

DOSE ASSESSMENT PERSONNEL CHECKLIST

INITIAL

1. ACTIVATION

- a. Sign in on the EOF roster board. _____
- b. Obtain the Dose Assessment Personnel emergency response position materials from the tote-box at your work station and initiate this checklist. _____
- c. Attach your Station badge to the green identification tag located at your workstation. _____
- d. Verify operability of copy machines and adequacy of the paper supply. _____
- e. Ensure the paper trays are present for documentation handling. _____
- f. Assist METPAC Operator and Dose Assessment Specialist in establishing adequate supply of dose assessment forms. _____

2. ACCIDENT ASSESSMENT

- a. Obtain logger trend printouts from the Technical Assistant and provide it to the METPAC Operator.
- b. After each run of METPAC, copy and distribute the following:

Documents

Distribution

- | | |
|---------------------------------------|--|
| 1. METPAC Input Data Log | - Response Manager (hand-deliver) |
| 2. METPAC Output Printout | - EOF Coordinator (hand-deliver) |
| 3. Plume Plot | - HPN Communicator (hand-deliver) |
| 4. Status Board Update Form (ER 3.3G) | - MA Health Dept.* (MDPH) |
| (Updated forms ER 3.3G are produced | - NRC Protective Measures Coordinator* |
| as METPAC printouts) | - NH Public Health* (NHOHM) |
| | - Maine Health Dept.*(MEDHE) |

* Place in the appropriate mail slot in the Dose Assessment Room.

- c. Update the Radiological Status Board in the Emergency Operations area, including current meteorological conditions, as directed by the Dose Assessment Specialist.
- d. Depict approximate plume location on the plume EPZ map based on METPAC plume plots or as otherwise directed.

3. DEACTIVATION

Place original documentation in chronological order and provide to the Dose Assessment Specialist.

RESPONSE MANAGER CHECKLIST

INITIAL

1. **ACTIVATION**

- a. Sign in on the EOF roster board. _____
- b. Obtain the Response Manager emergency response position materials from the tote-box at your work station and initiate this checklist. _____
- c. Attach your Station badge to the green identification tag located at your workstation. _____
- d. Direct the Administrative Services Coordinator to assign an individual to maintain a log for you using form ER 2.0E, Emergency Facility Log. _____
- e. Contact the Site Emergency Director (SED) or Short Term Emergency Director (STED) to obtain a briefing on the following:
 - (1) Station status _____
 - (2) radiological releases, if applicable _____
 - (3) classification _____
 - (4) notifications completed _____
 - (5) protective action recommendations (PARs) status _____
- f. Review EOF organizational requirements (see Figure 2) against the EOF sign-in board to determine organizational status. _____
- g. Brief the EOF Staff on the emergency status using the EOF page system, as conditions warrant. _____
- h. Ensure the EOF Staff has completed or is nearing completion of the activation sections of its checklists. _____
- i. The following personnel should be present before the EOF is declared activated: (Protected: Ref. 6.19)
 - (1) Response Manager _____
 - (2) EOF Coordinator _____
 - (3) Dose Assessment Specialist _____
 - (4) Offsite Monitoring Coordinator _____
 - (5) Administrative Services Coordinator _____
 - (6) Technical Assistant _____
 - (7) ERO Technical Liaison _____
 - (8) Personnel for 2 offsite monitoring teams (2 monitors and 2 drivers) _____

RESPONSE MANAGER CHECKLIST
(Continued)

INITIAL

j. Assume the following non-delegable responsibilities from the Site Emergency Director (SED). (Protected: Ref. 6.9)

- (1) Authorization of PARs
- (2) Authorization of State notifications
- (3) Authorization of news releases
- (4) Authorization of requests for industry emergency response assistance

k. Declare the EOF activated.

l. Inform the SED of EOF activation.

2. ACCIDENT ASSESSMENT/MITIGATION

a. Obtain regular plant status briefings from the SED.

b. Conduct regular briefings for the EOF Staff.

c. Document and periodically review "action items" needed to respond to the emergency (e.g., what is needed, who is responsible, due dates/times, priorities, coordination among affected facilities and individuals, etc.).

d. Ensure that "action item" assignments, expectations and priorities are communicated to the appropriate individuals.

3. CLASSIFICATION

a. If the EOF staff recognizes a dose or dose rate condition that meets or exceeds 12 series Initiating Conditions on form ER 1.1A, notify the SED immediately to reclassify the emergency.

CAUTION

State notifications shall be initiated within 15 minutes of reclassification of the event.

b. After the SED reclassifies the emergency, authorize the EOF Coordinator to notify the states.

RESPONSE MANAGER CHECKLIST

(Continued)

4. PROTECTIVE ACTION RECOMMENDATIONS (PARs)

CAUTION

State notifications shall be initiated within 15 minutes of Response Manager Approval of a new PAR.

- a. Review proposed PARs as provided by the EOF Coordinator.
- b. Authorize the PAR by signature in Block 6 of form ER 2.0B.
- c. Direct the EOF Coordinator to make necessary PAR notifications.
- d. Convene a meeting of available State and Federal agency representatives to discuss Seabrook Station's PAR and receive input from the offsite organizations on their intended actions/responses.
- e. Review each step listed above upon reclassification of the event.

5. NOTIFICATIONS AND BRIEFINGS

- a. Authorize State notifications; review and sign forms as required.

NOTE

The criteria to be used in determination of a radiological release are in Figure 6.

- b. Notify and provide a briefing to Northeast Utilities executive management.
- c. Conduct regular briefings with the EOF staff by meeting in the operations horseshoe area or by using the EOF public address system as appropriate.
- d. Ensure the Media Center, through the Technical Advisor, is apprised of changing plant status and response actions.
- e. Review and approve news statements, if generated.
- f. Conduct periodic briefings with State and Federal response officials.
 - (1) Prior to a briefing, perform the following:
 - Direct the Administrative Services Coordinator to coordinate EOF activities while you are in the briefing.
 - Specify who from the North Atlantic ERO should attend.

RESPONSE MANAGER CHECKLIST

(Continued)

- Determine the status of any action items committed to in previous briefings (e.g., requests for information).
- Identify an individual to document the briefing and any commitments.
- If the NRC is attending the briefing, instruct the Licensing Coordinator to attend and capture any commitments made to the NRC.
- Focus on keeping the briefing short and concise.
- Ascertain the status of media briefings taking place in the media center and how media are responding to information being released by Seabrook Station and state public information officers.

(2) A suggested briefing agenda follows:

- Introductions
- Current emergency classification level
- Brief summary of events to date
- Current plant status - discuss plant stability (degrading, stable or improving)
- Status of event mitigation actions and event prognosis
- Results of radiological assessments
- Protective action recommendations (by NAESCO)
- Protective actions actually implemented (by States)
- Summary of Federal and State response activities
- Level of media and political interest
- Review available answers to any open questions from prior briefings
- Open discussion/question and answer session
- Time of next briefing

(3) Following the briefing, ensure that action items and commitments discussed in the briefing are assigned to the appropriate individuals.

6. STAFFING/EQUIPMENT NEEDS

- a. Direct requests for additional staffing or equipment resources to the Administrative Services Coordinator.
- b. Monitor and approve requests for assistance to various industry and support groups (e.g., Westinghouse and INPO), as necessary.
- c. As requested by the State of New Hampshire or Massachusetts, coordinate obtaining and providing additional support staff or resources. The DE&S Emergency Mutual Assistance Agreement (DE&SEMMA) may be activated for this purpose. If the

RESPONSE MANAGER CHECKLIST

(Continued)

DE&SEMAA is activated to support a request for monitoring and decontamination staff, direct the contacted utility to ensure that designated personnel are not part of the Massachusetts Nuclear Incident Advisory Team (NIAT).

7. PLANNED RELEASES

- a. Review Section 1 of form ER 3.1M, Planned Radiological Releases Data. Discuss the information with the Site Emergency Director.
- b. Review Sections 2 and 3 of form ER 3.1M. Discuss the information with the EOF Coordinator. When possible, discuss protective actions associated with the pending release and obtain concurrence of offsite authorities before a planned release is authorized.
- c. Complete Section 4 of form ER 3.1M.
- d. Direct the SED to implement the release and associated sampling and monitoring actions.
- e. Direct the EOF Coordinator to inform the States of the release and its projected duration.
- f. Direct the Emergency News Manager to draft a news statement on the event.
- g. Notify offsite authorities when the action has been completed.

8. EMERGENCY TERMINATION AND RECOVERY

When the risk posed by the emergency is clearly decreasing or has ceased, de-escalation or closeout of the emergency is appropriate. A combination approach is used and summarized in the table below.

	Classification Downgrading Allowed?	Event Closeout via Termination?	Event Closeout via Recovery?
Unusual Event	N/A	Yes	No
Alert	Yes	Yes	No
Site Area Emergency with no long-term station damage	Yes	Yes	No
Site Area Emergency with long-term station damage	Yes	No	Yes; may occur after downgrading
General Emergency	Yes	No	Yes; may occur after downgrading

RESPONSE MANAGER CHECKLIST

(Continued)

NOTE

Prior to downgrading an emergency classification from a Site Area Emergency or a General Emergency, perform the following:

- (1) Confer with the Site Emergency Director, Technical Assistant and EOF Coordinator to verify that the EALs which required the current classification are no longer met by existing (and/or projected) operational or radiological parameters.
- (2) Review the basis for downgrading with cognizant State and Federal authorities.
- (3) Inform state authorities that no protective action recommendations will be made when the emergency classification is downgraded. The states must decide whether to maintain or modify previous protective action decisions.

- a. Confer with the Site Emergency Director, Technical Assistant and EOF Coordinator to determine whether actual/potential conditions warrant entry into a recovery mode.
- b. If recovery is appropriate, direct the Site Emergency Director, Technical Assistant and EOF Coordinator to confer with their respective staffs and determine whether any radiological and/or operational conditions exist which would preclude entry into a recovery mode.

NOTE

Conditions required for declaring recovery are listed in Section 4, Prerequisites.

- c. Direct the Site Emergency Director to develop an onsite recovery organization and shift schedule.
- d. Designate an interim Recovery Manager to initiate development of an integrated recovery organization. Consider other members of the Response Manager pool for this assignment. Direct the Technical Assistant and EOF Coordinator to support the interim Recovery Manager in developing an offsite recovery organization and shift schedule.
- e. Refer to Figure 16, Post-Emergency Organizations, for guidance for structuring the organizations from the emergency phase through the transitional phase to the recovery phase.
 - (1) The recovery organization should, to the degree practical, draw upon the functional departments and capabilities of the normal NU Nuclear organization (e.g., Operations, Work Services, Technical Services, etc.).

RESPONSE MANAGER CHECKLIST

(Continued)

- (2) As needed, new recovery organization positions may be created.
 - (3) ERO positions may be carried over into the recovery organization if desired.
 - (4) Consider structuring the recovery organization such that offsite impacts on station recovery activities are minimized, i.e., keeping long-term governmental, regulatory, media, public and financial interface points at offsite locations (e.g., the EOF).
- f. The organizational structure should take into account incident specifics and consider outside support organizations such as
- (1) Northeast Utilities
 - (2) Westinghouse
 - (3) Duke Engineering and Services (DE&S)
 - (4) Resources coordinated through INPO
- g. Direct key recovery organization members to prepare written prioritized work plans required to
- (1) maintain long-term Station stability
 - (2) confirm the status of systems and equipment
 - (3) confirm radiation and contamination conditions
 - (4) repair damaged systems and equipment
 - (5) remove contamination
 - (6) maintain doses to recovery personnel ALARA
 - (7) minimize industrial hazards to recovery personnel
 - (8) facilitate reentry into all Station areas
 - (9) maintain communications with the media and the public
 - (10) maintain communications with State authorities
 - (11) maintain communications with regulatory agencies
- h. Consider need for special re-entry and recovery procedures, including the following:
- (1) Exposure guidelines/ALARA
 - (2) Work Control requirements
 - (3) In-plant safety practices
 - (4) Equipment maintenance, repair or replacement
 - (5) Component design changes/modifications
- i. As needed, direct development, review and approval of new or revised procedures.
- j. Review the NAMM, procedure NM 11800, Hazardous Condition Response Plan, to identify additional recovery considerations.
- k. Review and approve the recovery organization and a master action plan.

RESPONSE MANAGER CHECKLIST

(Continued)

- l. Review the proposed recovery organization, action plans, and the date and time for entry into the recovery mode with the following:
 - (1) NRC representatives
 - (2) FEMA representatives
 - (3) State emergency response officials
- m. Brief key ERO managers on the recovery organization, action plans, and date and time for entry into recovery mode.
- n. Direct the Emergency News Manager to issue a news statement concerning entry into the recovery mode.
- o. Provide recovery assistance to State authorities, as requested.
- p. Direct the administrative, financial and legal support necessary for the recovery organization.

9. DEACTIVATION

Submit all emergency documentation to the Administrative Services Coordinator.

EOF COORDINATOR CHECKLIST

INITIAL

1. ACTIVATION

- a. Sign in on the EOF roster board. _____
- b. Obtain the EOF Coordinator's emergency response position materials from the tote-box at your work station and initiate this checklist. _____
- c. Attach your Station badge to the green identification tag located at your workstation. _____
- d. Check workstation telephones for operability. _____
- e. Maintain a log using form ER 2.0E, Emergency Facility Log. _____
- f. Obtain a briefing from the Response Manager. _____
- g. If the Response Manager is unavailable, contact the Site Emergency Director (SED) for a briefing on the following:
 - (1) Station status
 - (2) radiological releases, if applicable
 - (3) classification
 - (4) offsite notification status
 - (5) protective action recommendations (PARs) status _____
- h. Ensure that the HPN Communicator maintains the Health Physics Network (HPN), if requested to do so by the NRC. _____
- i. Inform the Response Manager when responsibility for notifications and protective action recommendations can be assumed. _____
- j. If a radiological release has occurred or is in progress, advise the Administrative Coordinator and the Security Coordinator concerning release instructions for personnel in the Inprocessing Center assembly area. _____
- k. Obtain copies of all completed State notification forms from the TSC (fax from the Site Emergency Director). _____

EOF COORDINATOR CHECKLIST

(Continued)

2. ACCIDENT/DOSE ASSESSMENT

NOTE

The criteria to be used in determination of a Radiological Release are in Figure 6.

- a. Coordinate offsite radiological and protective action assessments with the Dose Assessment Specialist and Offsite Monitoring Coordinator.
- b. As needed, obtain Station operational data from the Technical Assistant.
- c. As needed, obtain onsite radiological data from the HP Coordinator.

3. CLASSIFICATION

CAUTION

General Emergency Initiating Condition 12e is based on dose versus dose rate.

- a. Review offsite dose projections or field monitoring data which may affect the emergency classification or protective action recommendations.
- b. Inform the Response Manager immediately when dose or dose rate estimates exceed a 12 series Initiating Condition contained on form ER 1.1A.

4. PROTECTIVE ACTION RECOMMENDATIONS (PARs)

CAUTION

When performing PAR assessments using ER 5.4A, obtain Critical Safety Function Status Tree (CSFST) information from the Technical Assistant.

CAUTION

When completing ER 5.4A during a General Emergency, remember that the radiological criteria used to select a PAR Group B is based on the TEDE and adult thyroid CDE dose at 5 miles, not dose rate.

- a. As changes in station and radiological conditions warrant, complete form ER 5.4A, Plume Exposure Protective Action Recommendation (PAR) Worksheet.
- b. If a new PAR is identified by completion of ER 5.4, complete form ER 2.0B, State Notification Fact Sheet, with the PAR results.

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- c. Review form ER 2.0B with the Response Manager and obtain his authorization.
- d. Transmit the information on ER 2.0B to the State Emergency Operations Centers using the Nuclear Alert System (NAS) Group Call #666. If the NAS Group Call # fails, establish contact using NAS extensions or commercial telephone numbers in supplemental Material 97-02 or in Section B.4 of the Emergency Response Telephone Directory.
- e. Verify that State personnel have correctly received ER 2.0B information by asking one or both to read back the information.
- f. Notify the appropriate State and NRC personnel present at the EOF of any PARs transmitted to the State EOCs, and give them a copy of form ER 2.0B.
- g. Periodically review protective actions implemented by State authorities, including precautionary actions. Ensure that protective action-related information is posted and kept current on the protective action status board.
- h. When the evaluation process above results in no PAR, carefully review the Station conditions and prognosis with the Response Manager and Technical Assistant. Depending on the results of this review, consider issuing a precautionary PAR that is appropriate to the Station prognosis.
- i. If a projected dose based on field measurement data is TEDE ≥ 1 rem or CDE Thyroid ≥ 5 rem at 10 miles downwind or farther, do the following:
 - (1) Consult with NRC and DOE dose assessment personnel to determine if their models obtain similar dose projections.
 - (2) Review the dose projections with MA, ME, and NH public health personnel present at the EOF.
 - (3) Determine with MA, ME, and NH public health and emergency management personnel present at the EOF what public protective actions are warranted for specific jurisdictions beyond the 10 mile EPZ jurisdictions.

CAUTION

Ensure that public protective actions within the 10 Mile EPZ have been completed before PARs are recommended for the public beyond the 10 Mile EPZ.

- (4) Complete form ER 2.0L, State Notification of Protective Action Recommendations Beyond the 10 Mile EPZ.

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(Continued)

- (5) Obtain the Response Manager's approval signature on form ER 2.0L.
- (6) Notify the states via telephone numbers shown on form ER 2.0L.
- (7) Post PAR and specific towns affected on the EOF accident time log board.

5. NOTIFICATIONS

CAUTION

Notifications shall be initiated within 15 minutes upon reclassification of the event or formulation of a new PAR.

- a. Complete form ER 2.0B following reclassification, change in radiological release condition or to recommend protective actions. The definition of a "release" as used in Block 5 of the form is provided in Figure 6.
- b. If notification is for a downgraded emergency classification, check "None" in block 3 of form ER 2.0B.
- c. Review form ER 2.0B with the Response Manager and obtain his authorization.
- d. Transmit the information on ER 2.0B to the State Emergency Operations Centers using the Nuclear Alert System (NAS) Group Call #666. If the NAS Group Call # fails, establish contact using NAS extensions or commercial telephone numbers in Supplemental Material 97-02 or in Section B.4 of the Emergency Response Telephone Directory.
- e. Verify that State personnel have correctly received ER 2.0B information by asking one or both to read back the information.
- f. Notify the appropriate State and NRC personnel present at the EOF of any notifications transmitted to the State EOCs, and give them a copy of form ER 2.0B.
- g. Direct the HPN Communicator to report changes in emergency status, offsite radiological status, and protective action recommendations to the NRC via the Health Physics Network phone.
- h. When contact is established with State personnel present at the EOF, provide them periodic updates of plant and radiological conditions. Use form ER 2.0C, Follow-up Information Form, for this purpose if State personnel request it.
- i. If State personnel are not present at the EOF, use form ER 2.0C to transmit follow-up information as requested to the State EOCs.

EOF COORDINATOR CHECKLIST
(Continued)

6. STAFFING/EQUIPMENT NEEDS

- a. Direct requests for additional staffing or equipment resources to the Administrative Services Coordinator.
- b. As required, request additional radiological or dose assessment support from the DE&S Engineering Support Center through the Industry Liaison.

7. RELEASE OF ASSEMBLY AREA PERSONNEL

- a. Inform the Administrative Services Coordinator if station radiological conditions require directing site personnel to the Remote Monitoring Area.
- b. Inform the Administrative Services Coordinator if the Health Physics Coordinator recommends use of alternate transportation to the Remote Monitoring Area as a contamination control measure.

8. PLANNED RELEASES

- a. Upon receipt of form ER 3.1M from the Site Emergency Director, direct the Dose Assessment Specialist to complete Section 2 of the form.
- b. Using the dose rate information from Part C of Section 2 of form ER 3.1M, evaluate appropriate protective actions associated with the planned release using Procedure ER 5.4, Protective Action Recommendations, and document the results on form ER 2.0B, State Notification Fact Sheet. Obtain the Response Manager's authorization and report the results to the states.

NOTE

Use Section 3 of form ER 5.4A to complete the required evaluation referenced by Step b above. The wind direction used should be the forecasted wind direction for the period that the release is to be initiated. The release duration used should be the actual time it would take to vent the entire source term through the defined release path.

- c. Having completed Section 2 of form ER 3.1M, coordinate discussions with offsite authorities (NH, MA, NRC). The following topics should be reviewed:
 - (1) Reason for release,
 - (2) Meteorological conditions and forecast information,
 - (3) Protective actions currently in effect,

EOF COORDINATOR CHECKLIST

(Continued)

- (4) Additional Protective Actions required as a result of a planned release,
 - (5) Offsite agency concerns regarding a planned release, particularly the release start time,
 - (6) Appropriate media announcements regarding a planned release,
 - (7) Monitoring activities associated with the planned release condition, and
 - (8) Reporting requirements concerning release termination.
- d. After discussing the planned release with offsite authorities, complete Section 3 of form ER 3.1M. Sign in the appropriate space and provide the entire form to the Response Manager.
 - e. Notify the remaining EOF representatives, and the Engineering Support Center of the planned release.
 - f. Direct the Dose Assessment Specialist to appropriately position Offsite Monitoring Teams and periodically report any recorded field observation.

9. REENTRY AND RECOVERY

- a. Provide reentry and recovery support as directed by the Response Manager.
- b. Recommend that represented organizations make full use of available assessment resources at the EOF and other locations for the prompt determination of reentry and recovery strategies.
- c. Ensure that North Atlantic provides the required services and equipment to expedite the assessment of radiological samples taken in support of reentry and recovery activities.
- d. Coordinate arrangements for use of additional sampling and measurement teams from other utilities as needed.

10. DEACTIVATION

Submit all emergency documentation to the Administrative Services Coordinator

DOSE ASSESSMENT SPECIALIST CHECKLIST

INITIAL

1. ACTIVATION

- a. Sign in on the EOF roster board. _____
- b. Obtain the Dose Assessment Specialist emergency response position materials from the tote-box at your work station and initiate this checklist. _____
- c. Attach your Station badge to the green identification tag located at your workstation. _____
- d. Check workstation telephone for operability. _____
- e. Obtain an event and response briefing from the EOF Coordinator or the Response Manager. _____
- f. Ensure the METPAC computer is activated in accordance with Procedure ER 5.3, Operation of the METPAC System. _____
- g. Periodically advise the EOF Coordinator as the activation status of the dose assessment, dosimetry, and offsite monitoring functions. _____
- h. Maintain a log using form ER 2.0E, Emergency Facility Log. _____

2. ACCIDENT ASSESSMENT

- a. Direct the activities of personnel performing dose assessment, dosimetry, and offsite monitoring functions.
- b. Control activities and noise levels in the dose assessment area to minimize distractions to dose assessment and offsite monitoring staff. (Protected: Ref. 6.20)
- c. Until the METPAC Operator reports, operate the METPAC computer in accordance with Procedure ER 5.3. The batch option should be used to quickly analyze plume data when a release has been in progress prior to initial operation of METPAC.

NOTE

If using the Dose Assessment Specialist computer to do this, select the MS DOS option to access the METPAC screen or allow the system to time out in 30 seconds.

- d. Direct activities of the METPAC Operator, including selection of program analysis and output options. Ensure the METPAC Operator verifies meteorology data on the Tracking Reports against input data. (Protected: Ref. 6.20)

DOSE ASSESSMENT SPECIALIST CHECKLIST

(Continued)

NOTE

If a two-phase flow release from a Main Steam Line (MSL) has been identified, instruct the METPAC Operator to execute steam line pathway 3. This pathway incorporates the correction factors for the calculation of TEDE and thyroid CDE. (Protected: Ref. 6.12)

- e. If a radiological release is in progress, confer with the Technical Assistant to obtain an estimated time when the release will be terminated (i.e., release parameters return to within Technical Specification allowable limits). Provide this information to the METPAC Operator.
- f. Use the Dose Assessment Specialist's METPAC computer to evaluate any "worst case" or "what if" release scenarios to assist in the Protective Action Recommendation review process.
- g. As needed, obtain onsite radiological data from the HP Coordinator.
- h. After each METPAC run, provide copies of the following items to the Dose Assessment Personnel for intra-facility distribution:
 - METPAC Input Data Log (or logger trend printout)
 - METPAC Output Printout
 - Plume Plots
 - Status Board Update Form
- i. Provide any additional input to the Dose Assessment Personnel for updating status boards.
- j. Obtain weather forecast information by calling National Weather Services (NWS) at the numbers listed in the emergency response telephone directory or, as a backup, by calling the PSNH Control Center in Manchester (also listed in the emergency response telephone directory). Tune the weather services radio maintained in the dose assessment room to the 162.550 frequency for area forecast information.
- k. Periodically review data reported by field monitoring team and compare with METPAC projections.
- l. As appropriate, direct METPAC runs based on actual sample isotopic analysis results or field monitoring data, instead of the METPAC accident default isotopic mix.
- m. Periodically review status boards to verify that they contain current radiological and meteorological information.

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- n. Designate laboratories (e.g., DE&S) to receive monitoring and field environmental samples for analysis, and brief the EOF Coordinator, Offsite Monitoring Coordinator and Radiological Assistant of required support arrangements.
- o. Provide overall direction to designated laboratory managers in determining which field samples are to be analyzed and their priority.
- p. As needed, refer to the following technical references maintained in the EOF dose assessment work area:
 - Procedure ER 5.3 for METPAC program capabilities and limitations
 - METPAC SB Technical Description
 - METPAC User's Manual
 - EPA 400 for information on Protective Action Guides (Supplemental Material 94-07)
 - Ingest System Manual for Seabrook Station
 - Review of RASCAL 2.1 vs METPAC (Supplemental Material 97-06)
 - RASCAL Version 2.1 Workbook
 - RASCAL Version 2.1 User Guide

3. CLASSIFICATIONS

- a. Periodically check the 12 series Initiating Conditions in Procedure ER 1.1 and monitor the status of the associated EALs expressed in dose rate (i.e., 12a, 12b and 12d) and in dose (i.e., 12e).
- b. Inform the EOF Coordinator immediately when dose or dose rate estimates exceed any 12 series Initiating Condition contained on form ER 1.1A, or any PAR criteria contained on form ER 5.4A. The METPAC "PAGS" Report should be consulted when making this determination.

4. STAFFING/EQUIPMENT NEEDS

- a. Direct requests for additional staffing or equipment resources to the EOF Coordinator.
- b. Determine requirements for TLD readouts with Dosimetry Records Personnel.
- c. When notified by the Security Coordinator that personnel are to be dispatched from the EOF to the site, provide a recommendation as to the best site access route(s) to use based on dose considerations and contamination levels.

5. PLANNED RELEASES

- a. Obtain the latest weather forecast from NWS or the PSNH Control Center.

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- b. Enter in Section 2 of form ER 3.1M the current meteorological conditions and forecasted data for the period of release as specified in Section 1.
- c. Evaluate the radiological conditions for the 15-minute time interval during which form ER 3.1M is being completed.
 - (1) Record the projected straightline centerline dose rate at 0.6, 2, 5 and 10 mile distances in Part B of Section 2 of form ER 3.1M.
 - (2) Record any available field data indicating the location and time of the report.
- d. Evaluate the projected doses resulting from the planned release and record in Part C of Section 2 of form ER 3.1M.

NOTE

Use the containment vent option using the data recorded in Section 1 of form ER 3.1M. The Dose Assessment Specialist has to determine the forecasted meteorological conditions appropriate to the selected release period.

- e. Assuming persistence of the selected meteorological conditions, determine and record the projected doses associated with the release condition.
 - f. Provide any comments or concerns regarding the planned release condition in the space provided.
 - g. Sign Parts A, B and C of Section 2 of form ER 3.1M, attach the corresponding dose estimate printouts or plume plots, and forward to the EOF Coordinator.
6. OFFSITE MONITORING
- a. Establish an appropriate environmental monitoring and sampling program in concert with the Offsite Monitoring Coordinator and Radiological Assistant.
 - b. Provide the Offsite Monitoring Coordinator with meteorological data and dose projections which may affect the deployment or activities of monitoring teams.
 - c. In the event of an unmonitored radiological release, coordinate with the Health Physics Coordinator for dispatch of an onsite or offsite monitoring team(s) to obtain, and periodically monitor, actual site boundary dose rates (or as close to the site boundary as practical).

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(Continued)

CAUTION

Inform OMST members of potential KI side effects if they are allergic to shellfish or iodide. Replace any OMST members who know they have such allergies in lieu of directing them to ingest KI.

- d. Consider the need to direct offsite monitoring and sampling (OMST) team personnel to ingest potassium iodide (KI) tablets. The use of KI should be considered for team members where the projected thyroid CDE is greater than or equal to 25 rem.

7. REENTRY AND RECOVERY

Short-Term Actions

NOTE

The objective during the implementation of short-term actions is to develop a potential contamination pattern in order to establish the initial sampling strategies in conjunction with the offsite organizations.

- a. Following the termination of the release, obtain either the I-131 deposition pattern or the most reliable estimate of the thyroid dose, H_{th} , for each sector block of the affected area. To acquire this pattern, it may be necessary to use the METPAC thyroid TID printout (Refer to Technical Description of the SB METPAC System), the Engineering Support Center (ESC) resources, or other resources to account for actual versus predicted iodine release components.

NOTE

A sector block is an area defined by a one-mile by 22.5 degree region.

- b. Evaluate area contamination levels using the following method for total period of interest:
 $TID \times 22.0 \mu\text{Ci m}^{-2} \text{ rem}^{-1}$
Where TID = Total Integrated Thyroid Dose in rem obtained from the F6, F7 function of METPAC.
- c. Prepare a map using the METPAC thyroid TID affected sector information, to aid in the development of sampling strategies.
- d. Refer to Supplemental Material 99-12 for operating the INGEST program on the Dose Assessment Specialist's computer.

DOSE ASSESSMENT SPECIALIST CHECKLIST
(Continued)

INITIAL

- e. Collect available environmental sample data (i.e., soil, vegetation or air samples) which have undergone gamma spectral analysis for radionuclide identification. Enter the reported sample radionuclide concentrations in the Ingest program. The program will calculate exposures to deposited materials and compare the projected year one dose to the PAG for relocation (i.e., 2 rem).

Long-Term Actions

NOTE

The objective of long-term actions is to coordinate, correlate and manage all sampling and measurement data from all groups and provide reports and visual aids of the data in a cohesive form.

- a. Direct the METPAC Operator or other available personnel to enter the offsite sample and measurement data into the Ingest program per the Ingest System Manual.
- b. Periodically run the reports and plot 10 mile and 50 mile maps of the sample areas. The maps will indicate whether an area has exceeded the committed effective dose equivalent PAG of 0.5 rem or the committed dose equivalent to an organ PAG of 5 rem.
- c. Participate in meetings with offsite organizations. Obtain all available sets of environmental data and merge results using Ingest to produce more comprehensive reports.

8. DEACTIVATION

Submit all emergency documentation to the Administrative Services Coordinator. _____

RADIOLOGICAL STATUS BOARD UPDATE FORM

ANALYSIS TIME _____

INITIATED BY _____

STATUS BOARD UPDATE FORM
METEOROLOGICAL CONDITIONS

STATUS BOARD CURRENT _____

EPL/M/E060030.DGM

LATEST MET DATA UPDATE
@ _____ HRS

WIND DIRECTION
FROM _____ DEGREES

WIND SPEED
_____ MPH

STABILITY CLASS
___ = _____

CURRENT CONDITIONS
WEATHER= _____

FORECASTED CONDITIONS: _____

DOSE RATE PROJECTIONS						DOSE RATE MEASUREMENTS					
IF CURRENT CONDITIONS PERSIST (STRAIGHTLINE PAG MODEL)				WITH PREVIOUS CONDITIONS INCLUDED (VARIABLE TRAJECTORY MODEL)				OFF SITE MONITORING REPORTED CONDITIONS			
AFFECTED MI/SECTOR COMPASS PT	ARRIVAL TIME	DOSE RATE		AFFECTED MI/SECTOR COMPASS PT	ANALYSIS TIME	DOSE RATE		AFFECTED MI/SECTOR COMPASS PT	TIME	DOSE RATE	
		REM/HR TEDE	THY			REM/HR TEDE	THY			DIRECT READING R/HR	ADULT THY COE REM/HR
0.6/				/				/			
2.0/				/				/			
5.0/				/				/			
10.0/				/				/			
/				/				/			
/				/				/			
/				/				/			
/				/				/			



TECHNICAL ASSISTANT CHECKLIST

INITIAL

1. ACTIVATION

- a. Sign in on the EOF roster board. _____
- b. Obtain the Technical Assistant emergency response position materials from the tote-box at your work station and initiate this checklist. _____
- c. Attach your Station badge to the green identification tag located at your workstation. _____
- d. Check workstation telephone for operability. _____
- e. Obtain a briefing from either the EOF Coordinator or the Response Manager. _____
- f. Verify operability of the Main Plant Computer System (MPCS) terminal. If the terminal is not operating properly, request the Administrative Services Coordinator to call-out a Computer Engineer or Technician to make repairs. _____
- g. Review plant status information available on the MPCS. _____
- h. Review plant status with the Response Manager. _____
- i. Verify that the current emergency classification is correct. _____
- j. Direct a member of the Training Center Staff to trend plant data and activate the Logger Trend (Log Name - EOF), using the BOP/EMERGENCY RESPONSE menu on the MPCS workstation. Refer to Supplemental Material 99-06 for SDS Operations instructions. Once activated, a multi-page report of the plant process parameters will be printed every 15 minutes on the EOF logger. Provide the first page of the Logger Trend printout (Dose Assessment Data Points) to the METPAC Operator. The remaining pages are for trending purposes. _____
- k. Contact the Emergency Operations Manager to determine plant status. _____
- l. Maintain a log using form ER 2.0E, Emergency Facility Log. _____

2. ACCIDENT ASSESSMENT

- a. Assess and interpret operational data and trends for the Response Manager. Respond to questions as required.
- b. Assign a Training Center Staff member to update the operational trend status board and the system status board.

TECHNICAL ASSISTANT CHECKLIST

(Continued)

- c. As required, request accident assessment assistance from the DE&S Engineering Support Center (ESC). Questions asked of you or your staff may be passed along to the ESC for answers/disposition.
- d. As requested, provide briefings and logger trend printouts to the Dose Assessment Specialist and ERO Technical Liaison.
- e. Maintain an organized set of computer printouts.
- f. If a reactor trip has occurred, confer with the Emergency Operations Manager to determine if the Critical Safety Function Status Trees (CSFSTs) have been verified, i.e., MPCs displays are accurate based on hardwired indications. Advise the Training Center Staff when the CSFSTs have been verified.
- g. Periodically review status boards to verify that they contain current operational and response information.
- h. As warranted by event conditions, request the DE&S Engineering Support Center (ESC) to keep you informed of the results from any core damage assessments as they become available. Provide this information to the Response Manager, Licensing Coordinator and NRC Reactor Safety Coordinator.

3. NOTIFICATIONS

Provide information to the NRC over the telephone if the TSC is unable to perform this function. If available, use the FTS-2000 handset. A commercial phone may be used as a backup.

NOTE

In addition to verbal communication with the NRC, the TSC maintains an Emergency Response Data System (ERDS) link with NRC headquarters. The data transmitted via this electronic link are shown in Supplemental Material 99-07.

4. ACCIDENT MITIGATION

- a. If radiological conditions do not preclude use of the Station simulator and where deemed appropriate, coordinate the development of simulated operational sequences with the Emergency Operations Manager.
- b. Direct members of the Training Center organization to run proposed operational sequences on the Station simulator.

