



Duke Energy Corporation

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H. B. Barron
Vice President

June, 12, 2001

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

Re: McGuire Nuclear Station Unit 1 Docket No. 50-369
McGuire Nuclear Station Unit 2 Docket No. 50-370
Changes to Emergency Plan Implementing Procedures

Attached to this letter are a revised Emergency Plan Implementing Procedure (EPIP) Index and two revised Emergency Plan Implementing Procedures. These procedure changes were evaluated pursuant to the requirements of 10 CFR 50.54 (q). These changes do not constitute a reduction in the effectiveness of the emergency plan and the plan continues to meet the requirements of 10 CFR 50.47 (b) and 10 CFR 50 Appendix E. Duke implemented these changes on June 05, 2001. Revision bars in the procedures indicate the procedure changes. The following index and procedure changes have been implemented:

EPIP Index Page 1	RP/0/A/5700/024
EPIP Index Page 2	SR/0/B/2000/002
EPIP Index Page 3	

There are no new regulatory commitments in this document. Duke is also supplying two copies of this submittal to the Regional Administrator of Region II. Questions on this document should be directed to Steve Mooneyhan at (704) 875-4646.

Very truly yours,

H. B. Barron
Vice President, McGuire Nuclear Station
Duke Energy Corporation

HBB:jcm

Attachments

A045

U.S. Nuclear Regulatory Commission
June 12, 2001
Page 2

xc: (w/attachment)
Mr. Luis Reyes,
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U.S. Nuclear Regulatory Commission
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61 Forsyth St., SW, Suite 23T85
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EP File 111

DUKE

McGUIRE NUCLEAR SITE

EMERGENCY PLAN IMPLEMENTING PROCEDURES

APPROVED: *Gregory Polan*
SAFETY ASSURANCE MANAGER

DATE APPROVED 6/5/01

EPIP Index Page 1	Dated	06/05/2001
EPIP Index Page 2	Dated	06/05/2001
EPIP Index Page 3	Dated	06/05/2001
RP/0/A/5700/024	Dated	06/05/2001
SR/0/B/2000/002	Dated	06/05/2001

EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

<u>PROCEDURE #</u>	<u>TITLE</u>	<u>REVISION NUMBER</u>
RP/0/A/5700/000	Classification of Emergency	Rev. 006
RP/0/A/5700/001	Notification of Unusual Event	Rev. 015
RP/0/A/5700/002	Alert	Rev. 015
RP/0/A/5700/003	Site Area Emergency	Rev. 015
RP/0/A/5700/004	General Emergency	Rev. 015
RP/0/A/5700/05	Care and Transportation of Contaminated Injured Individual(s) From Site to Offsite Medical Facility	DELETE
RP/0/A/5700/006	Natural Disasters	Rev. 008
RP/0/A/5700/007	Earthquake	Rev. 006
RP/0/A/5700/008	Release of Toxic or Flammable Gases	Rev. 004
RP/0/A/5700/09	Collisions/Explosions	Rev. 000
RP/0/A/5700/010	NRC Immediate Notification Requirements	Rev. 013
RP/0/A/5700/011	Conducting a Site Assembly, Site Evacuation or Containment Evacuation	Rev. 005
RP/0/A/5700/012	Activation of the Technical Support Center (TSC)	Rev. 019
RP/0/A/5700/013	Activation of the Emergency Operations Facility (EOF)	DELETE
RP/0/A/5700/14	Emergency Telephone Directory	DELETE
RP/0/A/5700/015	Notifications to the State and Counties from the EOF	DELETE
RP/0/A/5700/16	EOF Commodities and Facilities Procedure	DELETE
RP/0/A/5700/17	Emergency Data Transmittal System Access	DELETE
RP/0/A/5700/018	Notifications to the State and Counties from the TSC	Rev. 008
RP/0/A/5700/019	Core Damage Assessment	Rev. 003
RP/0/A/5700/020	Activation of the Operations Support Center (OSC)	Rev. 011
RP/0/A/5700/21	EOF Access Control	DELETE
RP/0/A/5700/022	Spill Response Procedure	Rev. 009
RP/0/A/5700/024	Recovery and Reentry Procedure	Rev. 002
RP/0/A/5700/026	Operations/Engineering Technical Evaluations in the Technical Support Center (TSC)	Rev. 002
RP/0/B/5700/023	Community Relations Emergency Response Plan	Rev. 002
OP/0/B/6200/090	PALSS Operation for Accident Sampling	Rev. 010

EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

<u>PROCEDURE #</u>	<u>TITLE</u>	<u>REVISION NUMBER</u>
HP/0/B/1009/002	Alternative Method for Determining Dose Rate Within the Reactor Building	Rev. 002
HP/0/B/1009/003	Recovery Plan	Rev. 003
HP/0/B/1009/05	Initial Evaluation of Protective Action Guides Due to Abnormal Plant Conditions	DELETED
HP/0/B/1009/006	Procedure for Quantifying High Level Radioactivity Releases During Accident Conditions	Rev. 005
HP/0/B/1009/010	Releases of Radioactive Effluents Exceeding Selected Licensee Commitments	Rev. 005
HP/1/B/1009/015	Unit 1 Nuclear Post-Accident Containment Air Sampling System Operating Procedure	Rev. 003
HP/2/B/1009/015	Unit 2 Nuclear Post-Accident Containment Air Sampling System Operating Procedure	Rev. 003
HP/0/B/1009/016	Distribution of Potassium Iodide Tablets in the Event of a Radioiodine Release	Rev. 001
HP/0/B/1009/020	Manual Procedure for Offsite Dose Projections	DELETED
HP/0/B/1009/021	Estimating Food Chain Doses Under Post-Accident Conditions	Rev. 001
HP/0/B/1009/022	Accident and Emergency Response	Rev. 002
HP/0/B/1009/023	Environmental Monitoring for Emergency Conditions	Rev. 003
HP/0/B/1009/024	Personnel Monitoring for Emergency Conditions	Rev. 001
HP/0/B/1009/029	Initial Response On-Shift Dose Assessment	Rev. 005
SH/0/B/2005/001	Emergency Response Offsite Dose Projections	Rev. 001
SH/0/B/2005/002	Protocol for the Field Monitoring Coordinator During Emergency Conditions	Rev. 001
SR/0/B/2000/01	Standard Procedure for Public Affairs Response to the Emergency Operations Facility	Rev. 002
SR/0/B/2000/002	Standard Procedure for EOF Services	Rev. 002
SR/0/B/2000/003	Activation of the Emergency Operations Facility	Rev. 007
SR/0/B/2000/004	Notification to States and Counties from the Emergency Operations Facility	Rev. 002

EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

<u>PROCEDURE #</u>	<u>TITLE</u>	<u>REVISION NUMBER</u>
McGuire Site Directive 280	Site Assembly/Accountability and Evacuation/Containment Evacuation	DELETED
EP Group Manual	Section 1.1 Emergency Organization	Rev. 017
MNS RP Manual:	Section 18.1 Accident and Emergency Response	DELETED
	Section 18.2 Environmental Monitoring for Emergency Conditions	DELETED
	Section 18.3 Personnel Monitoring for Emergency Conditions	DELETED
	Section 18.4 Planned Emergency Exposure	DELETED
PT/0/A/4600/088	Functional Check of Emergency Vehicle and Equipment	Rev. 006

Duke Power Company PROCEDURE PROCESS RECORD

PREPARATION

(2) Station McGuire Nuclear Station

(3) Procedure Title Recovery and Reentry Procedure

(4) Prepared By John D. Mayhew Date 05/31/2001

(5) Requires 10CFR50.59 evaluation?

- Yes (New procedure or revision with major changes)
- No (Revision with minor changes)
- No (To incorporate previously approved changes)

(6) Reviewed By Jan R. H. S. (QR) Date 5/31/01

Cross-Disciplinary Review By _____ (QR) NA grd Date 5/31/01

Reactivity Mgmt. Review By _____ (QR) NA grd Date 5/31/01

(7) Additional Reviews

Reviewed By _____ Date _____

Reviewed By _____ Date _____

(8) Temporary Approval (if necessary)

By _____ (SRO/QR) Date _____

By _____ (QR) Date _____

(9) Approved By Bryan Holan Date 6/5/01

PERFORMANCE (Compare with Control Copy every 14 calendar days while work is being performed.)

