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PSEG Nuclear LLC
EMERGENCY PLAN IMPLEMENTING PROCEDURES
May 16, 2001
CHANGE PAGES FOR
REVISION #89

PSE&G
CONTROL
COPY # EPIP059

The Table of Contents forms a general guide to the current revision of each section of the Administrative EPIPs. The changes that are made in this TOC Revision #89 are shown below. Please check that your revision packet is complete and remove the outdated material listed below:

| ADD | | | REMOVE | | |
|-------------|--------------------|-------------|-------------|--------------------|-------------|
| <u>Page</u> | <u>Description</u> | <u>Rev.</u> | <u>Page</u> | <u>Description</u> | <u>Rev.</u> |
| All | TOC | 89 | All | TOC | 88 |
| All | NC.EP-AP.ZZ-1011 | 0 | All | EPIP 1011 | 14 |

**PSEG NUCLEAR EMERGENCY PLAN
ADMINISTRATIVE PROCEDURES
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May 16, 2001**

**PSE&G
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COPY # EP1059**

EMERGENCY PREPAREDNESS ADMINISTRATIVE PROCEDURES

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|---|----------------------------|-------------------------|---------------------------|
| EPIP 1001 Revision and Development of PLAN/EPIPs/ECG..... | 2 | 12 | 02/02/96 |
| EPIP 1002 Distribution of PLANS/EPIPs/ECG... | 2 | 4 | 05/01/98 |
| EPIP 1003 Review and Approval of PLAN/EPIPs/ECG..... | 11 | 12 | 05/10/96 |
| EPIP 1004 Format of PLAN/EPIPs/ECG..... | 4 | 12 | 02/02/96 |
| EPIP 1005 Emergency Preparedness Deficiency/Revision Tracking..... | 4 | 3 | 05/01/98 |
| FACILITIES AND EQUIPMENT: | | | |
| EPIP 1006 Emergency Equipment Inventory (Radiation Protection)..... | 22 | D | 05/12/00 |
| NC.EP-AP.ZZ-1006 Emergency Equipment Inventory (Radiation Protection).. | 0 | 64 | 05/12/00 |
| EPIP 1007 EOF/ENC Supply & Locker Inventory..... | 17 | 12 | 04/25/97 |
| EPIP 1008 Emergency Communications Drills..... | 18 | 33 | 03/15/01 |
| EPIP 1009 Emergency Response Callout Test Procedure..... | 11 | 5 | 02/27/98 |
| EPIP 1010 ERF Status Boards..... | 6 | 52 | 10/25/96 |
| TRAINING: | | | |
| EPIP 1011 Maintenance of Emergency Response Organization..... | 15 | Del | 05/16/01 |
| NC.EP-AP.ZZ-1011 Maintenance of Emergency Response Organization | 00 | 14 | 05/16/01 |
| EPIP 1012 Preparation, Conduct, and Evaluation of Emergency Preparedness Annual Exercises..... | 6 | 27 | 12/18/98 |
| NC.EP-AP.ZZ-1014 Emergency Preparedness Classroom Training Administration.. | 2 | 17 | 03/15/01 |
| NC.EP-AP.ZZ-1015 PC Dose Assessment Software Control | 0 | 6 | 06/12/00 |
| EMERGENCY SUPPORT EQUIPMENT: | | | |
| EPIP 1016 Test Procedures for EOF Backup Generator, Vent System and HVAC Filter Replacement..... | 7 | 46 | 06/12/00 |

PSEG NUCLEAR EMERGENCY PLAN
ADMINISTRATIVE PROCEDURE

MAINTENANCE OF EMERGENCY RESPONSE ORGANIZATION

EPIP 1011

This procedure has been superceded by NC.EP-AP.ZZ-1011(Z) in NAP 1 format.