TECHNICAL ASSISTANT CHECKLIST
(Continued)

5. PROTECTIVE ACTION RECOMMENDATIONS

CAUTION

Due to the time required for plant equipment to change states following a reactor trip or containment isolation signal, a Critical Safety Function Status Tree (CSFST) may briefly proceed along one path before changing to another. For example, if containment pressure exceeds 18 psig, the containment (Z) CSFST will briefly indicate a red path while the containment isolation valves are closing and then indicate an orange path after all valves have closed. Exercise appropriate judgment when using the CSFSTs for protective action decision-making.

- a. Provide the EOF Coordinator with operational data needed to prepare protective action recommendations. Expedite providing this information when the fifteen minute PAR notification clock is running.
- b. If a radiological release is in progress, determine, in conjunction with the Emergency Operations Manager, an estimated time when the release will be terminated (i.e., release parameters return to within Technical Specification allowable limits). Provide this information to the Dose Assessment Specialist.

6. STAFFING/EQUIPMENT NEEDS

- a. Assist the Response Manager with planning and scheduling of resources.
- b. Assist the Emergency Operations Manager planning and scheduling of resources.
- c. In the event of a power loss at the EOF, direct a Training Center Staff member to start the standby diesel generator using the instructions provided in Figure 4.
- d. In the event of a total or partial Main Plant Computer System (MPCS) failure, consider the following guidance as appropriate to the extent and nature of the failure:
 - (1) Designate an individual to receive data from the TSC. Personnel assigned to this role should have a basic working knowledge of station operations, operating parameters, and the MPCS.
 - (2) Remind the assigned individual to use forms ER 2.0H through K to facilitate data transfer activities.

TECHNICAL ASSISTANT CHECKLIST

(Continued)

- (3) Contact the Technical Services Coordinator and specify who at the EOF should receive data (and their phone number), and at what desired frequency (e.g., as needed, an established callback schedule, continuous open line, etc.). Set realistic expectations for data flow timeliness given current conditions and constraints at the site.
- (4) Brief the Response Manager and EOF Coordinator on the compensatory arrangements for data transfer, including realistic expectations for timeliness and other limitations.
- (5) If forms ER 2.0H through K are used, copies of the completed sheets should be provided to the individual(s) maintaining the operational and system status boards so that the data can be posted.
- (6) Consider the need for headsets for the individual receiving data.
- (7) If available, consider use of a telecopy machine to facilitate inter-facility communication of data.
- (8) Request the Reactor Engineer to coordinate dispatch of appropriate Computer Engineering personnel to the EOF to make needed repairs to computer equipment.

7. REENTRY AND RECOVERY

Provide reentry and recovery support as directed by the Response Manager.

8. DEACTIVATION

- a. Direct a member of the Training Center Staff to deactivate the Logger Trend (Log Name - EOF), using the BOP/EMERGENCY RESPONSE menu on the MPCS workstation.
- b. Submit all emergency documentation to the Administrative Services Coordinator.

OFFSITE MONITORING COORDINATOR CHECKLIST

INITIAL

1. ACTIVATION

- a. Sign in on the EOF roster board. _____
- b. Obtain the Offsite Monitoring Coordinator emergency response position materials from the tote-box at your work station and initiate this checklist. _____
- c. Attach your Station badge to the green identification tag located at your workstation. _____
- d. Check workstation telephones for operability. _____
- e. Immediately report any problems with the field team radio to the Dose Assessment Specialist. _____
- f. If more than 2 monitoring team monitors or drivers are available for assignment to field monitoring teams, determine which individuals shall be initially assigned. Any excess personnel should be directed to return to their homes and await further instructions. _____
- g. Advise the Administrative Services Coordinator of the staffing arrangements for the field monitoring teams. _____
- h. Perform a source check on the four (4) portal monitors located at entrances to the EOF/Media Center and in the offsite monitoring and sampling team dispatch area by using Supplemental Material 99-13. _____
- i. Maintain a log using form ER 2.0E, Emergency Facility Log. _____

2. OFFSITE MONITORING

- a. Review station emergency operational, radiological and meteorological conditions with the EOF Coordinator and Dose Assessment Specialist.
- b. Provide an initial briefing to the NH Monitoring Team Coordinator and Nuclear Incident Advisory Team (NIAT) Field Team Coordinator, and determine any State monitoring support needs.
- c. Coordinate requests from State organizations regarding field team dispatch and sample analysis.
- d. As ERO monitoring team personnel report, group them in teams consisting of one monitor and one driver. Assign them to two offsite monitoring and sampling teams by number (1 and 2).

OFFSITE MONITORING COORDINATOR CHECKLIST

(Continued)

- e. Ensure that all monitoring team personnel log in and out on the EOF personnel roster.
- f. Consider the following guidelines for obtaining vehicles for use by the monitoring and sampling teams.
 - (1) Commandeer any available Seabrook Station vehicles located at the EOF.
 - (2) If vehicles are still needed, request the Administrative Services Coordinator to obtain Newington Station vehicles.
 - (3) If vehicles are still needed, request that offsite monitoring team personnel use personal vehicles.
 - (4) If vehicles are still needed, request the Administrative Services Coordinator to obtain additional Seabrook Station vehicles.
 - (5) Request assistance in obtaining special vehicle types (e.g., all-terrain 4-wheel drive) from the Administrative Services Coordinator, if they are needed.
- g. Ensure that the teams complete their Offsite Monitoring and Sampling Team Predeployment Checklist, form ER 5.2A.
- h. Provide a blanket extension up to 4500 mrem/current year for the offsite monitoring teams.
- i. Have monitoring personnel request Dosimetry Records personnel to establish current-quarter dose information.
- j. Notify Dosimetry Records personnel of any further (i.e., greater than 4500) exposure limit changes.
- k. As survey teams report they are ready for dispatch, inform the Dose Assessment Specialist.
- l. In coordination with the NIAT Field Team Coordinator and the NH Monitoring Team Coordinator, brief teams on station emergency conditions, projected plume location, and exposure considerations using form ER 5.2B, Offsite Monitoring and Sampling Team Briefing Form.
 - The NH Monitoring Team Coordinator and NIAT Field Team Coordinator retain the right to assign their monitoring teams.
 - With the NH and NIAT Team Coordinators, establish a consecutive numerical designator for each ERO, NH, and NIAT team (e.g., 1-8).

OFFSITE MONITORING COORDINATOR CHECKLIST

(Continued)

- m. As directed by the Dose Assessment Specialist, review the location of the projected plume, local population, and meteorological considerations and dispatch the survey teams to traverse these offsite areas. Direct offsite teams to identify the locations of maximum ground level concentration and plume boundaries at various locations, if possible.
- n. Ensure that precise survey locations are identified. In many cases monitoring at the site boundary may not be feasible because of the terrain.
- o. Direct offsite team members to read SRPDs at appropriate frequencies based on prevailing radiological conditions.
- p. Evaluate the benefit of respiratory protection, considering the radiological hazard and interference with the performance of required action.
- q. Determine the need to dispense potassium iodide (KI) tablets to emergency response personnel based upon a projected or actual thyroid CDE ≥ 25 rem. Administering KI after an uptake may limit thyroid CDE depending on time after exposure.
- r. Direct the Offsite Monitoring Communicator to maintain communications with all offsite monitoring and sampling teams via the VHF radio system.
- s. Direct the Offsite Monitoring Communicator to relay messages to and from offsite survey teams and to maintain a continuous log of location and radiological data on the Field Survey/Air Sample Calculation Worksheet, form ER 5.2C.
- t. As survey teams call in radiological data, calculate the particulate and iodine activity concentration of the samples using the formula on form ER 5.2C. Notify the Dose Assessment Specialist, the NIAT Field Team Coordinator, and the NH Monitoring Team Coordinator when offsite data becomes available.
- u. For higher activity samples place an R02 or R02A on the collection face of the cartridge open window. Divide the dose rate (net) of the sample by 0.5 mR/hr/ μ Ci to determine sample activity. (Protected: Ref. 6.1)

$$\text{I-131 } \mu\text{Ci/cc} = \frac{\text{Net (mR/hr)}}{(.5 \text{ mR/hr}/\mu\text{Ci})(\text{Vol. ft}^3)(28,320 \text{ cc/ft}^3)}$$

- v. Attempt to identify actual plume characteristics and centerline values. Review offsite team distribution with the NIAT Field Team Coordinator and NH Monitoring Team Coordinator, and assign locations in accordance with the estimated plume characteristics.

OFFSITE MONITORING COORDINATOR CHECKLIST

(Continued)

- w. Evaluate and control the radiological exposures being accumulated by offsite teams. Update teams on plant emergency conditions, plume location and exposure considerations.
- x. When appropriate or upon completion of their assignments, direct survey teams to report to the EOF for sample delivery.
- y. As air sample analysis data becomes available, notify the Dose Assessment Specialist.
- z. When appropriate, discuss environmental sampling strategy (sample type, location, laboratory resources, and priority) with the Dose Assessment Specialist.
- aa. After sampling strategy discussions, coordinate team deployment with the NIAT Field Team Coordinator and the NH Monitoring Team Coordinator.
- bb. Using form ER 5.2B, Offsite Monitoring and Sampling Team Briefing Form, brief environmental sampling teams on expected radiological conditions and type/location of environmental samples to be obtained
- cc. Consider the following guidelines for environmental sampling:
 - (1) Using the fifty-mile maps, identify up to three different sample locations per team.
 - (2) Direct sample teams to contact the EOF upon arrival and prior to departure from each sample location.
 - (3) With Seabrook Station Environmental Sampling Teams, review appropriate procedure steps listed in the Radiological Services Environmental Procedures, and document any deviation from procedure on form ER 5.2B.
 - (4) As Environmental Sampling Teams return, direct the Radiological Assistant to maintain facility contamination control measures, review completed Environmental Lab Sample Submission Form ER 5.2E for errors, and weigh and package samples as appropriate for shipment.
 - (5) Evaluate type of analysis using Figure 2, Analysis Matrix, as a guideline. Instruct the Radiological Assistant to ensure appropriate analyses are checked off in the Analysis To Be Performed section of form ER 5.2E.

OFFSITE MONITORING COORDINATOR CHECKLIST

(Continued)

- (6) Prioritize, coordinate and direct environmental sample dispatch to the DE&S Environmental Laboratory located in Westboro, MA. Notify the Dose Assessment Specialist if special courier services are required to transport samples to Westboro. Also request assistance in obtaining any special sample transport permits.
- (7) As environmental sample analysis data becomes available from the DE&S Environmental Laboratory, notify the Dose Assessment Specialist.

3. CLASSIFICATION

Inform the Dose Assessment Specialist immediately when dose or dose rate estimates/measurements exceed any 12 series Initiating Conditions contained on form ER 1.1A. A wall-mounted copy of this form is maintained in the Technical Assistant work area.

4. SAMPLE ANALYSIS

- a. Coordinate transportation arrangements for environmental samples from the EOF to selected laboratories with the Dose Assessment Specialist and Radiological Assistant. Radiological Assistants are qualified to prepare and package radioactive materials for shipment.
- b. Coordinate obtaining required sample transportation staffing and resources with the EOF Coordinator, Dose Assessment Specialist and Radiological Assistant.

5. STAFFING/EQUIPMENT NEEDS

- a. Direct requests for additional staffing or equipment resources to the Dose Assessment Specialist.
- b. If the Remote Monitoring Area (RMA) at Schiller Station has been activated, request Dose Assessment Specialist permission to dispatch any excess offsite monitoring team monitors to assist the Health Physics Technicians with RMA monitoring and decontamination activities.
- c. Monitor Remote Monitoring Area communications through the Offsite Monitoring Communicator. Report manpower, equipment or other assistance needs of the Remote Monitoring Area to the Dose Assessment Specialist and Radiological Assistant.

6. REENTRY AND RECOVERY

Provide reentry and recovery support as directed by the Dose Assessment Specialist.

7. DEACTIVATION

Submit all documentation to the Administrative Services Coordinator.



SECURITY COORDINATOR CHECKLIST

INITIAL

1. ACTIVATION

- a. Sign in on the EOF roster board. _____
- b. Obtain the Security Coordinator emergency response position materials from the tote-box at your work station and initiate this checklist. _____
- c. Attach your Station badge to the green identification tag located at your workstation. _____
- d. Check workstation telephones for operability. _____
- e. Direct EOF security personnel to implement appropriate checklists in GN1332.00, Security Response to a Declared Radiological Emergency. _____
- f. Contact the Security Shift Supervisor at the site to determine accountability status and any Station security problems. _____
- g. Brief the Administrative Services Coordinator on Station and EOF security status. _____
- h. When notified by the Emergency News Manager that the Media Center is activated and ready for news media arrival, instruct the EOF Access Gate Security Officer to direct news media representatives to the Media Center entrance. _____
- i. Maintain a log using form ER 2.0E, Emergency Facility Log. _____

2. CLASSIFICATION

Provide the Response Manager with input regarding any security threat which may exceed an 18-series Emergency Action Level contained in Procedure ER 1.1, Classification of Emergencies.

3. RESPONSE ACTIONS

- a. Coordinate North Atlantic interface with law enforcement agencies.
- b. Implement Procedure GN1332.00 as applicable.
- c. Provide periodic updates on emergency conditions and response actions to the Guard Island Supervisor.
- d. Periodically consult with the TSC Health Physics Coordinator concerning the need for onsite security personnel to observe any special radiation protection precautions resulting from the event. As requested, direct onsite security personnel to coordinate their movements with the OSC.

SECURITY COORDINATOR CHECKLIST

(Continued)

4. STAFFING/EQUIPMENT NEEDS

- a. Direct requests for additional staffing or equipment resources to the Administrative Services Coordinator.
- b. When informed that response personnel will proceed to the site from the EOF (e.g., second shift, industry support) perform the following:
 - (1) Confer with the Dose Assessment Specialist as to the appropriate site access route(s) and Station radiological conditions.
 - (2) Advise the onsite security lead of the impending arrival of personnel at the site (e.g., who, their purpose).
 - (3) As needed, provide a briefing to personnel proceeding to the site concerning site access route(s), site layout, reporting locations, and any special security considerations.
- c. Coordinate establishment of shift schedules for security personnel with the Administrative Services Coordinator.
- d. Ensure the NRC site team has access to designated NRC parking in the EOF parking lot, and coordinate access by the NRC equipment van to the EOF to unload equipment.
- e. Coordinate parking area arrangements with Newington Station management and appropriate NH State and local law enforcement agencies. Consider using Schiller Station property for overflow parking and coordinate with Schiller Station management.

5. RELEASE OF ASSEMBLY AREA PERSONNEL

- a. Consult with the Administrative Services Coordinator to determine if personnel should be sent home or to the Remote Monitoring Area.
- b. If the Remote Monitoring Area is to be used, inform the Security Shift Supervisor to set up appropriate traffic control based on the exit route.

6. REENTRY AND RECOVERY

Provide reentry and recovery support as directed by the Response Manager.

7. DEACTIVATION

Submit all emergency documentation to the Administrative Services Coordinator.

RADIOLOGICAL ASSISTANT CHECKLIST

INITIAL

1. ACTIVATION
 - a. Sign in on the EOF roster board. _____
 - b. Obtain the Radiological Assistant emergency response position materials from the tote-box at your work station and initiate this checklist. _____
 - c. Attach your Station badge to the green identification tag located at your workstation. _____
 - d. Check workstation telephones for operability. _____
 - e. Obtain a radiological status briefing from the Offsite Monitoring Coordinator. _____
 - f. Maintain a log using form ER 2.0E, Emergency Facility Log. _____

2. OFFSITE MONITORING/SAMPLING SUPPORT
 - a. Assist the Offsite Monitoring Coordinator with the dispatch of monitoring and sampling teams.
 - b. Contact the EOF security officer each time a team is dispatched or a team is returning.
 - c. Establish and maintain the sample receipt and transfer process within the EOF.

3. RADIATION/CONTAMINATION CONTROLS
 - a. Obtain dosimetry and exposure status from Dosimetry Records Personnel.
 - b. Establish appropriate radiological and sample return controls using Figures 3 and 5 as guidance. For detail, refer to Supplemental Material 98-01.
 - c. Post the emergency support room as a "Radiological Materials Area" (e.g., affix a pocket sign to the door).
 - d. Ensure all personnel entering the EOF Radiologically Controlled Area (RCA) have obtained proper dosimetry.
 - e. Brief the Offsite Monitoring Coordinator and Dosimetry Records Personnel on EOF contamination monitoring and control measures once the teams have been dispatched.
 - f. Direct monitoring and decontamination activities conducted at the EOF. Obtain guidance as needed from the Dose Assessment Specialist and the Offsite Monitoring Coordinator.

RADIOLOGICAL ASSISTANT CHECKLIST

(Continued)

- g. Direct returning monitoring and sampling teams to park their vehicles parallel to one another inside the potential contamination zone shown on Figure 3.
- h. If a portal monitor at an EOF entrance alarms, do the following:

NOTE

Notification of an alarming portal monitor may occur via the intercom in the Field Team Dispatch Area or in the EOF Radio Room. Refer to Supplemental Material 99-05 for operation of the intercom system.

- 1) Respond to the portal monitor location.
- 2) Identify the person who caused the portal monitor to alarm.
- 3) Direct the person to pass through the portal monitor a second time.
- 4) If the portal monitor alarms again, direct the person to go outside through the same entrance where the portal monitor is located and to proceed to the EOF decontamination area.
- 5) Attempt to determine the location of contamination on the person.
- 6) Implement appropriate decontamination methods.

- i. If a portal monitor at an EOF entrance fails to operate properly, do the following:

- 1) Disconnect power to the portal monitor.
- 2) If the failed portal monitor is at the NH IFO or the main EOF entrance, close off the entrance and direct personnel to enter through the entrance with the operating portal monitor.
- 3) If the portal monitor is at the Media Center entrance or in the EOF decontamination area, set up a manual frisker station.
- 4) If necessary to support manual monitoring of personnel entering the Media Center or other location, request the Administrative Services Coordinator to obtain qualified personnel to operate the frisker station.

- j. Document personnel and vehicle contamination using Procedure ER 4.6 as guidance.

- k. Establish and monitor a sample storage area.

4. REMOTE MONITORING AREA SUPPORT

- a. Assist Remote Monitoring Area Health Physics Technicians in obtaining monitoring and decontamination kits and equipment.
- b. Issue two portable radios to the Remote Monitoring Area Health Physics Technicians for communications between the monitoring area, decontamination facilities, and Emergency Operations Facility.

RADIOLOGICAL ASSISTANT CHECKLIST
(Continued)

- c. Receive reports of assistance required by the Remote Monitoring Area staff from the Offsite Monitoring Coordinator and provide direction and/or assistance as needed.

5. **DUKE ENGINEERING AND SERVICES (DE&S) SUPPORT**

- a. Notify the Dose Assessment Specialist and Offsite Monitoring Coordinator upon arrival of the DE&S Mobile Environmental Lab.
- b. Allow the DE&S Environmental Lab vehicle (and any arriving NRC equipment vehicles) to park next to the EOF entrance to the left of the roll-up door (facing the building) inside the potential contamination zone show on Figure 3.
- c. Coordinate placement of the DE&S Mobile Environmental Lab.
- d. Assist DE&S Environmental Lab personnel in establishing their activities at the EOF.

6. **ENVIRONMENTAL SAMPLE PREPARATION**

- a. Accept environmental samples from sample collection teams and survey them for removable contamination on the outside of containers and/or paperwork. Decontaminate or re-bag any samples with removable contamination.
- b. Review all forms to ensure that information is correct and the form is complete. Pay particular attention to sample location; the sample location indicated on form ER 5.2E should match the sample location marked on the environmental sample. Guidance for completing this form is in Procedure ER 5.2, Figure 3, Environmental Lab Sample Submission Form Instructions.
- c. Evaluate type of analysis using ER 5.2, Figure 1, Analysis Matrix, as a guideline. Ensure appropriate analyses are checked off in the Analysis To Be Performed section of form ER 5.2E. Request guidance for additional analysis from the Offsite Monitoring Coordinator.
- d. Weigh sample material as necessary and package for shipment.
- e. Assist the Offsite Monitoring Coordinator in making transportation arrangements for environmental samples.
- f. Inform the Offsite Monitoring Coordinator when samples are ready for transport.

7. **STAFFING/EQUIPMENT NEEDS**

Direct requests for additional staffing or equipment resources to the Offsite Monitoring Coordinator.

RADIOLOGICAL ASSISTANT CHECKLIST
(Continued)

8. DEACTIVATION

Submit all emergency documentation to the Offsite Monitoring Coordinator.

ADMINISTRATIVE SERVICES COORDINATOR CHECKLIST

INITIAL

1. ACTIVATION

- a. Sign in on the EOF roster board. _____
- b. Obtain the Administrative Services Coordinator emergency response position materials from the tote-box at your work station and initiate this checklist. _____
- c. Attach your Station badge to the green identification tag located at your workstation. _____
- d. Synchronize Emergency Operations Facility clocks with the Main Plant Computer digital time display. _____
- e. Check status boards in the EOF operations area, dose assessment area, EOF conference room, and NRC room and ensure they are cleared of outdated and unrelated information and notations. _____
- f. Turn on and test the Response Manager public address system. _____
- g. Check workstation telephones for operability. _____
- h. Assign an EOF Support Staff person to monitor calls on the Call Director. Direct that individual to implement form ER 3.3W. _____
- i. Assign one EOF Support Staff person to maintain a log for the Response Manager. Direct that individual to implement form ER 3.3W. _____
- j. Assign one EOF Support Staff person to the Media Center. Direct that individual to report to the Emergency News Manager. _____
- k. Assign one EOF Support Staff person to maintain the EOF Chronolog and to access other screens on the Administrative Services Coordinator PC. _____
- l. If any of the following EOF positions are not staffed within 60 minutes of the emergency declaration, implement applicable section 3 actions immediately to fill the position(s).
 - (1) Response Manager _____
 - (2) EOF Coordinator _____
 - (3) Dose Assessment Specialist _____
 - (4) Offsite Monitoring Coordinator _____
 - (5) Technical Assistant _____
 - (6) ERO Technical Liaison _____
 - (7) Personnel for 2 offsite monitoring teams (2 monitors and 2 drivers) _____

ADMINISTRATIVE SERVICES COORDINATOR CHECKLIST
(Continued)

INITIAL

- m. Obtain an event and response briefing from the Response Manager. _____
- n. Maintain a log using form ER 2.0E, Emergency Facility Log. _____

2. EOF OPERATIONS

- a. As soon as practical after EOF activation, initiate a brief discussion of State interface responsibilities and expectations with the Response Manager, Technical Assistant and EOF Coordinator. Discuss ways that the Response Manager may be insulated from requests which can be answered or handled by others. The goal is to allow the Response Manager to focus on overall management of NAESCo response efforts.
- b. Coordinate EOF activities during those periods when the Response Manager, EOF Coordinator and Technical Assistant are in conference.
- c. Periodically monitor EOF status boards, including the Emergency Classification Level status board, to determine if they are being kept current. As needed, obtain additional assistance to ensure that status boards are properly maintained.
- d. As new information is added to the PC-based electronic log, check the information to ensure its accuracy.

3. INITIAL STAFFING AND SHIFT SCHEDULING

- a. Review the sign-in boards for the EOF and the Media Center, and document the individuals filling each first shift ERO position on form ER 3.3M, ERO Staff Planning.

NOTE

Form ER 3.3M has been downloaded to the Administrative Services Coordinator's PC and the PC located in the DCC. Either PC may be used instead of a hard copy form. Access by clicking the icon labeled ER 3.3M.

- b. Call out telephone and radio system technicians from IRG and Site Services, and direct them to report to the EOF. Upon arrival, they should be instructed to remain on standby to effect telephone or radio system repairs, as needed.
- c. During a daytime response (i.e., 0700 to 1630), perform Steps 3.d. through 3.u. During an off-hours response (i.e., 1630 to 0700), proceed to Step 3.k and perform Steps 3.k. through 3.u.

ADMINISTRATIVE SERVICES COORDINATOR CHECKLIST
(Continued)

- d. Contact the Assembly Area Coordinator.
- (1) Provide a brief summary of emergency conditions.
 - (2) Using the ERO Roster at your workstation, determine if any individuals qualified to fill vacant first shift ERO positions at the EOF or Media Center are available at the Assembly Area.
 - (3) Request the Assembly Area Coordinator to brief identified individuals to report to their assigned facilities. Document which individuals were dispatched to which facilities on form ER 3.3M.
 - (4) Inquire as to the status of any personnel requested by the Maintenance Coordinator.
 - (5) Request the Assembly Area Coordinator to fax you copies of completed forms ER 3.3M for the Control Room, TSC and OSC when they are available.

NOTE

If the emergency is declared during an outage, the Assembly Area Coordinator will also provide copies of contact telephone number listings for non-NAESCO craft personnel and vendor technical representatives. Retain this information to support the return-to-work callout of these individuals once the emergency is terminated.

- e. Obtain a briefing from the EOF Coordinator on site radiological conditions potentially or actually affecting the vicinity of the Assembly Area. Also determine whether or not personnel released from the Assembly Area need to proceed to the Remote Monitoring Area at Schiller Station.
- f. Contact the Maintenance Coordinator in the TSC and determine the following:
- (1) Whether the Assembly Area should be deactivated based on onsite needs and radiological conditions.
 - (2) Which personnel, if any, should remain staged at the Assembly Area instead of being released.
 - (3) Time the Assembly Area should be deactivated.
- g. Request the Security Coordinator to specify which egress route should be used by personnel released from the Assembly Area.

ADMINISTRATIVE SERVICES COORDINATOR CHECKLIST
(Continued)

- h. Brief the Response Manager on plans for Assembly Area deactivation and release of personnel.
- i. Contact the Assembly Area Coordinator, and perform the following:
 - (1) Provide a briefing on plans for Assembly Area deactivation and release of personnel.
 - (2) Remind the Assembly Area Coordinator that ALL second-shift personnel, including those assigned to onsite facilities, must report to the EOF prior to relieving first-shift personnel.
 - (3) Discuss release instructions to be given to personnel at the Assembly Area including where they should go, the route to use, and a time that second-shift personnel should report to the EOF.

NOTE

Under most circumstances, Assembly Area personnel will leave the site, either to their homes or to the Remote Monitoring Area, in their own vehicles.

- (4) If informed by the EOF Coordinator that alternate transportation should be used to transport Assembly Area personnel to the Remote Monitoring Area, perform the following actions:
 - (a) Contact the New Hampshire IFO Coordinator and request assistance to obtain the requisite number of buses (36 persons/bus) for dispatch to the site to transport personnel to the Remote Monitoring Area.
 - (b) Arrange with the Security Coordinator to have the buses met at the site access road, directed to the appropriate location on site to pick up Assembly Area personnel, and provided with a map to the Remote Monitoring Area (ER 3.6, Figure 2).
 - (c) Contact the Assembly Area Coordinator to advise that buses have been directed to the site to transport personnel to the Remote Monitoring Area.
- j. Inform the Security Coordinator when the Assembly Area has been deactivated.
- k. If the initial response is an off-hours response (i.e., 1630 to 0700), obtain the Community Alert Network Reports telefaxed to the EOF.
- l. Receive a briefing from the Maintenance Coordinator concerning the status of onsite ERO vacancies and staffing needs.

ADMINISTRATIVE SERVICES COORDINATOR CHECKLIST
(Continued)

- m. Using the ERO Roster at your workstation, call out additional personnel as needed to fill open first-shift ERO positions. Document the results on form ER 3.3M.

- n. Develop a list of second-shift responders and establish two 12-hour shifts consisting of personnel qualified for their respective positions. Document the results on form ER 3.3M, ERO Staff Planning.
 - (1) Contact DE&S Engineering Support Center Manager for names of second shift DE&S personnel responding to ERO facilities. Inform the manager of Seabrook Station Fitness-for-Duty requirements (Security Manual, Chapter 7) and provisions for voluntary alcohol testing at the EOF.
 - (2) Coordinate development of shift schedules for security personnel with the Security Coordinator.
 - (3) When completed, provide a copy of the second shift roster to the Dosimetry Records Personnel.

NOTE

If FINIS is not available to confirm RAEs for second-shift personnel, have the EOF Coordinator establish a blanket authorization for the ERO with the concurrence of the Response Manager.

- o. Contact second-shift personnel.
 - (1) Confirm their assignment to the second shift.
 - (2) Specify time they should report to the EOF.
 - (3) Remind individuals assigned to onsite facilities that they must report to the EOF prior to relieving first-shift personnel.
 - (4) Remind individuals contacted of Fitness-for-Duty requirements (Security Manual, Chapter 7) and provisions for voluntary alcohol testing at the EOF.
 - (5) Provide a telephone number to call in case they are delayed or unable to report.

- p. If individuals identified for second-shift duty have been evacuated from their homes and cannot be contacted, request the Emergency News Manager prepare and issue a news statement with instructions for Seabrook Station ERO members to contact the EOF.

ADMINISTRATIVE SERVICES COORDINATOR CHECKLIST

(Continued)

- q. Provide the time that second-shift ERO responders are to report to the EOF to the Emergency News Manager (ENM) and request the ENM to update the Seabrook Station Employee Information Line.
- r. Assign EOF support staff at the Call Director to periodically check the Seabrook Station Employee Information Line for messages using Supplemental Material 98-08 and to document any call-ins by ERO personnel on form ER 3.3EE, Emergency Worker Call-In Report. Make additional adjustments to shift schedules as required by the call-ins.
- s. Provide the NH IFO Radiological Exposure Clerk with a list of names of those personnel that will require access to the exclusion area for shift turnover.
- t. Ensure that all relief personnel reporting to the Station receive an accident briefing from the Industry Liaison.
- u. Ensure that all relief personnel receive appropriate dosimetry prior to departure to the Station.

4. STAFFING/EQUIPMENT NEEDS

- a. Coordinate responses to requests for additional staffing and equipment resources.
- b. Coordinate arrangements for acquisition and distribution of food and beverages to North Atlantic emergency response facilities.
- c. Provide direction to the Material and Logistics Coordinator.
- d. As needed, direct the Industry Liaison to request staffing and equipment resources from industry support groups.
- e. If the EOF loses normal AC power requiring activation of the stand-by diesel generator, refer to Figure 7 for guidance.
- f. If an employee is killed or seriously injured while performing response duties, coordinate notification of the victim's family (next-of-kin).
- g. Review the NAMM, procedure NM 11800, Hazardous Condition Response Plan, to identify additional logistical and recovery considerations that may be useful in responding to the emergency. Brief the Response Manager on any recommendations.
- h. Monitor and help coordinate requests for assistance to various industry and support groups (e.g., DE&S ESC, NU, Westinghouse or INPO). Periodically brief the Response Manager on the status of requests and responses.

ADMINISTRATIVE SERVICES COORDINATOR CHECKLIST
(Continued)

5. EMERGENCY TERMINATION AND RECOVERY

- a. Provide reentry and recovery support as directed by the Response Manager
- b. If the emergency was declared during an outage, perform the following steps:
 - (1) Contact the Outage Coordinator and request that all contact telephone number listings for non-NAESCO craft personnel and vendor technical representatives not already provided be forwarded to you.
 - (2) Develop a return-to-work callout plan for the above outage workers with the Response Manager. Consider who will perform callout and what information will be provided.
 - (3) Brief appropriate personnel on the return-to-work callout plan.
 - (4) If needed, direct procurement of additional dosimetry required to support the processing of outage workers through the EOF (e.g., from Station stock, vendor, DE&S Mutual Assistance, etc.).

6. DEACTIVATION

- a. Collect all ERO emergency-related documentation.
- b. Provide copies of documentation as requested.
- c. Ensure that appropriate emergency-related documentation is archived.

ERO STAFF PLANNING

Date/Time: _____

EMERGENCY RESPONSE POSITION	LOCATION	FIRST SHIFT (Last Name, First Initial)	BADGE NO.	SECOND SHIFT (Last Name, First Initial)	HOME PHONE NO.	COMMENTS
Shift Manager	Control Room					
Unit Supervisor	Control Room					
Work Control Supervisor	Control Room					
Control Room Operator	Control Room					
Control Room Operator	Control Room					
Nuclear Systems Operator	Control Room					
Nuclear Systems Operator	Control Room					
Nuclear Systems Operator	Control Room					
Nuclear Systems Operator	Control Room					
Nuclear Systems Operator	Control Room					
Fire Fighter / EMT	Control Room					

ERO STAFF PLANNING
(Continued)

Date/Time: _____

EMERGENCY RESPONSE POSITION	LOCATION	FIRST SHIFT (Last Name, First Initial)	BADGE NO.	SECOND SHIFT (Last Name, First Initial)	HOME PHONE NO.	COMMENTS
DE&S Radiological Advisor	TSC					
Design Engineer	TSC					
Emergency Operations Manager	TSC					
Engineering Coordinator	TSC					
ENS Communicator	TSC					
Health Physics Coordinator	TSC					
Maintenance Coordinator	TSC					
Nuclear Safety Advisor	TSC					
Operations Technician	TSC					
Reactor Engineer	TSC					
Site Emergency Director	TSC					
Systems Advisor	TSC					
Technical Services Coordinator	TSC					

ERO STAFF PLANNING
(Continued)

Date/Time: _____

EMERGENCY RESPONSE POSITION	LOCATION	FIRST SHIFT (Last Name, First Initial)	BADGE NO.	SECOND SHIFT (Last Name, First Initial)	HOME PHONE NO.	COMMENTS
TSC Electrical Engineer	TSC					
TSC Logkeeper	TSC					
TSC Mechanical Engineer	TSC					
TSC RMD Personnel	TSC					
TSC Work Control Supervisor	TSC					

ERO STAFF PLANNING
(Continued)

Date/Time: _____

EMERGENCY RESPONSE POSITION	LOCATION	FIRST SHIFT (Last Name, First Initial)	BADGE NO.	SECOND SHIFT (Last Name, First Initial)	HOME PHONE NO.	COMMENTS
Chemistry Coordinator	OSC					
Chemistry Technician	OSC					
Chemistry Technician	OSC					
Control Room Operator	OSC					
Control Room Operator	OSC					
Electrical Maintenance Personnel	OSC					
Electrical Maintenance Personnel	OSC					
Health Physics Technician	OSC					
Health Physics Technician	OSC					
Health Physics Technician	OSC					
Health Physics Technician	OSC					
Health Physics Technician	OSC					
I&C Personnel	OSC					

ERO STAFF PLANNING
(Continued)

Date/Time: _____

EMERGENCY RESPONSE POSITION	LOCATION	FIRST SHIFT (Last Name, First Initial)	BADGE NO.	SECOND SHIFT (Last Name, First Initial)	HOME PHONE NO.	COMMENTS
I&C Personnel	OSC					
Mechanical Maintenance Personnel	OSC					
Mechanical Maintenance Personnel	OSC					
Nuclear Systems Operator	OSC					
Nuclear Systems Operator	OSC					
Nuclear Systems Operator	OSC					
Nuclear Systems Operator	OSC					
Nuclear Systems Operator	OSC					
OSC Coordinator	OSC					
Rad Controls Coordinator	OSC					
Specialty Technical Assistant	OSC					
Specialty Technical Assistant	OSC					
Specialty Technical Assistant	OSC					

ERO STAFF PLANNING
(Continued)

Date/Time: _____

EMERGENCY RESPONSE POSITION	LOCATION	FIRST SHIFT (Last Name, First Initial)	BADGE NO.	SECOND SHIFT (Last Name, First Initial)	HOME PHONE NO.	COMMENTS
Storekeeper	OSC					
Technical Specialist Coordinator	OSC					
Work Control Supervisor	OSC					

ERO STAFF PLANNING
(Continued)

Date/Time: _____

EMERGENCY RESPONSE POSITION	LOCATION	FIRST SHIFT (Last Name, First Initial)	BADGE NO.	SECOND SHIFT (Last Name, First Initial)	HOME PHONE NO.	COMMENTS
Administrative Services Coordinator	EOF					
DCC Coordinator	EOF					
Dose Assessment Personnel	EOF					
Dose Assessment Specialist	EOF					
Dosimetry Records Personnel	EOF					
EOF Coordinator	EOF					
EOF Support Staff	EOF					
EOF Support Staff	EOF					
EOF Support Staff	EOF					
EOF Support Staff	EOF					
EOF Support Staff	EOF					
ERO Technical Liaison	EOF					
HPN Communicator	EOF					

ERO STAFF PLANNING
(Continued)

Date/Time: _____

EMERGENCY RESPONSE POSITION	LOCATION	FIRST SHIFT (Last Name, First Initial)	BADGE NO.	SECOND SHIFT (Last Name, First Initial)	HOME PHONE NO.	COMMENTS
Industry Liaison	EOF					
Licensing Coordinator	EOF					
Material & Logistics Coord	EOF					
METPAC Operator	EOF					
Offsite Mon Team - Driver	EOF					
Offsite Mon Team - Driver	EOF					
Offsite Mon Team - Monitor	EOF					
Offsite Mon Team - Monitor	EOF					
Offsite Monitoring Communicator	EOF					
Offsite Monitoring Coordinator	EOF					
Radiological Assistant	EOF					
Response Manager	EOF					
Security Coordinator	EOF					

ERO STAFF PLANING
(Continued)

Date/Time: _____

EMERGENCY RESPONSE POSITION	LOCATION	FIRST SHIFT (Last Name, First Initial)	BADGE NO.	SECOND SHIFT (Last Name, First Initial)	HOME PHONE NO.	COMMENTS
Security Officer	EOF					
Security Officer	EOF					
Security Officer	EOF					
Technical Assistant	EOF					
Training Center Staff	EOF					
Training Center Staff	EOF					

ERO STAFF PLANNING
(Continued)

Date/Time: _____

EMERGENCY RESPONSE POSITION	LOCATION	FIRST SHIFT (Last Name, First Initial)	BADGE NO.	SECOND SHIFT (Last Name, First Initial)	HOME PHONE NO.	COMMENTS

ERO STAFF PLANNING
(Continued)

Date/Time: _____

EMERGENCY RESPONSE POSITION	LOCATION	FIRST SHIFT (Last Name, First Initial)	BADGE NO.	SECOND SHIFT (Last Name, First Initial)	HOME PHONE NO.	COMMENTS
Emergency News Manager	Media Ctr					
Technical Advisor	Media Ctr					
Technical Adviser	Media Ctr					
Media Center Support Staff	Media Ctr					
Media Center Support Staff	Media Ctr					
Media Center Support Staff	Media Ctr					
Media Center Support Staff	Media Ctr					
Media Center Support Staff	Media Ctr					
Media Center Support Staff	Media Ctr					
Media Center Support Staff	Media Ctr					
Media Center Support Staff	Media Ctr					

HPN COMMUNICATOR CHECKLIST

INITIAL

1. ACTIVATION

- a. Sign in on the EOF roster board. _____
- b. Obtain the HPN Communicator emergency response position materials from the tote-box at your work station and initiate this checklist. _____
- c. Attach your Station badge to the green identification tag located at your workstation. _____
- d. Check workstation telephones for operability. _____
- e. Obtain a briefing from the EOF Coordinator or Dose Assessment Specialist. _____
- f. Maintain a log using form ER 2.0E, Emergency Facility Log. _____

2. NOTIFICATIONS

- a. As requested by the NRC, establish the Health Physics Network (HPN) and maintain communications per instructions provided by the NRC individual initiating the call.
- b. Use the HPN Event Notification Worksheet, form ER 2.0G, to record radiological information and data.
 - Obtain onsite radiological data from the Health Physics Coordinator.
 - Obtain offsite radiological data and PARs from the EOF Coordinator or Dose Assessment Specialist.