(10) Compared with Control Copy _____ Date _____

Compared with Control Copy _____ Date _____

Compared with Control Copy _____ Date _____

(11) Date(s) Performed _____

Work Order Number (WO#) _____

COMPLETION

(12) Procedure Completion Verification

- Yes N/A Check lists and/or blanks initialed, signed, dated or filled in NA, as appropriate?
- Yes N/A Listed enclosures attached?
- Yes N/A Data sheets attached, completed, dated and signed?
- Yes N/A Charts, graphs, etc. attached, dated, identified, and marked?
- Yes N/A Procedure requirements met?

Verified By _____ Date _____

(13) Procedure Completion Approved _____ Date _____

(14) Remarks (attach additional pages, if necessary)

<p style="text-align: center;">Duke Power Company Station Name</p> <p style="text-align: center;">RECOVERY AND REENTRY PROCEDURE</p> <p style="text-align: center;">Multiple Use</p>	<p>Procedure No. RP/0/A/5700/024</p>
	<p>Revision No. 002</p>
	<p>Electronic Reference No. MC0094E7</p>

Recovery and Reentry Procedure

1. Symptoms

Emergency conditions no longer exist and it has been determined that recovery efforts should be started.

2. Immediate Actions

NOTE: The lines in the left margin are for place keeping; date, time and initials are not required. Immediate actions may be performed simultaneously.

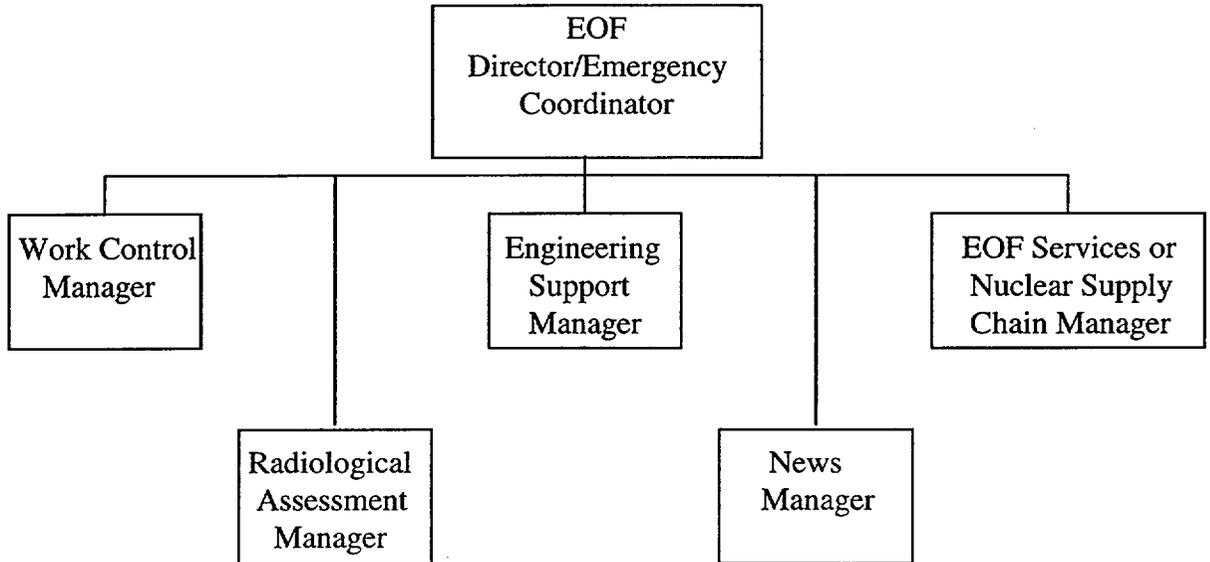
- 2.1 The EOF Director / Emergency Coordinator shall establish a Recovery Organization that is appropriate for the existing on-site and off-site conditions. Enclosure 4.1 provides a minimum organizational structure; however, this organizational structure may be supplemented as necessary to support the particular circumstances. In some situations, i.e., no core damage, the normal organization may be adequate with no separate Recovery Organization required.
 - 2.1.1 The recovery activities will be managed much like a normal outage, except that certain activities unique to the post accident situation will be managed by the Recovery Organization.
 - 2.1.2 The Recovery Organization will function as a matrix management organization to coordinate activities with the normal station organization.
 - 2.1.3 The Recovery Organization may be located at the EOF, at the site or a combination of the two as appropriate.
 - 2.1.4 The Emergency Coordinator will act as the site liaison for the Recovery Organization. Other site management and supervisory personnel will interface with the Recovery Organization as necessary.
 - 2.1.5 The protection of the public health and safety is the foremost consideration in formulating recovery plans.
- 2.2 The EOF Director / Emergency Coordinator shall develop a message that details the date and time recovery operations will be initiated as well as any organization realignments.
- 2.3 The EOF Director / Emergency Coordinator shall ensure that Radiation Protection conducts the initial re-entry into the affected area(s) to evaluate radiological hazards and contamination levels as described in HP/O/B/1009/003, "Recovery Plan."