Prepared By: Mark J. Azzaro 5/9/01
(If Editorial Revisions Only, Last Approved Revision) Date

Reviewed By: N/A _____
Station Qualified Reviewer Date

Reviewed By: N/A _____
Department Manager Date

Reviewed By: [Signature] _____
Manager-EP 5/9/01
Date

Reviewed By: N/A _____
Director - QA & Nuclear Safety Review Date
(If Applicable)

SORC Review and Station Approvals

Mtg. No. _____ Salem Chairman
N/A _____
Date

Mtg. No. _____ Hope Creek Chairman
N/A _____
Date

General Manager - Salem

Date

General Manager - Hope Creek

Date

Effective Date of this Revision is 5-16-01
Date

PSEG Internal Use Only

PSEG NUCLEAR LLC
NC.EP-AP.ZZ-1011 (Z) Rev. 00

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CONTROL of 1
COPY # EP12059

MAINTENANCE OF EMERGENCY RESPONSE ORGANIZATION

USE CATEGORY: II

REVISION SUMMARY:

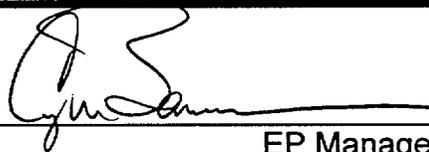
Biennial Review Performed Yes X No

1. This procedure has been revised to clarify assigning manager's responsibilities (Section 5.2).
2. This procedure has been revised to update Emergency Response positions due to the re-engineering process and changes in departmental positions (Attachment 1).
3. This revision is considered Rev 00 (zero) due to reformatting the procedure into NAP-1 administrative procedure format.

IMPLEMENTATION REQUIREMENTS

Issued for use. 5-16-01

APPROVED: _____


EP Manager

5/9/01
Date

**MAINTENANCE OF EMERGENCY RESPONSE ORGANIZATION
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1.0 PURPOSE

This procedure should be used to guide Emergency Response Organization (ERO) members, and ERO Assigning Managers through the process to ensure a fully qualified and staffed ERO is maintained.

2.0 SCOPE

- The scope of this procedure is to ensure the ERO is manned with qualified personnel at all times.

3.0 RESPONSIBILITIES

- It is the responsibility of all ERO candidates and current members to complete and maintain all prerequisite training and qualification requirements for their ERO assignment, as listed in step 5.4.2.

4.0 BACKGROUND, PROCESS DESCRIPTION OR REQUIREMENTS

- There is a requirement for some ERO positions to carry ERO pagers. It is expected that pagers will be carried at all times, not just when you are on a duty team. If your pager appears to be malfunctioning, contact the pager window to have your pager tested, repaired, or replaced as needed.

5.0 PROCEDURE

5.1 Vice President – Operations Shall:

5.1.1 Approve or disapprove requests for exemptions to the ERO; per ERO Change Form, Attachment 2 of this procedure.

5.2 Assigning Managers for Staffing ERO Positions Should:

NOTE

- Additional personnel may be assigned to ensure additional qualified persons are available to assume duty or support responder positions as needed. These persons would be assigned to the "X" Team.
- There are four Duty and four Support teams ("A", "B", "C", & "D").

5.2.1 ENSURE yearly review (during ERO open enrollment in February of each year) of ERO positions meet minimum staffing goals. Contact Emergency Preparedness (EP) if you are aware of any personnel contact phone numbers that have changed.

5.2.2 The below chart is a guidance to be used for staffing requirements for Duty and Support Emergency Response positions.

| Required Number Of Positions Needed To Be Filled In Accordance With The Organizational Chart | Minimum Staffing Goal for Duty Responders | Minimum Staffing Goal for Support Responders |
|--|---|--|
| 1 | 4 | 3 |
| 2 | 8 | 5 |
| 3 | 12 | 8 |
| 4 | 16 | 10 |

5.2.3 ENSURE replacements are provided when an ERO member is terminated or reassigned. Submit requests for ERO changes in accordance with Attachment 2, (ERO Change Form) of this procedure.

5.3 Department Managers for Staffing ERO Positions Shall:

5.3.1 ENSURE all ERO candidates and current members complete and maintain all prerequisite training and qualification requirements for ERO assignment, as listed in step 5.4.2, or 5.5.2, as appropriate.