NOTE

Consider using a telecopier to provide copies of HPN forms to the NRC.

- c. Periodically brief the EOF Coordinator, Dose Assessment Specialist and Licensing Coordinator on the status of HPN notifications.
- d. If time permits, assist the Dose Assessment Specialist with posting and distributing radiological data in the EOF. (Protected: Ref. 6.20)

3. STAFFING/EQUIPMENT NEEDS

Direct requests for additional staffing or equipment resources to the EOF Coordinator.

HPN COMMUNICATOR CHECKLIST

(Continued)

4. DEACTIVATION

Submit all emergency documentation to the Administrative Services Coordinator.

LICENSING COORDINATOR CHECKLIST

INITIAL

1. ACTIVATION

- a. Sign in on the EOF roster board. _____
- b. Obtain Licensing Coordinator's emergency response position materials from the tote-box at your work station initiate this checklist. _____
- c. Attach your Station badge to the green identification tag located at your workstation. _____
- d. Check workstation telephones for operability. _____
- e. Report to and obtain a briefing from the Administrative Services Coordinator. _____
- f. Obtain copies of NRC notification forms (ER 2.0D) completed by the Control Room or TSC from the Emergency Operations Manager. _____
- g. Maintain a log using form ER 2.0E, Emergency Facility Log. _____

2. NOTIFICATION

As needed, assist the Technical Assistant in supporting open NRC telephone communications if this function is transferred to the EOF. Use form ER 2.0D to support this activity.

3. LICENSING ACTIONS

Coordinate resolution of all licensing and permit-related issues that may arise during the emergency.

4. NRC INTERFACE

- a. Notify the Technical Services Coordinator of any NRC responders who will be reporting to the site. Provide as much information as is available (e.g., number of personnel, names, expected arrival time at the site, etc.).
- b. Facilitate site access arrangements for NRC Site Response Team members with the Security Coordinator.
- c. As time permits, check NRC workstations and telephones prior to their arrival at the EOF.
- d. Obtain information issued to the States and the NRC during the emergency.

LICENSING COORDINATOR CHECKLIST

(Continued)

- (1) Contact the EOF Coordinator for copies of State notifications (forms ER 2.0B and 2.0C).
 - (2) Contact the Health Physics Network (HPN) Communicator for copies of HPN notifications (form ER 2.0G).
 - (3) Contact the Emergency Operations Manager for copies of Emergency Notification System (ENS) notifications (form ER 2.0D).
- e. Obtain copies of North Atlantic news statements.
- f. Obtain copies of State news releases and EAS messages/advisories.
- g. Upon arrival of NRC response personnel at the EOF, perform the following:
- (1) Offer them the appropriate NRC position identification badges stored at your workstation.
 - (2) Coordinate the interface between NRC response team members and the North Atlantic ERO (e.g., introductions, workstation locations, etc.).
 - (3) Provide copies of State and NRC notification forms, news releases and EAS messages/advisories issued to date.
 - (4) Complete the table shown on Page 4 of this checklist. Consider distributing copies to appropriate personnel in the EOF (North Atlantic, State and Federal).
- h. Identify the appropriate NRC personnel at the EOF who should receive North Atlantic news statements, and request the Media Center Support Staff to make distribution to these individuals as news statements are issued.
- i. Make periodic inquiries of NRC personnel and determine if their needs are being met:
- (1) Facility workstations (phones, power outlets, seating, etc.).
 - (2) Information flow and availability (adequate, timely, etc.).
 - (3) Commitments made in meetings or briefings (being met on time, etc.).
 - (4) State news releases and EAS messages/advisories (received in a timely manner, etc.)
- j. Attend briefings conducted for NRC response personnel, and document the following:

LICENSING COORDINATOR CHECKLIST

(Continued)

- (1) - Attendees
 - (2) Briefing topics and discussions
 - (3) NRC requests for information or action
 - (4) Commitments made to the NRC, including due dates or times
 - (5) Individuals assigned to respond to NRC requests or commitments
- k. Periodically track the status of actions items needed to meet NRC requests or commitments. Advise the Response Manager of any actions which will not be complete by the committed due date/time.

5. STAFFING/EQUIPMENT NEEDS

Direct requests for additional staffing or equipment resources to the Administrative Services Coordinator.

6. DEACTIVATION

Submit all emergency documentation to the Administrative Services Coordinator.

LICENSING COORDINATOR CHECKLIST
(Continued)

**KEY PERSONNEL FROM RESPONDING
ORGANIZATIONS AND AGENCIES**

NORTH ATLANTIC ENERGY SERVICE CORPORATION	NAME
RESPONSE MANAGER	
TECHNICAL ASSISTANT	
EOF COORDINATOR	
ADMINISTRATIVE SERVICES COORDINATOR	
LICENSING COORDINATOR	
SECURITY COORDINATOR	
EMERGENCY NEWS MANAGER	
NUCLEAR REGULATORY COMMISSION	NAME
DIRECTOR OF SITE OPERATIONS	
REACTOR SAFETY COORDINATOR	
PROTECTIVE MEASURES COORDINATOR	
EMERGENCY RESPONSE COORDINATOR	
SAFEGUARDS/SECURITY COORDINATOR	
PUBLIC AFFAIRS TECHNICAL BRIEFER	
GOVERNMENT LIAISON COORDINATOR	
STATE OF NEW HAMPSHIRE (IFO)	NAME
NHOEM EOF LIAISON	
NH OHM RAD HEALTH TECH ADVISOR	
COMMONWEALTH OF MASSACHUSETTS	NAME
MEMA EOF LIAISON	
MDPH COORDINATOR	
FEDERAL EMERGENCY MANAGEMENT AGENCY	NAME
DEPARTMENT OF ENERGY	NAME
OTHER	NAME

INDUSTRY LIAISON CHECKLIST

INITIAL

1. ACTIVATION

- a. Sign in on the EOF roster board. _____
- b. Obtain the Industry Liaison's emergency response position materials from the tote-box at your work station and initiate this checklist. _____
- c. Attach your Station badge to the green identification tag located at your workstation. _____
- d. Check workstation telephones for operability. _____
- e. Report to and obtain a briefing from the Administrative Services Coordinator. _____
- f. Maintain a log using form ER 2.0E, Emergency Facility Log. _____

2. DUKE ENGINEERING AND SERVICES

- a. Establish contact with the DE&S Engineering Support Center (ESC) and coordinate staffing/equipment requests.
 - (1) The number for the DE&S ESC Director is found in Section B.5 of the ERO Emergency Telephone Directory.
 - (2) If at an Alert, determine in conjunction with the Administrative Services Coordinator if a DE&S site team should report to the site and the EOF. Advise the ESC if a team should be dispatched.
- b. Determine in conjunction with the EOF Coordinator and Dose Assessment Specialist what DE&S resources are required (e.g., mobile environmental lab, Westboro environmental lab, TLD support). Coordinate acquisition of the required services through the DE&S ESC.

3. WESTINGHOUSE

- a. Notify the Westinghouse Energy Systems Business Unit Emergency Response Team.
 - (1) Provide an event briefing.
 - (2) Establish a periodic callback schedule.
 - (3) Provide your telephone number and the DCC telecopy number.

INDUSTRY LIAISON CHECKLIST
(Continued)

4. INPO
 - a. Notify INPO
 - (1) Provide an event briefing.
 - (2) Inform the Duty Officer that North Atlantic news statements will be faxed to INPO and request the appropriate fax number.
 - (3) Request that INPO response personnel enter the contents of North Atlantic news statements on to Nuclear Network.
 - (4) Establish a periodic callback schedule.
 - (5) Provide your telephone number and the DCC telecopy number.
 - b. Ensure DCC Coordinator has the correct INPO telefax number and telefaxes approved news statements to INPO.
 - c. If needed, develop other messages for transmittal on Nuclear Network and request INPO to enter.
 - d. As requested, review the INPO Resources Manual (or call INPO) to ascertain what equipment and personnel are available for responding to the emergency.
 - e. As approved by the Response Manager, request resources through INPO.
5. AMERICAN NUCLEAR INSURERS (ANI)
 - a. Provide an event briefing.
 - b. Establish a periodic callback schedule.
 - c. Provide your telephone number and the DCC telecopy number.
6. NUCLEAR ELECTRIC INSURANCE LIMITED/NUCLEAR MUTUAL LIMITED
 - a. Provide an event briefing.
 - b. Establish a periodic callback schedule.
 - c. Provide your telephone number and the DCC telecopy number.

INDUSTRY LIAISON CHECKLIST
(Continued)

7. NUCLEAR ENERGY INSTITUTE (NEI)

- a. Notify NEI
 - (1) Provide an event briefing.
 - (2) Inform the individual that North Atlantic news statements will be faxed to NEI and request the appropriate fax number.
 - (3) Establish a periodic callback schedule.
 - (4) Provide your telephone number and the DCC telecopy number.
- b. Ensure the DCC Coordinator has the correct telefax number and telefaxes approved news statements to NEI.

8. OTHER CONTACTS

- a. Ensure the DCC Coordinator telefaxes approved news statements to Joint Owners.
- b. If contacted by a Joint Owner representative, provide information as requested.
- c. As requested, contact other utilities for additional support.

9. VISITORS REPORTING TO THE EOF OR THE SITE

NOTE

For events that have resulted in a release of radioactive materials to the environment, all individuals reporting to the site should be

- 1. Radiation worker qualified at Seabrook Station, or
- 2. Radiation worker qualified at another commercial nuclear power plant, or
- 3. Broadly familiar with the concepts of ionizing radiation and contamination as a result of their normal work activities.

- a. Notify the EOF Coordinator of any visitors who will be reporting to the EOF or the site. Request input for visitor briefings.
- b. Notify the Security Coordinator of any visitors who will be reporting to the EOF or the site. Request input for visitor briefings.

INDUSTRY LIAISON CHECKLIST
(Continued)

- c. Notify the Technical Services Coordinator of any visitors who will be reporting to the site. Request input for visitor briefings.
- d. Notify the Health Physics Coordinator of any visitors who will be reporting to the site. Request input for visitor briefings.
- e. Brief visitors on the following:
 - (1) where to report
 - (2) ERO interfaces/counterparts
 - (3) accident and response status
 - (4) travel and access route(s) to the EOF or site (if needed)
 - (5) radiological or other precautions
 - (6) instructions to report to the Dosimetry Records Personnel for dosimetry (if needed)
- f. Ensure all personnel reporting to the site obtain a pass from the NH IFO Radiological Exposure Clerk allowing entry into the exclusion area.
- g. Instruct all visitors who will be reporting to the site to complete form ER 3.3B upon receiving their briefing.
- h. Submit form ER 3.3B to the Security Coordinator for processing of site visitors.
- i. Notify the Technical Services Coordinator when personnel reporting to the site have departed from the EOF.

10. DEACTIVATION

Submit all emergency documentation to the Administrative Services Coordinator.

EOF SUPPORT STAFF CHECKLIST

INITIAL

1. ACTIVATION

- a. Sign in on the EOF roster board. _____
- b. Report to the Administrative Services Coordinator for assignment. _____
- c. Obtain the EOF Support Staff emergency response position materials from the tote-box at your work station and initiate this checklist. _____
- d. Attach your Station badge to the green identification tag located at your workstation. _____
- e. Verify date and time on EOF fax machines and correct them if necessary. _____

2. ADMINISTRATIVE SUPPORT

- a. If you are assigned to support the Response Manager, implement the following actions:
 - (1) Report to the Response Manager.
 - (2) Monitor Response Manager actions and communications, and log noteworthy items on:
 - (a) The electronic log PC, or, if this PC is not available,
 - (b) Form ER 2.0E, Emergency Facility Log.
 - (3) If requested, accompany the Response Manager to conferences. Record noteworthy items such as (a) discussions with the NRC or States concerning PARs; (b) approval of news statements; and (c) classification changes.
 - (4) At the termination of the emergency, submit the log to the Administrative Services Coordinator.
- b. If assigned to monitor the EOF Answering Unit, implement the following actions:
 - (1) Periodically monitor the Answering Unit for messages left for EOF staff. The message window on the unit will indicate the number of messages recorded.
 - (2) Access messages by pressing and releasing any "MBox" button that is lit.
 - (3) Record the time, date and content of each telephone message and provide to the appropriate EOF staff when available.

EOF SUPPORT STAFF CHECKLIST

(Continued)

- (4) When the last stored message is played, the unit will announce, "End of message." After recording the last message, delete messages by pressing and releasing the "delete" key followed by pressing and releasing the lit "MBox" button.
 - (5) At the termination of the emergency, submit the telephone message log to the Administrative Services Coordinator.
 - (6) Provide assistance to the DCC Coordinator or other EOF staff as directed by the Administrative Services Coordinator (e.g., send copies, make copies of documents, deliver copies, etc.).
 - (7) At the direction of the Administrative Services Coordinator, periodically check the Seabrook Station Employee Information Line for messages using Supplemental Material 98-08. Provide messages to the Administrative Services Coordinator.
- c. If assigned to maintain the electronic EOF Chronolog, do the following:
- (1) Refer to Supplemental Material 97-01, EOF Logkeeper PC Instructions.
 - (2) When the EOF Chronolog screen is filled, print out a hard copy of the log.
 - (3) Post the hard copy of the log, in sequence, on the EOF accident time log status board.
- d. If assigned to the Media Center, implement the following actions:
- (1) Report to the Emergency News Manager (ENM).
 - (2) Copy approved news statements and bulletins at the direction of the ENM and distribute in accordance with distribution instructions in ER 3.5. Ask the Media Center Support Staff or Technical Advisor for assistance in identifying personnel and locations on the distribution list.
 - (4) Do not leave the Media Center Operations Room unattended when other Media Center personnel are away from their work stations. Obtain other EOF Support Staff assistance to complete copying or distribution tasks.
 - (5) Monitor telephones in the Media Center Operations Room, answer telephones when Media Center personnel are away from their work stations, and log telephone messages.
 - (6) Monitor telecopiers in the Media Center and deliver telecopied material to intended recipients.

EOF SUPPORT STAFF CHECKLIST
(Continued)

- (7) At the termination of the emergency, submit all documentation to the Emergency News Manager.



METPAC OPERATOR CHECKLIST

INITIAL

1. ACTIVATION

- a. Sign in on the EOF roster board. _____
- b. Obtain the METPAC Operator's emergency response position materials from the tote-box at your work station and initiate this checklist. _____
- c. Attach your Station badge to the green identification tag located at your workstation. _____
- d. Check workstation telephones for operability. _____
- e. Activate the METPAC computer in accordance with Procedure ER 5.3, Operation of the METPAC System. _____
- f. Inform the Dose Assessment Specialist when the METPAC system is operational. _____

2. ACCIDENT ASSESSMENT

Perform offsite dose projections using the METPAC computer as directed by the Dose Assessment Specialist.

3. CLASSIFICATIONS

Inform the Dose Assessment Specialist immediately when dose or dose rate projections exceed any of the 12-series Initiating Conditions contained on form ER 1.1A. A wall-mounted copy of this form is maintained in the Technical Assistant work area.

4. STAFFING/EQUIPMENT NEEDS

Direct requests for additional staffing or equipment resources to the Dose Assessment Specialist.

5. REENTRY AND RECOVERY

- a. Provide reentry and recovery support as directed by the Dose Assessment Specialist.
- b. Enter offsite sampling and measurement data into the Ingest program in accordance with the Ingest System Manual for Seabrook Station.
- c. Provide guidance to personnel assigned to assist in the Ingest program data entry process.
- d. Produce requested reports and plots in accordance with the Ingest System Manual for Seabrook Station.

METPAC OPERATOR CHECKLIST
(Continued)

6. DEACTIVATION

Submit all emergency documentation to the Dose Assessment Specialist.

DOCUMENT CONTROL CENTER COORDINATOR CHECKLIST

INITIAL

1. ACTIVATION

- a. Sign in on the EOF roster board. _____
- b. Obtain the Document Control Center Coordinator's emergency response position materials from the tote-box at your work station and initiate this checklist. _____
- c. Attach your Station badge to the green identification tag located at your workstation. _____
- d. Check workstation telephones for operability. _____
- e. Report to Administrative Services Coordinator for an accident briefing. _____
- f. Maintain a log using form ER 2.0E, Emergency Facility Log. _____

2. NOTIFICATIONS

- a. Telefax approved news statements to INPO and NEI.
- b. If requested by the Administrative Services Coordinator to access the INPO Nuclear Network, to access the ERO Staff Planning form (ER 3.3M), to access PASSPORT, or to send a pager message, refer to Supplemental Material 97-11 for instructions.
- c. Telefax approved news statements to the Joint Owner Contacts listed in the Emergency Response Telephone Directory.
- d. Contact a representative of each Joint Owner using the telephone numbers listed in the Emergency Telephone Directory. Inform them that a Seabrook Station news statement has been telefaxed and provide the telefax number to which it was sent.
- e. Provide telecopier support as requested.

3. ACCIDENT ASSESSMENT

Coordinate and support document retrieval for the EOF staff.

4. DEACTIVATION

- a. Restore/replenish controlled document files used by the EOF staff, as necessary.
- b. Submit all emergency documentation, including Nuclear Network transmissions, to the Administrative Services Coordinator.



MATERIAL AND LOGISTICS COORDINATOR CHECKLIST

INITIAL

1. ACTIVATION

- a. Sign in on the EOF roster board. _____
- b. Obtain the Material and Logistics Coordinator's emergency response position materials from the tote-box at your work station and initiate this checklist. _____
- c. Attach your Station badge to the green identification tag located at your workstation. _____
- d. Check workstation telephones for operability. _____
- e. Report to Administrative Services Coordinator for an accident briefing. _____
- f. Maintain a log using form ER 2.0E, Emergency Facility Log. _____

2. STAFFING/EQUIPMENT NEEDS

- a. Obtain and coordinate vendor support of the ERO response effort.
- b. Confer with the Administrative Services Coordinator and determine if an inventory department (warehouse) individual should be called out to assist with locating or receiving materials.
- c. Coordinate and establish logistical arrangements for ERO response personnel (e.g., food, lodging, transportation, supplies).
- d. Interact with the Industry Liaison to obtain equipment resources through industry sources (e.g., INPO, DE&S, Joint Owners).
- e. Advise the Security Coordinator of any scheduled personnel arrivals or product deliveries to ERO facilities (onsite or offsite).
- f. If a radiological release has occurred, advise the EOF Coordinator of any scheduled personnel arrivals or product deliveries to the site.
- g. As needed, contact a service provider for any onsite or offsite emergency facility telephone or equipment repairs.
- h. Confer with the Administrative Services Coordinator to determine if video recording/playback equipment is desired at the EOF.
- i. Request additional assistance, as needed, from the Administrative Services Coordinator.

MATERIAL AND LOGISTICS COORDINATOR CHECKLIST
(Continued)

3. DEACTIVATION

Submit all emergency-related documentation to the Administrative Services Coordinator.

DOSIMETRY RECORDS PERSONNEL CHECKLIST

INITIAL

1. ACTIVATION

- a. Sign in on the EOF roster board. _____
- b. Obtain the Dosimetry Records Personnel emergency response position materials from the tote-box at your work station and initiate this checklist. _____
- c. Attach your Station badge to the green identification tag located at your workstation. _____
- d. Check workstation telephones for operability. _____

2. EMERGENCY DOSIMETRY PROCESSING

NOTE

Refer to Figure 12 for an overview of the process described below.

- a. Preparation
 - (1) Verify FINIS Computer terminal operability. Refer to Supplemental Material 99-11 for accessing FINIS on the PC at the Dosimetry Records work station.
 - (2) Begin rezeroing hi and lo range Self-Reading Pocket Dosimeters (SRPDs).
 - (3) Arrange dosimetry on TLD rack for Offsite Monitoring and Sampling Teams (OMST) in preparation for personnel issue. Include in each group a hi and lo range SRPD and a TLD.
- b. Offsite Monitoring and Sampling Team (OMST) Initial Deployment
 - (1) Obtain the names of OSMT personnel from the Offsite Monitoring Coordinator.
 - (2) Initiate form ER 3.3GG, Exposure Tracking Sheet, for each OMST member.
 - (3) Perform the following steps to determine exposure status (see Figure 11).
 - (a) Sign on to FINIS - RPMS
 - S5
 - 14 RPM
 - 4 RPETRANS
 - 20 RPEWBSUM

DOSIMETRY RECORDS PERSONNEL CHECKLIST

(Continued)

- (b) Determine the current TEDE Year To Date (YTD) for an individual as follows:
 - RPEWBSUM [SS#, security badge (4 digit) or name]
 - (c) If FINIS-RPMS is unavailable, contact the Dosimetry Issue Technician at the OSC for the current TEDE YTD exposure status.
 - (d) Enter the value established for the current TEDE YTD on form ER 3.3GG, Part I.
 - (e) Subtract the TEDE YTD from the administrative limit (4500 mrem) and enter the value for the Remaining Allowable Exposure (RAE) on form ER 3.3GG, Part I.
 - (f) If the RAE is less than 3000 mrem, inform the Offsite Monitoring Coordinator that an exposure extension may be required and note in Part III of form ER 3.3GG.
 - (g) If extension is required, ensure Figure 4 of ER 4.3, Emergency Dose Limit Extension, is completed. Call the Site Emergency Director for approval of individual exposure extension and note approval on the SED signature block. Using Figure 4 of ER 4.3, complete Part III of form ER 3.3GG.
- (4) Enter the current RAE (or extended RAE if extension is given) on form ER 5.2B, Offsite Monitoring and Sampling Team Briefing Form, when requested.
 - (5) Issue TLD by using form ER 3.3II, Emergency Dosimetry Issue Log. Enter date, time, security badge number and write "OMST" in the comments section.
 - (6) Enter the TLD number on form ER 3.3GG, Part IV.
 - (7) Give the individual the assigned TLD along with a hi and lo range SRPD and write his/her name on the TLD.
 - (8) Instruct the individual to return dosimetry to the EOF Dosimetry Records Personnel following use unless otherwise directed by the Offsite Monitoring Coordinator.
 - (9) File form ER 3.3GG pending return of dosimetry.
 - (10) File Figure 4 of ER 4.3 as appropriate.

DOSIMETRY RECORDS PERSONNEL CHECKLIST

(Continued)

c. OMST Exposure Tracking

- (1) Each time an OMST member returns from the field, record date, time, and SRPD reading on form ER 3.3GG, Part IV.
- (2) Determine new RAE by subtracting the SRPD reading from the current or extended RAE, whichever is greater, and document on form ER 3.3GG, Part IV. Note return time on form ER 3.3II.
- (3) If the TLD readout is requested, make arrangements with DE&S laboratory or forward the TLD to the DE&S TLD Coordinator if present in the EOF. Refer to step 2.f, Dosimetry Return, below.
- (4) Upon receipt of TLD dose results, fill out the appropriate sections on forms ER 3.3GG and ER 3.3II.
- (5) Calculate the revised RAE using form ER 3.3GG, Part IV.
- (6) Notify the Offsite Monitoring Coordinator if the TLD and SRPD values differ by more than a factor of 2.
- (7) Notify the Offsite Monitoring Coordinator of the TLD results and indicate on form ER 3.3II in the "Notification Made" column.

d. Offsite Monitoring and Sampling Team (OMST) Redeployment

- (1) Perform the following steps to determine exposure status:
 - (a) Initiate a new form ER 3.3GG for each OMST member.
 - (b) Fill in the current RAE using the revised RAE from the member's previous form ER 3.3GG.
 - (c) The Offsite Monitoring Coordinator will determine if an exposure extension is necessary. Fill out Part III of form ER 3.3GG, as appropriate.
 - (d) If an extension is given, ensure Figure 4 of ER 4.3 is completed.
 - (e) Issue TLD and SRPD per Steps 2.b.4 through 2.b.10.

e. Personnel Deployment to the Site

- (1) Issue dosimetry to personnel authorized site access per form ER 3.3B.

DOSIMETRY RECORDS PERSONNEL CHECKLIST

(Continued)

- (2) Obtain a completed form ER 3.3M, ERO Staff Planning from the Administrative Services Coordinator and begin dosimetry issue process for second shift personnel.
- (3) Initial Deployment to the Site
 - (a) If the individual is a currently monitored Seabrook radiation worker, determine if the TEDE YTD from the Exposure Status Report (ESR) is greater than 3000 mrem.
 - (b) If the individual's TEDE YTD is greater than 3000 mrem, notify the Radiological Controls Coordinator (RCC) at the OSC for further instructions.
 - (c) If the individual is not a currently monitored Seabrook radiation worker, ensure form ER 3.3GG, Part II, Current Year Exposure, is completed. Unless official final dosimetry results are available, the current year exposure is considered an estimate.
 - (d) Complete TEDE YTD Transit Card for the individual (see Figure 13).
 - (e) Issue dosimetry per step 2.e.5.
- (4) Redeployment to the Site
Issue dosimetry per step 2.e.5.
- (5) Dosimetry Issue
 - (a) If it is determined that site TLDs can be used, proceed to Step 2.e.6.
 - (b) Using form ER 3.3II, Emergency Dosimetry Issue Log, enter the following for Seabrook Worker: date, time, and security badge number. For all others enter date, time, social security number, name and organization.
 - (c) Attach a TEDE YTD Transit Card (Figure 13) to the TLD, as appropriate. Apply label to the TLD with the individual's name.
 - (d) Give the individual the TLD along with a hi and lo range SRPD.
 - (e) If dosimetry is requested for State emergency workers, the State emergency organization is responsible for exposure records and controls. Record issue of dosimetry only.

DOSIMETRY RECORDS PERSONNEL CHECKLIST

(Continued)

- (6) Instruct the individual to return the dosimetry to the EOF Dosimetry Records Personnel following use unless otherwise directed by supervisory personnel.

f. Dosimetry Return

- (1) Verify that all returned dosimetry has been surveyed for contamination. If not surveyed, direct personnel to the Radiological Assistant.
- (2) Dosimetry assigned to an individual not requiring readout may be reused by the same individual for subsequent shifts.
- (3) Prioritize TLD readout from SRPD estimates according to the following, unless otherwise directed.
 - (a) 0-1000 mR Low Priority
 - (b) 1001-2000 mR High Priority
 - (c) 2001-3000+ mR Immediate Readout
- (4) Log all dosimetry returned for processing on form ER 3.3II even if not originally issued from the EOF. If SRPD results and/or comments are listed on the EOF Dosimetry Return (Figure 14), fill out the appropriate sections of form ER 3.3II.
- (5) Separate SRPDs and set aside for rezeroing.
- (6) Forward TLDs for readout to the DE&S TLD Coordinator in the EOF for processing.
- (7) Obtain the TLD report when readout is complete and update TLD and exposure records as follows:
 - (a) For whole body dosimetry indicate DDE, LDE and SDE-ME on form ER 3.3II.
 - (b) For extremity dosimetry enter value under SDE-ME heading on form ER 3.3II.
- (8) Notify the following of dose results, as appropriate:
 - (a) Personnel deployed to site - Dosimetry Issue Technician at OSC.
 - (b) OMST Personnel - OMC at EOF.

DOSIMETRY RECORDS PERSONNEL CHECKLIST
(Continued)

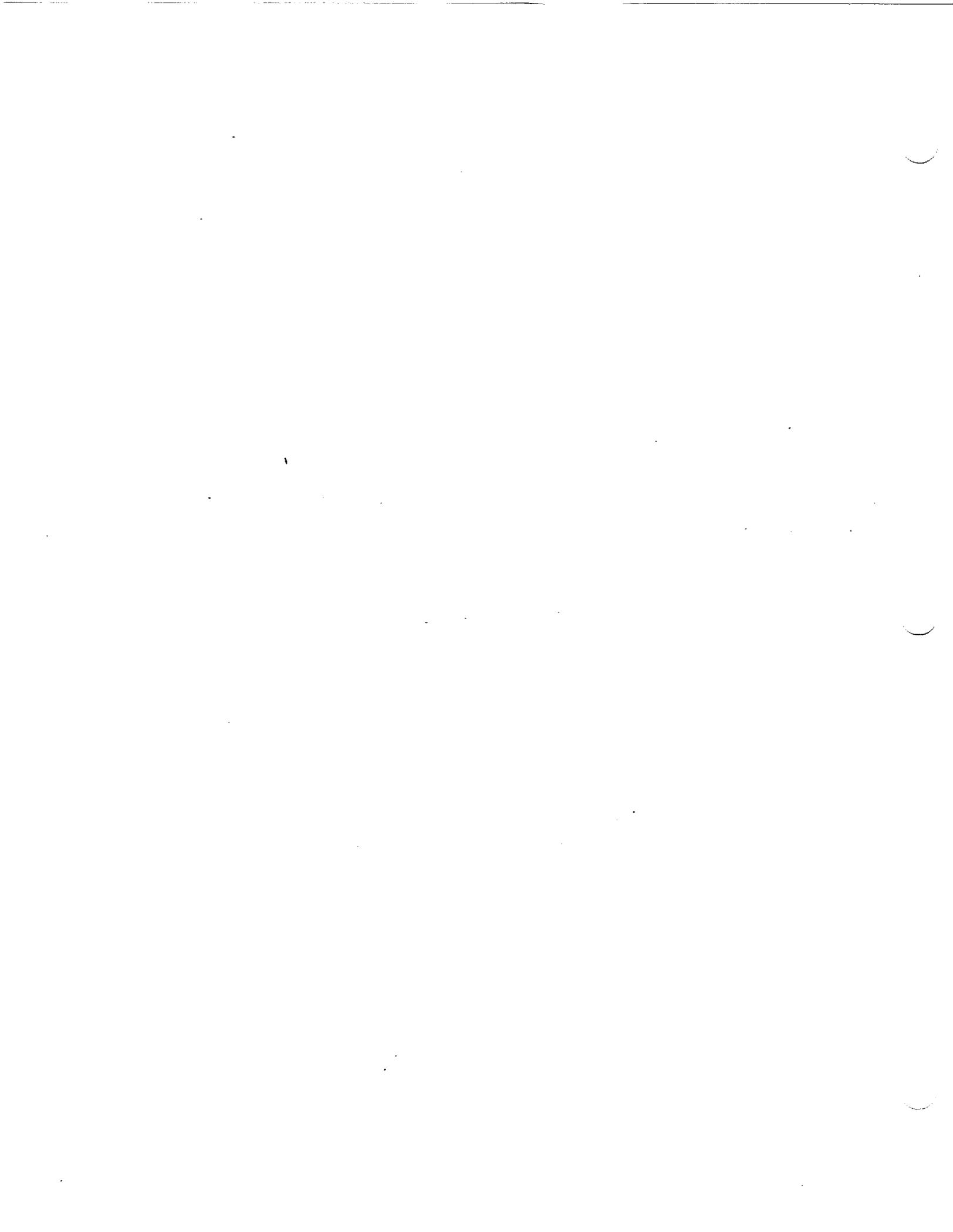
- (c) MA State Personnel - Director of Radiation Control Program.
- (d) NH State Personnel - NH Radiation Exposure Clerk.
- (e) Additional notification per special instructions.
- (f) Any exposure greater than 4.5 rem - Dose Assessment Specialist.

g. Expanded Dosimetry Response

- (1) Determine the projected dosimetry needs of the Station response organization. If the level exceeds available supplies, notify the Dose Assessment Specialist.
- (2) Inform the Dose Assessment Specialist of the DE&S van arrival and subsequent activation to full status.
- (3) Inform the DE&S TLD Coordinator of badge volume needed for issue in preparation of whole body badge TLD system turnover.
- (4) Obtain the badge supply and coordinate issuance.
- (5) Continue emergency dosimetry issue using DE&S TLD badges and rezeroed SRPDs. Indicate badge type (DE&S) on form ER 3.3II.
- (6) Continue coordinating dose records update.

3. DEACTIVATION

- a. Document results of all emergency dosimetry analyses.
- b. Reissue dosimetry to recovery organization for RCA access.
- c. Submit all emergency documentation to the Administrative Services Coordinator.