3. SUBSEQUENT ACTIONS

- 3.1 The EOF Director / Emergency Coordinator shall determine the procedures and precautions to be used to return the site to a normal status based upon the radiological information obtained through Radiation Protection's initial re-entry.
- 3.2 The EOF Director / Emergency Coordinator shall ensure the following periodic updates are performed:
 - 3.2.1 Public officials shall be kept informed of recovery plans so they can properly carry out their responsibilities to the public.
 - 3.2.2 Periodic information shall be provided to the news media so they may provide information to the public regarding recovery plans and progress made.
 - 3.2.3 Periodic status reports shall be given to Duke Power employees at other locations.
 - 3.2.4 Periodic status reports shall be given to government and industry representatives.
- 3.3 Radiation protection shall ensure that radiation doses are maintained as low as reasonably achievable using HP/0/B/1009/003, "Recovery Plan."
- 3.4 The EOF Director / Emergency Coordinator shall receive periodic updates from the Radiological Assessment Manager concerning estimates of total population exposure. This information shall be obtained utilizing HP/0/B/1009/021, "Implementing Procedure for Estimating Food Chain Doses Under Post-Accident Conditions."
- 3.5 If a long term recovery operation is indicated, a Recovery Organization duty roster shall be established.

4. ENCLOSURES

- 4.1 Minimum Recovery Organization



4.1 EOF Director/Emergency Coordinator

Overall management of recovery activities and coordination with federal, state and local governments.

4.2 Work Control Manager

Coordination and scheduling of recovery activities particularly on-site activities. Functions much like the outage manager during normal outages.

4.3 Radiological Assessment Manager

Coordinates radiological and environmental assessments with federal and state agencies. Coordinates radwaste management and decontamination activities.

4.4 Engineering Support Manager

Coordinates the engineering and maintenance support.

4.5 News Manager

Manages communications of recovery activities to news media, employee, etc. Refer to "Recovery Communications Checklist" located in the Public affairs procedure "PA4" [Public Affairs Recovery-(Nuclear)].

4.6 EOF Services Manager or Nuclear Supply Chain Manager

Coordinates activities such as purchasing, finance, insurance, human resources, transportation, etc.

Duke Power Company
PROCEDURE PROCESS RECORD
FOR STANDARD PROCEDURES

PREPARATION

(2) Procedure Title: Standard Procedure for EOF Services

(3) Prepared By B. R. StH Date 5/14/01

(4) Applicable To:	<input type="checkbox"/> ONS	<input checked="" type="checkbox"/> MNS	<input checked="" type="checkbox"/> CNS
(5) Technical Advisor	<u>[Signature]</u>		<u>B. R. StH</u>
(6) Requires 10CFR50.59 Evaluation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
YES = New procedure or revision with major changes at applicable site		NO = Revision with minor changes NO = To incorporate previously approved changes	
(7) Review (QR)	By _____ Date _____	By <u>[Signature]</u> Date <u>05/31/2001</u>	By <u>GARY MITCHELL</u> Date <u>5-14-01</u>
Cross-Disciplinary Review (QR)	By _____ NA _____ Date _____	By <u>[Signature]</u> NA <u>[Signature]</u> Date <u>5/30/01</u>	By _____ NA <u>[Signature]</u> Date <u>5-14-01</u>
Reactivity Mgmt. Review (QR)	By _____ NA _____ Date _____	By <u>[Signature]</u> NA <u>[Signature]</u> Date <u>5/20/01</u>	By _____ NA <u>[Signature]</u> Date <u>5-14-01</u>
(8) Additional Reviews	By _____ Date _____	By <u>[Signature]</u> Date <u>5/23/01</u>	By _____ Date _____
(9) Approved	By _____ Date _____	By <u>[Signature]</u> Date <u>6/15/01</u>	By <u>Richard Sweigart</u> Date <u>5-22-01</u>
(10) Use Level	Multiple Use		