5.4 ERO Duty Responders:

5.4.1 SHALL remain fit for duty and within 60 minutes of there assigned emergency response facility (ERF) during there duty week, or when providing coverage for another Duty responder.

5.4.2 SHALL maintain there ERO/access type training current.

- All onsite and offsite ERO members shall maintain their current emergency response training for their specific position.
- All onsite ERO positions, and offsite monitoring team members shall maintain current Radiation Worker (RWT) qualification.
- All onsite ERO positions, with the exception of the OSC Clerk, Control Room Communicator, and personnel assigned to the TSC, shall be respirator qualified.
- All PSEG Nuclear ERO members, with the exception of Emergency News Center (ENC) personnel, will be Fitness For Duty (FFD) qualified.

5.4.3 SHALL attend scheduled drills/tabletops. If you are unable to attend a scheduled drill/tabletop you must get prior approval from your designated emergency response facility lead, and contact EP. You are required to find a qualified replacement for scheduled drills/tabletops, and should attend a make-up tabletop/drill.

- 5.4.4 SHALL provide Emergency Preparedness (EP) with current home, office, and pager numbers for updating the roster in SAP.
- 5.4.5 SHALL, if unavailable during on-call duty period, arrange for a qualified replacement and inform EP as follows:
- Complete and forward (FAX) to EP, Attachment 3, Notice of Temporary Exchange of Duty,
- OR
- If FAX machine is not available or not working properly, call voice mail box 856-339-2200 with equivalent information as requested on Attachment 3, Notice of Temporary Exchange of Duty.
- 5.4.6 SHALL, if unavailable during on-call duty period because of sudden illness or a personnel emergency, attempt to find a replacement. If a replacement cannot be found, contact EP. Paper work for a duty exchange should be filled out as soon as possible after locating a replacement and forwarded to EP.
- 5.4.7 SHALL, if your specific ERO position requires you to make manual ERO call-out in the event of a call-out system failure, maintain a correct copy of EPIP 204S and/or 204H at your home and implement your portion when directed.

5.5 ERO Support Responders:

- 5.5.1 SHALL reside within 90 minutes of your assigned emergency response facility (ERF).
- 5.5.2 SHALL maintain your ERO/Access training current, as follows:
- All onsite and offsite ERO members shall maintain their current emergency response training for their specific position.
 - All onsite ERO positions, and offsite monitoring team members shall maintain current Radiation Worker (RWT) qualification.
 - All onsite ERO positions, with the exception of the OSC Clerk, Control Room Communicator, and personnel assigned to the TSC, shall be respirator qualified.
 - All PSEG Nuclear ERO members, with the exception of Emergency News Center (ENC) personnel, shall be FFD qualified.
- 5.5.3 SHALL attend scheduled drills/tabletops. If you are unable to attend a scheduled drill/tabletop you must get prior approval from your designated emergency response facility lead, and contact EP. You may be required to find a qualified replacement for scheduled drills/tabletops, and should attend a makeup tabletop/drill.

5.5.4 SHALL provide EP with current, home, and office numbers for updating the roster in SAP.

5.5.5 SHALL, if your specific ERO position requires you to make manual ERO call-out in the event of a call-out system failure, maintain a correct copy of EPIP 204S and/or 204H at your home and implement your portion when directed.

5.6 EP Supervisor or Designee Should:

5.6.1 Provide oversight of the "Maintenance of the ERO" process including:

- Quarterly contact number verifications
- Annual open enrollment solicitation and revisions
- Reviews/revisions to assigning managers list per Attachment 1, ERO Duty/Support Responders and Assigning Managers ERO Staffing Responsibilities
- Assigning managers trained and provided guidance
- Revision and distribution of callout procedures
- Periodic assessments of assignment process and ERO qualifications.
- Attendance at EP drills, tabletop sessions and training.

