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INTEROFFICE MEMORANDUM

50-397

DATE: December 18, 2000

TO: Distribution

FROM: *Wenta Dehon*
Procedure Control, Administrative Services, (927A)

SUBJECT: **PLANT PROCEDURES MANUAL - VOLUME 13
EDITORIAL ONLY**

REFERENCE:

Included in this package are **EDITORIAL CHANGES**, please replace the pages located in your manual with the attached pages:

<u>Procedure</u>	<u>Rev.</u>	<u>Page/s</u>
13.10.3	18	17

To verify receipt or cancellation of the subject Procedure(s), please sign, date and **return this receipt to Procedure Control, MD 927A** within **TEN (10) WORKING DAYS** of the date of this IOM. Or the receipt may be FAXED back to (509)377-2476

Energy Northwest
Procedure Control (Mail Drop 927A)
PO Box 968
Richland, WA 99352

Date

Signature of Manual Holder

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DISTRIBUTION - VOLUME 13

<u>Control Copy</u>	<u>Location</u>	<u>Mail Drop</u>
2	*Control Room (501) (IOM to CRS)	927A
3	*Shift Manager	927A
5	Licensed Training	1027
6	*Simulator	1027
12	PEC Library	PEC
25	Bruce Bond	911
26	Region IV, NRC	----
28	Region IV, NRC	----
30	EOF Support Engineering Library	1050
31	*TSC Emergency Response	927A
35	NRC Resident Inspector	----
52	State of Washington, Military Department	----
55	Federal Emergency Mgmt. Agency	----
57	Benton County Dept of Emerg. Mgmt.	----
58	*WNP-2 Security (SAS-CR) (13.1.1, 13.4.1, 13.5.1, 13.5.3, 13.5.5, 13.10.8, 13.11.10, 13.12.19, 13.13.4)	927A
59	*WNP-2 Security (CAS-AAP) (13.1.1, 13.4.1, 13.5.1, 13.5.3, 13.5.5, 13.10.8, 13.11.10, 13.12.19, 13.13.4)	927A
60	WNP-2 Security	988A
63	Emergency Training	PE30
64	*Radwaste Control Room (467)	927A
66	*Simulator, Shift Manager	1027
68	*Remote Shutdown Room (467) (13.1.1, 13.2.1, 13.2.2, 13.4.1, 13.5.1, 13.10.1, 13.10.9)	927A
75	Dept. of Health Radiation Protection	----
78	*Control Room - (501) STA's Desk	927A
83	*MUDAC	1020
86	*Simulator - STA's Desk	1034
87	Document Control Desk, NRC	----
+ +90	*Joint Information Center (J. Ittner)	PE30
94	*EOF	1050
97	*EOF	1050
114	EP Manager	PE30
127-130 (4)	Licensed Training	1027
132	Licensed Training	1027
134-136 (3)	*MUDAC Field Team Kits (13.9.1, 13.9.5, 13.9.8, 13.13.4, 13.14.4)	1050
+ +137	*MPF Field Team Kits (13.7.5, 13.9.1, 13.9.5, 13.9.8, 13.13.4, 13.14.4) (J. Ittner)	PE30
142	Hanford UDAC	----
146	FEMA RX Liaison	----
155	*Maintenance Library (Memo to Georgia)	927A
160	*OSC Emergency Support	927A
161	Equipment Operator Training	1027
164	Oregon State Dept. of Energy	----
218	U.S. Nuclear Regulatory Commission	----
219-221 (3)	Licensed Training	1027
223	Franklin County Emergency Management	----

+ + Procedure Control assures delivery is arranged/made to J. Ittner

* Level 1 File

Duties of: TSC Computer Engineer
 Assignment Location: Technical Support Center (TSC)
 Reports to: TSC Technical Manager
 Activation Level: Alert or higher classification

Responsibilities:

1. Upon notification of an Alert, Site Area, or General Emergency, or if so directed, proceed to the Technical Support Center (TSC). Obtain appropriate dosimetry.
2. Present your keycard to the TSC cardreader located by the outer hallway access door to establish electronic Personnel Accountability.
3. Enter your name on the TSC Accountability Log located on the table just inside the TSC to establish manual Personnel Accountability.
4. Write your name on the TSC staffing board in the space next to your emergency position.
5. If you leave the TSC temporarily, inform the Technical Manager of your destination and approximate time of return. Note your destination on the TSC Personnel Accountability Log.
6. Obtain a briefing from the Technical Manager on the status of emergency conditions.

NOTE: Computer activation steps can be performed without waiting for TSC activation.

7. Log in to the PPCRS and PDIS computers. (PPCRS - Plant Process Computer Replacement System, PDIS - Plant Data Information System)
8. If the Plant/NRC Liaison has not arrived, verify ERDS status and log on as necessary using instructions contained on PPM 13.10.6, Attachment 4.1.
9. Periodically verify that the ERDS link with NRC is functioning per Attachment 4.1 of PPM 13.10.6.

PROCEDURE NUMBER	REVISION	PAGE
13.10.3	18	17 of 18