PERFORMANCE (Compare with Control Copy every 14 calendar days while work is being performed.)

(11) Compared with Control Copy _____ Date _____
Compared with Control Copy _____ Date _____
Compared with Control Copy _____ Date _____

(12) Date(s) Performed _____
Work Order Number (WO#) _____

COMPLETION

(13) Procedure Completion Verification

- Yes NA Check lists and/or blanks initialed, signed, dated, or filled in NA, as appropriate?
- Yes NA Listed enclosures attached?
- Yes NA Data sheets attached, completed, dated, and signed?
- Yes NA Charts, graphs, etc. attached, dated, identified, and marked?
- Yes NA Procedure requirements met?

Verified By _____ Date _____

(14) Procedure Completion Approved _____ Date _____

(15) Remarks (Attach additional pages, if necessary.)

Duke Power Company
McGuire/Catawba Nuclear Station

Standard Procedure for EOF Services

Multiple Use

Procedure No.

SR/0/B/2000/002

Revision No.

002

Electronic Reference No.

CP0094AZ

Standard Procedure for EOF Services

1. Symptoms

An emergency condition exists requiring EOF activation.

2. Immediate Actions

Activate the EOF Services functions.

The following services functions are established or made available:

- Communication Systems (Enclosure 4.1)
- Transportation Services (Enclosure 4.2)
- Administration/Commissary (Enclosure 4.3)
- Risk Management (Enclosure 4.4)
- Procurement (Enclosure 4.5)

3. Subsequent Actions

Shutdown EOF per Enclosure 4.6.

4. Enclosures

- 4.1 Communications
- 4.2 Transportation Services
- 4.3 Administration/Commissary
- 4.4 Risk Management
- 4.5 Procurement
- 4.6 EOF Shutdown Review Items

1. Purpose

Provides the telephone and radio requirements of the overall recovery organization as well as electrical needs.

2. Major Functions

- 2.1 Install and maintain telephone system.
- 2.2 Supply mobile radios and radio pagers.
- 2.3 Install additional electrical hookups as needed.

<p>NOTE: Telecommunications Operations Center (704-382-1961) is staffed 7 days a week, 24 hours a day.</p>

- 2.4 Notify Telecommunications Operations Center should any additional problem solving be necessary and/or additional personnel be required.

3. Communications Systems

Telephone System

The system consists of independent lines for use by Emergency Response personnel and provisions are made for phones for NRC use and special off-site agency coordination use.

Radio Systems

These systems consist of 3 independent systems for use by the Offsite Communicators, NC, and SC (State Radios and Low Band system), and Duke Dose Assessment (800 Mhz system).

4. Equipment

Communications: All communication equipment for the MNS/CNS EOF is in each individual room and location.

- Telephones (commercial, microwave, and cellular) are located throughout the facility.
- Selective Signal Telephone (state/county notification equipment) is located in the Off-site Agency Communicator room.
- Emergency Telecommunications System (formerly FTS2000 System) is located in the NRC room (NRC telephones and LAN connections for laptop computers).
- NC and SC Emergency Radios (state radios and low band system) are located in the Off-site Agency Communicator Room and Field Monitoring Room.

Enclosure 4.1
Communications

SR/0/B/2000/002
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- Duke Power Emergency Radio System (800 MHz system) is located in the Field Monitoring room.
- Ringdown Telephone (connected to MNS & CNS TSCs) is located in the EOF Director's Area.
- Decision Line Telephone (State/County communications network) is located in the EOF Director's area.

1. Purpose

Provides necessary equipment for movement of material and personnel.