5.7 Technical Analyst Emergency Preparedness or Designee:

5.7.1 Quarterly Review and Update

- Should notify all ERO members their home, office, and pager numbers have been verified and are correct in SAP.
- Should distribute Emergency Personnel Assignment forms (PAF) during open enrollment month (February of each year) to ERO Assigning Managers for review and update all contact phone numbers.
- Should maintain on file for 12 months all PAFs, ERO change forms, and medical notifications returned from designated PSEG Nuclear Managers and the Medical Department.
- Should ensure the EP Training and Drill/Tabletop schedule for ERO personnel is published in an acceptable manner (EP Web Page, etc.).
- Should update the ERO assignment database in SAP based on feedback received from the assigning managers.
- Shall update the ERO callout and Personnel Recall procedures (EPIP 204S/H) and the Administrative and Bargaining Unit Callout lists each quarter.

5.7.2 REVISE, publish and distribute EPIP 204S/H at least quarterly to the following:

- ERO Personnel with manual callout responsibilities.
- Control Room, Technical Support Center, & Emergency Operations Facility confidential envelope, located in each of these facilities. A copy of the revised Administrative and Bargaining Unit Callout lists shall also be included.
- TSC Emergency Preparedness Advisor (EPA) should also be provided with a current revision of the administrative and bargaining units call-out procedure and list quarterly.

6.0 RECORDS

ENSURE copies of appropriate completed ERO change forms are forwarded to EP per FAX number provided on the form.

7.0 DEFINITIONS

Refer to Attachment 1, ERO Duty/Support Responders and Assigning Managers ERO Staffing Responsibilities, of this procedure.

8.0 REFERENCES

- 8.1 PSEG Nuclear LLC – Emergency Plan
- 8.2 10CFR 50 Appendix E, Emergency Planning and Preparedness for Production and Utilization Facilities.
- 8.3 NUREG-0654, Revision 1, November 1980, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants.
- 8.4 NUREG-0737, October 1, 1980, Clarification of TMI Action Plan Requirements.
- 8.5 Supplement 1 to NUREG-0737, December 17, 1982.

**ATTACHMENT 1
ERO DUTY/SUPPORT RESPONDERS AND
ASSIGNING MANAGERS ERO STAFFING RESPONSIBILITIES
Page 1 of 6**

Definition and Responsibilities:

Emergency Response Organization (ERO) Member - All personnel designated to respond to emergency events at Hope Creek or Salem Generating Stations.

Duty Responder - Duty responders are key ERO members assigned to be on call based on a duty rotation to fill critical positions in their assigned ERFs. Duty Responders will be available to respond as soon as possible, but no longer than 60 minutes after notification. (See below for identification of Duty Responders by ERF.) Duty Responders will rotate there on call duty to another duty responder on a weekly basis.

Support Responder - All other ERO members who are required to report to their ERF as soon as possible, but no longer than 90 minutes after notification. Support responders do not serve an on-call duty responsibility.

Shift Responder – Members of the ERO that fill a normal on-shift position that is manned 24 hours a day, seven days a week. Shift responders will respond to emergencies based on plant page announcements or internal phone calls.

| CONTROL ROOM | | | |
|---------------------|-------------------------------------|----------------------------|---|
| E.P. Code | ERO Position | Duty/Support /Shift | Responsibility for Staffing |
| A-04 | Operations Superintendent | Shift | Hope Creek Operations Manager Salem Operations Manager |
| B-01 | Nuclear Shift Tech Advisor | Shift | Hope Creek Operations Manager Salem Operations Manager |
| B-02 | Control Room Supervisor | Shift | Hope Creek Operations Manager Salem Operations Manager |
| B-03 | Reactor Operator/Plant Operator | Shift | Hope Creek Operations Manager Salem Operations Manager |
| B-04 | Control Room Communicator (CM1/CM2) | Shift | Hope Creek Operations Manager Salem Operations Manager |
| B-04A | Communicator - Ops Advisor | Support HC only | Hope Creek Operations Manager |
| E-04 | Shift Rad. Pro. Technician | Shift | Manager – Radiation Protection |