EXPOSURE TRACKING SHEET

Page ___ of ___

Part I OSMT Yes ___ No ___

Name _____ Security Badge# _____ SSN _____ - _____ - _____
(optional/use when no badge#)

Emergency Administrative Limit _____ mrem

Current TEDE YTD _____ mrem

Current RAE _____ mrem

Part II Current Year Exposure (Non-Seabrook Employees)

Mailing Address _____ DOB ____/____/____

Company _____ Onsite Contact _____

Have you been monitored for occupational radiation exposure during the current calendar year?
YES ___ NO ___

If YES, current year exposure is:

DDE*	LDE*	SDE WB*	SDE ME*	TEDE*	TODE*

Check one: Individual's Estimate _____
Written Estimate _____
Record Dose _____

*All Exposure calculated in REM

Individual's Signature _____ Date _____

Part III

Exposure Extension Required? YES ___ NO ___

Dose Limit Extended to _____ mrem
Extended RAE _____ mrem

EXPOSURE TRACKING SHEET
(Continued)

Part IV

TLD NO. _____

Return Date / Time _____ SRPD _____ mrem New RAE _____

Return Date / Time _____ SRPD _____ mrem New RAE _____

Return Date / Time _____ SRPD _____ mrem New RAE _____

Return Date / Time _____ SRPD _____ mrem New RAE _____

Return Date / Time _____ SRPD _____ mrem New RAE _____

SRPD Total _____ mrem**

TLD DDE Dose _____ mrem**

Revised RAE _____ mrem

Note: See subsequent pages of form for instructions to fill out this form.

** Notify the Offsite Monitoring Coordinator if SRPD total and TLD DDE Readout differ by a factor of 2.

Comments:

EXPOSURE TRACKING SHEET
(Continued)

INSTRUCTIONS FOR FILLING OUT FORM

Page _____ of _____: Refers to number of pages per individual.

PART I

Current TEDE YTD: To be filled in only for initial TLD issue at start of emergency; determine from FINIS, if available, or call Dose Tracking Technician at the OSC. For subsequent TLD issue, fill in N/A.

Current RAE: For initial TLD issue, subtract CURRENT TEDE YTD value from 4500; for subsequent TLD issue, use REVISED RAE value from previous TLD readout.

PART II & PART III

Exposure Extension Required: For initial deployment, the CURRENT RAE must be at least 3000 mrem. If less than 3000 mrem, extension is required; for redeployment, the Offsite Monitoring Coordinator will determine the need for extension.

Dose Limit Extended to: Fill in if there is an EXPOSURE EXTENSION REQUIRED; otherwise, fill in N/A.

Extended RAE: Subtract 4500 mrem from DOSE LIMIT EXTENDED TO value. Add this new value to the CURRENT RAE. If no EXPOSURE EXTENSION REQUIRED, this is N/A.

PART IV

TLD No.: Fill in as appropriate based on the TLD issued.

Return Date/Time: Record date and time each time OSMT member returns from field with SRPD reading.

SRPD: Record reading from lo or hi range SRPD, whichever is greater.

New RAE: For initial SRPD reading, subtract that value from the CURRENT RAE (CRAE-SRPD) or the EXTENDED RAE (ERAЕ-SRPD) if an extension was given; subsequent SRPD readings are subtracted from the previous NEW RAE (NRAE-SRPD).

SRPD Total: Add up all SRPD readings and fill in value.

EXPOSURE TRACKING SHEET

(Continued)

TLD H300T Dose:

Obtain this data from the TLD dose report or the Emergency Dosimetry Issue Log.

Revised RAE:

Use the CURRENT RAE value or EXTENDED RAE, if one is given, and subtract the TLD DDE DOSE value from this value (CRAE-DDE or ERAE-DDE) and fill in value.



ERO TECHNICAL LIAISON CHECKLIST

INITIAL

1. **ACTIVATION**

- a. Sign in on the EOF roster board. _____

- b. Obtain the ERO Technical Liaison emergency response materials tote box at your position location, and attach your Station badge to the green identification tag located in the tote box. _____

- c. Maintain a log using form ER 2.0E, Emergency Facility Log. _____

- d. Contact the Technical Assistant to obtain a briefing on
 - (1) Station status
 - (2) radiological releases
 - (3) classification
 - (4) notifications
 - (5) protective action recommendations (PARs) status _____

2. **ACCIDENT ASSESSMENT**

- a. Obtain regular plant status briefings from the Technical Assistant.

- b. As required, obtain copies of logger trend printouts from the Technical Assistant. Other technical material can be obtained from the DCC Coordinator.

3. **NOTIFICATIONS**

- a. If not done already, call the Rockingham County Dispatch Center (RCDC) and the Massachusetts Emergency Management Agency (MEMA) communications officer and verify that they notified local EPZ communities as follows:
 - (1) Tell the RCDC and MEMA contacts your name and ERO position.
 - (2) Tell them the current emergency classification level and date and time of declaration.
 - (3) Ask them: "Have you made or initiated notifications of local EPZ communities?"
 - (4) If the answer is no, tell the RCDC dispatcher and/or the MEMA communications officer to notify local EPZ communities in accordance with their notification procedures.

ERO TECHNICAL LIAISON CHECKLIST

NOTE

This is a one-time contact of the RCDC and the MEMA communications officer to confirm initial notification of local EPZ communities only. The states are responsible for confirming any subsequent notifications of local EPZ communities.

- b. Notify and provide periodic briefings to the New Hampshire Public Utilities Commission (NHPUC) Chief Engineer or Nuclear Engineer (or as conditions warrant). This contact is not required if an NHPUC representative has responded to the EOF. (Protected: Ref. 6.10)
- c. Notify and provide periodic briefings to the NHPUC Representative in the EOF and the Seabrook Station Technical Representative at NHOEM Headquarters. Provide other technical information as requested. (Protected: Ref. 6.10)
- d. Notify and provide periodic briefings to the MEMA Nuclear Engineer or the Seabrook Station Representative at MEMA Headquarters. Provide other technical information as requested. (Protected: Ref. 6.18)
- e. Provide periodic briefings to the MEMA Liaison at the EOF regarding plant information.
- f. Provide briefings and/or technical information to the Seabrook Station Technical Representatives at the NHOEM and MEMA state EOCs.
- g. As needed, request administrative support from the Administrative Services Coordinator.

4. DEACTIVATION

Submit all emergency documentation to the Administrative Services Coordinator.

TRAINING CENTER STAFF CHECKLIST

INITIAL

1. ACTIVATION

- a. Sign in on the EOF roster board. _____
- b. Report to the Technical Assistant and obtain a briefing and instructions. _____
- c. Obtain the Training Center Staff emergency response position materials from the tote-box at your work station, and attach your station badge to the green position identification tag. _____
- d. Refer to Supplemental Material 98-11 for MPCS printer use information. _____
- e. Activate the "EOF Logger Trend Report." Refer to Supplemental Material 99-06, SDS Operations for EOF Users, for MPCS EMERGENCY RESPONSE access instructions. _____
- f. Conduct the following readiness checks on the standby diesel generator: _____

NOTE

A flashlight and gloves for conducting these checks are on top of the generator control cabinet in the utility room of the EOF.

- (1) Unscrew the latches on the left-hand and right-hand doors to the generator and open the doors. Turn on the light over the generator.
- (2) Verify the oil level using the dipstick located in the lower, left area of the generator engine inside the right-hand door.
- (3) Turn the dipstick handle counterclockwise until it can be withdrawn from the engine block.
- (4) The lower portion of the dipstick is labeled with an "L" and "F." The oil level should be on "F."
- (5) Check fuel rack trip to ensure it has been properly reset. The fuel rack trip is inside the left-hand door.
- (6) To reset the fuel rack trip, push in the smaller knob located to the right of the larger throttle knob until the fuel rack disengages. Release the smaller knob, then turn the fuel rack assembly counterclockwise until it latches on the smaller knob. The fuel rack will latch with an audible click.
- (7) Check overspeed shutdown solenoid trip to ensure it has been properly reset. The overspeed solenoid is on the right side of the engine inside the right-hand door.

TRAINING CENTER STAFF CHECKLIST

(Continued)

- (8) To reset the overspeed solenoid, lift the overspeed solenoid up. This will release the red air box lever underneath the overspeed solenoid. Push the air box lever down until it latches with an audible click in a vertical position.
- (9) If the oil level is low and/or the above protection and shutdown trips cannot be properly reset, request the Administrative Services Coordinator to call the generator service vendor - Dawes Engine Generator Co. - as soon as possible.

2. ACCIDENT ASSESSMENT

- a. Obtain plant parameters to be monitored from the Technical Assistant.
- b. Monitor operational data and trends as directed by the Technical Assistant.
- c. Provide data updates to EOF staff, particularly to the METPAC Operator, as directed by the Technical Assistant. Refer to Supplemental Material 98-12 for logger trend report distribution logic. Request administrative staff support from the Administrative Services Coordinator for copying and distributing the logger trend reports.
- d. Assist the Technical Assistant with answering EOF staff inquiries and with obtaining accident assessment assistance from the Engineering Staff.
- e. In the event of total or partial failure of the Main Plant Computer System, assist the Technical Assistant with acquisition of plant data from the TSC. Use forms ER 2.0H through K to facilitate data transfer.
- f. Ensure that the following status boards are periodically updated and maintained current:
 - (1) Operational trend status boards
 - (2) System status board
 - (3) Critical Safety Function status board
- g. Assist the Technical Assistant with monitoring plant operational data, providing pertinent data to offsite liaison personnel, and performing other duties as assigned by the Technical Assistant.

3. STAFFING/EQUIPMENT NEEDS

- a. Assist the Technical Assistant with determining resource requirements and material purchases needed by plant personnel to support corrective actions.
- b. In the event of a power loss in the EOF, receive direction from the Technical Assistant to start the standby diesel generator using the instructions in ER 3.3, Figure 4.

4. DEACTIVATION

Submit all emergency documentation to the Technical Assistant.

OFFSITE MONITORING COMMUNICATOR CHECKLIST

INITIAL

1. ACTIVATION

- a. Sign in on the EOF roster board. _____
- b. Attach your station badge to the green identification tag located at your workstation. _____
- c. Report to the Offsite Monitoring Coordinator for a briefing. _____
- d. As directed, set up the offsite monitoring and sampling team base radio system. _____
- e. Call the Fallon Ambulance Co. dispatcher at the number listed in Section C (General) of the Emergency Response Telephone Directory and say the following: "This is the Seabrook Station Offsite Monitoring Communicator in Newington, NH. Please relinquish use of channel 3 per directive of Michael McCabe and James Harris." _____

NOTE

Fallon radio transmissions should be diverted to an alternate frequency within one (1) hour.

- f. Obtain blank copies of ER 5.2C, and NH and MA forms for receiving and recording data from field teams. _____
- g. Obtain copies of ER 2.0E, Emergency Facility Log, to maintain a continuous log of communications and events. _____

2. FIELD TEAM DEPLOYMENT

Receive and acknowledge radio checks of teams preparing for deployment.

3. OFFSITE MONITORING

- a. As deployed teams establish radio communications with the EOF base radio, respond as appropriate.
- b. If more than one team attempts to communicate at the same time, direct other teams to remain on standby while communicating with the original team.

OFFSITE MONITORING COMMUNICATOR CHECKLIST

(Continued)

- c. At the direction of the Offsite Monitoring Coordinator, relay additional details regarding surveys and techniques. Do not relay any units over the radio.
- d. As teams radio in to report data, ensure teams identify themselves as ERO (team #), NH (team #) or MA (team #).
- e. Record information radioed in by ERO teams on ER 5.2C. Record information radioed by NH and MA teams on the applicable state forms.
- f. Ensure that the Offsite Monitoring Coordinator is aware of incoming information.
- g. At the direction of the Offsite Monitoring Coordinator, report changes to emergency classification level, radiological release status, and meteorological conditions to field teams.
- h. Report other information to the field teams at the direction of the Offsite Monitoring Coordinator.
- i. If communications are lost with one or all teams, notify the Offsite Monitoring Coordinator. Use cellular telephones to contact the field teams.

4. DEACTIVATION

When directed to deactivate, submit documentation to the Offsite Monitoring Coordinator.

**SEABROOK STATION
ADMINISTRATIVE PROCEDURE**

Seabrook Station News Services Operations

ER 3.4

Rev. 15

SORC Review: 01-027 Date: 5-02-01

Effective Date: 5-17-01

EXPIRATION DATE 5-17-03

Procedure Owner:
D. R. Tailleart

Contents and Revision Status

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Contents and Revision Status

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1.0 OBJECTIVES

This procedure provides instructions for the activation and operation of the Seabrook Station News Services (SSNS).

2.0 RESPONSIBILITIES

2.1 Short Term Emergency Director/Site Emergency Director/Response Manager

Authorizes news statements for release to the news media and utilization of the Media Center during an Unusual Event emergency classification.

2.2 Emergency News Manager

Manages the operation of the SSNS, acts as spokesperson to the news media, and determines when to utilize the Media Center.

2.3 Technical Advisor

Coordinates plant status information between the Short Term Emergency Director (STED) or Site Emergency Director (SED) and the Emergency News Manager.

2.4 News Services Support Staff

Assists the Emergency News Manager (ENM) with responses to media inquiries, preparation of news statements, and conduct of media briefings.

3.0 PRECAUTIONS

1. All initial state notifications shall be completed prior to the Emergency News Manager briefing by Control Room personnel.
2. Seabrook Station News Services functions may be performed at the General Office Building, the Science and Nature Center, or other location as deemed appropriate by the Emergency News Manager.
3. Seabrook Station News Services shall be deactivated upon the declaration of an Alert, Site Area Emergency, General Emergency or at the discretion of the Emergency News Manager with STED/SED concurrence.

4.0 PREREQUISITES

An Unusual Event has been declared in accordance with Procedure ER 1.1, Classification of Emergencies.

5.0 ACTIONS

5.1 Verbal Media Briefings

1. After obtaining event status information from the Control Room, the Emergency News Manager will update the Seabrook Station Information Line and contact the AP wire service, in that order.
2. The Emergency News Manager will provide a verbal briefing to the AP wire service representative based on official, verified information provided by the STED, SED, or Response Manager.
3. The Emergency News Manager will provide the Information Line telephone number to the AP wire service representative and will request AP to include the number in any wire service story for the public to call for updated information.
4. If the Emergency News Manager determines that assistance is required for obtaining emergency information or for providing technical responses to inquiries, the Emergency News Manager may use the ERO roster to call in a Technical Advisor for assistance.
5. If additional assistance is required to manage the news services operations, the Emergency News Manager may use the ERO roster to call in Media Center Support Staff to serve as News Services Support Staff.
6. The Emergency News Manager will respond to telephone inquiries from news media representatives with official, verified information.
7. If individual media representatives arrive at the site to obtain information, photographs, or film footage, the Emergency News Manager will provide a verbal briefing based on official, verified information.
8. The Emergency News Manager will accompany news media representatives while they are on the site or will assign an escort to remain with new media representatives while they are on the site.
9. The Emergency News Manager will coordinate activities of news media representatives on the site with Station Security.
10. If the Emergency News Manager cannot accompany news media representatives or cannot obtain an escort to remain with them while they are on the site, the Emergency News Manager will request news media representatives to remain in the Science and Nature Center while they are on the site.
11. While an emergency condition exists, no oral or written public statement regarding the emergency shall be made without the knowledge and concurrence of the Emergency News Manager.

12. Approved written news statements and verbal briefings provided by the Emergency News Manager or another designated company official are the only official sources of information concerning the status of the emergency.
13. Written news statements and verbal briefings may confirm whether or not there are injuries associated with the event. The news statement or briefing may not release names of injured personnel.
14. When appropriate, the Emergency News Manager will contact the public information officials of the following agencies to advise of information provided to the media and to coordinate public information activities:
 - NRC Region 1
 - New Hampshire Office of Emergency Management
 - Massachusetts Emergency Management Agency

5.2 Written News Statements

1. The Emergency News Manager will determine if and when written news statements are appropriate.
2. The Emergency News Manager will coordinate and supervise the preparation of sequentially numbered draft news statements.
3. The Emergency News Manager will provide a copy of draft news statements to the Technical Advisor for review and concurrence.
4. The Emergency News Manager or the Technical Advisor will obtain approval for the content of the news statement from the STED, SED, or Response Manager.
5. Each news statement will address the following appropriate elements:
 - News statement number
 - Date and time of the event
 - Event classification
 - Brief description of the event
 - Radiological release status
 - Plant operational status
 - State and federal notifications completed
 - Brief statement of actions being taken by plant personnel in response to the event
 - Status of site personnel
 - Statement related to personnel injuries associated with the event
 - Seabrook Station Information Line telephone number
6. The Emergency News Manager or the Technical Advisor may contact the Control Room periodically for updates on emergency conditions and plant status. These contacts will be minimized and will not be more frequent than every 30 minutes unless required to obtain approval for written news statements.

7. The Emergency News Manager will determine when updated news statements are warranted based on the following considerations:
 - Change in plant status
 - Change in emergency classification
 - Rumor or inquiry that should be addressed publicly
 - Event associated with the emergency response or plant status that is deemed newsworthy by the Emergency News Manager
8. The Emergency News Manager will telefax approved written news statements to the following locations:
 - NRC Headquarters
 - NRC Region 1
 - New Hampshire Office of Emergency Management
 - Massachusetts Emergency Management Agency

5.3 News Conferences

1. News conferences may be held at the Science and Nature Center depending on the level of media interest and presence on site.
2. At an Alert or higher emergency classification level, news conferences will be held at the Media Center at the Emergency Operations Facility.
3. The Media Center may be used for news conferences after declaration of an Unusual Event at the discretion of the Emergency News Manager with the concurrence of the STED, SED, or Response Manager.
4. The Emergency News Manager will preside at news conferences.
5. In accordance with the North Atlantic Management Manual (NAMM), Directive 4.0, Communications, a senior company official may speak for NAESCO and respond to inquiries during news conferences.
6. The Emergency News Manager may call on a Technical Advisor to provide technical explanations during news conferences.
7. Television cameras, film footage, still photography, and radio recordings will be permitted during news conferences.
8. News conference statements will be based on the following sources of information:
 - Approved written news statements
 - Updated information obtained from the Control Room
 - Rumors and incorrect information determined from media or public inquiries
 - Coordination activities with the states, FEMA, and NRC

9. The Emergency News Manager will document the date, time, and general purpose of all news conferences and record significant inquiries or issues raised at news conferences for which follow-up information was promised.

5.4 Public Statements and Responses to Inquiries

1. While an emergency condition exists, all oral or written public statements regarding the emergency shall be made with the knowledge and concurrence of the Emergency News Manager.
2. Approved news statements and news briefings are the only official sources of information concerning the status of an emergency.
3. News statements/briefings must include factual background data from official sources to answer media inquiries. They may confirm whether there are injuries or not, but will not release names of those injured.
4. All inquiries shall be logged using Form ER 2.0E.

5.5 Special Media Requests

1. Media interviews with Seabrook Station executive staff and/or employees are permitted and shall be arranged by the Emergency News Manager.
2. There are no restrictions on video or still photography at the Science and Nature Center during media briefings. Requests for additional video tape footage or still photography shall be coordinated by the Emergency News Manager.
3. All inquiries shall be logged using Form ER 2.0E.

5.6 Utilization of the Media Center

1. STED, Site Emergency Director or Response Manager approval is required to utilize the Media Center during an Unusual Event.
2. The Emergency News Manager shall perform the following:
 - a. Determine personnel required and develop a roster using ER 3.5, Figure 2, Media Center Support Staff Assignments.
 - b. Contact the desired Media Center personnel utilizing their normal work extension or home telephone numbers.
 - c. Direct personnel to begin a phased activation of the Media Center per procedure ER 3.5, Media Center Operations.

5.7 Phased SSNS Deactivation/Media Center Activation

If, during SSNS operation, an Alert, Site Area Emergency or General Emergency is declared, the Emergency News Manager shall perform the following:

1. Implement steps 1.a - 1.d of ER 3.5E, Emergency News Manager Checklist.
2. Refer news media calls to the Media Relations telephone number.
3. Collect all news statements and emergency documentation including SSNS event log and proceed to the Media Center.

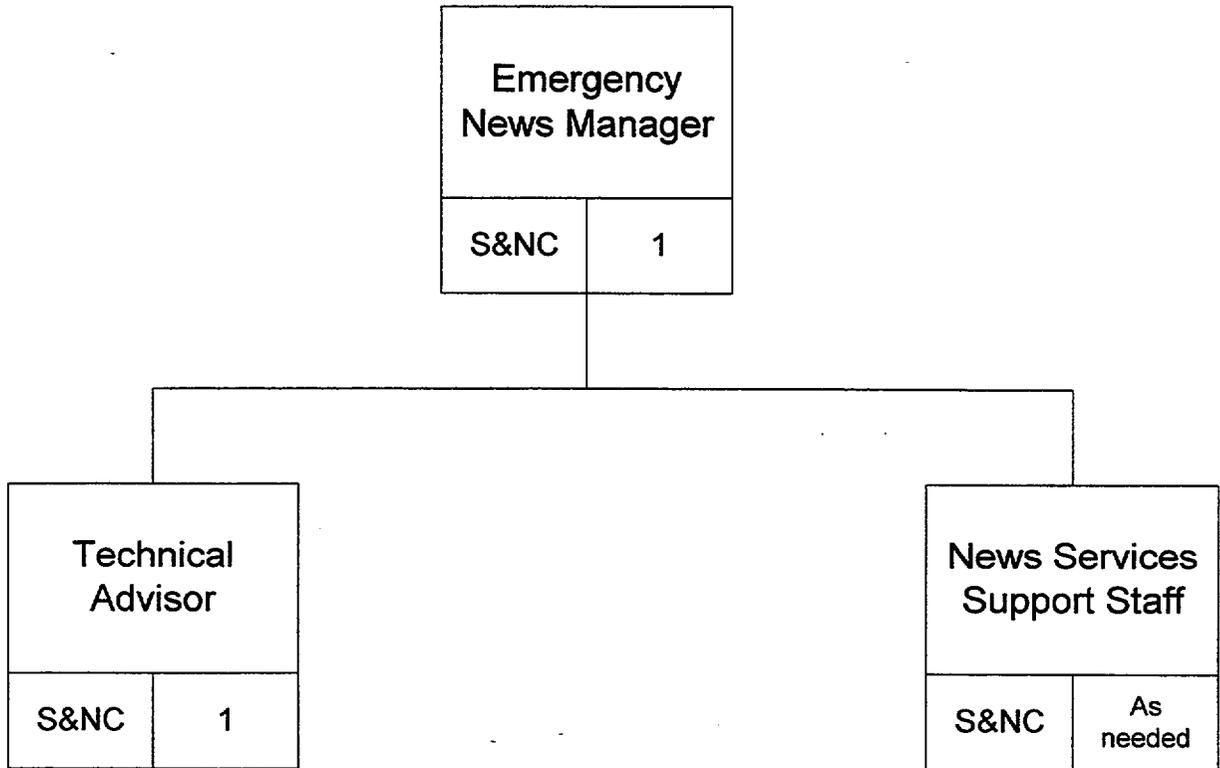
5.8 Checklist References

1. Emergency News Manager - refer to Form ER 3.4C, Emergency News Manager Checklist.
2. Technical Advisor - refer to Form ER 3.4D, Technical Advisor Checklist.
3. News Services Support Staff - refer to Form ER 3.4E, News Services Support Staff Checklist.

6.0 REFERENCES

1. Procedure ER 1.1, Classification of Emergencies
2. Procedure ER 3.3, Emergency Operations Facility Operations
3. Procedure ER 3.5, Media Center Operations
4. Procedure ER 2.0, Emergency Notification Documentation Forms Procedure
5. North Atlantic Management Manual (NAMM)

Figure 1
Seabrook Station News Services Organization



KEY

Title	
Location	Number

S&NC: SEABROOK STATION SCIENCE AND NATURE CENTER

Figure 2 Summary of Changes

Rev. 15:

In §5.1 referred to news briefings as verbal briefings. On form ER 3.4C changed Team Leader title to Communications Supervisor.

Rev. 14:

In §2.2 clarified that the Emergency News Manager acts as spokesperson to the news media.

In §5.1, step 12, changed “designated Corporate Spokesperson” to “another designated company official.”

In §5.3, step 5, added reference to NAMM, Directive 4.0.

In §6.0 added reference 5.





Seabrook Station News Services Manpower Planning

<u>Name</u>	<u>Time Contacted</u>	<u>Telephone Number</u>
Emergency News Manager:		
1st Shift _____	_____	_____
2nd Shift _____	_____	_____
Technical Advisor:		
1st Shift _____	_____	_____
2nd Shift _____	_____	_____
News Services Support Staff:		
1st Shift _____	_____	_____
1st Shift _____	_____	_____
2nd Shift _____	_____	_____
2nd Shift _____	_____	_____
2nd Shift Report Time: _____		



Emergency News Manager Checklist

1. ACTIVATION

INITIAL

- a. Upon notification of an Unusual Event, call the Control Room and contact the STED, SED, or Control Room Communicator to obtain a briefing using Form ER 3.4A, Event Status.

NOTE

Minimize follow-up contacts with the Control Room to 1/2 hour frequency unless required for news statement approval.
--

- b. Update the Seabrook Station Information Line.
- c. Call AP wire service and provide information recorded on Form ER 3.4A.
- d. Request AP to include in any story on the event the Seabrook Station Information Line telephone number for the public to call for additional information.
- e. Report to the North Atlantic Communications Office.
- f. Obtain the Emergency News Manager Response Position Manual located in the emergency response storage area.
- g. Using the Seabrook Station Emergency Response Telephone Directory or ERO roster, contact a Technical Advisor and other support staff deemed necessary to support SSNS operations.
- h. Contact and brief the Communications Supervisor.
- i. Ensure the Technical Advisor contacts the Control Room for a briefing if additional information is required.
- j. Document response actions taken on Form ER 2.0E, Emergency Facility Log.

2. VERBAL MEDIA BRIEFINGS

- a. Provide verbal updates to the AP wire service and other media contacts determined to be appropriate as emergency or plant conditions change.
- b. Respond to media inquiries via telephone or in person at the site in accordance with §5.1 of this procedure.
- c. Coordinate activities with state and federal public information officials in accordance with §5.1 of this procedure.

3. WRITTEN NEWS STATEMENTS

- a. Prepare news statements in accordance with §5.2 of this procedure.

Emergency News Manager Checklist

(Continued)

INITIAL

- b. Obtain STED/SED/Response Manager approval prior to public release of news statements.
- c. Distribute approved written news statements to appropriate news media outlets and site locations.
- d. Fax approved news statements to the following: (Fax numbers are in the ERO telephone directory)
 - (1) NRC Region 1 Public Affairs
 - (2) NRC Headquarters
 - (3) New Hampshire Office of Emergency Management
 - (4) Massachusetts Emergency Management Agency

4. NEWS CONFERENCES

- a. Inform Seabrook Station Security Supervisor of time and location of news conferences and to prepare for the arrival of news media personnel.
- b. Conduct news conferences in accordance with §5.3 of this procedure.

5. PUBLIC STATEMENTS AND RESPONSES TO INQUIRIES

Respond to inquiries and public statements in accordance with §5.1 of this procedure.

6. SPECIAL MEDIA REQUESTS

Coordinate special media requests in accordance with §5.5 of this procedure.

7. INFORMATION LINE

Update the Telephone Information Line with the latest information from approved news statements or official, verified information obtained from the STED, SED, or Response Manager.

8. UTILIZATION OF THE MEDIA CENTER

Develop Media Center activation strategies in accordance with §5.6 of this procedure.

9. PHASED SSNS DEACTIVATION/MEDIA CENTER ACTIVATION

- a. Perform phased SSNS deactivation/Media Center activation in accordance with §5.7 of this procedure.
- b. Submit all emergency documentation to the Emergency Preparedness Manager.

Technical Advisor Checklist

1. ACTIVATION

INITIAL

- a. Upon request from the Emergency News Manager, report to the North Atlantic Communications offices. _____
- b. Obtain the Technical Advisor Emergency Response Position Manual located in the emergency response storage area. _____
- c. As directed by the ENM, obtain regular briefings, using Form ER 3.4A, from the STED/SED or Control Room Coordinator. _____
 - (1) Coordinate Control Room contact with the Emergency News Manager.
 - (2) Follow-up contact with the STED/SED or Control Room Communicator should not be more than once every 1/2 hour except to obtain approval of written news statements for public release.

2. MEDIA BRIEFINGS AND NEWS STATEMENTS

Brief and advise the Emergency News Manager on technical issues in accordance with §5.1 and §5.2 of this procedure.

3. NEWS CONFERENCES

Assist in news conferences in accordance with §5.3 of this procedure.

4. DEACTIVATION

Submit all emergency documentation to the Emergency News Manager. _____



News Services Support Staff Checklist

INITIAL

1. ACTIVATION

- a. Upon request from the Emergency News Manager, report to the North Atlantic Communications offices.
- b. Obtain the News Services Support Staff Emergency Response Position Manual located in the emergency response storage area.

2. MEDIA BRIEFINGS AND NEWS RELEASES

- a. Respond to news media calls or rumor-related calls as directed by the Emergency News Manager and in accordance with §5.1 of this procedure.
- b. Assist the Emergency News Manager in preparing news statements in accordance with §5.2 of this procedure.
- c. At the direction of the Emergency News Manager, copy and distribute approved news statements in the following order:
 - 1 copy to each SSNS staff member
 - 20 copies on counter at entrance to the General Office Building (GOB)
 - 20 copies on counter at entrance to the Science and Nature Center
 - 5 copies to the Emergency Preparedness Department
- d. Assist the Emergency News Manager with telefaxing approved news statements in accordance with §5.2 of this procedure.

3. NEWS CONFERENCES

Assist in the conduct of news conferences in accordance with §5.3 of this procedure.

4. PUBLIC STATEMENTS AND RESPONSES TO INQUIRIES

Respond to inquiries and public statements in accordance with §5.1 of this procedure.

5. SPECIAL MEDIA REQUESTS

Arrange special media requests as directed by the Emergency News Manager and in accordance with §5.5 of this procedure.

6. UTILIZATION OF THE MEDIA CENTER

Implement Media Center utilization strategies as directed by the Emergency News Manager and in accordance with §5.6 of this procedure.

News Services Support Staff Checklist
(Continued)

7. PHASED SSNS DEACTIVATION/MEDIA CENTER ACTIVATION

INITIAL

- a. Perform phased SSNS deactivation/Media Center activation in accordance with §5.7 of this procedure.
 - b. Submit all emergency documentation to the Emergency News Manager.
-

**SEABROOK STATION
ADMINISTRATIVE PROCEDURE**

Media Center Operations

ER 3.5

Rev. 22

SORC Review: 01-027 Date: 5-02-01

Effective Date: 5-17-01

EXPIRATION DATE 5-17-03

Procedure Owner:
D. R. Tailleart

Contents and Revision Status

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1.0 OBJECTIVE

This procedure specifies the actions taken to manage emergency public information at the Media Center located adjacent to the Emergency Operations Facility at Newington Station.

2.0 RESPONSIBILITIES

2.1 Emergency News Manager

Manages the emergency public information function, information dissemination, and media and public relations. Delivers Seabrook Station's statements on the emergency by participating in news briefings and answering media questions. Coordinates emergency public information and rumor control with State and Federal Public Information Officers (PIOs). Assigns Support Staff to perform specific functions.

2.2 Media Center Support Staff

Assist in the gathering of information relevant to the emergency response and the preparation of North Atlantic news statements and news briefing preparation. Provide members of the news media with background information and respond to media inquiries in between scheduled news conference. Monitor external news coverage for accuracy, trend rumors relating to plant conditions and maintain recorded status reports on the Information Line. Answer media inquiries over the telephone.

2.3 Technical Advisor (MC)

Maintains contact with the EOF Technical Staff, continuously updates the Emergency News Manager and Support Staff on plant conditions, addresses technical questions during news briefings, and assists in the preparation of news releases and briefing summaries.

3.0 PRECAUTIONS

None

4.0 PREREQUISITES

1. An Alert, Site Area Emergency or General Emergency has been declared in accordance with Procedure ER 1.1, Classification of Emergencies.
2. A decision has been made by the Emergency News Manager to activate the Media Center to facilitate communications with the news media.

5.0 ACTIONS

NOTE

Telephone numbers for contacts referenced in the checklists are available in the Emergency Response Telephone Directory.

5.1 Emergency News Manager

Refer to form ER 3.5E, Emergency News Manager Checklist, for required actions for this position.

5.2 Media Center Support Staff

Refer to form ER 3.5F, Media Center Support Staff Checklist, for required actions for this position.

5.3 Technical Advisor (MC)

Refer to form ER 3.5G, Technical Advisor (MC) Checklist, for required actions for this position.

5.4 News Statements

At the onset of an emergency, the Emergency News Manager, the Media Center Support Staff and Technical Advisor prepare news statements to define the initial information to be released to the media. All news statements shall be approved by the Response Manager or, in his absence, the Site Emergency Director. If neither of these individuals is available, the Short Term Emergency Director may approve the statement.

News statements are prepared according to the following guidance:

1. The news statement may be in the form of a formal news release to be presented orally in the news briefing or over the telephone.
2. After the Media Center is operational and the media briefings have begun, the frequency of formal news statement development may be reduced at the discretion of the Emergency News Manager. The primary source of providing information is through news briefings. Written outlines, summaries, status boards and graphics supplement information presented orally in the briefings.
3. The Emergency Operations Facility (EOF) and the plant organization serve as primary sources of plant-related information for the Media Center.

5.5 Briefings

News briefings are the primary source for providing information to the news media and will be conducted on a regular basis, or as events dictate.

News briefings will be conducted according to the following guidance:

1. News briefings at the Media Center will be managed by the North Atlantic Emergency News Manager. North Atlantic is responsible for information concerning onsite status and conditions. North Atlantic news briefing presentations are based on plant status information confirmed by the Response Manager.
2. Public Information Officers from the states are responsible for releasing information relating to the impact of the emergency on the health and safety the public including off-site radiological effects. As each agency prepares its information and statements, designated state spokespersons will participate in the news briefings.
3. At the discretion of the Emergency News Manager, the Technical Advisor may also participate in the news briefing. In a protracted emergency, assistance from subject matter experts and Northeast Utilities executives may be obtained.
4. News briefing preparation is coordinated with representatives of the NRC, FEMA, and state agencies that are present at the Media Center.
5. Following a news conference, the key points presented to the media information used to respond to questions may be summarized and provided to the Media Center staff.
6. Briefing outlines are distributed to the Media Center staff for reference in carrying out their assigned function. The briefing outlines are not intended to be distributed to the news media.

5.6 Responses to Media Inquiries

Responses to media inquiries regarding the plant status or NAESCO emergency response actions are confined to the information provided in approved news statements or briefing summaries; however, inquiries regarding general information about Seabrook Station (e.g. building, component or system descriptions, capacity, etc.) can be responded to using supporting written public information material and graphic displays.

1. ERO personnel authorized to address media inquiries are as follows:
 - Emergency News Manager
 - Senior company official in accordance with the North Atlantic Management Manual (NAMM), Directive 4.0, Communications
 - Technical Advisor
 - Media Center Support Staff designated by the Emergency News Manager
 - Other NAESCO technical experts as designated by the Emergency News Manager

5.7 Rumor Control

Rumor control is accomplished as follows:

1. Monitoring news media coverage of the emergency and identifying any incorrect or misleading information so that NAESCO or the States may take appropriate action.
2. Coordinating emergency public information with the state and federal agency public information officers and obtaining feedback on rumor trends from the state agency rumor control telephone banks.
3. Expeditiously addressing incorrect or misleading information and rumor trends during news briefings or by direct contact with the source of the information (e.g., media outlet).
4. Maintaining a recorded information line with updated information on NAESCO's emergency response and plant status. This line is accessible to the general public via a toll-free telephone number published in the annual public information material distributed to residents in the Emergency Planning Zone (EPZ), and provided during news briefings.
5. Monitoring Internet web sites for incorrect or misleading information.