2. Major Functions

- 2.1 Provide vehicles and operators for personnel and equipment movement.
- 2.2 Provide common carrier and specialized carrier service for specific material and personnel needs.
- 2.3 Coordinate, trace, and expedite material deliveries and shipments in and out of recovery site.
- 2.4 Provide fuel for on-site recovery vehicles.
- 2.5 Transport environmental samples for analysis upon request by the Radiological Assessment Group.

3. Additional Personnel Required

Additional personnel may be required to handle functions such as shuttle service, garbage pickup, environmental sample transport. Immediate needs are to be assessed upon arrival at the site.

4. First Call-Out

- 4.1 On the first call-out, the director or designee will organize and transport the equipment and operating personnel needed initially.
- 4.2 The first contingency will begin with establishment of base operations. This will include personnel establishment and transport equipment assessment.
- 4.3 Equipment presently harbored at the General Office, Toddville, McGuire and Catawba sites, depending on the magnitude and need, is available for use at the onset. An assessment of availability will be made on arrival of the first transportation contingency.
- 4.4 Environmental samples transport requests will be initiated by the Radiological Assessment Group. The time and location of sample pick-up will be determined by the Transportation Director and Field Monitoring Coordinator. Sample destination will be the Applied Science Center (ASC) or unaffected station, as specified by the Radiological Assessment Group.

1. Purpose

To provide general administrative office support and supplies and meet basic nutritional and personal needs of the recovery organization.

2. Major Functions

- 2.1 Provide office supplies and equipment.
- 2.2 Provide secretarial/clerical services.
- 2.3 Provide copy services.
- 2.4 Provide air travel, hotel, and car rental arrangements.
- 2.5 Contact Payroll to get checks for individuals upon request.
- 2.6 Provide assistance for Petty Cash activities.
- 2.7 Provide in-house craft resources as requested.
- 2.8 Verify from the EOF Off-Site Agency Communicators that the EOF clocks have the correct time and have been synchronized.
- 2.9 Provide food and beverage.
- 2.10 Provide tables and chairs.
- 2.11 Provide tents.
- 2.12 Provide portable toilets.
- 2.13 Provide trash receptacles.
- 2.14 Ensure EOF is restocked between uses.

3. Action List Upon Arrival at EOF

- 3.1 Upon arrival at EOF, members of the Administration staff will be responsible for the following:
 - 3.1.1 Ensure that the EOF Services area is set up.
 - 3.1.1.1 Supply cabinet unlocked and open.
 - 3.1.1.2 Get pads, pencils, etc., out of cabinet.

NOTE: The correct time can be obtained from the EOF Off-Site Agency Communicators.

- 3.1.1.3 Verify facility clocks have been synchronized.
- 3.1.2 Contact additional personnel if needed.
- 3.1.3 Copy Center / Fax services.
- 3.1.4 Set up food service and ensure beverages and snacks are available (Commissary)
- 3.1.5 Public Address system switched on. (P.A. amplifier is in Janitor Storage Room)
(Administrative)
- 3.1.6 Copiers in the Copy Room and Offsite Agency Communications area turned on
(Administrative)

4. Action List for Changing from Emergency to Recovery Mode

- 4.1 Replenish supplies.
- 4.2 Determine additional space requirements.
- 4.3 Prepare weekly work schedules.
- 4.4 Determine hotel/motel accommodations and travel requirements; contact Corporate Travel Center for securing these requirements.
- 4.5 Notify Food Vendors - Set up shift operations to support recovery efforts for meals and breaks (snacks) with times and locations for serving.
- 4.6 Notify chairs and table suppliers/vendors for appropriate needs and quantities.
- 4.7 Notify tent suppliers for appropriate needs and quantities.
- 4.8 Notify portable toilet suppliers for appropriate needs and quantities.
- 4.9 Notify trash receptacles suppliers for appropriate needs and quantities.
- 4.10 Establish shift coverage of commissary personnel to support total recovery efforts.

1. Purpose

- 1.1 Serve as liaison between Duke and insurance companies.
- 1.2 Interface with other EOF groups to provide assistance needed by insurance companies.