ATTACHMENT 1
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| OPERATIONS SUPPORT CENTER | | | |
|----------------------------------|---|-----------------------------|---|
| E.P. Code | ERO Position | Duty/ Support /Shift | Responsibility for Staffing |
| B-05 | Equipment Operator | Shift | Hope Creek Operations Manager Salem Operations Manager |
| C-01 | Ops Support Center Coordinator | Duty | Hope Creek Operations Manager Salem Operations Manager |
| C-02 | Shift Controls Tech I&C | Shift | Maintenance Manager-WIN/12-hr. Shifts |
| C-03 | Shift Controls Tech Electrical | Shift | Maintenance Manager-WIN/12-hr. Shifts |
| C-04A | OSC Ops. Supervisor | Call out | Hope Creek Operations Manager Salem Operations Manager |
| C-04B | OSC Maintenance Supervisor (Mechanical) | Support | Maintenance Manager-WIN/12-hr. Shifts |
| C-04C | Shift Maintenance Supervisor (Controls) | Shift | Maintenance Manager-WIN/12-hr. Shifts |
| C-05A | OSC Radwaste Operator | Shift | Hope Creek Chemistry Superintendent Salem Operations Manager |
| C-05B | Nuclear Tech. - Mechanical | Support | Maintenance Manager Mechanical |
| C-05C | Nuclear Tech. - Welder | Support | Maintenance Manager Mechanical |
| C-05D | Controls Tech. Electrical | Support | Maintenance Manager-Controls & Power Dist. |
| C-05E | Controls Tech. I&C | Support | Maintenance Manager-Controls & Power Dist. |
| C-06 | Fire Brigade | Shift | Loss Control & Insurance Program Manager |
| C-07 | Duty Storekeeper | Support | Manager-Supply Chain Management |
| C-08 | Planner | Support | SWIM Integration Manager |
| C-10 | OSC Clerk | Support | Hope Creek Operations Manager Salem Operations Manager |
| E-02 | Rad Pro Supervisor | Duty | Manager – Radiation Protection |
| E-03 | Rad Pro Technician | Shift | Manager – Radiation Protection |

* (Ops. or Maintenance Supervisor until relieved)

ATTACHMENT 1

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| CONTROL POINT | | | |
|----------------------|-------------------------------|-----------------------------|------------------------------------|
| E.P. Code | ERO Position | Duty/ Support /Shift | Responsibility for Staffing |
| E-03 | Rad. Pro. Technician | Shift | Manager – Radiation Protection |
| E-05 | Chemistry Supervisor - CP/TSC | Duty | Chemistry Manager |
| E-06 | Chemistry Technician | Support | Chemistry Manager |

| TECHNICAL SUPPORT CENTER | | | |
|---------------------------------|------------------------------|-----------------------------|--|
| E.P. Code | ERO Position | Duty/ Support /Shift | Responsibility for Staffing |
| A-03 | Emergency Duty Officer | Duty | VP - Operations |
| E-01 | Rad Assessment Coordinator | Duty | Manager – Radiation Protection |
| E-02 | Rad Pro Supervisor | Duty | Manager – Radiation Protection |
| E-03 | Rad Pro Technician | Support | Manager – Radiation Protection |
| F-01 | Technical Support Supervisor | Duty | Hope Creek Operations Manager Salem Operations Manager |
| F-02 | Tech. Support Team Leader | Support | VP-Technical Support |
| F-03 | Engineer – Electrical | Duty | Performance Engineering Manager (Sal) Production Engineering Manager (HC) |
| F-04 | Engineer – Mechanical | Duty | Performance Engineering Manager (Sal) Production Engineering Manager (HC) |
| F-05 | Engineer – Controls | Duty | Performance Engineering Manager (Sal) Production Engineering Manager (HC) |
| F-06A | Core-Thermal Hydraulics Engr | Duty | Manager-Nuclear Fuels/Reactor Engineering |
| F-06B | Engineer - Nuclear Fuels | Support | Manager – Nuclear Fuels |
| F-07 | E.P. Advisor | Support | EP Manager |
| F-08 | TSC Communicator | Duty | Hope Creek Operations Manager Salem Operations Manager |
| F-08B | Ops. Advisor – TSC | Support | Hope Creek Operations Manager Salem Operations Manager |
| I-01 | Security Liaison – TSC | Shift | Nuclear Security Manager |
| J-03 | Admin Support Supervisor | Support | Sr. VP & Chief Administrative Officer |
| J-04 | TSC Admin Staff | Support | Sr. VP & Chief Administrative Officer |
| J-04A | TSC Admin Support – TDR | Support | Sr. VP & Chief Administrative Officer |