5.8 Media Requests

1. Media tours of the EOF-portion of the building may be conducted if they do not interfere with emergency and recovery activities. Such visits shall be approved by the Response Manager and arranged by the Media Center Support Staff.
2. Interviews with experts associated with Seabrook Station shall be arranged by the Media Center Support Staff under the direction of the Emergency News Manager.
3. Media tours of Seabrook Station are contingent upon plant conditions. Requests for tours of Seabrook Station shall be approved by the Response Manager and the Security Coordinator and may be conducted by Media Center Support Staff.

5.9 State/Federal Coordination in the Media Center

1. Initial focus of the ERO Media Center staff will be on identification of Seabrook Station key message points for public dissemination.
2. As state/federal public information officials arrive at the Media Center, until Seabrook Station key message points are identified, the Emergency News Manager will assign Media Center staff to orient them to the Media Center and to assist them with establishing their state/federal Media Center operations.
3. After Seabrook Station key message points have been identified, the Emergency News Manager will take the lead in coordinating Media Center activities with state/federal public information officials and exchange key message points with them.

4. After the exchange of key message points between the utility and state/federal public information officials, the Emergency News Manager will determine the readiness of state/federal officials to participate in joint media briefings.
5. If state/federal public information officials are not yet present in the Media Center, or if they are not prepared to participate in joint media briefings, the Emergency News Manager will determine the official status of local, state and federal response (e.g., states have been notified, State Emergency Operations Centers are activated, public information officials are enroute) and brief the media accordingly.

NOTE

The public needs to perceive clearly the cooperation and teamwork between the state and utility emergency response organizations. It is incumbent on the Emergency News Manager to work actively with representatives in the Media Center to establish this perception.

6.0 REFERENCES

1. ER 1.1, Classification of Emergencies
2. ER 2.0, Emergency Notification Documentation Forms Procedure
3. ER 3.3, Emergency Operations Facility Operations
4. ER 3.4, Seabrook Station News Services Operations
5. North Atlantic Management Manual (NAMM), Chapter 3, Directive 4.0,
6. NRC Inspection Report 50-443/93-07

Figure 1
Media Center Organization

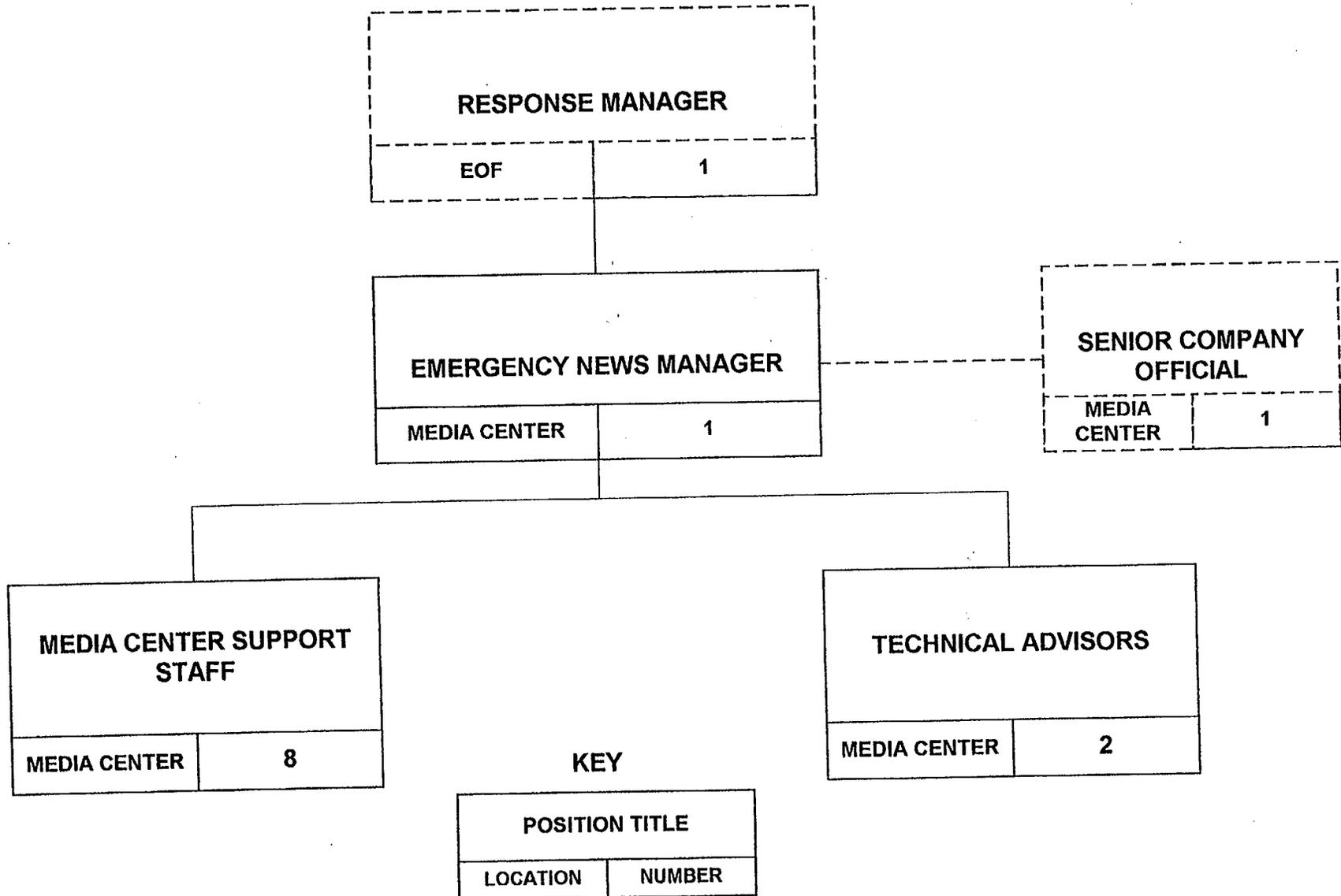


Figure 2
Media Center Assignments

FUNCTION	NAME (FIRST SHIFT)	NOTES
EMERGENCY NEWS MANAGER		
TECH ADVISOR - EOF LIAISON		
TECH ADVISOR - MEDIA CENTER		
SUPPORT STAFF - ASSIST. TO ENM:	1.	
SUPPORT STAFF - OPS ROOM	1.	
	2.	
SUPPORT STAFF - M. R. ROOM	1.	
	2.	
	3.	
SUPPORT STAFF - MEDIA BRIEFING ROOM	1.	
	2.	

Figure 3 Information Line Instructions

1. Complete form ER 3.5A, Information Line Checklist.
2. Obtain approved news statement and Information Line password from the Emergency News Manager.

NOTE

The duration of an information line message is limited to two (2) minutes.

3. Dial the Information Line number: (800) 774-4771 or (508) 937-4095.
4. Anytime after the message has started, press "0" or "*" key and wait for system prompt.
5. At end of introduction recording, enter password when asked.
6. Press "8" for options menu.
7. Press 4 for Message Feature.
8. As appropriate, select one of the following:
 - Press 2 to append information to an existing message
 - Press 3 to discard and re-record message
 - Press 5 to listen to the current message
 - Press 7 to record/review a message
 - Press 9 to exit/save message recording
 - Press 9 again to exit to main menu
9. Upon completion, document on form ER 3.5A the time the recording was made.

NOTE

Prior to deactivation, record a message that describes the current status of plant conditions and response activities.

Figure 4

Media Relations Telephone Guidelines

Review the following information before answering phones.

- (1) **Sources of Official Information for Media Relations Staff:** The Media Relations Staff shall use official Seabrook Station, State of New Hampshire, and Commonwealth of Massachusetts news statements or news releases, oral information as related by the Emergency News Manager or designee, and general, factual information as contained in written public information materials.

As general guidance, the staff should feel free to relate general, factual plan information such as how many people are involved in the Seabrook Station response organization, etc.

- (2) **Receipt of Phone Calls:** Answer all calls according to your function. People are calling a specific number for a specific purpose; they should immediately know they got the right number.

"Hello, North Atlantic Media Center. This is (First and Last Name). May I help you?"

Media Relations staff members shall give reporters their full name, since they are acting as spokespersons.

Reporters are required by their employers to identify themselves as reporters, and they should do so automatically. If they do not, ask for their name and affiliation. If they are unwilling to give that, they are probably not real reporters.

Explain to such callers that you are not authorized to talk to callers who refuse to identify themselves; refer them to appropriate rumor control numbers or taped message, if appropriate. You are there to help reporters only; refer members of the public seeking information to rumor control numbers or the Information Line.

- (3) **Interviews:** Media Center staff shall conduct only telephone interviews. Special requests for additional interviews will be taken, but with no guarantees given to the press; efforts will be made to satisfy appropriate requests.

Radio: Media Center staff members are allowed to give taped interviews to radio stations for broadcast, with an understanding and agreement beforehand that information will be limited to the constraints outlined in the previous section. In addition, Media Center staff are allowed to go "live" on air to answer questions, subject to the constraints listed above.

Newspapers: Media Relations staff members are allowed to give newspaper interviews on the phone for attribution, subject to the above constraints.

Television: Media Relations staff members are allowed to talk to television reporters on the phone for attribution. Media Relations staff members do not give videotaped interviews to television reporters; encourage reporters to come to the Media Center where they can get taped interviews with appropriate spokespersons.

Figure 4
Media Relations Telephone Guidelines
(Continued)

Interviews shall be given only while filling an ERO role. You should inform the individual interviewing you that once the emergency has been terminated, all subsequent requests for information should be directed to North Atlantic Communications. You will not be available for further interviews once the emergency has been terminated.

- (4) Release of Phone Numbers: Under no circumstances should staff release EOF, EOC or other facility telephone numbers. Release only State or Seabrook Station approved emergency information numbers, as posted. As the emergency is terminated and the Media Center is deactivated, provide the telephone number for North Atlantic Communications for follow-up after the emergency.
- (5) Faxing of News Statements: The Media Center does not have resources to telefax news statements to news organizations. If a caller requests that you fax them a news release, politely inform them that they should consult the wire services for latest news release updates.
- (6) Calls from Utilities: Callers from other utilities should be politely informed that 1) your purpose is to respond to media inquiries and 2) for information on the emergency, they may call the Institute for Nuclear Power Operations (INPO) or the American Nuclear Society (ANS), or review wire service reports.
- (7) Calls Concerning Injuries/Deaths: For inquiries concerning injured or dead plant personnel, you may provide confirmation as to such an occurrence, if known and officially confirmed by the Response Manager. Do not release any individual's name or personal information unless specifically authorized to do so by the Response Manager. (After the Emergency News Manager has released this information at a news briefing, the Media Center Staff will have the flexibility to repeat this information to reporters who ask.)

Figure 5 News Statement Development Guidelines

NOTE

For drills, ensure news statements are developed using the drill directory to ensure that the statements are printed as "Drill Only" news statements.

NOTE

As press briefings are held on a routine basis, the development of briefing outlines may reduce the frequency of the preparation of formal news statements.

- Consult with the Technical Advisor on the technical aspects of the news statement.
- Ensure that each news statement contains the following elements:

_____ Statement number (sequential)

_____ Date and time of the event

_____ Event classification

_____ Event description

_____ Action being taken to mitigate the event

_____ Operational status

_____ Radiological release status

_____ Injuries associated with the event

_____ Status of plant personnel

_____ Definition of the classification

_____ Information Line number

_____ Reminder that public should listen to EAS messages and media broadcast from NHOEM & MEMA (for Site Area Emergency and General Emergency only).

- Provide draft statement to Emergency News Manager for review and approval prior to review and approval by the Response Manager.

Figure 6

News Briefing Outline Development Guidelines

In conjunction with the Emergency News Manager and Technical Advisor, develop Media Briefing Outline:

NOTE

For drills, ensure briefing outlines are developed using the drill directory to ensure that the outlines are printed as "Drill Only" news outlines.

- Ensure that the briefing contains the following elements:

- ___ New information (e.g., key message points)
- ___ Summary/Review of previous events
 - affected plant system or component (nuclear / non-nuclear side)
 - mitigating or corrective actions
 - notification of offsite authorities and agencies
 - radiological release status
- ___ Resolve any inconsistencies and address concerns with media coverage or trends in rumor control

- All outlines should be numbered sequentially and contain the date and time.

As directed by the Emergency News Manager, distribute copies of the briefing outline to the Media Center Staff in accordance with Figure 9, Media Center Document Distribution Matrix.

Figure 7 Media Briefing Room Operations

NOTE

One support staff member should remain in the Media Briefing Area at all times.

READINESS CHECKLIST

Sound System:

1. Using the power strip, place switch in to the "ON" position. This should power the sound system.
2. Ensure the gain settings on the mixer console are set to the levels indicated on the console labels.
3. Perform a microphone test verifying the audibility of the system in the following locations:
 - Briefing Room
 - Media Work Area
 - Operations Room
 - State Coordination Room

Stage Area:

1. Ensure hard copy graphics for use in media briefings are available in the Media Center storage closet.
2. Ensure the stage area and podium are ready for conducting news briefings.
 - Easel for graphics displays is available
 - Laser pointer is available
 - Background curtain is fully drawn
3. Ensure easel with Seabrook Station cutaway diagram is in position on the right-side corner of stage.
4. Determine from the Emergency News Manager what graphics should be displayed, if any, on the second easel.

Video Monitor:

1. Test the operation of the video monitor by turning the unit on. Ensure the monitor channel indicator is set to Channel 3.
2. Turn the monitor off until the first news briefing is conducted.

Figure 7
Media Briefing Room Operations
(Continued)

Media Registration Sheets:

Establish the registration area at the Media Center entrance.

- Ensure there are sufficient copies of Media Center Registration (form ER 3.5B) and pens available in the foyer.

General:

Remove any paper or materials not relevant to the emergency from the Briefing Room and the Media Work Room.

NOTE

When the briefing room is prepared to receive members of the press, inform the Emergency News Manager or designee.

Greeting the Media

1. As media representatives arrive:
 - Encourage them to sign the registration form
 - Brief them on the accommodations of the Media Center
 - Provide them with the latest North Atlantic news statement
2. Ensure copies of all official North Atlantic, state and federal news releases are available in the Media Briefing Area.
3. Provide copies of state public information materials to members of the media, if requested.
4. Keep the Emergency News Manager informed on the news organizations represented in the Media Center.
5. Inform the Emergency News Manager of news media representatives' questions, issues and information needs.

MEDIA BRIEFING CONDUCT:

1. Announce time of next briefing to the media representatives.
2. Prepare lights on stage.
3. Prepare podium; turn on light.

Figure 7
Media Briefing Room Operations
(Continued)

4. Obtain graphics needs from Emergency News Manager or designee, and stage them in the required order.
5. Ensure storage room door is closed.
6. Post "News Briefing in Progress" sign on the door entering into Briefing Room.
7. Turn ON sound system.
8. At the close of the briefing, remove the "News Briefing In Progress" sign.
9. Turn OFF sound system.
10. Following news briefings, take follow-up questions and reinforce information provided in news briefings.

NOTE

In between formal briefings, the Media Center Support Staff assigned to the briefing room may provide official information to news media representatives or, as directed by the Emergency News Manager, may provide updated information to the media.

Figure 8 Media Monitoring Checklist

READINESS CHECKLIST:

1. Turn television units on. Verify that each unit is tuned to the designated station.
2. Ensure VHS tapes are inserted and recorders are operational.

NOTE

Tapes should be labeled with the station, and the date and time of the recording period before inserting into the VCR unit. If more than one tape is used per unit, identify them sequentially.

3. Establish a Media Monitoring Log (form ER 3.5D) for each broadcast station.
4. Verify stereo units are tuned to the designated EAS stations.

MONITORING NEWS COVERAGE:

1. Review all written statements, EAS messages, and briefing outlines.
2. As coverage on the emergency is broadcast, record the coverage. Document the time/date of the coverage on the Media Monitoring Log.
3. Monitor the news stories for the following:
 - inaccuracies,
 - overemotional or exaggerated statements by members of the general public, or any otherwise misleading information or presentation of the emergency events,
 - Interviews with "experts" that may misrepresent events and that should be balanced by additional statements from the Emergency News Manager (ENM) or state or federal agency Public Information Officer.
4. Inform the ENM of any news stories that contain the characteristics above. Document any action taken on the Media Monitoring Log.
5. Periodically review logs for any trends in biased or misleading coverage. Advise the Emergency News Manager when a trend has been identified.

**Figure 9
Media Center Document Distribution Matrix**

NOTE: Before documents are distributed, they must be signed / approved.

	T O T A L C O P I E S	MEDIA CENTER				EOF					IFO	TELEFAX				
		Media Relations Room	Media Briefing Room	State Coordination Room	Media Center Hallway	Response Manager	EOF Technical Advisor	Industry Liaison	Licensing Coordinator	RMD Coordinator	NH Rumor Control	NHOEM (if PIO is not present at Media Center)	MEMA (if PIO is not present at Media Center)	NRC Public Affairs Headquarters	NRC Public Affairs Region 1	Associated Press (AP) Concord, NH
NAESCo News Statements	84	3	50*	6	10*	1	1	1	1	1	5	1	1	1	1	1
NAESCo Briefing Outlines	24	3		6	10*	1	1	1	1	1						
State & Federal Agency News Releases / EAS	69	3	50*		10*				1		5					

* - Place in Vertical File

Figure 10 Summary of Changes

Rev. 22:

In §5.4 indicated that at the onset of an emergency initial information will be released to the media via a prepared news statement.

In Figure 7 clarified instructions regarding Media Briefing Room sound system.

In Figure 9 revised Media Center Document Distribution Matrix.

Rev. 21:

In §6.0 added reference 6.

In Figure 3 added Note after step 9.

On form ER 3.5A deleted radio station call letters.

On form ER 3.5E added step 2.e regarding the minimum staff required before the Media Center may be declared activated. In step 4.a added the requirement for a Technical Advisor to concur with the news statement and protected the step. Added step 7.c regarding updating the Information Line message.

Rev. 20:

Throughout the procedure eliminated having a North Atlantic senior official act as spokesperson. This change was made as a result of an NRC inspection.

In §5.6, step 1, added reference to NAMM, Directive 4.0.

In §6.0 added reference 5.

Updated Figure 1 to show Media Center organization.

In Figure 2 deleted North Atlantic spokesperson.

On form ER 3.5E, step 5.d, deleted "or the assigned corporate spokesperson."

On form ER 3.5F deleted occurrences of "Corporate Spokesperson." Clarified action to be taken in step 6.m.

On form ER 3.5G deleted Spokesperson from the Note.



INFORMATION LINE CHECKLIST

Begin each recording with the following greeting:

Thank you for calling the Seabrook Station Information Line.

This message was recorded at _____ on _____
(time) (date)

- an Alert
- a Site Area Emergency
- a General Emergency (was declared/continues)

at Seabrook Station in Seabrook, N.H.

[read news statement]

- An Alert is the second lowest of four emergency categories that apply to nuclear power plants.
- A Site Area Emergency is the second highest of four emergency categories that apply to nuclear power plants.
- A General Emergency is the highest of four emergency categories that apply to nuclear power plants.

There (have/have not) been (any) radioactive releases from the station.

The State(s) of New Hampshire/Massachusetts

- has (have) not made any protective action recommendations.
- has (have) made protective action recommendations you should know about.

Tune to one of the following radio stations

- for information about what you should do.
- for further details as soon as they become available.

New Hampshire residents should listen to the primary Emergency Alert System radio station 97.5 FM.

Massachusetts residents should listen to the primary Emergency Alert System radio station 93.7 FM.

Seabrook Station management has asked the public not to call the station.

Date

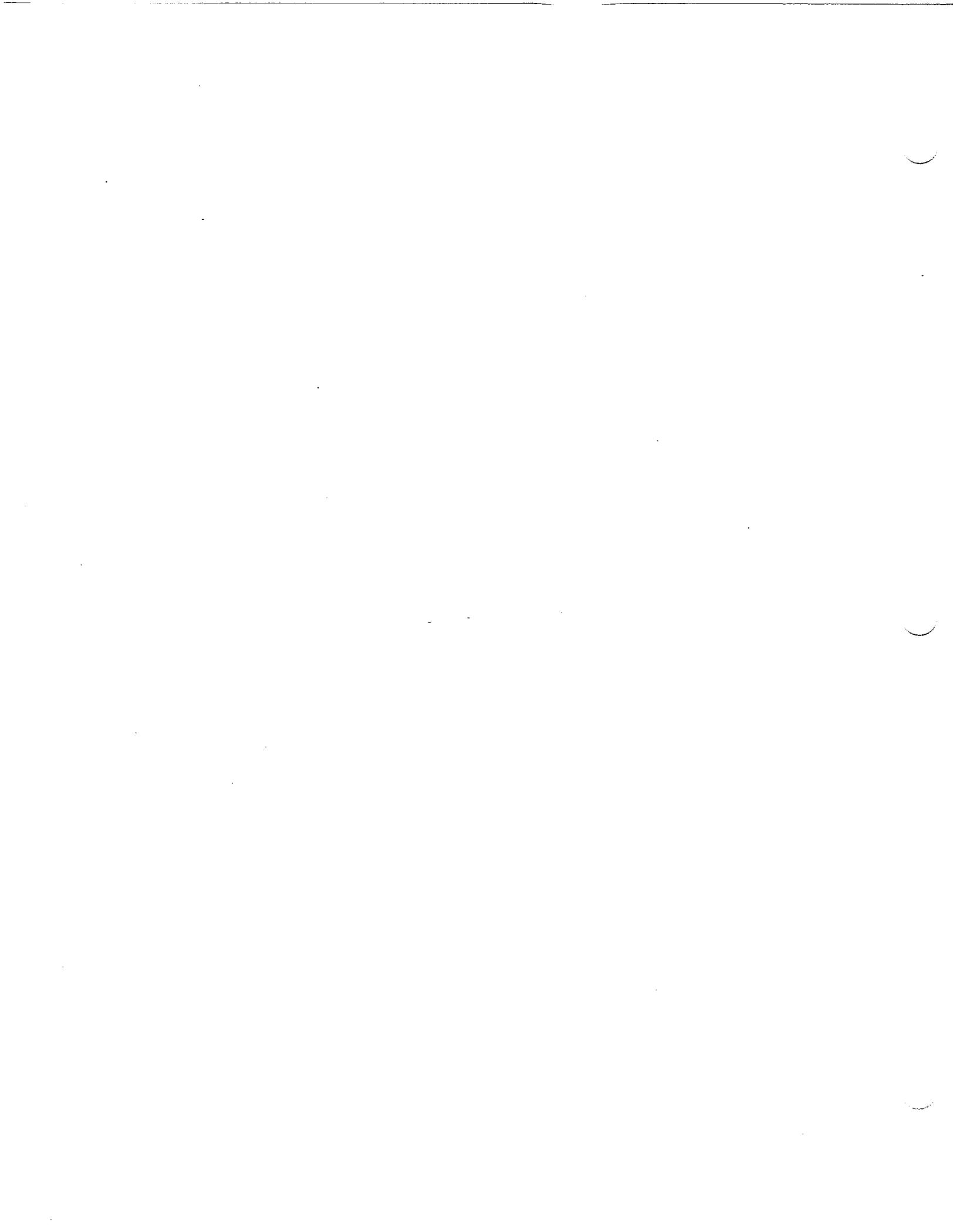
Time Recorded

Emergency News Manager Initials: _____

Media Center Support Staff Initials: _____

ATTACH NEWS STATEMENT OR BRIEFING OUTLINE USED TO RECORD THIS UPDATE.





MEDIA INQUIRY LOG

DATE: ___/___/___ LOGGED BY: _____ PAGE ___ OF ___

TIME	REPORTER Name / Contact No.	MEDIA OUTLET	INQUIRY	FOLLOW UP REQUIRED?
__:__ am/pm			_____ _____ _____	YES NO Follow- up Completed:
__:__ am/pm			_____ _____ _____	YES NO Follow- up Completed:
__:__ am/pm			_____ _____ _____	YES NO Follow- up Completed:
__:__ am/pm			_____ _____ _____	YES NO Follow- up Completed:
__:__ am/pm			_____ _____ _____	YES NO Follow- up Completed:
__:__ am/pm			_____ _____ _____	YES NO Follow- up Completed:
__:__ am/pm			_____ _____ _____	YES NO Follow- up Completed:
__:__ am/pm			_____ _____ _____	YES NO Follow- up Completed:

NOTE: The Massachusetts Rumor Control number is (800) 982-6846.
 The New Hampshire Rumor Control number is (800) 458-2407.
 The Seabrook Station Recorded Information Line number is (800) 774-4771.



MEDIA MONITORING LOG

STATION: _____

DATE: ____ / ____ / ____

PAGE ____ OF ____

TIME / DURATION	DESCRIPTION	FOLLOW UP REQUIRED?	MEDIA MONITOR INITIALS
__: __ am/pm approx. length: sec./min.	_____ _____ _____	YES NO Follow- up Completed:	
__: __ am/pm approx. length: sec./min.	_____ _____ _____	YES NO Follow- up Completed:	
__: __ am/pm approx. length: sec./min.	_____ _____ _____	YES NO Follow- up Completed:	
__: __ am/pm approx. length: sec./min.	_____ _____ _____	YES NO Follow- up Completed:	
__: __ am/pm approx. length: sec./min.	_____ _____ _____	YES NO Follow- up Completed:	
__: __ am/pm approx. length: sec./min.	_____ _____ _____	YES NO Follow- up Completed:	
__: __ am/pm approx. length: sec./min.	_____ _____ _____	YES NO Follow- up Completed:	



EMERGENCY NEWS MANAGER CHECKLIST

1. NOTIFICATION

- a. Upon notification of an ALERT or higher emergency classification level, call the Control Room and contact the STED, SED or Control Room Communicator to obtain the following information:
 - emergency classification level
 - reason for declaration (initiating condition)
 - time of declaration
 - release in progress (yes/no)
 - state and federal notifications completed
 - protective actions recommended
 - actions directed for site personnel

NOTE

If SSNS is operational, conduct a phased activation of the Media Center per Procedure ER 3.4, Seabrook Station News Services Operations.

- b. During normal business hours, ensure a site-wide e-mail message is sent via the LAN announcing the emergency classification level and actions directed for site personnel.
- c. Update the Information Line with information regarding the emergency status.
- d. Report to the Media Center. While traveling to the Media Center, contact the Associated Press (AP) in Concord, NH to inform them of the emergency status and pending Media Center activation. Request AP to issue a news media advisory.

2. ACTIVATION

- a. Enter through the main entrance of the Emergency Operations Facility and sign in with Security.
- b. Upon entry into the Media Center:
 - sign in on the board
 - obtain the appropriate Media Center badge
- c. Report to the Media Center Operations Room:
 - Initiate an Emergency Facility Log using form ER 2.0E.

EMERGENCY NEWS MANAGER CHECKLIST

(Continued)

- d. As Media Center Support Staff arrive, brief them on the status of emergency conditions and any statements provided to the media and recorded on the information line.
- e. Decide whether to activate the Media Center. The Emergency News Manager may use discretion to declare the Media Center activated based on a determination that media representatives can be accommodated and inquiries addressed. The following minimum staff should be present to activate the Media Center:
 - (1) Emergency News Manager
 - (2) One (1) Media Center Support Staff
 - (3) One (1) Technical Advisor
- f. When the Media Center is prepared to receive members of the news media, declare the Media Center activated.
 - Notify the Response Manager
 - Notify the Security Coordinator that Media Center is prepared for media arrival
 - Inform AP of the operational status of the Media Center.
- g. Assign Media Center staff to the following functions/locations:
 - Assistant ENM (1)
 - Media Operations Room (2)
 - Media Relations Room (3)
 - Media Briefing Room (2)

Refer to Figure 2, Media Center Assignments, to track assignments.

NOTE

The person designated as assistant may act on behalf of the Emergency News Manager in managing the Media Center operation during periods in which the ENM is briefing the news media or is otherwise unavailable.

- h. Assign one Technical Advisor to serve as the liaison with the EOF to ascertain plant status and Station response information. Assign the second Technical Advisor to remain in the Operations Room to assist with message development and media interface.
- i. Assign the administrative assistant to verify forms, prepare photocopier, and follow Figure 9, Media Center Document Distribution Matrix.

EMERGENCY NEWS MANAGER CHECKLIST

(Continued)

- j. Ensure all designated functions are staffed and EOF Technical Advisors are in place and are prepared to support public information needs.
- k. Initiate strategy session with key staff to develop key message points and briefing outline.
- l. Ensure the briefing outline is reviewed with Media Center Support Staff and, as needed, the Information Line is recorded with updated information.
 - Provide the Information Line password to Media Relations Staff.
- m. Assign a member of the staff to serve as the principal interface for the Response Manager including attendance at Response Manager staff meetings.
- n. Following the development of the briefing outline, ensure that a formal news statement is also developed.
- o. Ensure security protection and access control for the Media Center have been established.

NOTE

If additional security support is necessary, contact the Security Coordinator at the EOF.

- p. As state and federal public information officers arrive at the Media Center, establish contact, brief them on the emergency status and determine the status of state and federal public information response (e.g., news statements issued, status of rumor control, media contacts, EAS messages, Internet homepage information, etc.)

3. STAFF BRIEFINGS

- a. Ensure that the Media Center Staff is periodically briefed on the following:
 - emergency status
 - North Atlantic key message points
 - media briefings
 - media / website monitoring
 - input from state rumor control
 - Emergency Alert System status
 - Public Alert and Notification System status

EMERGENCY NEWS MANAGER CHECKLIST
(Continued)

NOTE

Ensure that the Media Center Staff obtains current information as soon as possible and has a clear understanding about material that is authorized for release to the news media.

- b. Ensure that the Response Manager is periodically briefed on emergency public information operations. As emergency conditions require, attend the Response Manager's briefings.
- c. Coordinate key message development and news briefing preparation with state and federal agency public information staff. (Refer to §5.9 of this procedure)

4. NEWS STATEMENT DISSEMINATION

- a. Review each news statement for accuracy, obtain concurrence from a Technical Advisor regarding the content, and sign the statement prior to Response Manager review and approval. (Protected: Ref. 6.6)
- b. Coordinate a review of the news statement with state and federal officials, if they are available.
- c. If there are few members of the press in attendance at the Media Center, instruct Support Staff in Media Relations Room to contact the AP Concord Bureau and read the news statement(s).
- d. Ensure news statement is distributed in accordance with Figure 9 , Media Center Document Distribution Matrix.

5. MEDIA BRIEFINGS AND INTERVIEWS

- a. Establish a press briefing schedule as soon as possible with the state and federal media representatives.
- b. Ensure assigned Support Staff is preparing media briefing outlines containing:
 - ___ Status of NAESCO's emergency response and corrective actions associated with the plant conditions.
 - ___ New information to be announced during the briefing
 - ___ Resolution of inconsistencies in media coverage
 - ___ Follow-up on inquiries that went unanswered in previous press conference

EMERGENCY NEWS MANAGER CHECKLIST

(Continued)

_____ Input from media relations telephone inquiries obtained from Media Relations Support Staff.

- c. Determine the need for the Media Center Technical Advisor (or other subject matter expert) to participate in the press briefing.
- d. Coordinate the review of the briefing outline with the Response Manager.
- e. Ensure content is reviewed with Support Staff and other agency PIOs, if available.
- f. Ensure that the approved briefing outline is provided to the staff in the Media Relations Room for use at the next media briefing.
- g. Determine which agency representatives are prepared to participate in the briefing.
- h. If other agencies are prepared to participate in the briefing, convene a pre-briefing meeting of all participating parties prior to each news briefing. During the meeting, ascertain the following:

_____ the status of the state's respective responses to the events

_____ identify new information to be announced during the briefing

_____ resolve inconsistencies and address concerns

_____ review reports or status of state rumor control response or any trends in inquiries.

_____ decide on the order of speakers, briefing length, graphics, and other protocol issues.

- i. Ensure logistics and graphics are coordinated as required for news briefing with the Media Center Support Staff.

6. STAFFING/EQUIPMENT NEEDS

- a. Direct the EOF Administrative Services Coordinator to obtain additional staffing or equipment as necessary.
- b. In a protracted response, determine the need for support external to NAESCO (e.g., Northeast Utilities, industry experts, etc.) and obtain approval. Obtain support from the Administrative Services Coordinator for arrangements.

7. DEACTIVATION

- a. When the emergency has been terminated and media interest has subsided, obtain approval from the Response Manager to deactivate the Media Center.

EMERGENCY NEWS MANAGER CHECKLIST

(Continued)

- b. Develop news statement addressing the deactivation and providing a follow-up source of information or location following the deactivation.
- c. Ensure a new Information Line message is recorded to reflect the current plant status and deactivation.
- d. Ensure that all emergency response documentation is submitted to the EOF Administrative Services Coordinator.

MEDIA CENTER SUPPORT STAFF CHECKLIST

1. NOTIFICATION

Upon notification that an Alert or higher level emergency has been declared, proceed to the Media Center at the Emergency Operations Facility.

2. ACTIVATION

- a. Enter through main entrance of the EOF and sign in with Security.
- b. Upon entry into the Media Center,
 - sign in on board.
 - obtain the appropriate Media Center badge.
- c. Report to the Emergency News Manager, and receive assignment:
 - Assistant to the Emergency News Manager
 - Media Center Operations Room (Go to Section 4)
 - Media Relations Room (Go to Section 5)
 - Media Briefing Room (Go to Section 6)

3. ASSISTANT TO THE EMERGENCY NEWS MANAGER

- a. During periods where the Emergency News Manager is unavailable, periodically check with Media Center Staff on the status of their respective functions.
- b. Periodically review the Emergency News Manager checklist to ensure all functions are being performed.
- c. Ensure Media Center Support Staff is briefed on new information and key message points as they are developed.
- d. Ensure the Media Briefing Room is prepared for each news briefing and the appropriate graphics are displayed.

4. MEDIA CENTER OPERATIONS ROOM

As directed by the Emergency News Manager, perform the following:

- a. News Statement Writer

MEDIA CENTER SUPPORT STAFF CHECKLIST

(Continued)

- (1) **IMPLEMENT** Supplemental Material 97-15 instructions for accessing news release and news briefing outline templates on the News Statement personal computer (PC).
 - (2) Using Supplemental Material 97-15, **ESTABLISH** an electronic file on the News Statement PC for approved news releases and news briefing outlines for the event.
 - (3) In conjunction with the Emergency News Manager, **DETERMINE** appropriate news statement format / briefing outlines and initiate development on the PC using Figures 5 and 6.
 - (4) **OBTAIN** technical information from the Media Center Technical Advisor for inclusion in written news statements.
 - (5) **WRITE** news statements / briefing outlines in accordance with Figures 5 and 6.
 - (6) **OBTAIN** review and approval of technical content of the written news statement / briefing outlines from the Media Center Technical Advisor.
 - (7) **OBTAIN** review and approval of the written news statement / briefing outline from the Emergency News Manager.
 - (8) At the direction of the Emergency News Manager, **OBTAIN** Response Manager approval of the written news statement.
 - (9) **PROVIDE** approved written news statements to the Media Center Administrative Support staff for copying and distribution.
 - (10) **MAINTAIN** approved written news statements in the electronic file.
 - (11) **ACCESS** Associated Press (AP) Wire Service on the AP PC.
 - (12) **MONITOR** AP wire stories on the event.
 - (13) **REVIEW** the content of the AP stories and consider distribution of news stories within the Media Center.
 - (14) **SUBSTITUTE** for the Emergency News Manager at Response Manager conferences and **PROVIDE** updates on status of official news statements, media center briefings, and areas of media interest.
- b. **Media Monitor**
- (1) **ACTIVATE** media monitoring equipment in the Media Center Operations Room using Figure 8.

