAGE
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15. Control task evolution:

- a) Direct task performance
- b) Maintain communications with team or set up relay network with Damage Control Coordinator
- c) Check status and update EMD, Maintenance Support Team Leader and Damage Control Coordinator
- d) Get resources through Maintenance Support Team Leader as needed

16. WHEN task complete, THEN do the following:

- a) Notify Maintenance Support Team Leader and Damage Control Coordinator
- b) Check if follow-up tasks required
- c) Complete Task Assignment Sheet

NUMBER	ATTACHMENT TITLE	REVISION
EPIP-5.08	DAMAGE CONTROL COORDINATOR GUIDELINES	7
ATTACHMENT 4		PAGE 1 of 2

1. Establish contact with TSC Maintenance Support Field Team Coordinator
2. Ask to have Task Assignment Sheet sent to you (via fax, if possible)
3. Review Task Assignment Sheet and resolve any issues with Field Team Coordinator
4. Ask Radiation Protection Supervisor (RPS) to initiate the following:
 - a) Determine RWP (a Special RWP may have to be created for task)
 - b) Check if continuous HP coverage is required
 - c) Check availability of the following (as necessary):
 - Protective clothing
 - Dosimetry
 - Survey Instrumentation
 - d) IF emergency radiation exposure authorization required, THEN ask RPS to have EPIP-4.04, EMERGENCY PERSONNEL RADIATION EXPOSURE, initiated
 - e) Determine ingress and egress routes (considering identified hazards) for each task
5. Brief Damage Control Team (if not performed by Maintenance Support Team Leader or Field Team Coordinator):
 - a) Review Task Assignment Sheet with team
 - b) Task objectives
 - c) Ingress/egress routes
 - d) Specific assignments
 - e) Radiological considerations (ask RPS for assistance)
6. Ensure team has the following:
 - Means of communication (radio or contingency method)
 - Copy of Task Assignment Sheet

NUMBER	ATTACHMENT TITLE	REVISION
EPIP-5.08	DAMAGE CONTROL COORDINATOR GUIDELINES	7
ATTACHMENT		PAGE
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7. Dispatch team

8. WHEN team returns, THEN do the following:

- Notify Field Team Coordinator of return
- Have team representative contact Field Team Coordinator in TSC and discuss need for follow-up tasks, special circumstances, etc.
- Have team representative ensure Task Assignment Sheet completed
- Have team representative ensure Task Assignment Sheet is returned to the Field Team Coordinator

NUMBER	ATTACHMENT TITLE	REVISION
EPIP-5.08	TASK ASSIGNMENT SHEET	7
ATTACHMENT 5		PAGE 1 of 2

1. TASK NUMBER: _____
2. DATE/TIME ASSIGNED: _____ / _____
3. TASK DESCRIPTION:
 - System or General Walkdown
 - Damage Assessment
 - Damage Repair
 - Contamination Control
 - Emergency System Modification (e.g., Jumpers)
 - Radwaste Processing
 - Special: _____
4. DESCRIBE TASK: _____

5. NAME OF MAINTENANCE SUPPORT FIELD TEAM COORDINATOR: _____
6. HP BRIEFING REQUIRED: YES; NO
7. DOSE EXTENSION REQUIRED: YES; NO. LIMIT IS: _____
8. SPECIAL HAZARDS BRIEFING REQUIRED: YES; NO
IF YES, DEFINE HAZARDS: ELECTRICAL TOXIC GASES/CHEMICALS
 HIGH PRESSURE STEAM STRUCTURAL RADIOLOGICAL
 CONFINED ENTRY OTHER: _____
9. PROTECTIVE MEASURES REQUIRED: _____

10. BRIEFING WILL BE CONDUCTED AT:
 OSC; TSC; HP (Fax this sheet); OTHER: _____
11. TOOLS/EQUIPMENT TO TAKE: _____

NUMBER EPIP-5.08	ATTACHMENT TITLE TASK ASSIGNMENT SHEET	REVISION 7
ATTACHMENT 5		PAGE 2 of 2

12. PROCEDURES: _____
 NONE; STANDARD: SPECIFY - _____
 SPECIAL: PROVIDE COPY OF PROCEDURE

13. APPROVALS:
 MAINTENANCE SUPPORT TEAM LEADER: _____
 EMD: _____
 SEM: _____

14. TEAM ID: _____
PERSONNEL ASSIGNED TO TEAM: _____

15. REPORTING INTERVAL:
 Report to _____:
 Every 30 minutes
 Other: _____
 Upon task completion

16. HP BRIEFING (IF REQUIRED) GIVEN BY: _____

17. TASK TEAM BRIEFING CONDUCTED BY: _____

18. DATE/TIME TEAM DISPATCHED: _____

19. DATE/TIME TEAM RETURNED: _____

20. NOTES/COMMENTS (e.g., follow-up actions required, special circumstances encountered, other): _____

21. DATE/TIME TASK COMPLETED: _____ / _____