ATTACHMENT 1
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| EMERGENCY OPERATIONS FACILITY | | | |
|--------------------------------------|--------------------------------------|-----------------------------|---|
| E.P. Code | ERO Position | Duty/ Support /Shift | Responsibility for Staffing |
| A-01 | Emergency Response Manager | Duty | Nuclear Training Manager |
| A-02 | Site Support Manager | Duty | Nuclear Training Manager |
| A-05 | E.P. Coordinator | Support | EP Manager |
| D-01 | Rad. Support Manager | Duty | Rad Pro – Superintendent – Support |
| D-02A | Rad Assessment Staff – EOF Duty | Duty | Rad Pro – Superintendent – Support |
| D-02B | Rad Assessment Staff – EOF Supp | Support | Rad Pro – Superintendent – Support |
| D-03 | Field Team Communicator | Support | Rad Pro – Superintendent - Support |
| D-04A | Offsite Team Monitor | Duty | Rad Pro – Superintendent – Support |
| D-04B | Offsite Team Driver | Duty | Rad Pro – Superintendent – Support |
| F-09 | Technical Support Manager | Support | VP – Technical Support |
| F-11 | Licensing Support | Support | Manager - Licensing |
| G-13 | Public Information Liaison | Duty | Process Leader – Nuclear Communications |
| I-02 | Security Liaison - EOF | Support | Nuclear Security Manager |
| I-03 | E.P. Advisor | Support | EP Manager |
| I-04 | Security Force Member | Shift | Nuclear Security Manager |
| I-05 | EOF Communicator (CM1/CM2) | Duty | Nuclear Training Manager |
| I-05A | Site Support Staff-Ops Advisor | Support | Nuclear Training Manager |
| J-01 | Admin. Support Manager | Duty | Sr. VP & Chief Administrative Officer |
| J-02A | Admin Support Staff-Personnel Supv | Support | Sr. VP & Chief Administrative Officer |
| J-02B | Admin Support Staff – Purchasing | Support | Manager-Supply Chain Management |
| J-02C | Material Control Support | Support | Manager-Supply Chain Management |
| J-02D | Admin Support Staff-Administrative | Support | Sr. VP & Chief Administrative Officer |
| J-02E | Admin Support Staff Information Tech | Support | VP – IT & Staff |

ATTACHMENT 1

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| EMERGENCY NEWS CENTER | | | |
|------------------------------|---|----------------------------|---|
| E.P. Code | ERO Position | Duty/Support /Shift | Responsibility for Staffing |
| G-01 | Company Spokesperson | Duty | Process Leader - Nuclear Communications |
| G-02 | ENC Manager | Duty | Process Leader - Nuclear Communications |
| G-03 | ENC Communications Supervisor | Support | Process Leader - Nuclear Communications |
| G-05 | Industry/Government Affairs Coordinator | Support | Process Leader - Nuclear Communications |
| G-06 | Rumor Control Coordinator | Support | Process Leader - Nuclear Communications |
| G-07B | Media Monitors | Support | Process Leader - Nuclear Communications |
| G-08A | Staff Writer – Duty | Duty | Process Leader - Nuclear Communications |
| G-08B | Staff Writer – Support | Support | Process Leader - Nuclear Communications |
| G-09A | Media Information Coordinator | Support | Process Leader - Nuclear Communications |
| G-09B | Media Information Line Operator | Support | Process Leader - Nuclear Communications |
| G-10A | Lead Technical Advisor | Duty | Process Leader - Nuclear Communications |
| G-10B | Media Technical Advisor | Support | Process Leader - Nuclear Communications |
| G-10C | Communication Tech Advisor | Support | Process Leader - Nuclear Communications |
| G-11 | ENC Operations Supervisor | Support | Process Leader - Nuclear Communications |
| J-05 | ENC Administrative Support | Support | Process Leader - Nuclear Communications |
| J-06 | A/V Services Coordinator | Support | Process Leader - Nuclear Communications |