MEDIA CENTER SUPPORT STAFF CHECKLIST
(Continued)

- (2) Using Supplemental Material 98-05, **ACTIVATE** Internet PC.
- (3) **ACCESS** the NRC web site using the internet PC.
- (4) **MONITOR** press information issued by NRC (or other pertinent state and federal government agency) via the internet.
- (5) **MONITOR** TV and radio coverage of the event in accordance with Figure 8.
- (6) **RECORD** on tape cassette any TV news coverage of the event.
- (7) **DOCUMENT** coverage on form ER 3.5D.
- (8) **DOCUMENT** any discrepancies between TV and radio coverage and written or verbal North Atlantic news statements.
- (9) **IDENTIFY** and **DOCUMENT** any biased, misleading or inaccurate news trends or rumors.
- (10) **NOTIFY** the Emergency News Manager of discrepancies between reported news and written or verbal North Atlantic news statements, biased or misleading news coverage, inaccuracies and reported rumors.
- (11) Periodically **BRIEF** the Emergency News Manager on the overall accuracy and tone of news stories on the event.

5. MEDIA RELATIONS ROOM

As directed by the Emergency News Manager, perform the following:

- a. **BECOME** familiar with status of emergency events and contents of written news statements.
- b. **DETERMINE** with the Emergency News Manager or designee, information that may be given to news media representatives via the Media Relations telephone line.
- c. **UPDATE** the Information Line using Figure 3.
- d. **STAFF** the Media Relations telephones using Figure 4.
- e. **MAINTAIN** a log of media inquiries using form ER 3.5C.
- f. **UPDATE** the Employee Information Line using Supplemental Material 98-08, as requested by the EOF staff.

MEDIA CENTER SUPPORT STAFF CHECKLIST
(Continued)

- g. FORWARD requests for media access to emergency response facilities, interviews with North Atlantic management and other special requests from the media to the Emergency News Manager for disposition.

6. MEDIA BRIEFING ROOM

As directed by the Emergency News Manager, perform the following:

- a. BECOME familiar with the status of emergency events and contents of written news statements.
- b. TAKE CHARGE of the Media Briefing Room operations.
- c. ENSURE all equipment is operable and the briefing room is prepared for receiving media representatives and conducting news briefings using Figure 7.
- d. ENSURE sufficient copies of approved news statements by North Atlantic, New Hampshire and Massachusetts, including EAS messages, are available for media representatives in the Media Briefing Room.
- e. ENSURE background informational materials (e.g., New Hampshire and Massachusetts public information materials) are available to be provided to the media in response to inquiries.
- f. GREET media representatives arriving at the Media Center in accordance with Figure 7.
- g. ENSURE media representatives receive the most recent approved North Atlantic news statement.
- h. MAINTAIN presence in the Media Briefing Room between formal news briefings to be point of contact with the media representatives.
- i. ANSWER media inquiries and PROVIDE requested background information when the Emergency News Manager is not present in the Media Briefing Room.
- j. ATTEND formal news briefings by the North Atlantic Emergency News Manager, New Hampshire spokesperson, and Massachusetts spokesperson.
- k. ENSURE access control to the Media Briefing Room is maintained during news briefings.

MEDIA CENTER SUPPORT STAFF CHECKLIST
(Continued)

- l. During formal news briefings, DOCUMENT any media questions that were not answered, to which answers were deferred pending acquisition of further information or that were answered inconsistently with other official information.
- m. REVIEW the need for follow-up information or clarification with the Emergency News Manager following the formal news briefing and ensure follow-up with the media representatives in the Media Briefing Room.

7. SPECIAL MEDIA REQUESTS

Coordinate responses to special media requests with the Emergency News Manager. Requests for emergency response facility or station tours shall be approved by the Response Manager before being granted.

8. DEACTIVATION

Submit all emergency response documentation to the Emergency News Manager.



TECHNICAL ADVISOR CHECKLIST

1. NOTIFICATION

Upon notification that an Alert or higher level emergency has been declared, proceed to the Media Center at the Emergency Operations Facility.

2. ACTIVATION

- a. Enter through main entrance of the EOF and sign in with Security.
- b. Upon entry into the Media Center,
 - sign in on board.
 - obtain the appropriate Media Center badge.
- c. Report to the Emergency News Manager and receive assignment:
 - EOF Liaison (Section 3)
 - Media Center (Section 4)
- d. Obtain the Technical Advisor Emergency Response Position Manual and a copy of the SSER manual.

3. EOF LIAISON

- a. Establish contact with the EOF technical staff.
 - Obtain plant status and current MPCS digital time.
 - Refer to Procedure ER 1.1, Classification of Emergencies, for assistance in evaluating plant conditions.
- b. Routinely obtain information from the EOF technical staff and document discussions using form ER 2.0E, Emergency Facility Log.
- c. Brief the Emergency News Manager and Media Center Technical Advisor on plant conditions and related information.

NOTE

Information received from the EOF technical staff is gathered for the sole purpose of providing a perspective on, and interpretation of, technical conditions at the plant to the Emergency News Manager. This information may be released to the press only if it further explains existing approved news releases or statements.

TECHNICAL ADVISOR CHECKLIST

(Continued)

4. MEDIA CENTER

- a. Assist Emergency News Manager and Media Center Staff with key message development and briefing outlines.
- b. Verify technical accuracy of news statements and briefing outlines.
- c. Provide guidance to the Emergency News Manager on technical interpretations of plant conditions.
- d. Direct the Media Center Support Staff in the selection of appropriate plant system graphics for use in news briefings.
- e. When requested by the Emergency News Manager, participate in news briefings. Refer to Section 5.0 of this procedure for guidance on news briefings and interviews.
- f. Assist Media Center staff in addressing rumors and misinformation.

5. DEACTIVATION

Submit all emergency response documentation to the Emergency News Manager.

**SEABROOK STATION
ADMINISTRATIVE PROCEDURE**

Assembly Area Operations

ER 3.6

Rev. 17

SORC Review: 01-027 Date: 5-02-01

Effective Date: 5-17-01

EXPIRATION DATE 5-1-03

Procedure Owner:
J. Baer

Contents and Revision Status

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1.0 OBJECTIVES

This procedure specifies the actions to be taken at the onsite assembly area.

2.0 RESPONSIBILITIES

2.1 Administrative Services Coordinator

Ensures all immediate ERO positions are filled, develops a shift schedule for 24-hour staffing, and authorizes deactivation of the assembly area. Actions are specified in Procedure ER 3.3, Emergency Operations Facility Operations.

2.2 Assembly Area Coordinator (normally filled by a backup Administrative Services Coordinator responder)

Responsible for overall direction of the assembly area and for providing the manpower required to support the immediate needs of the emergency facilities.

2.3 Assembly Area Assistants (designated by the Assembly Area Coordinator)

Identifies available manpower and instructs second-shift personnel on future duty requirements.

2.4 Primary, Subject-to-Call and Red Team Secondary Responders

Immediately report to their emergency response locations upon notification of an ALERT, SITE AREA EMERGENCY (SAE), or GENERAL EMERGENCY (GE). Notification may be accomplished by either Station page announcement, Station evacuation siren, radio pager, or the Community Alert Notification (CAN) System.

2.5 White Team and Blue Team Secondary Responders

Report to the assembly area upon notification of an ALERT, SAE, or GE during normal duty hours or respond to CAN instructions during off-duty hours.

2.6 Maintenance Coordinator

Ensure that the position of Assembly Area Coordinator is filled. Actions are specified in Procedure ER 3.1, Technical Support Center Operations.

3.0 PRECAUTIONS

1. The assembly area is only activated during normal duty hours (0700 -1630). The assembly area consists of several designated rooms in the Inprocessing Center (see Figure 1, Assembly Area Layout).
2. Workers on shift are to report to their emergency response locations if they are initial responders or report to the assembly area if they are backup responders.
3. At the Alert or higher, Emergency New Managers may proceed at their discretion to either the Media Center or the Assembly Area.

4.0 PREREQUISITES

An ALERT, SITE AREA EMERGENCY or GENERAL EMERGENCY has been declared in accordance with ER 1.1, Classification of Emergencies.

5.0 ACTIONS

5.1 Normal Duty Hours (0700 - 1630 Hours)

5.1.1 Assembly Area Coordinator

1. Establish a work station at the location shown in Figure 1, Assembly Area Layout.
2. Obtain the RO-2 survey meter, turn it on and place it at your work station.
3. Verify that the RO-2 survey meter operates by placing the source labeled "RO-2 Source" against the open window of the survey meter. If the meter does not respond, call the Health Physics Coordinator to obtain a replacement.
4. Designate Assembly Area Assistants and brief these individuals on their responsibilities.
5. Designate a Communicator. Instruct this individual to use Form ER 2.0E, Emergency Facility Log, to document all communications.
6. Contact the Maintenance Coordinator at the TSC and determine any immediate manpower needs. (The phone number is in the TSC section of the Emergency Response Telephone Directory.)
7. Obtain from all personnel at the assembly area the names and phone numbers at which they can be reached using the second shift column of Form ER 3.3M, ERO Staff Planning.
8. For personnel being dispatched to onsite facilities:
 - a. inform destination facility of personnel being dispatched,
 - b. using Form ER 2.0E, log name, destination, purpose and time personnel are dispatched from the assembly area,
 - c. instruct personnel to sign in on the destination facility, Form ER 3.3M, ERO Staff Planning, and to inform the assembly area of arrival, and
 - d. remove personnel from the assembly area, Form ER 3.3M, ERO Staff Planning.
9. If not already done, establish communications with the Administrative Services Coordinator at the EOF. (The phone number is in the EOF section of the Emergency Response Telephone Directory.)

10. Provide necessary manpower support as identified by the Administrative Services Coordinator. Personnel in the assembly area shall **NOT** be released until additional personnel support and second-shift needs have been determined by the Administrative Services Coordinator.

CAUTION

Consider the following before completing Step 5.1.1.11: if a radiological release is in progress, personnel in the Assembly Area may be directed, based on wind direction, to the remote monitoring area prior to being sent home. Coordinate with the Health Physics Coordinator in the TSC for instructions to be given.

A radiological release may cause the DCA-3090 area monitor mounted on the wall in the corridor to rooms 1 and 2 to alarm. If the area monitor alarms, do the following:

1. **Record the area monitor reading.**
2. **Record the reading on the RO-2 survey meter with the window open.**
3. **Record the reading on the RO-2 survey meter with the window closed.**
4. **Report the three readings to the Health Physics Coordinator.**
5. **Obtain instructions from the Health Physics Coordinator before dispatching or releasing any personnel from the Assembly Area.**

11. Designate and provide the Assembly Area Assistants with instructions (e.g., report time) to be given to personnel prior to their release from the assembly area using Figure 3, Instructions to Personnel Prior to Release from the Assembly Area.
12. Hold all personnel until the Administrative Services Coordinator authorizes the deactivation of the assembly area. Release all personnel at the same time.

NOTE

In the event that the emergency is declared during an outage, an outage management representative will provide you with an accountability listing and contact telephone number listing for outage workers assembled in the OSB second floor cafeteria. Transmit this information to the Administrative Services Coordinator.

13. Ensure that all copies of Form ER 3.3M are transmitted (e.g., telecopied) to the Administrative Services Coordinator upon assembly area deactivation.

5.1.2 Assembly Area Assistant

1. Identify each individual by instructing personnel to enter their name and phone number at which they can be reached using the second shift column of Form ER 3.3M, ERO Staff Planning.

2. All extra maintenance personnel should identify their discipline (e.g., mechanic, electrician) along with their name, and phone number on page 1 of Form ER 3.3M.
3. Provide the Assembly Area Coordinator with Form ER 3.3M as soon as all positions have been filled. Continuously update the form as additional personnel report to the assembly area.
4. Use Figure 3 to provide those personnel being released, as identified by the Assembly Area Coordinator, with instructions on reporting responsibilities and egress routes to be taken.

5.1.3 Primary Responders, Subject-to-Call Responders and Red Team Secondary Responders

Immediately report to their ERO duty station when notified.

5.1.4 White Team and Blue Team Secondary Responders

1. Report to the assembly area when notified during day shift (refer to Figure 1).
2. Record names and phone numbers at which they can be reached on Form ER 3.3M as directed by the Assembly Area Assistants.
3. Remain on standby and wait for further direction. This may include supplementing the initial response organization or being sent home.

5.2 Off-Duty Response (1631 - 0659 Hours)

5.2.1 Primary Responders, Subject-to-Call Responders and Red Team Secondary Responders

1. Follow the instructions received on the Station Gai-tronics announcement, pager message, or CAN.
2. Report to your respective duty station.

5.2.2 White Team and Blue Team Secondary Responders

1. Follow the instructions received from CAN.

CAUTION

Personnel reporting following CAN notification must report to the EOF prior to assuming their assignment at the station.

2. Any responders who must leave their homes prior to being contacted by CAN or the Administrative Services Coordinator should listen to announcements on local radio stations for ERO staffing instructions.
3. Report to the EOF prior to assuming the assigned ERO position when requested to do so by the Administrative Services Coordinator.

6.0 REFERENCES

1. ER 1.1, Classification of Emergencies
2. ER 3.1, Technical Support Center Operations
3. ER 3.3, Emergency Operations Facility Operations
4. ER 2.0, Emergency Notification Documentation Forms Procedure

Figure 2
Map to the EOF and Remote Monitoring Area

DIRECTIONS

**EMERGENCY OPERATIONS FACILITY
AND REMOTE MONITORING AREA**

TAKE I-95 NORTH TO PORTSMOUTH.
TAKE SPAULDING TURNPIKE (exit 4) TO
GOSLING RD. EXIT (exit 1), TURN RIGHT
ONTO GOSLING ROAD. PROCEED ¼ MILE
BEYOND WOODBURY AVENUE.

FOR EMERGENCY OPERATIONS FACILITY:

TURN LEFT INTO NEWINGTON STATION, FIRST
LEFT INTO EOF PARKING LOT.

FOR REMOTE MONITORING AREA:

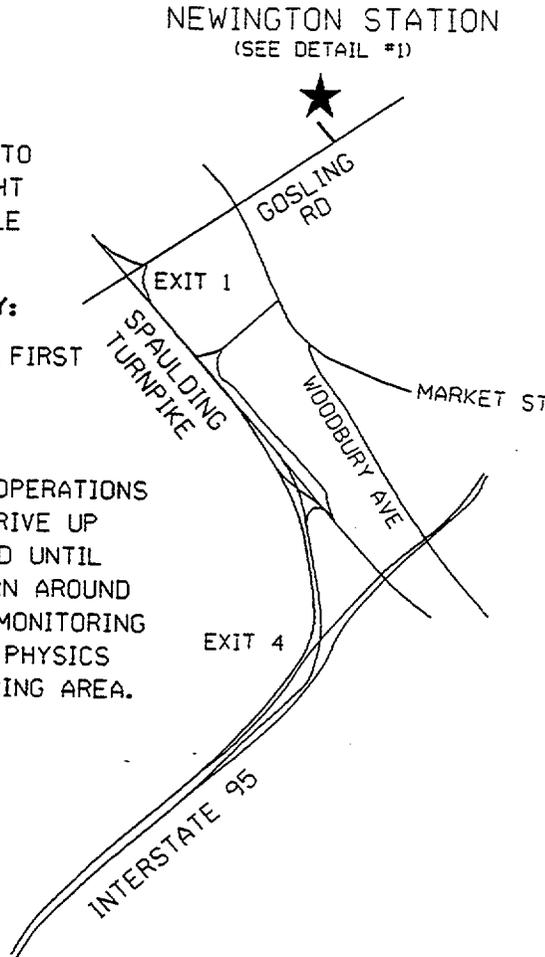
TAKE FIRST RIGHT PAST EMERGENCY OPERATIONS
FACILITY GOSLING ROAD ENTRANCE. DRIVE UP
HILL THROUGH PAVED AREA DOWN ROAD UNTIL
THE OIL TANK FARM IS REACHED. TURN AROUND
AND RETURN TO THE PAVED VEHICLE MONITORING
AREA IN SINGLE FILE. AWAIT HEALTH PHYSICS
INSTRUCTIONS TO ENTER THE MONITORING AREA.

FROM MASSACHUSETTS:

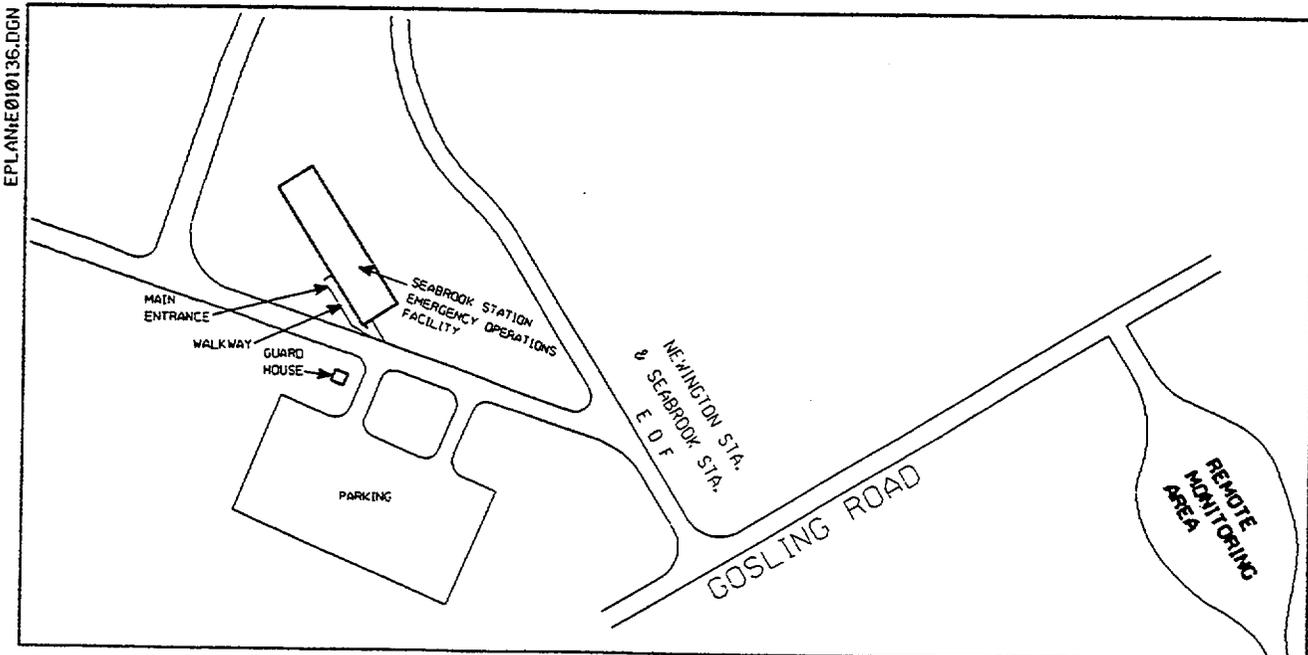
ACCESS I-495 NORTH TO I-95 NORTH.
THEN PROCEED AS ABOVE.

FROM MANCHESTER:

ACCESS ROUTE 101 EAST
TO I-95 NORTH THEN PROCEED
AS ABOVE.



DETAIL #1



EPLAN: E010136.DGN

Figure 4 Summary of Changes

Rev. 17:

Changed title of §2.4 to Primary, Subject-to-Call and Red Team Secondary Responders.

Changed title of §2.5 to White Team and Blue Team Secondary Responders.

In §5.1.1, step 1, deleted reference to "Health Physics Records Room." Added new steps 2 and 3 related to RO-2 survey meter and area monitor alarms. (CR 01-02889)

In §5.1.3 changed title to Primary Responders, Subject-to-Call Responders and Red Team Secondary Responders.

In §5.1.4 changed title to White Team and Blue Team Secondary Responders.

In §5.2.1 changed title to Primary Responders, Subject-to-Call Responders and Red Team Secondary Responders.

In §5.2.1, step 1, changed "page" to "Gai-tronics," and "radio pager" to "pager message."

In §5.2.2 changed title to White Team and Blue Team Secondary Responders.

In §5.2.2, in Caution box, replaced "after the onset of an Alert, SAE, or GE" to "following CAN notification."

In §5.2.2, step 2, changed "has been evacuated" to "who must leave their homes," and added "ERO" before staffing instructions.

In Figure 1 revised room identifiers and indicated installed area monitor.

Rev. 16:

Administrative modification: Performed a biennial review. Updated the title of form ER 3.3M.

Rev. 15:

Converted procedure from WordPerfect to MS Word.

In §6.0 deleted reference to ER 4.1, Personnel Accountability/Evacuation, which has been canceled.

In Figure 1 deleted reference to JTIC staff in Assembly Area Layout.

Revised Figure 2 to correct turnpike exit number.

In Figure 3 deleted reference to Joint Telephone Information Center.



**SEABROOK STATION
ADMINISTRATIVE PROCEDURE**

Radiation Protection During Emergency Conditions

ER 4.3

Rev. 20

SORC Review: 01-027 Date: 5-02-01

Effective Date: 5-17-01

EXPIRATION DATE 5-17-03

Procedure Owner:
D.R. Tailleart

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1.0 OBJECTIVES

This procedure specifies the onsite radiation protection practices implemented following the activation of the Radiological Emergency Plan.

2.0 RESPONSIBILITIES

2.1 Radiological Controls Coordinator (RCC)

Directs Health Physics activities from the Operational Support Center (OSC) during an emergency. These practices will be implemented to maintain personnel exposure as low as reasonably achievable (ALARA). In an emergency situation some Health Physics practices may be different from the standard. The RCC will use his best judgment in an emergency situation to determine if such practices are included in standard procedures or not.

2.2 Health Physics Coordinator (HPC)

Coordinates Health Physics activities in the Technical Support Center (TSC), including job planning, monitoring TSC radiological conditions, communicating in-plant and near-plant radiological conditions to the Emergency Operations Facility (EOF) and advising the Site Emergency Director. The RCC will perform the functions designated in this procedure for the HPC until that position is filled.

2.3 Health Physics Technicians

Carry out emergency actions as directed by the RCC and outlined in the emergency procedures.

2.4 Short Term Emergency Director/Site Emergency Director

Authorizes emergency dose limits exceeding 4,500 mrem/current year.

3.0 PRECAUTIONS

Onsite radiological conditions following an emergency event may be radically different from those associated with normal station operations and maintenance.

4.0 PREREQUISITES

An Alert, Site Area Emergency, or a General Emergency has been declared in accordance with Procedure ER 1.1, Classification of Emergencies.

5.0 ACTIONS

5.1 Operational Support Center Control Activities

5.1.1 Access Control

1. The Health Physics control point remains the primary access point to radiologically controlled areas, including those resulting from the emergency event.

2. The Radiological Controls Coordinator (RCC) directs the radiation protection activities at the Health Physics control point.
3. The RCC assists the Operational Support Center Coordinator in implementing emergency response and mitigating actions.
4. The RCC determines the need to alter the normal access controls provided by the radiation work permits and standing radiation work permits. The RCC initiates the use of Emergency Team Briefing/Debriefing Form, ER 3.2F, and the Emergency Exposure Tracking, Figure 5.
5. The RCC directs and assigns Health Physics personnel as appropriate in support of emergency actions.
6. Following an evacuation, the RCC designates a new Radiologically Controlled Area (RCA) access point with acceptable radiological conditions and assigns personnel as appropriate.

5.1.2 Radiation Exposure Control

1. Normal Process
 - a. The issuance and use of TLD dosimetry devices is documented on Figure 5, Emergency Exposure Tracking.
 - b. Dose rate indicating devices or alarming dosimeters shall be used for actions that require entry to unsurveyed areas, areas with dose rates that may rapidly or significantly change and areas where insufficient light prevents viewing pocket dosimeter readings.
 - c. Consult with the Radiological Controls Coordinator on dosimetry requirements for each team to be deployed into the plant.
 - d. If SRPDs are issued to OSC personnel or personnel deployed into the plant, the RCC will instruct personnel to read SRPDs at appropriate frequencies based on prevailing radiological conditions.
 - e. Initiate a Figure 5 form for each team member.
 - f. The requirements of 10 CFR 20.1201 are not applicable for the assignment of emergency exposure extensions.
 - g. The RCC may authorize administrative limits up to 4,500 mrem/current year without approval of the Short Term Emergency Director (STED) or Site Emergency Director (SED).
2. Emergency Doses Above 10 CFR 20.1201 Limits
 - a. Approval for exceeding 4,500 mrem/current year shall be obtained from the STED or SED prior to initiating any action that has the potential to result in such exposure.

- b. The emergency dose limits and the criteria for authorizing their use are contained in Figure 2, Emergency Dose Limits.
- c. Guidance on emergency occupational dose is listed in Figure 3, Dose Guidance.
- d. The RCC or HPC initiates Figure 4, Emergency Dose Limit Extension, and confers with the STED or SED to determine appropriate action.
- e. The STED or SED may issue a blanket emergency dose limit authorization if radiation levels at the Station will cause emergency center personnel to exceed normal limits before protective action is taken in accordance with Figure 1, Emergency Center Protective Action Criteria.
- f. Radiation exposure incurred from obtaining and analyzing pass samples should not exceed the limits of 10 CFR 20.1201.

5.1.3 Egress Control

1. If radiological conditions permit, the Health Physics control point remains the primary RCA egress location.
2. Unless directed by the RCC, the following RCA egress controls are used during emergency conditions:
 - a. Whole body frisking,
 - b. Portal monitor checks,
 - c. Applicable debriefings, and
 - d. Special dosimetry/equipment return.
3. Based on RCC direction, Health Physics will establish alternate egress control location(s) including contamination monitoring and dose information retrieval.
4. Contamination monitoring may be hindered by background radiation levels.

5.1.4 Radioactive Material/Contamination Control

1. Under emergency conditions, radioactive material and contamination controls are established at a level commensurate with the urgency and complexity of required actions.
2. The RCC and assigned Health Physics personnel determine controls either at the emergency team briefing or at the worksite.
3. Intentional movement of radioactive material outside the RCA requires approval and/or escort by Health Physics personnel.

5.1.5 Respiratory Protection

1. When selecting appropriate respiratory protection equipment, the RCC evaluates the benefit of respiratory protection versus the radiological hazard and interference with performing the required action.
2. The RCC will consider the criteria in Figure 1 to determine when emergency response personnel should wear a respirator.
3. For certain critical missions (e.g., life saving), the RCC may authorize use of a respirator by emergency response personnel who have not qualified for respirator use under the station respiratory protection program. In each case, the RCC will screen the emergency worker using the screening questions in Figure 7. Any "YES" answer to a screening question will preclude use of respirator by the individual emergency worker.
4. The RCC determines the need to dispense potassium iodide (KI) tablets to emergency response personnel based upon a projected or actual thyroid committed dose equivalent (CDE) ≥ 25 rem.

- A quick method to calculate the thyroid CDE using an RM-14 or equivalent count rate meter is as follows:

Place a frisker probe on the collection face of the cartridge and determine corrected counts per minute (ccpm).

$$\text{Thyroid CDE (rem)} = \frac{(\text{net cpm}) \times (\text{stay time in hrs})}{(\text{vol ft}^3)} \times 5.2\text{E-3} \frac{\text{rem-ft}^3}{\text{cpm-hrs}}$$

5. When KI tablets are issued, thyroid intakes will be estimated by whole body counting.
6. Administering KI after an uptake may limit thyroid CDE depending on time after exposure.
7. Caution emergency response personnel of potential KI side effects if they are allergic to shellfish or iodide. Emergency response personnel who know they have such allergies should be replaced in lieu of directing them to ingest KI.
8. Log any issuance of KI tablets on KI Issue Log, Figure 6.

5.1.6 Use of the Radiation Data Management System

1. The RCC monitors the Radiation Data Management System at the OSC.
2. As radiation levels change due to emergency conditions, the RCC may authorize new alarm setpoints, inputs required commands and notifies the Control Room of changes.
3. Not all monitor alarm setpoints can be changed at the RDMS console; these monitors will be set by the Control Room.

5.2 Protected Area Radiological Surveillance and Control

5.2.1 Security Gatehouse Functions

1. All personnel exiting the protected area through the Security Gatehouse shall use the portal monitors to check for contamination if background radiation levels permit.
2. If an individual alarms a portal monitor twice, indicating the presence of contamination, Security shall notify the RCC and shall request the individual to remain on the protected-area side of the portal monitor until Health Physics personnel arrive.
3. If site evacuation has been ordered, contaminated individuals may be directed to the Remote Monitoring Area.
4. Security notifies the RCC if the background at the Security Gatehouse is causing spurious portal monitor alarms or if an alarm has occurred on local area monitors.
5. The RCC directs Health Physics personnel to respond to the Gatehouse or forward security command post as necessary.
6. Security notifies the RCC of alternate protected area access and egress points established due to site evacuation.
7. The RCC ensures that appropriate contamination monitoring equipment is assigned to the security location.

5.2.2 Assembly Area Monitoring

1. The RCC assesses the need to monitor personnel at assembly areas and onsite emergency facilities.
2. The RCC assigns Health Physics personnel to monitor the assembly areas for airborne radioactivity and background radiation.
3. Assembled personnel perform self-monitoring for contamination as directed by the RCC.
4. The Health Physics Coordinator advises the Technical Services Coordinator and/or Site Emergency Director of appropriate protective actions for the assembly areas.
5. The Health Physics Coordinator specifies the primary and alternate evacuation routes if such site evacuation is necessary based on actual or potential radiological conditions.
6. The RCC assigns Health Physics personnel to supervise monitoring of station evacuees at the Remote Monitoring Area.

5.2.3 General Radiation/Contamination Surveillance

1. The RCC directs Health Physics personnel to monitor general station areas based on actual and potential radiological releases.
2. The RCC implements increased controls and monitoring as necessary, including placement of area TLDs, frisking stations and step-off pads.

5.3 **In-Plant Surveillance and Control**

5.3.1 Radiation/Contamination Surveys and Posting

1. The routine surveillance requirements of Procedure HD0958.17, Performance of Routine Radiological Surveys, are suspended until the RCC determines Station conditions are stable and general area surveillance is feasible.
2. The RCC establishes the emergency survey requirements based on actual or potential radiological conditions (i.e., refer to Post-Accident Engineering Manual for projected dose rates and guidance).
3. The RCC notifies the Operational Support Center Coordinator and Health Physics Coordinator of abnormal radiation survey results and advises on precautionary measures to control exposure during required entry to affected areas.
4. To the extent feasible, the RCC directs the posting of contamination areas, high radiation areas and isolation of extremely high radiation areas.

5.3.2 Airborne Radioactivity Monitoring, Sampling and Posting

1. Due to the potential for very high airborne activity along with possible high radiation levels, the normal sampling volume used may be reduced.
2. The RCC will develop a program for placement and changeout of low volume air samplers to monitor the possible migration of airborne radioactivity.
3. Battery-powered air samplers are used for grab samples when electrical power is not available.
4. Consider the use of silver zeolite for radioiodine sampling for speed of analysis when noble gas interference is suspected or when the gamma spectroscopy system is unavailable (Protected: Ref. 6.10).

CAUTION

Do not use silver zeolite cartridges in explosive environments.

5.4 DAC-Hour Accountability

1. The RCC directs the tracking of Derived Air Concentration-hours (DAC-hours) based on the authorized RCA access mode.
2. If necessary, whole body counting will be used to assess accumulated DAC-hours.

5.5 Dose Assessments

5.5.1 External Dosimetry Evaluations

1. The RCC will direct the special processing of an individual's TLD.
2. An EOF Dosimetry Return Card (ER 3.3, Figure 14) shall be completed for dosimetry returned to the EOF. Special requirements for readout or dose notification shall be indicated under the "Comments" section.
3. The dosimetry lab will forward a copy of or transmit all special processed TLD results to the RCC.
4. Emergency doses for individuals in excess of the annual limits of 10 CFR 20.1201(a) are to be subtracted from the current year planned special exposure limits for the individual.

5.5.2 Exposure Tracking

1. Determine initial dose information from the most recent Exposure Status Report, FINIS-RPMS or from YTD Transit Card (ER 3.3, Figure 13), for previous unmonitored workers.

Using FINIS-RPMS to determine the current year to date (WBYTD) exposure for an individual:

RPEWBSUM[SS#, Security Badge (4 digit) or Name]

2. If the use of RWP/SRWP sign-in sheets is not practicable, personnel dose will be tracked using the Emergency Exposure Tracking, Figure 5.
3. The RCC will send the dosimetry of personnel accumulating emergency exposures of 4,500 mrem or greater to the EOF with a completed EOF Dosimetry Return Card (ER 3.3, Figure 14) for TLD processing.

5.5.3 Extremity Monitoring

1. The possibility of high localized areas of radiation in equipment and the reactor coolant increases significantly during many accidents. Extremity monitoring should be strongly considered for any maintenance/sampling evolutions.

2. Used extremity dosimeters along with a zeroed low- and high-range SRPD shall be returned to the Dosimetry Records personnel in the EOF for TLD readout. The location of the extremity dosimeter (e.g., left hand, right hand) shall be identified in the "Comments" section of the EOF Dosimetry Return Card (ER 3.3, Figure 14). (Protected: Ref. 6.11)

5.5.4 Bioassays

The RCC will establish the frequency and type of bioassay monitoring program implemented based on available air sample data, number of personnel exposed/contaminated, and the extent of their exposure/contamination.

5.5.5 Abnormality Evaluations

When relatively large doses are involved, any discrepancy between dosimeter or expected dose and the TLD dose should be investigated immediately and referred to the RCC for final disposition.

5.6 **Decontamination**

5.6.1 Offsite

Use procedure ER 4.6, Offsite Monitoring and Decontamination, for monitoring and decontamination of evacuated onsite personnel and emergency responders assigned to offsite facilities.

5.6.2 Personnel

1. During normal operations the goal of personnel decontamination, is the complete removal of the contamination. In an emergency situation this goal may change to reducing contamination levels as quickly as possible to an acceptable level.
2. The RCC will establish the acceptable level for personnel decontamination.

5.6.3 Area and Equipment

The RCC will determine the need and direct the methods to be used for major equipment or area decontamination.

5.7 **Medical Emergency**

1. The time needed for proper radiological precautions (i.e., clothing, respiratory, etc.) may not be available in a medical emergency. The Health Physics Technician assigned to the medical emergency will monitor personnel doses as needed.
2. The RCC will supply Health Physics personnel as necessary to assist in maintaining radiological conditions as stable as possible without delaying the treatment/transport of the victim.
3. Health Physics personnel will respond in accordance with Health Physics Department procedures.

5.8 RCA Fire

1. The RCC will direct the radiological actions to be performed for a fire in the RCA.
2. Self-contained breathing apparatus is the only acceptable respiratory protection to be used in the vicinity of a fire.

5.9 Post-Accident Sampling

Radiological considerations for post-accident sampling are taken into account by the following:

1. Design of the PASS panel intended to limit exposure to personnel operating the panel.
2. Sampling techniques prescribed by post-accident sampling and analysis procedures designed to limit personnel exposure and spread of contamination.
3. Pre-deployment briefings by the Chemistry Coordinator and Radiological Controls Coordinator of PASS team personnel per form ER 3.2F, Emergency Team Briefing/Debriefing Form.

5.10 Communications

1. Formal communication practices, whether face-to-face, over the radio, or by phone will be employed at all times.
2. Information regarding unusual radiological conditions should be communicated to the OSC for dissemination and use in planning response actions.