2. Major Functions

- 2.1 Provide contact with insurance companies.
- 2.2 Assist insurance companies in data gathering.
- 2.3 Assist insurance companies in establishing claims offices to disburse emergency assistance funds to evacuees.

3. Interfacing with Other Groups

- 3.1 Interface with appropriate technical support groups to obtain the necessary technical information sufficient to satisfy the needs of the insurance companies.
- 3.2 Work with Administrative Group to provide assistance in securing motel reservations if insurance companies should dispatch an investigative team.
- 3.3 Claims Office
 - 3.3.1 In the event it becomes necessary to evacuate members of the general public, the insurance company would set up claims offices to disburse emergency assistance funds.
 - 3.3.2 The Risk Management Group would provide as much assistance as possible in expediting the setting up of this claims office.
 - 3.3.3 The Risk Management Group would also communicate with Public Affairs about its location and operation. Claims would be handled by insurance company personnel.

1. Purpose

Coordinate all activities with the Recovery Organization relating to procurement of materials, equipment and services.

NOTE: The EOF Director and Services Manager are authorized to approve expenses incurred in the performance of the duties described in this procedure.

2. Major Functions

- 2.1 Issue requisitions.
- 2.2 Negotiate contracts.
- 2.3 Issue purchase orders.
- 2.4 Expedite hardware and software.
- 2.5 Coordinate receipt of material.
- 2.6 Coordinate distribution of material.

3. Additional Personnel Required

- 3.1 Since most of the purchasing function will be handled in either the Central or the Site Procurement Groups, the entire Nuclear Supply Chain will be at the Procurement Director's disposal. The Central and Site Procurement Groups will deploy and staff back-up teams per the Procurement Director's instructions.
- 3.2 The EOF Procurement team will utilize the clerical support provided by the Administration Group for necessary support functions in the EOF.

4. Arrival at EOF

- 4.1 The Procurement Director will assess the situation and activate the Central and Site Procurement teams, if necessary.
- 4.2 Immediate work will begin on procurement of equipment, material and services as may be required.

5. Interface with Other Groups

- 5.1 Work with Transportation Director and suppliers to ensure expeditious delivery of equipment to the site and with the Administration Director to obtain required funds from petty cash for small purchases.

- 5.2 Work with Nuclear Generation Department (NGD) site personnel concerning the receipt and distribution of equipment and materials.

6. Recovery Stage

NOTE: The following is a checklist of things to do and/or consider when moving from the emergency to the recovery stage of an event.

- 6.1 Activate Procurement back-up teams.
- 6.2 Prepare work schedule for Procurement team.
- 6.3 Assess need for additional personnel support.

7. Procedures

- 7.1 Requisitioning Equipment
- 7.1.1 When it has been determined that material, equipment, or services are needed, Procurement Coordinators at the EOF will convey that need as rapidly as possible to the Nuclear Supply Chain utilizing telephones and/or fax machines.
- 7.1.2 Requisitions for the recovery effort will be expedited through the Nuclear Supply Chain system for immediate order processing.
- 7.2 Receiving
- 7.2.1 Receipt of material and equipment will be handled by the Nuclear Supply Chain Site Group.
- 7.2.2 The EOF Procurement Team director will coordinate with site receiving to assure that the material gets to the appropriate destination at the site.

1. Administration/Commissary

- 1.1 Secure EOF Services area.
- 1.2 Restock office supplies as necessary.
- 1.3 Arrange for return of relocated office equipment.
- 1.4 Notify Hotels/Motels of release of rooms.
- 1.5 Assist personnel needing airline transportation home.
- 1.6 Notify vendors to discontinue food service to Emergency Operations Facility.
- 1.7 Notify vendors to pick up furniture and equipment not required for Recovery.
- 1.8 Make arrangements for trash removal.
- 1.9 Copy machines cut off.
- 1.10 Public address system off.

2. Communications

- 2.1 Secure radio base stations.
- 2.2 Return portable communications equipment to storage location (if applicable).

3. Procurement

Transfer information on outstanding requisitions to normal Procurement contacts.

4. Transportation Services

- 4.1 Arrange for transport of relocated equipment to original location, if applicable.
- 4.2 Arrange for transportation home for personnel (as needed).

5. Risk Management

Notify insurance companies of change in status.