ATTACHMENT 1
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| Offsite – Delaware Facility | | | |
|------------------------------------|---------------------------------|-----------------------------|------------------------------------|
| E.P. Code | ERO Position | Duty/ Support /Shift | Responsibility for Staffing |
| Z03 | Delaware Offsite Representative | Support | EP Manager |

**ATTACHMENT 2
ERO CHANGE FORM**

Assigning Manager Name: _____ COST CTR.: _____ MC: _____ Date: _____

NOTE

Prerequisite training such as GET, RWR, respirator, etc., shall be completed prior to assigning an employee to an ERO position. FAX this form to 1349 or send to MC N37.

PLEASE PROCESS THIS ERO CHANGE CONCERNING THE FOLLOWING INDIVIDUAL:

Name: _____ COST CTR.: _____ MC _____ EMPLOYEE # _____

New Assignments:

Assign the above employee to:

_____ ERO DUTY Responder
(60 minute response time)

_____ ERO Support Responder
(90 minute response time)

Position #: _____ (EP Code – see Att. 1)

Position Name: _____

Station: _____ (Salem/Hope Creek/Common)

Team: _____ (A, B, C, D, or X)

Company Phone: _____

Home Phone: _____

Car Phone: _____

Reassign the above ERO member to: **

_____ ERO DUTY Responder
(60 minute response time)

_____ ERO Support Responder
(90 minute response time)

Position #: _____ (EP Code – see Att. 1)

Position Name: _____

Station: _____ (Salem/Hope Creek/Common)

Team: _____ (A, B, C, D, or X)

Company Phone: _____

Home Phone: _____

Car Phone: _____

Delete the above ERO member from: **

_____ ERO DUTY Responder
(60 minute response time)

_____ ERO Support Responder
(90 minute response time)

Position #: _____ (EP Code – see Att. 1)

Position Name: _____

Station: _____ (Salem/Hope Creek/Common)

Team: _____ (A, B, C, D, or X)

(Complete Replacement section also) →

Replacement for deletion (if applicable)

Name: _____

_____ City _____ State

Cost Center: _____ Mail Code: _____

EMPL. I.D. # _____

Company Phone: _____

Home Phone: _____

Car Phone: _____

** Reason For Change:

Reason for exemption: _____

Exemption approval: _____ Disapproval: _____ Date: _____

(VP – Ops)

(VP – Ops)

ATTACHMENT 3
NOTICE OF TEMPORARY EXCHANGE OF DUTY

NOTE

EMERGENCY DUTY OFFICER (EDO)

For **EDO** Duty Exchange, it is your responsibility to ensure Operations Superintendent (OS) is informed so that the Control Room Duty Roster is updated.

FROM: _____ ERO POSITION: _____
(Print Name)

I will be unable to fulfill my Duty Responder assignment during the period:

_____ / _____ to _____ / _____
(Date) (Time) (Date) (Time)

And have arranged an exchange of duty with the following qualified individual to perform my duties during this time period.

_____ Team: A B C D
(Name of Replacement) (Circle Appropriate Team)

(Signature)

Person Accepting Duty: I certify that I am fully qualified and will remain within one-hour response of my assigned facility until properly relieved.

_____ (Employee Number) _____ (Date) _____ (Signature)

NOTE

FAX Number 1349 or 856-339-1349 OR if FAX is not available, call into voice mail number 856-339-2200 and provide exchange of duty information.