6.0 REFERENCES

1. HD0958.01, Air Sampling
2. HD0958.02, Radiation and Contamination Survey Techniques
3. HD0958.13, Generation and Control of Radiation Work Permits
4. HD0958.17, Performance of Routine Radiological Surveys
5. HD0958.19, Evaluation of Dosimetry Abnormalities
6. HD0958.27, Dose Assessment for Skin Contamination
7. RP 5.1, Radiation Exposure Extension Requests
8. Seabrook Station Radiological Emergency Plan (SSREP)
9. USEPA, Manual of Protective Action Guides and Protective Actions for Nuclear Incidents, Revised 1991
10. I&E Information Notice 86-43, "Problems with Silver Zeolite Sampling of Airborne Radioiodine"

11. NRC Inspection Report No. 50-443/86-10-10
12. ER 1.1, Classification of Emergencies
13. ER 3.2, Operational Support Center Operations
14. ER 4.6, Offsite Monitoring and Decontamination

Figure 1
Protective Action Criteria
(Sheet 1 of 2)

1. Center habitability actions shall be as indicated on the next page of this figure.
2. Determine the need to dispense potassium iodide (KI) tablets to emergency response personnel based upon a projected or actual thyroid CDE ≥ 25 rem. Administering KI after an uptake may limit thyroid CDE depending on time after exposure.
3. Protective clothing (lab coats, shoe covers, cotton gloves) will be required when indicated by HP survey results.

Figure 1
Protective Action Criteria
(Sheet 2 of 2)

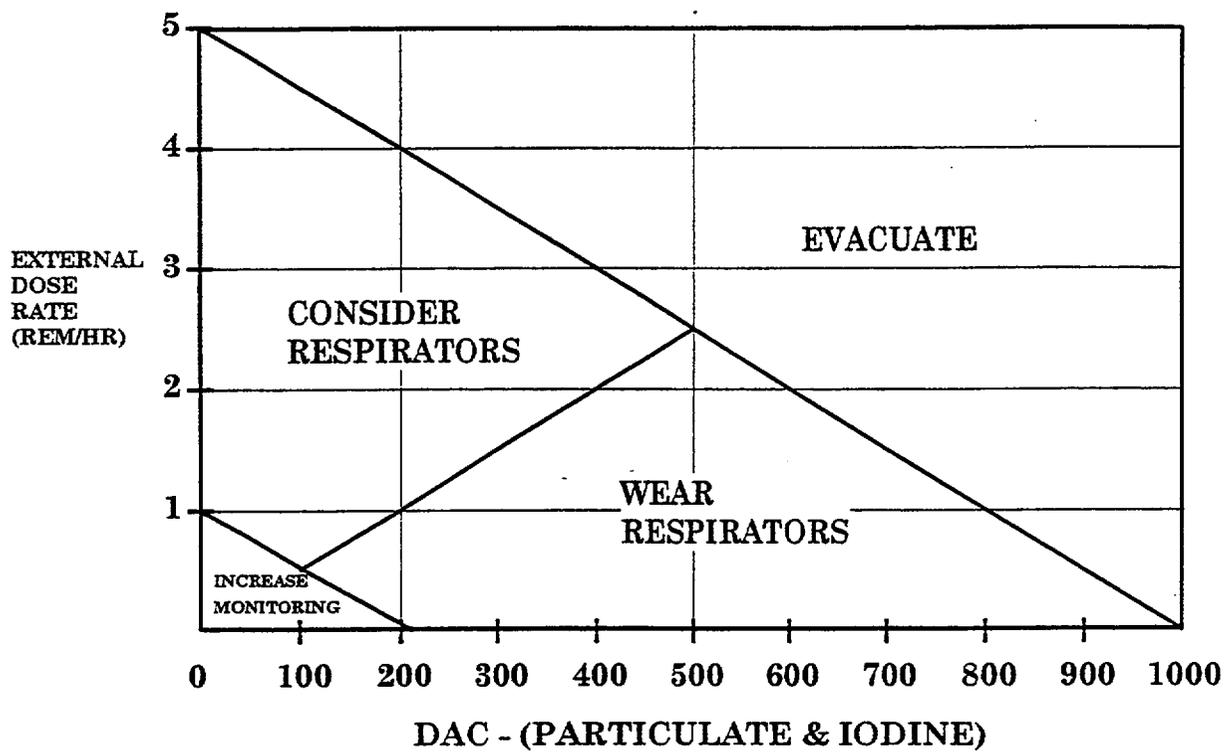


Figure 2
Emergency Dose Limits

Dose Limit^{a,b} (rem)	Activity	Condition
5	All activities	
10	Protecting valuable property	Lower dose not practicable
25	Lifesaving or protection of large populations	Lower dose not practicable
>25	Lifesaving or protection of large populations	Only on a voluntary basis to persons fully aware of the risks involved

NOTE

The above Emergency Dose Limits are to be allowed with STED or SED permission only.

^a TEDE to non-pregnant emergency workers.

^b Emergency dose limits for the lens of the eye and for any other organ (including skin and extremities) are three and ten times listed values, respectively.

Figure 3
Dose Guidance

1. Only actions involving lifesaving justify an acute TEDE in excess of 10 rem.
2. Emergency workers may incur a TEDE up to 25 rem for lifesaving or protection of large populations.
3. Volunteers fully aware of the risks involved may incur a TEDE in excess of 25 rem for lifesaving or protection of large populations.

NOTE

Emergency Dose Limits are to be allowed with STED or SED permission only.

Figure 4 Emergency Dose Limit Extension

- 1) Name _____ Age _____ 2) Badge Number _____
3) Reason for Dose Extension Request (Be specific): _____

I understand the consequences of the proposed exposure: (See Note 1)

Employee's Signature

Note 1: The signature of the employee may be authorized by verbal reply.

HEALTH PHYSICS USE

- 4) Current TEDE: YTD - _____ mrem.
5) Individual dose estimate for required work: _____ mrem.
6) Emergency Dose Limit Requested: _____ mrem.

SHORT TERM EMERGENCY DIRECTOR/SITE EMERGENCY DIRECTOR

A. Individual Extension

I authorize the above-named individual an emergency dose extension not to exceed _____ mrem.

This extension is necessary to perform emergency functions for plant/personnel safety, and is valid only for the task specified above.

Short Term Emergency Director/Site Emergency Director

B. Blanket Extension

All emergency center personnel are authorized a blanket extension, not to exceed _____ mrem.

Short Term Emergency Director/Site Emergency

Figure 7
Screening Questions for Emergency,
Unanticipated Respirator Use

Emergency Worker Name: _____

1. Do you have any medical problems or symptoms that may limit your ability to use a respirator?

No Yes

2. Have you been told by a health care professional that you should not wear a respirator or that you have a medical condition that limits your activity?

No Yes

3. Will the anticipated work place conditions (e.g., physical work effort, protective clothing, temperature) substantially exceed the physical demands that you normally encounter at work or home?

No Yes

It is your responsibility to report to your supervisor any problem that may affect your ability to accomplish the assigned work while using a respirator.

Emergency Worker Signature: _____ Date: _____

RCC Signature: _____ Date: _____

Figure 8 Summary of Changes

Rev. 20:

In §5.1.5 and Figure 7 added instructions and screening criteria for the RCC to qualify essential personnel on a contingency basis to wear a respirator. (CR 00-06605)

Rev. 19:

This revision was initiated primarily to clarify responsibilities and to be consistent with procedures ER 1.2 and ER 3.1. Added new §2.4 to identify the responsibility, which is may **not** be delegated, for the Short Term Emergency Director/Site Emergency Director to authorize emergency dose limits. Reflected this change throughout the procedure.

Rev. 18:

Added §5.1.5.5 regarding side effects of KI.

In Figure 3, step 2, changed “volunteers” to “emergency workers.”

Rev. 17:

In §5.1.2.1, added new step d in response to ACR 99-3520, Recommendation C, NUREG-0654 criterion K.3.b.

**SEABROOK STATION
ADMINISTRATIVE PROCEDURE**

**Site Perimeter and Offsite Monitoring
and Environmental Sampling**

ER 5.2

Rev. 28

SORC Review: 01-027 Date: 5-02-01

Effective Date: 5-17-01

EXPIRATION DATE 5-17-03

Procedure Owner:
J. W. Baer

Contents and Revision Status

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1.0 OBJECTIVES

This procedure specifies the emergency response actions to accomplish site-perimeter and offsite radiological monitoring and environmental sampling.

2.0 RESPONSIBILITIES

2.1 Offsite Monitoring and Sampling Personnel

Perform emergency environmental sampling and monitoring as directed by the Offsite Monitoring Coordinator.

3.0 PRECAUTIONS

Monitor exposure by frequently reading pocket dosimeters during monitoring and sampling actions.

4.0 PREREQUISITES

None

5.0 ACTIONS

5.1 Offsite Monitoring and Sampling Personnel

5.1.1 Predeployment Actions

1. Ensure you have signed in on the EOF personnel roster.
2. Obtain your position badge and place Protected Area badge over your position badge.
3. Report to the Offsite Monitoring Coordinator at the EOF for team assignments.
4. Obtain the monitoring and sampling kit corresponding to the team number from the storage area. Complete the checklist steps listed in form ER 5.2A, Offsite Monitoring and Sampling Team Predeployment Checklist. Exact inventory of consumable supplies in kit is not necessary. Assess adequacy of stock on hand.
 - Additional sampling equipment and specific predeployment actions may be necessary depending on the samples requested by the Offsite Monitoring Coordinator.
5. Ensure you have sufficient forms to complete assigned tasks. If uncertain about number of forms required, confirm requirements with the Offsite Monitoring Coordinator.

6. Obtain maps from the bay area bookcase.
7. Proceed to vehicle with kit, emergency materials tote-box, forms and maps.
8. Place all survey equipment and other emergency materials in survey vehicle.
9. When the predeployment checklist has been completed and personnel are ready to be dispatched, contact the Offsite Monitoring Coordinator to receive a predeployment briefing. Complete form ER 5.2B during the briefing.
10. With the Offsite Monitoring Coordinator, establish codes for radio reports to the field of changes to emergency classification and radiological release status (e.g., X = Site Area Emergency; Z = Release in Progress). Record the codes and updated status reports in a blank space on form ER 5.2B.

5.1.2 Monitoring Actions En Route to Survey Locations

1. While en route to the assigned survey location, monitor the radiation levels.
2. When requested by the Offsite Monitoring Coordinator, report any readings and locations.
3. When the assigned survey area has been reached, determine the sample location using Global Positioning System (GPS) unit.
4. Record the sample location on the Field Survey/Air Sample Data Form, Form ER 5.2D, using longitude/latitude and latitude/longitude.
5. Complete the appropriate steps in §5.1.3 as directed by the Offsite Monitoring Coordinator.

5.1.3 Monitoring and Sampling Actions at the Assigned Locations (Protected: Ref. 6.4)

1. Beta-Gamma Dose Rate Survey
 - a. Immediately report dose rates equal to or greater than 500 mR/hr to the Offsite Monitoring Coordinator.
 - b. At each location, survey for the following and record readings on form ER 5.2D:
 - (1) gamma radiation levels at waist level,
 - (2) beta and gamma radiation levels at waist level, and
 - (3) the highest beta and gamma radiation level indicated by a square meter scan about two inches above the ground.

c. If no further samples were requested, report the results to the EOF.

2. Air Sampling Using Portable Air Sampler

a. Connect the portable air sampler to the vehicle battery.

(1) Leave the engine running,

(2) Match the RED clamp to the positive terminal,

(3) Attach the BLACK clamp to a ground (i.e., engine block).

b. Check the air sampler head for proper loading of silver zeolite cartridge and paper filter.

c. Air samples should be taken in open areas away from trees, buildings, and shielded from weather conditions.

d. Unless otherwise directed, obtain a minimum 7 cubic feet (196 liters) sample. Record start and stop times and flow rate (use the calibration flow rate from the attached sticker) on form ER 5.2D, Field Survey/Air Sample Data Form.

e. After the sample is collected, measure background count rate using the E-140 W/HP 210 probe. If the background is >300 CPM, move to an area of lower background; record on form ER 5.2D.

f. Remove the sampler head and separate the filter holder from the cartridge holder.

g. Using the filter holder as the counting geometry, count the filter and record the results on form ER 5.2D.

h. Count the silver zeolite cartridge (on contact) and record results on form ER 5.2D.

i. Place the samples in a labeled plastic bag(s) for storage (label by location and time).

j. Report the results to the EOF. Read the information from form ER 5.2D using the letter designation of each entry. Do not relay any units over the radio.

k. Remain in low background area and wait for further instructions. Inform the EOF in the event radiological conditions warrant changing your location.

1. A projected thyroid dose may be estimated from the measured I-131 concentration through the field analysis of silver zeolite cartridges by using the formula located at the bottom of form ER 5.2D.

5.1.4 Return to the EOF

1. When directed to return to the EOF by the Offsite Monitoring Coordinator, park the vehicle in the vehicle monitoring area.
2. Notify the Communicator by radio of your arrival at the EOF.
3. Dispose of all radioactive waste in drum provided inside the vehicle monitoring area.
4. Monitor hands, head and feet for contamination. If contaminated, report to the Radiological Assistant.
5. Deliver sample bags and data sheets to the Radiological Assistant.
6. Return to your vehicle and monitor the inside and outside for contamination. Survey for smearable and fixed contamination inside and out paying close attention to the air filter and radiator.
7. Document vehicle survey in accordance with Procedure ER 4.6, Offsite Monitoring and Decontamination, documenting all contamination levels greater than 1,000 dpm/100cm² beta gamma smearable and 100 cpm/probe area beta gamma fixed.
8. Remove remaining protective clothing and step into the portal monitor at the Radiological Assistant control point.
9. If the portal monitor alarms (or if the portal monitor is inoperable), perform a whole body frisk at the Radiological Assistant control point.
10. Use Procedure ER 4.6 to document and report all personnel contamination greater than 100 cpm/probe area above background beta gamma to the Radiological Assistant.
11. For dosimetry processing report to the dosimetry records workstation with thermoluminescent dosimeters (TLD) and self-reading pocket dosimeters (SRPD).
12. Await further assignments. While waiting, assist the Radiological Assistant, as necessary, recheck your survey kit and prepare it for further use. When ready for redeployment report to the dosimetry records workstation for current-quarter exposure update and issue of dosimetry.

13. If directed to deactivate, submit documentation to the Monitoring Team Coordinator.

5.1.5 Subsequent Sampling Actions

1. Air Sampling Using Installed Environmental Air Samplers
 - a. Obtain Health Physics Department procedure HX0956.01. The equipment necessary to complete the procedure is listed in the procedure and provided at the EOF.
 - b. Obtain necessary equipment from the Environmental Sampling Locker prior to leaving EOF. Also obtain a small step ladder.
 - c. Obtain keys to the installed environmental air samples from the environmental sampling locker. The keys are labeled with the applicable locations.
 - d. Proceed as directed by the Offsite Monitoring Coordinator to the location from which environmental air samples are to be obtained.
 - e. Complete the steps for obtaining the sample in HX0956.01.
 - f. Report any problems encountered to the Offsite Monitoring Coordinator.
 - g. When samples have been collected, labeled, and packaged, complete form ER 5.2E and forward the samples to the Radiological Assistant at the EOF.
2. Smear Sampling
 - a. When requested by the Offsite Monitoring Coordinator, obtain a smear sample of approximately 100cm² in the sampling area.
 - b. Count the smear using an E140 or equivalent count rate meter.
 - c. Record the results on form ER 5.2D. Report the results to the EOF.
 - d. Place the smear in a labeled envelope for possible further analysis at the EOF.

3. TLD Collection and Analysis

NOTE

The Offsite Monitoring Coordinator must obtain replacement environment TLDs from Duke Engineering Services before environmental TLDs can be collected.

- a. Obtain Health Physics Department procedure HX0956.02. The equipment necessary to complete the procedure is listed in the procedure and provided at the EOF.
- b. Obtain necessary equipment from the environmental sampling locker prior to leaving EOF.
- c. If background dose rates warrant, place retrieved and replacement TLDs in a shielded box during transit.
- d. As directed by the Offsite Monitoring Coordinator, proceed to the TLD locations and change out the TLDs in accordance with Health Physics Department procedures.
- e. Return the TLDs to the Dosimetry Records Personnel for evaluation.

4. Milk Sampling

- a. Obtain Health Physics Department procedure HX0956.05. The equipment necessary to complete the procedure is listed in the procedure and provided at the EOF.
- b. Obtain necessary equipment from the environmental sampling locker prior to leaving EOF.
- c. Select a sufficient number of one-gallon sample bottles to obtain a two-gallon sample from each location shown in step 4.e, unless otherwise directed by the Offsite Monitoring Coordinator.
- d. Using an indelible marker, identify each container with the name of the sample location, sample date, sample volume, and the appropriate sample submission code determined in accordance with Figure 3.
- e. Proceed as directed by the Offsite Monitoring Coordinator to the location from which milk samples are to be obtained.

Typical milk sample locations:

STATION NO.	SECTOR	DISTANCE Mi.	DESCRIPTION
04	SW	3.2	Main St., Salisbury, MA, at Congress St., Bartlett cow herd.
09	NNW	3.4	Old Stage Rd., Hampton, NH, Hurd cow herd.
10	WNW	3.0	Rte. 84, Hampton Falls, NH, Golden goat herd.
20	S	10.1	Rte. 1A, Rowley, MA, Pikul cow herd.

- f. Complete the steps for obtaining milk samples in HX0956.05.
- g. Report any problems encountered to the Offsite Monitoring Coordinator.
- h. When samples have been collected, labeled and form ER 5.2E completed, forward the samples to the Radiological Assistant at the EOF.

5. Sampling of Food Crops and Vegetation

- a. Obtain Health Physics Department procedure HX0956.04. The equipment necessary to complete the procedure is listed in the procedure and provided at the EOF.
- b. Obtain necessary equipment from the environmental sampling locker prior to leaving EOF.
- c. Select a sufficient number of plastic bags to accommodate the numbers of locations and the media specified by the Offsite Monitoring Coordinator.
- d. Using an indelible marker, identify each bag with the name of the sample location, sample date, sample volume, and the appropriate sample submission code determined in accordance with Figure 3.
- e. Proceed as directed by the Offsite Monitoring Coordinator to the location from which food crops and vegetation samples are to be obtained. Collect sufficient amount of the appropriate vegetation, determined in step 5.i.
- f. Complete the steps for obtaining food crops and vegetation samples in HX0956.04.
- g. Report any problems encountered to the Offsite Monitoring Coordinator.

h. When samples have been collected, labeled and form ER 5.2E completed, forward the samples to the Radiological Assistant at the EOF.

i. Sample Table

<u>TYPE</u>	<u>RECOMMENDED AMOUNT</u>	<u>NOTES</u>
Apples	3 lbs. (cored)	Usually 4 lbs. of whole apples are required to attain the desired weight.
Corn	3 lbs. (husk and cob removed)	Remove the husks and collect kernels. Approximately 24 medium ears are required to attain desired weight.
Grasses	5 lbs.	Stake off 2 meter by 2 meter plot in an open area. Cut grass approximately one inch above ground level. Gamma and I-131 analysis may be required.
Lettuce (Broad-leaf)	2 lbs.	Gamma and I-131 analysis required.
Tomatoes	3 lbs.	
Beans	3 lbs.	
Broccoli	3 lbs.	
Berries	3 lbs.	

Exact weighing of sample material should be performed at the EOF.

6. Water Sampling

- a. Obtain Health Physics Department procedure HD0956.03. The equipment necessary to complete the procedure is listed in the procedure and provided at the EOF.
- b. Obtain necessary equipment from the environmental sampling locker prior to leaving EOF.
- c. Obtain one-gallon sample containers as needed to accommodate the number of locations specified by the Offsite Monitoring Coordinator.

- d. Using an indelible marker, identify each container with the name of the sample location, sample date, sample volume, collector's initials, and the appropriate sample submission code determined in accordance with Figure 3.
- e. Proceed as directed by the Offsite Monitoring Coordinator to the location from which water samples are to be obtained.
- f. Complete the steps for obtaining water samples in HD0956.03.
- g. If samples from more than one sample point are mixed together, ensure composite sample is checked on form ER 5.2E.
- h. Report any problems encountered to the Offsite Monitoring Coordinator.
- i. When samples have been collected, labeled, and packaged, complete form ER 5.2E and forward the samples to the Radiological Assistant at the EOF.

7. Snow Sampling

- a. Obtain a meter-stick, scoop and plastic bag for snow sampling.
- b. At sampling locations specified by the Offsite Monitoring Coordinator, stake off a one meter square plot in an open area.
- c. Using a scoop, obtain a one inch deep sample from the surface of the entire 1 meter by 1 meter area (avoid any debris such as leaves, twigs, and soil in the sample).
- d. Place snow in a plastic bag for transport to the preparation area. Mark the bag indicating the sample location, date, time, and other relevant information.
- e. After allowing the snow to melt, transfer the water into a one-gallon container. Using an indelible marker, identify each container with the name of the sample location, sample date, sample volume, collector's initials, and the appropriate sample submission code determined in accordance with Figure 3.
- f. Complete form ER 5.2E, identify as snow, and forward the samples to the Radiological Assistant.

8. Soil Sampling
 - a. Choose an open area that is free of manmade or environmental disturbances such as mining, erosion or flooding. The area should be easily sampled, free of large stones, trees and other heavy vegetation.
 - b. Select a sample container capable of holding the volume of soil collected.
 - c. Label the sample container using a waterproof marker indicating the sample location, date, time, and any other relevant information.
 - d. Mark off a 20 inch by 20 inch area. Remove vegetation, stones larger than a half inch in diameter, and other debris from the area.
 - e. Remove the dirt outlined with a sampling scoop to a depth of approximately 1 inch.
 - f. Transfer the dirt to the sample container, weigh sample, and seal securely.
 - g. Label samples (location, date, time). Complete form ER 5.2E and forward the samples to the Radiological Assistant.

6.0 REFERENCES

1. SS# 25564, Establishing Efficiencies for Field Calculations of Radioactive Activity on Air Sample Cartridges, June 16, 1986
2. ER 2.0, Emergency Notification Documentation Forms Procedure
3. ER 4.6, Offsite Monitoring and Decontamination
4. NRC Inspection Report 50-443/90-85
5. NRC Inspection Report 50-443/95-04
6. HX0956.01, Radiological Environmental Sampling of Air Particulates and Radioiodine
7. HX0956.02, Radiological Monitoring of Direct Radiation
8. HD0956.03, Radiological Environmental Sampling of Ground Water
9. HX0956.04, Radiological Environmental Sampling of Food Crops and Vegetation
10. HX0956.05, Radiological Environmental Sampling of Milk

Figure 1
Analysis Matrix

Minimum Analysis for each sample type.

	Air Particulate	Silver Zeolite	Water	Food Crops	Broadleaf Vegetation	Milk
Gross B	X		X			
Tritium(H)			X			
Sr-89, 90						
I-129/131		X			X	X
Gamma (G)	X	X	X	X	X	X

Figure 2
Environmental Lab Sample Submission
Form Instructions

(Sheet 1 of 2)

Complete form ER 5.2E as follows:

1. Client Name, Purchase Order/ Contract No., Date of Shipment, Shipping Method, Requested Turnaround Time.
2. Name/Address of Client Representative - Fill in name, address, telephone number, telefax number of person(s) who should receive results.
3. CLIENT CODE - Enter the letter "S" for Seabrook.
4. MEDIA CODE - Enter the two-letter code from Figure 3 that corresponds to the sample type.
5. LOCATION CODE - The location code identifies the type of EPZ area that was sampled and the sampling coordinates. Determine the code as follows:
 - a. EPZ Area - Enter either "T" or "F" to correspond to the Ten-Mile EPZ area or the Fifty-Mile EPZ area from which the sample collection locations were determined.
 - b. Sampling Grid Coordinates - Provide the latitude and longitude in Location and Sample Type Description and/or Comments.
6. WEEK NO. - Enter the week of the year in which the sample was collected. The first week of every year (whether or not it is a full week) will be Week No. 1.
7. YEAR - Enter the last two digits of the year.
8. DESEL LSN - Leave blank - will be assigned at the laboratory.
9. STATION AND SAMPLE TYPE DESCRIPTION AND COMMENTS - Provide as much descriptive information as available, on the location and/or type of sample.
10. COLLECTION PERIOD - Enter the start and stop times for all sample collections. "M", "D," "YR" and "HR" correspond to "month," "day," "year" and "hour," respectively.

NOTE

Accurate information for the "Collection Period" is required as to the duration of the collection and for the exact time of sampling for grab samples or multiple grab samples that are field composited so the proper correction can be made for decay of activity from the collection time, or midpoint of the collection period, to the time of analysis.

Figure 2
Environmental Lab Sample Submission
Form Instructions
(Sheet 2 of 2)

11. **TOTAL SAMPLE AMOUNT SHIPPED** - The volume or weight of the sample is needed to ensure adequate sample size and to calculate the correct activity by unit volume in the case of charcoal filters and air particulate. All specified samples should be followed by the appropriate units (e.g., L, Kg, etc.)
12. **REPORTING UNITS** - Specify reporting units requested. Results for environmental bioassay samples are routinely specified in units of pico Curies (pCi) per weight or volumes. Results for 10 CFR 50/61 samples are routinely specified in units of microCuries (μ Ci) per weight or volume.
13. **RADIOLOGICAL ANALYSES** - Gamma (G) is the minimum analysis that should be performed. Mark other columns as appropriate per Figure 1.
14. **QUARTERLY COMPOSITE** - For water samples only, check the "Composite" or "Grab" block as applicable.
15. **CHAIN-OF-CUSTODY** - Self-explanatory.
16. **FIELD TREATMENT/COMMENTS** - Document sample preparation provided. Preparation includes addition of acids or stabilizers such as sodium bisulfite or preservatives such as formaldehyde and methimazole. Indicate if a sample has been frozen and sectioned. If no field treatment was performed, write in "None."

Figure 3
Environmental Sample Type Codes

AIR

- AP Air Particulate
- CF Charcoal Filter (Silver Zeolite)

CONTAMINATION ASSESSMENT

- SM Smear or wipe samples

WATER

- WP Precipitation, Rain or Snow
- WF Fresh Water, Lakes or Ponds
- WR River Water
- WE Estuary Water
- WS Seawater
- WG Ground Water

TERRESTRIAL

- TM Milk
- TF Edible Food Crop, except green leafy vegetables (identify - edible) (e.g., cranberry, beans)
- TG Non-edible Mixed Vegetation (e.g., grass)
- TV Edible Green Leafy Vegetable (e.g., lettuce)
- TJ Juices from TV samples, if any
- TC Cattle Feed (identify - pellets, silage)
- TS Soil - Specify exact depth(s) Gamma
- TB Biological Organisms (identify)
- TZ Special Terrestrial Sample (identify)
- ZZ Miscellaneous

Figure 4
Summary of Changes
(Sheet 1 of 2)

Rev. 28:

In §5.1 consolidated initial predeployment actions for Offsite Field Monitoring Teams to eliminate redundancy.

In §5.1.5 added instructions to use pertinent Health Physics Department procedures for collecting environmental samples.

In §6.0 added HP Department procedures as references.

In Figure 1 revised sample analysis matrix to show minimum analysis to be requested for each sample type and to conform to revised DE&S environmental sample submission form.

In Figure 2 revised the instructions for completing the environmental lab sample submission form.

On form ER 5.2A revised the checklist to add instructions for obtaining an RO-2 survey meter, clarified instructions for source checking instruments, specified respiratory protection equipment, referenced environmental sampling procedures and equipment, and added instructions to obtain a cell phone and provide the cell phone number to the Offsite Monitoring Communicator.

On form ER 5.2B added line for Administrative Dose Extension.

On form ER 5.2D deleted "MCA Disk #" because it is an obsolete reference. Revised form ER 5.2E in its entirety and renamed it.

Rev. 27:

In §5.1.1, step 7, changed mapbook to maps.

In §5.1.2 deleted old step 3 and added new steps 3 and 4 regarding determining sample location.

In §5.1.3 added step protection.

In §5.1.4, step 8, changed "perform a whole body frisk" to "step into the portal monitor." Added step 9 regarding whole body frisk.

In §6.0 added references 4 and 5.

In Figure 2 updated step 4 with new information on identifying sample station codes.

On form ER 5.2A deleted step 1.b to insert batteries in survey meters. In step 3.c changed "ten- and/or fifty-mile EPZ grid map books" to "maps." Added step 3.d regarding GPS unit.

Figure 4
Summary of Changes
(Sheet 2 of 2)

Rev. 26:

In §5.1.1 clarified the instructions regarding which materials Offsite Monitoring Teams should take with them into the field.

OFFSITE MONITORING AND SAMPLING PERSONNEL PREDEPLOYMENT CHECKLIST

Monitoring and Sampling Team Number _____ Date _____

NOTE

Check that the kit is lead sealed. If the seal is broken, inventory the kit using the Emergency Operations Facility Radiological Emergency Supplies Inventory Checklist for Offsite Monitoring Team Kits.

1.0 Obtain the following equipment from the dispatch area store room.

PORTABLE AIR SAMPLER

INITIALS

- a. Record serial number here: _____
- b. Install a silver zeolite cartridge and particulate filter (rough side out) in the filter head. _____
- c. Ensure the sampler is operational. _____

E-140 OR EQUIVALENT COUNT RATE METER

- a. Record serial number here: _____
- b. Battery check - SAT/UNSAT (circle one) _____
- c. Instrument Source check - SAT/UNSAT (circle one) _____
- d. If case is opened to replace batteries, ensure the speaker wire is re-connected to the speaker contact on the meter circuit board. (Protected: Ref. 6.5) _____

R02 OR EQUIVALENT BETA-GAMMA INSTRUMENT

- a. Record serial number here: _____
- b. Battery check - SAT/UNSAT (circle one) _____
- c. Instrument Source check - SAT/UNSAT (circle one) _____

R02-A OR EQUIVALENT BETA-GAMMA INSTRUMENT

- a. Record serial number here: _____
- b. Battery check - SAT/UNSAT (circle one) _____
- c. Instrument Source check - SAT/UNSAT (circle one) _____

2.0 RADIO CHECK

Install mobile field radio in vehicle in accordance with SM 97-09 and perform a radio check as follows:

- a. In a normal voice say "EOF, THIS IS ERO (team #) _____ REQUESTING A RADIO CHECK. DO YOU READ ME OVER?" _____
- b. Acknowledge EOF response by saying "EOF, THIS IS ERO (team #) _____, RADIO IS OPERATIONAL OUT." _____

OFFSITE MONITORING AND SAMPLING PERSONNEL PREDEPLOYMENT CHECKLIST
(Continued)

3.0 MISCELLANEOUS

- a. Obtain respirator mask and two canisters. _____
- b. Obtain environmental sampling procedures and equipment as directed by the Offsite Monitoring Coordinator. _____
- c. Obtain maps as directed by Offsite Monitoring Coordinator. _____
- d. Obtain a Global Positioning System (GPS) unit. _____
- e. Obtain a cell phone and give the cell phone number to the Offsite Monitoring Communicator. _____
- f. Obtain dosimetry and exposure status from Dosimetry Records personnel, and record current RAE. _____
Leader _____ mrem Driver _____ mrem
- g. Check dosimeter charger in kit. _____

**SEABROOK STATION ERO
FIELD SURVEY/AIR SAMPLE CALCULATION WORKSHEET**

DATE: _____ TIME: _____

REPORT LETTERED ITEMS ONLY

Team	(A) _____	<u>Air Sample Data</u>	
		Sample Time (hh:mm)	(M) _____
Location of Sample:			
Latitude	(B) _____		
Longitude	(B) _____		
Monitoring Dose Rates		Volume of Air Sample (cu.ft.)	(N) _____
<u>Gamma (Window Closed)</u>			
waist level		Eberline 140/E140N	
RO-2 (Mr/hr)	(C) _____	Background Count Rate (cpm)	(O) _____
RO-2A (Mr/hr)	(D) _____	Filter Paper Count Rate	
		(Gross cpm)	(P) _____
2" level		SZ Cartridge (Gross cpm)	(Q) _____
RO-2 (Mr/hr)	(E) _____		
RO-2A (Mr/hr)	(F) _____		
<u>Beta-Gamma (Window Open)</u>		Direct-Reading Dosimeter (Mr)	
waist level		Leader	(R) _____
RO-2 (Mr/hr)	(G) _____	Driver	(S) _____
RO-2A (Mr/hr)	(H) _____		
Eberline-140 (cpm)	(I) _____	Options:	
2" level		Smear Sample (Gross cpm)	(T) _____
RO-2 (Mr/hr)	(J) _____		
RO-2A (Mr/hr)	(K) _____		
Eberline-140 (cpm)	(L) _____		

AIR SAMPLE CALCULATIONS PARTICULATE

<input type="text"/>	—	<input type="text"/>	= NCPM	_____	X 1.6E-10 =	_____ μ Ci/cc
Gross cpm (P)		Background (O)				
					<input type="text"/>	Volume (N)

IODINE

<input type="text"/>	—	<input type="text"/>	= NCPM	_____	X 6.4E-9 =	_____ μ Ci/cc
Gross cpm (Q)		Background (O)				
					<input type="text"/>	Volume (N)

_____ μ Ci/cc x 1.25E+6 = Adult Thyroid CDE Rate _____ Rem/hr.

Approximate Distance and Direction from Plant: _____ miles _____ degrees.

NOTE
Air concentrations of radioiodine can be rapidly approximated for 7-cubic foot air sample by using the ratio 100 cpm/1E-7 μ Ci/cc I-131.

**SEABROOK STATION ERO
FIELD SURVEY/AIR SAMPLE DATA FORM**

DATE: _____/TIME: _____

REPORT LETTERED ITEMS ONLY

Team	(A) _____	<u>Air Sample Data</u>	
Location of Sample:		Sample Time Stop (hh:mm)	(M) _____
Latitude	(B) _____	Sample Time Start (hh:mm)	- _____
Longitude	(B) _____	Total Running time (min)	= _____
Monitoring Dose Rates		Air Sample Flow Rate (cfm)	x _____
<u>Gamma (Window Closed)</u>		Volume of Air Sample (cu.ft.)	(N) _____
waist level		Eberline 140/E140N	
RO-2 (Mr/hr)	(C) _____	Background Count Rate (cpm)	(O) _____
RO-2A (Mr/hr)	(D) _____	Filter Paper Count Rate	
		(Gross cpm)	(P) _____
2" level		SZ Cartridge (Gross cpm)	(Q) _____
RO-2 (Mr/hr)	(E) _____		
RO-2A (Mr/hr)	(F) _____		
<u>Beta-Gamma (Window Open)</u>		Direct-Reading Dosimeter (Mr)	
waist level		Leader	(R) _____
RO-2 (Mr/hr)	(G) _____	Driver	(S) _____
RO-2A (Mr/hr)	(H) _____		
Eberline-140 (cpm)	(I) _____	<u>Options:</u>	
2" level		Smear Sample (Gross cpm)	(T) _____
RO-2 (Mr/hr)	(J) _____		
RO-2A (Mr/hr)	(K) _____		
Eberline-140 (cpm)	(L) _____		

COMPLETED BY LABORATORY PERSONNEL

Analysis Performed By: _____
Date/Time Analyzed: _____

_____ Cartridge Spectrum File# _____

_____ Filter Spectrum File# _____

Particulate Filter Activity: _____ $\mu\text{Ci/cc}$ Total

Iodine Cartridge Activity: _____ $\mu\text{Ci/cc}$ Total

Projected thyroid dose estimation: Gross cpm (Q) _____ - background (O) _____

$= \text{NCPM} \frac{\text{Volume (N)}}{6.4 \times 10^9} = \text{Volume (N)} \times 1.25 \times 10^6 = \text{Adult Thyroid CDE Rate}$

_____ Rem/hr

SAMPLE ANALYSIS DATA ATTACHED

Remarks: _____

**SEABROOK STATION
ADMINISTRATIVE PROCEDURE**

Offsite Dose Projection System

ER 5.7

Rev. 22

SORC Review: 01-027 Date: 5-02-01

Effective Date: 5-17-01

EXPIRATION DATE 5-17-03

Procedure Owner:
D. Tailleart

Contents and Revision Status

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1.0 OBJECTIVES

This procedure provides instruction for operation of the Offsite Dose Projection System (ODPS). This software program projects the Total Effective Dose Equivalent (TEDE) and adult thyroid Committed Dose Equivalent (CDE) dose rates and doses at the site boundary, and 2, 5 and 10 miles. It also assists in the determination of the emergency classification level and protective action recommendations.

2.0 RESPONSIBILITIES

2.1 Shift Manager/Short Term Emergency Director

Performs or directs operation of the ODPS in the Control Room.

2.2 Work Control Supervisor

Operates ODPS at the direction of the Shift Manager/Short Term Emergency Director.

2.3 Health Physics Coordinator

Operates ODPS in the Technical Support Center (TSC).

3.0 PRECAUTIONS

1. The program can be exited at only two locations. The first appears at the end of input data entry; the second appears at the end of an ODPS execution. To exit, type -1 followed by the enter key.
2. Operation of this program requires meteorological data from the onsite meteorological monitoring system.
3. Monitor response entries will calculate offsite dose rate conditions based on an assumed mixture of noble gas and iodine concentrations. (Protected: Ref. 6.9)
4. ODPS may be run from the following Main Plant Computer System (MPCS) terminals in either the Control Room or TSC.
 - a. Shift Technical Advisor (STA) work station
 - b. Shift Manager work station
 - c. The TSC terminal at the Health Physics Coordinator's work station.
5. In the event that the MPCS terminals become inoperable, backup laptop computers with ODPS are maintained in the Control Room and in the TSC.
6. When available, the meteorological data used for ODPS run should be the 15 minute average values.

7. The step-by-step program operating instructions contained in this procedure are for reference purposes as needed by the ODPS Operator.
8. All items must have proper values within a defined range. Error checking is done as each value is entered. Entry of an invalid value causes a message to appear at the bottom of the screen. The program will continue when an acceptable input value is entered.
9. In order to obtain data from the MPCS, a file containing the data must be available. The data in this file will be read and used for displaying input values which the operator will have the option of changing. Any changed values will be displayed in bold type.

4.0 PREREQUISITES

A release of radioactive material has occurred as indicated by one of the following:

1. Wide Range Gas Monitor (WRGM) high alarm (RM-6528-4),
2. Main Steam Line Monitor high alarm with an OPEN Atmospheric Steam Dump Valve (ASDV) or safety relief valve (SRV) on the affected line,
3. The results of effluent analysis or site boundary monitoring indicate a dose rate greater than or equal to 0.06 mrem/hr.

5.0 ACTIONS

5.1 ODPS Operator

1. If running ODPS on the MPCS from the STA console, press the ODPS key then proceed to step 4. If running ODPS on a MPCS terminal, proceed to step 3. If running ODPS on the laptop computer, proceed to step 2.
2. Set up laptop computer:
 - a. Obtain the laptop computer (stored in Control Room).
 - b. Connect the AC power cord to the computer and AC outlet.
 - c. If normal AC power is unavailable, locate an Uninterruptable Power Supply (UPS) outlet.
 - d. If a printer is available and its use desired, refer to Figure 5 for setup instructions.
 - e. Turn on laptop computer. The ODPS program will start running.
 - f. Proceed to step 4.
3. If running ODPS on another MPCS terminal, perform the following steps:
 - a. Select "Cancel" (this will return screen to main menu).
 - b. From the main menu screen, select "BOP."

- c. From the BOP menu screen, select "EMERGENCY RESPONSE."
 - d. From the Emergency Response menu screen, select "ODPS."
4. The computer will display the date check prompt:
- Current date is DAY MM-DD-YYYY
Enter new date (mm-dd-yy):
- a. If date is correct, press the enter key and the program moves to time check prompt. If date is incorrect, input current date using mm-dd-yy format then press the enter key. The program responds with the time check prompt:

Current time is HH:MM:SS
Enter new time:

 - b. If time is correct, press the enter key. If time is incorrect, input current time using 24-hour clock format, hh:mm:ss, then press the enter key.

NOTE

If running on a non-STA work station and depending upon the computer Disk Operating System, the date and time checks performed in steps a and b, above, may be repeated. If so, perform steps a and b again, and then proceed to step 5.

5. Obtain data needed to run ODPS from logger trend printouts, the main plant computer system, or other plant indicators.

NOTE

RDMS group trend 14, EPLAN MONITORS, may be used as a ready source of ODPS input data.

- a. If a downloaded MPCS data file is available or logger trend printouts are used, it is not necessary to enter run input data on form ER 5.7B, ODPS Worksheet. (If needed, refer to Logger Trend Instructions, which are listed in Figure 4.)
- b. If both downloaded MPCS data files and logger trend printouts are unavailable, enter run input data on form ER 5.7B. (If needed, refer to Dose Assessment Data Points, which are listed in Figure 1.)

6. Enter input data at the various prompts listed below and follow each entry with the enter key.
7. IS THE PLANT ALREADY IN A G.E.? (Y/N) Enter based on the emergency classification in effect at the time of the ODPS run.
8. TIME AFTER SHUTDOWN (HRS) Input the time duration between the reactor shutdown or trip to the time of analysis. Use hours and decimal fractions of hours (0-1000 hours).

CAUTION

If a release is indicated through more than one of the following pathways, run the program once for each pathway and use the most conservative PAR result (e.g., if PAR Group A is indicated for one run and PAR Group B is indicated by another run, use PAR Group B).

9. RELEASE PATH (STACK=1, STEAM=2, CONT=3, UNMON=4) Depending on the release path, input the number that corresponds to a stack release (1), main steam line release (2), containment release (3), or unmonitored release (4).
 - a. Use the Stack Release Path if there is a WRGM high alarm (RM-6528-4).
 - b. Use the Steam Release Path if there is a Main Steam Line monitor high alarm with an open ASDV or SRV on the affected line.
 - c. Use the Containment Release Path if containment enclosure is not at negative pressure. Run this path if either of the containment enclosure/outside atmosphere differential pressure monitors (EAH-PDI-5782 or 5789) reads zero.
 - d. Use the Unmonitored Release Path if there is a loss of radiological monitoring capabilities with a suspected release in progress. This is assumed to be a ground level release.
10. Depending upon the selected release pathway, proceed to the following step:
 - STACK - step 11
 - MAIN STEAM LINE - step 12
 - CONTAINMENT - step 13
 - UNMONITORED - step 14
11. For Input 1, STACK release;
 - a. If the WRGM Backup Monitor has been activated, initiate form ER 5.7A, WRGM Backup Monitor Data Calculation Sheet. Input the effective WRGM stack concentration and release rate into steps (b) and (c) below.

- b. WRGM CONCENTRATION ($\mu\text{Ci/cc}$) (RM-6528-1, 2 or 3) Input the stack monitor source concentration in microcuries/cc (0 to $1.0\text{E}+7$ $\mu\text{Ci/cc}$).
 - c. WRGM RELEASE RATE ($\mu\text{Ci/sec}$) (RM-6528-4) Input the stack monitor release rate in microcuries/second (0 to $1.0\text{E}+15$ $\mu\text{Ci/sec}$).
 - d. ESTIMATED RELEASE DURATION (HRS) A default value of 4 hours is displayed. This value may be used or another value entered based upon STED or SED judgment. Input range is from 0.25 to 100 hours.
 - e. UPPER WIND SPEED (MPH) (CO784) Input wind velocity from the upper level (209'EL) of the meteorological tower in miles/hour. Input range is 0.5 to 100 mph.
 - f. UPPER WIND DIRECTION (DEG FROM) (CO786) Input wind direction from the upper level (209'EL) of the meteorological tower in degrees. Input range is 0 to 360 degrees.
 - g. UPPER DELTA TEMPERATURE (DEG F) (CO788) Input the delta temperature from the upper level (209'EL) of the meteorological tower temperature sensors in degrees F. Input range is -10°F to $+18^{\circ}\text{F}$.
 - h. PRECIPITATION (INCHES/QTR HR) (C0797) Input the precipitation rate in inches per quarter hour. Input range is 0 to 1.
 - i. SOLAR RADIATION (LY/MIN) (CO798) Input Solar Radiation readings from the meteorological tower in langleys/min. Input range is 0 to 2. If instrumentation is **not** available, use default solar radiation values in Figure 6.
 - j. Go to procedure step 15.
12. For Input 2, STEAM release;
- a. RUPTURED STEAM GENERATOR (A, B, C OR D) Enter known or suspected ruptured generator.
 - b. STEAMLINE DOSE RATE (mr/hr) (RM-6481-1 or 2, or RM-6482-1 or 2) Input the main steam line monitor reading, (0 to $1.0\text{E}+7$ mr/hr).
 - c. STEAMLINE PATHWAY (SRV=1, ASD=2) Input the main steam line release pathway, safety relief valve (1), or atmospheric steam dump valve (2).

If SRV=1 is chosen: (AO778, AO779, AO780, AO781) STEAMLINE PRESSURE (PSIG) Input the main steam line pressure in pounds per square inch gauge (0 to 1,300 psig).
 - d. ESTIMATED RELEASE DURATION (HRS) A default value of 1 hour is displayed. This value may be used or another value entered based upon STED or SED judgment. Input range is from 0.25 to 100 hours.

- e. LOWER WIND SPEED (MPH) (CO783) Input wind velocity from the lower level (150'EL) of the meteorological tower in miles/hour. Input range is 0.5 to 100 mph.
 - f. LOWER WIND DIRECTION (DEG FROM) (CO785) Input wind direction from the lower level (150'EL) of the meteorological tower in degrees. Input range is 0 to 360 degrees.
 - g. LOWER DELTA TEMPERATURE (DEG F) (CO787) Input the delta temperature from the lower level (150'EL) of the meteorological tower temperature sensors in degrees F. Input range is -10°F to +18°F.
 - h. PRECIPITATION (INCHES/QTR HR) (CO797) Input the precipitation rate in inches per quarter hour. Input range is 0 to 1.
 - i. SOLAR RADIATION (LY/MIN) (CO798) Input Solar Radiation readings from the meteorological tower in langleys/min. Input range is 0 to 2. If instrumentation is **not** available, use default solar radiation values in Figure 6.
 - j. Go to procedure step 15.
13. For input 3, CONT release;
- a. CONTAINMENT DOSE RATE (R/hr) (RM-6576A or B) Input the containment post LOCA monitor reading, R/hr (0 to 1.0E+7 R/hr).
 - b. CONTAINMENT PRESSURE (PSIG) (AO500, AO501, AO502) Input the containment pressure monitor reading, pounds per square inch gauge (0 to 160 PSIG).
 - c. ESTIMATED RELEASE DURATION (HRS) A default value of 4 hours is displayed. This value may be used or another value entered based upon STED or SED judgment. Input range is from 0.25 to 100 hours.
 - d. LOWER WIND SPEED (MPH) (CO783) Input wind velocity from the lower level (150'EL) of the meteorological tower in miles/hour. Input range is 0.5 to 100 mph.
 - e. LOWER WIND DIRECTION (DEG FROM) (CO785) Input wind direction from the lower level (150'EL) of the meteorological tower in degrees. Input range is 0 to 360 degrees.
 - f. LOWER DELTA TEMPERATURE (DEG F) (CO787) Input the delta temperature from the lower level (150'EL) of the meteorological tower temperature sensors in degrees F. Input range is -10°F to +18°F.
 - g. PRECIPITATION (INCHES/QTR HR) (CO797) Input the precipitation rate in inches per quarter hour. Input range is 0 to 1.

- h. SOLAR RADIATION (LY/MIN) (CO798) Input Solar Radiation readings from the meteorological tower in langleys/min. Input range is 0 to 2. If instrumentation is **not** available, use default solar radiation values in Figure 6.
 - i. Go to procedure step 15.
14. For input 4, UNMON release;
- a. SITE BOUNDARY DOSE RATE (mr/hr) Input the field monitoring team plume centerline dose rate (0 to 1.0E+7 mr/hr).
 - b. ESTIMATED RELEASE DURATION (HRS) A default value of 4 hours is displayed. This value may be used or another value entered based upon STED or SED judgment. Input range is from 0.25 to 100 hours.
 - c. LOWER WIND SPEED (MPH) (CO783) Input wind velocity from the lower level (150'EL) of the meteorological tower in miles/hour. Input range is 0.5 to 100 mph.
 - d. LOWER WIND DIRECTION (DEG FROM) (CO786) Input wind direction from the lower level (150'EL) of the meteorological tower in degrees. Input range is 0 to 360 degrees.
 - e. LOWER DELTA TEMPERATURE (DEG F) (CO787) Input the delta temperature from the lower level (150'EL) of the meteorological tower temperature sensors in degrees F. Input range is -10°F to +18°F.
 - f. PRECIPITATION (INCHES/QTR HR) (C0797) Input the precipitation rate in inches per quarter hour. Input range is 0 to 1.
 - g. SOLAR RADIATION (LY/MIN) (CO798) Input Solar Radiation readings from the meteorological tower in langleys/min. Input range is 0 to 2. If instrumentation is **not** available, use default solar radiation values in Figure 6.
15. Program Run and Results
- a. The program will begin execution of the dispersion and dose program. (Protected: Ref. 6.10)
 - b. As projection information becomes available, review output for errors.
 - c. Enter run results on form ER 5.7B, OR if a printer is being used, attach printed report to form ER 5.7B or to the logger trend printout.
 - d. Provide run results to the STED or SED for review.
 - e. Inform the STED or SED immediately if the emergency classification level determined by ODPS is higher than the current emergency classification level or if the PAR determination has changed.

- f. Maintain an input/output documentation file (e.g., form ER 5.7B, ODPS Worksheets, logger trends, program printouts, etc.).
- g. Continue to obtain updates on plant radiological release and meteorological information using the logger trend printout, or main plant computer data points, if necessary.
- h. When appropriate, exit ODPS program.
- i. Telecopy any Logger Trends and/or ODPS Worksheets to the Dose Assessment Specialist once the Emergency Operations Facility is operational, if required.

6.0 REFERENCES

- 1. Toshiba T3200 User Manual
- 2. Offsite Dose Projection System User Manual
- 3. ER 1.1, Classification of Emergencies
- 4. ER 2.0, Emergency Notification Documentation Forms Procedure
- 5. ER 5.4, Protective Action Recommendations
- 6. NRC Inspection Report No. 50-443/86-18-25 (Entire Document)
- 7. NRC Inspection Report No. 50-443/85-32-04
- 8. NRC Inspection Report No. 50-443/85-32-14(d)
- 9. NRC Inspection Report No. 50-443/85-32-14(h)
- 10. NRC Inspection Report No. 50-443/85-32-24
- 11. NRC Inspection Report No. 50-443/85-32-20
- 12. NRC Inspection Report No. 50-443/86-18-07
- 13. Primary Technical Data Book

Figure 1
Dose Assessment Data Points

<u>MPC POINTS/ RDMS CHANNEL #</u>	<u>DESCRIPTION</u>	<u>UNITS/MEASURE</u>
C3000	Time after Shutdown	hr/min
C0784	Upper Wind Speed	mph
C0786	Upper Wind Direction (from)	deg
C0783	Lower Wind Speed	mph
C0785	Lower Wind Direction (from)	deg
C0787	Lower Delta Temp El 150/43	F
C0788	Upper Delta Temp El 209/43	F
C0797	Precipitation	in/qtr hr
C0798	Solar Radiation	Langley/min.
A3778	Contm Encl./Outside Atmos DP	(-) In. Wc.
C0726	Contm Avg Press (Band)	psig
C1000	Contm Dose Rate (Have)	R/hr
AM104	Lo Range Personnel Hatch	mr/hr
AM105	Hi Range Personnel Hatch	mr/hr
RM-6528-1, 2 or 3	WRGM Concentration	μ Ci/cc
RM-6528-4	Plant Discharge Rate	μ Ci/sec
RM-6481-1	Main Steam Line Loop 1	mr/hr
RM-6482-1	Main Steam Line Loop 2	mr/hr
RM-6482-2	Main Steam Line Loop 3	mr/hr
RM-6481-2	Main Steam Line Loop 4	mr/hr
D5214	ASDV A	Open/Closed
D5215	ASDV B	Open/Closed
D5216	ASDV C	Open/Closed
D5217	ASDV D	Open/Closed
C3145	SG A Avg Pressure Band	psig
C3146	SG B Avg Pressure Band	psig
C3147	SG C Avg Pressure Band	psig
C3148	SG D Avg Pressure Band	psig

Figure 2
Stability Classification

Stability Classification Table:

Stability Classification	Pasquill Classes	Upper Delta-t	Lower Delta-t
Extremely Unstable	A=1	≤ -1.74	≤ -1.12
Moderately Unstable	B=2	≥ -1.73 to ≤ -1.55	≥ -1.11 to ≤ -1.0
Slightly Unstable	C=3	≥ -1.54 to ≤ -1.37	≥ -0.99 to ≤ -0.89
Neutral	D=4	≥ -1.36 to ≤ -0.46	≥ -0.88 to ≤ -0.30
Slightly Stable	E=5	≥ -0.45 to $\leq +1.36$	≥ -0.29 to $\leq +0.88$
Moderately Stable	F=6	$\geq +1.37$ to $\leq +3.64$	$\geq +0.89$ to $\leq +2.34$
Extremely Stable	G=7	$\geq +3.65$	$\geq +2.34$

NOTE - The Backup Met Tower displays the Pasquill Class (A-G) in numeric format (1-7) rather than the delta temperature in degrees F. To obtain the proper delta temperature for input into ODPS, choose the appropriate upper or lower delta temperature value corresponding to the Pasquill Class letter (A-G).

Figure 3 Plant Vent Stack Flow Summarization

The following list represents the operating fans and respective flow rates for the various modes of plant operation. All flows are in CFM.

If a fan is shut down, assume a total stack flow reduction of 50% of the shutdown fan flow value. For example, if WAH-FN-13A is shut down, normal conditions stack flow would be 276,160-
(151,620/2)(.5)=238,255 CFM. Only the fans listed below should be considered when calculating flow reductions. Smaller support fans not listed below (e.g., WAH-FN-125) should **not** be considered in a flow reduction calculation.

<u>Normal</u>		<u>"A" Isolation, EAH on Recirc</u>	
CAP-FN-10	4,000	CAP-FN-10	4,000
FAH-FN-124	34,000	FAH-FN-124	34,000
PAH-FN-7A, B &/or C	43,340	PAH-FN-7A, B &/or C	43,340
PAH-FN-8A or B	43,200	PAH-FN-8A or B	19,800
WAH-FN-13A and B	151,620	WAH-FN-13A and B	151,620
TOTAL CFM	276,160	EAH-FN-4A or B	4,000
		TOTAL CFM	256,760
 <u>Pre-Entry Purge</u>		 <u>Refueling Purge</u>	
CAP-FN-10	15,000	CAP-FN-10	4,000
FAH-FN-124	34,000	FAH-FN-124	34,000
PAH-FN-7A, B &/or C	43,340	PAH-FN-7A, B &/or C	43,340
PAH-FN-8A or B	43,200	PAH-FN-8A or B	43,200
WAH-FN-13A and B	151,620	WAH-FN-13A and B	151,620
TOTAL CFM	287,160	CAP-FN-35	40,000
		TOTAL CFM	316,160
 <u>Refueling</u>			
CAP-FN-10	4,000		
FAH-FN-11A or B	16,000		
PAH-FN-7A, B &/or C	43,340		
PAH-FN-8A or B	43,200		
WAH-FN-13A and B	151,620		
TOTAL CFM	258,160		

Assume a minimum default value (due to the stack chimney effect) of 57,568 CFM if

- 1) no fans are running, or
- 2) the total flowrate from a plant fan alignment is less than 57,568 CFM.

NOTE

The above information was taken from the Primary Technical Data Book, located in the Control Room.

Figure 4

Logger Trend Instructions

The main plant computer logger trend is a printed report of selected plant parameters to support accident assessment, including offsite dose projections. Once enabled, the logger trend report will print out every quarter hour until the report is disabled. The logger trend may run in the background, that is, continue printing while using the main plant computer terminal to look at other parameters.

Using a main plant computer keyboard, initiate the logger trend as follows:

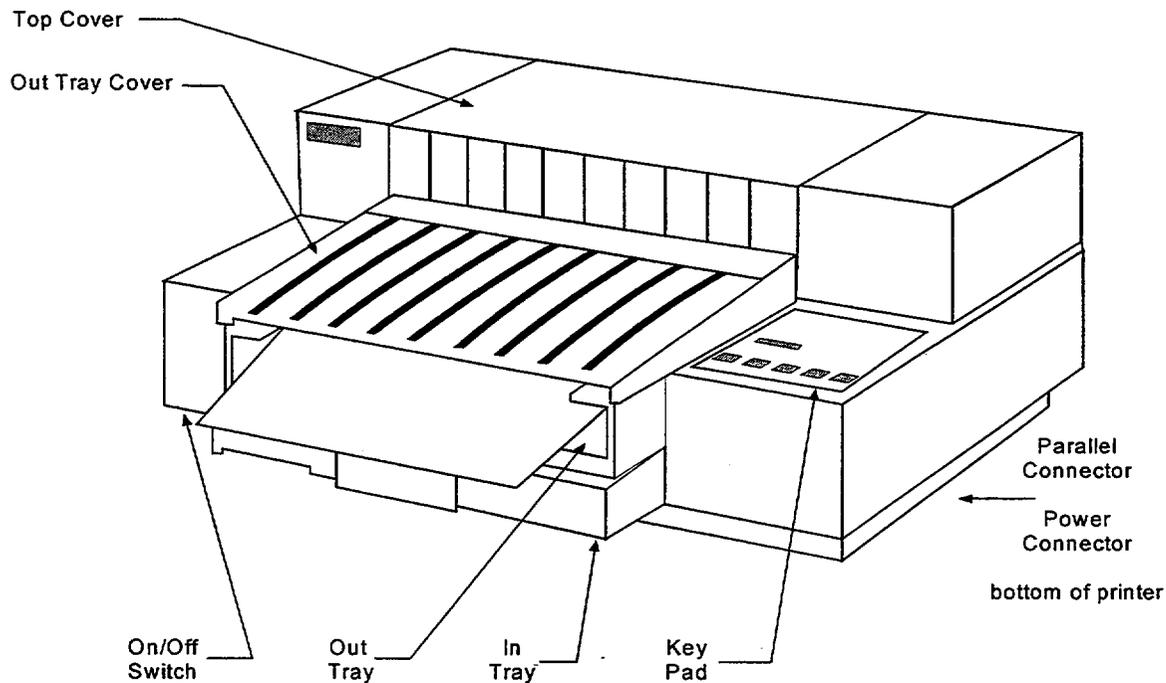
1. From the main menu screen, select "LOGS."
2. From the LOGS menu screen, select "FREE FORMAT."
3. Push F1 function key (ACTIVATE).
4. Enter number corresponding to TSC LOG or EOF LOG.

Using a main plant computer keyboard, disable the logger trend as follows:

1. From the main menu screen, select "LOGS."
2. From the LOGS menu screen, select "FREE FORMAT."
3. Push F3 function key (DEACTIVATE).
4. Enter number corresponding to TSC LOG or EOF LOG.

Figure 5
ODPS Printer Setup
(Sheet 1 of 3)

Hewlett-Packard Deskjet Series



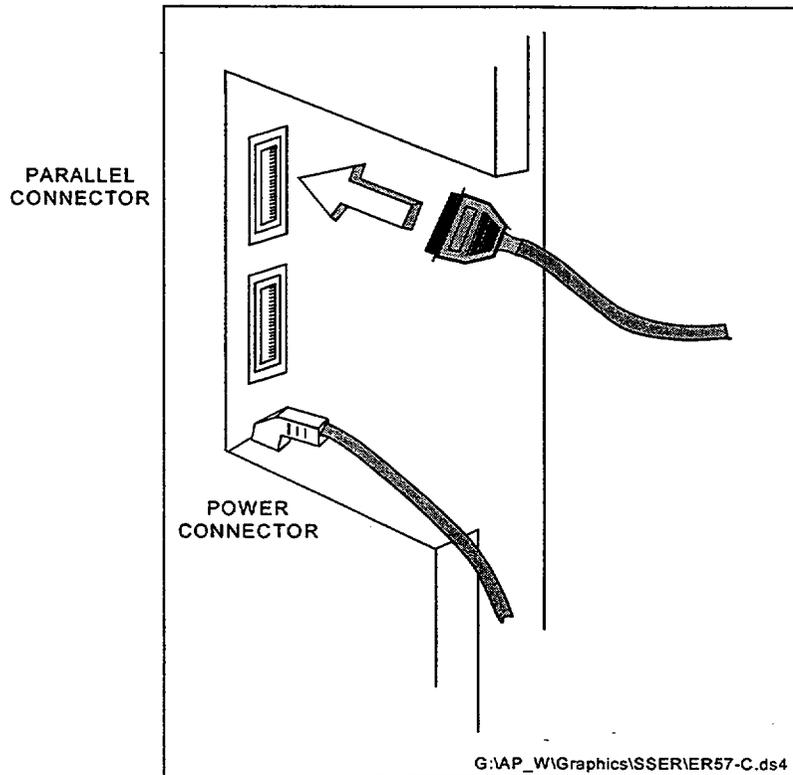
G:\Word\AP_W\Graphics\SSER\ER0507f5.ds4

To connect the power module to the printer:

1. Be sure the printer is turned OFF.
2. Remove the out tray cover and set it aside.
3. With the printer facing you, carefully tilt the printer on its left side and rotate it so that its underside faces you.
4. Plug the power module into the power connector on the bottom of the printer, and route the power cord toward the rear of the printer.
5. Plug the other end of the power module into a grounded 3-prong electrical outlet.
6. To avoid a problem to your computer or disc drive caused by magnetic influences emitted by the power module, place the power module on the floor, or at least 1" (2.54 cm) away from your computer.

All Deskjet printers have both RS-232-C and Parallel interface connectors as standard equipment. The interface connectors are located on the bottom of the printer next to the power connector. Do not connect more than one interface cable to the printer.

Figure 5
ODPS Printer Setup
(Sheet 2 of 3)



To connect the interface cable:

1. With the printer underside still facing you, connect one end of the Parallel interface cable to the connector (also called a port) labeled Parallel.
2. Snap the clips on the sides of the printer's connector over the cable connector to secure the interface cable to the printer.
3. Route the cable toward the rear of the printer.
4. Connect the other end of the interface cable to the back of the computer (Parallel port). Select PRINTER on the A, B, PRINTER switch located next to the connector port.
5. Tip the printer back down, making sure that the printer is not sitting on top of the cable or the power cord.
6. Replace the tray cover on the OUT tray.

The ON/OFF switch is located on the printer's base, lower left front corner. To turn the printer ON, press the right end of the switch. When the printer is turned ON all keypad lights will briefly flash, then the ON LINE and COUR 10/20 lights will stay ON, and the print carriage will "home." Make sure the printer is turned OFF before connecting the power module or interface connectors.

Figure 5
ODPS Printer Setup
(Sheet 3 of 3)

To install the ink cartridge:

1. Open the printer's top cover.
2. Open the print cartridge container. Grasp the print cartridge by the green arrow and remove it from its container. Take care not to touch the copper "ribbon" located on the lower front and bottom (nose) of the print cartridge or set the cartridge down so that the copper "ribbon" comes in contact with any surface.
3. Gently remove the tape from the nose of the print cartridge.
4. Hold the print cartridge by the green arrow located on the cartridge top, and set the cartridge in the cradle with the green arrow on the cartridge top pointing to the green dot on the top of the cradle.
5. Place your thumb on the cartridge top and your forefinger on the cradle and squeeze your thumb and forefinger together, snapping the cartridge into place.
6. Close the printer's top cover and turn on the printer.
7. Press the PRIME key once to activate the new print cartridge.

Figure 6
Default Solar Radiation Values (Langley/Min)

Condition	Spring	Summer	Fall	Winter
Sunny	0.8 - 1.2	1.0 - 1.4	0.8 - 1.0	0.5 - 0.8
Overcast	0.05 - 0.1	0.05 - 0.2	0.05 - 0.2	0.05 - 0.1

Figure 7 Summary of Changes

Rev. 22:

In §3.0 indicated that ODPS is available in the TSC only on the MPCS terminal at the Health Physics Coordinator's work station and on a backup laptop computer in the TSC. (CR 01-02031)

Rev. 21:

Throughout the procedure updated references to computer points as a result of the Main Plant Computer upgrade.

Rev. 20:

Added Figure 6, Default Solar Radiation Values, and references to it throughout the procedure.

Rev. 19:

Administrative Modification:

Converted the procedure from WordPerfect to MS Word.

Created graphics for Figure 5 and form ER 5.7B.

Added Figure 6, Summary of Changes, in accordance with the Manuals and Procedures Administration Manual (MNPR).

Performed a biennial review of the procedure. No changes were warranted.

WRGM Backup Monitor Data Calculation Sheet

This form is to be used to calculate the "Effective" WRGM Stack Concentration and "Effective" WRGM Stack Release Rate from the output of the WRGM Backup Monitor (WBM).

- Obtain the WBM reading from the Technical Support Center:

A = WBM reading = _____ mrem/hr

- Determine the Time After Shutdown (TAS) and obtain the WBM Correction Factor (WBMCF) from the table below:

<u>TAS in hours</u>	<u>WBMCF</u>
≤1	0.175
2	0.183
5	0.223
7	0.252
10	0.294
20	0.437
50	1.10
70	1.71
100	2.13
200	2.26
500	2.27
700	2.25
1000	2.18

If TAS does not match listed TAS hours, round down (e.g., if TAS = 8, use TAS 7 WBMCF 0.252).

B = WBM Correction Factor (WBMCF) = _____ $\frac{\mu\text{Ci/cc}}{\text{mrem/hr}}$

- Obtain the Stack Flow Rate from Logger Trend, Main Plant Computer Data Point ICC 225 PF "PF PLANT VENT DISCH FLOW" or Figure 3, Plant Vent Stack Flow Summarization, and convert to cc/sec as necessary:

C = Stack Flow Rate = _____ CFM x 472 $\frac{\text{cc/Sec}}{\text{CFM}}$ = _____ cc/sec

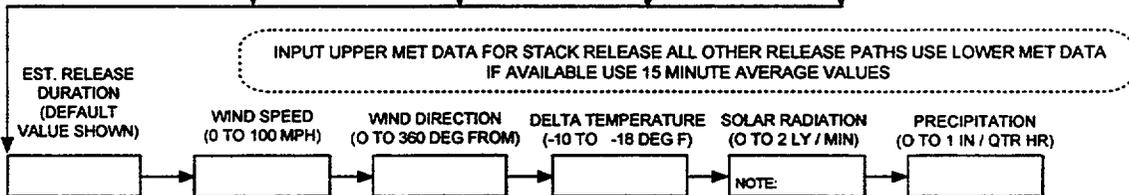
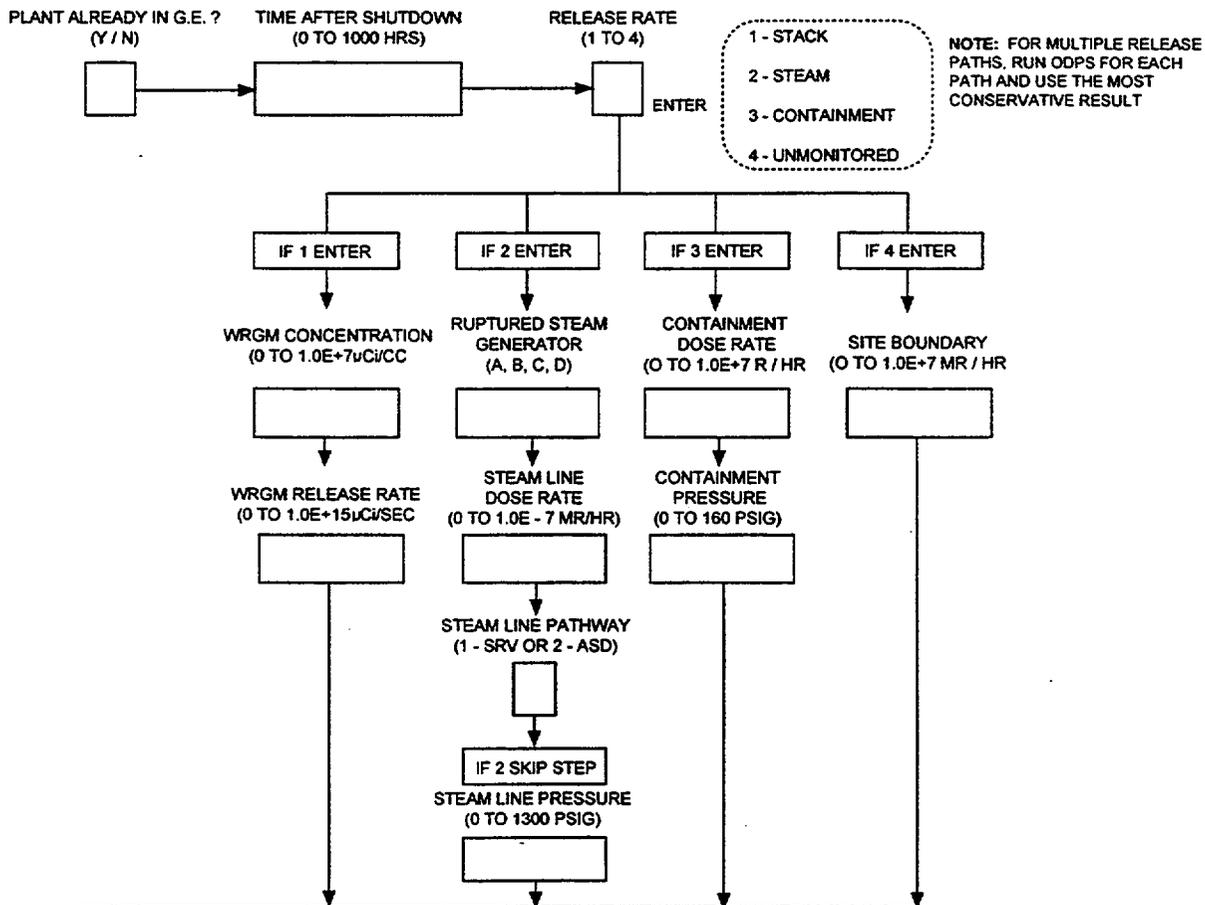
- Calculate the Effective WRGM Stack Concentration and Release Rate:

D = Effective WRGM Stack Concentration = A x B = _____ $\mu\text{Ci/cc}$

E = Effective WRGM Stack Release Rate = C x D = _____ $\mu\text{Ci/sec}$

ODPS Worksheet

Name: _____ Date / Time: _____



PRINT REPORT AND ATTACH TO THIS FORM OR ENTER RUN RESULTS BELOW

DISTANCE (MILES)	TEDE RATE (MREM / HR)	TEDE (MREM)	CDE THYROID RATE (MREM / HR)	CDE THYROID (MREM)
SITE BOUNDARY				
2.00				
5.00				
10.00				

DATA FOR ENTRY ON FORM ER 2.0C

NOBLE GAS RELEASE RATE (μCi/SEC): _____ IODINE I-131 D.E. RELEASE RATE (μCi/SEC): _____

EMERGENCY CLASSIFICATION: = _____ NONE _____ UNUSUAL EVENT _____ ALERT _____ SITE AREA EMERGENCY _____ GENERAL EMERGENCY

PAR: _____ NO OFFSITE DOSE PARS _____ PAR GROUP A _____ PAR GROUP B _____

NOTE 1 - Default values in Figure 6