

Controlled Document Transmittal

Transmittal No. 01P0163 Transmittal Date 07/25/01 Sheet 1 of

Letter No. _____ Document EMERGENCY PLAN IMPLEMENTING PROCEDURE

The attached documents are being transmitted for your use.

27.	CPS/RL	V-455	183.	CPS/JPIC	V-922
56.	SDC/NRC OFFICE	V-130A		C/o A. Oleson	
64.	CPS/TSC	T-31B	493.	CPS/EOF	V-922
64A.	CPS/TSC	T-31B	493(740)A.	CPS/EOF	V-922
64B.	CPS/TSC	T-31B	493B(741).	CPS/EOF	V-922
90.	MIKE KIEL	V-130G	493C(742).	CPS/EOF	V-922
110.	SUPV - CHEMISTRY	T-31C	493D(743).	CPS/EOF	V-922
179.	CPS/OPS	T-31B	493F(744).	CPS/EOF	V-922
202.	NTD/SIMULATOR	V-922	493G(745).	CPS/EOF	V-922
202C(673).	SIMULATOR	V-922	493H(746).	CPS/EOF	V-922
255B(698).	DOSIMETRY OFFICE	T-31H			
262A(69A)	MCR/HORSESHOE	T-31B	76.	D. V. PICKETT	OS
262C(69C)	SHIFT SUPERVISOR	T-31B	222/(679)	C. SANGSTER	OS
262D(69D)	REMOTE SHUTDOWN	T-31B	223.	U.S. NRC	
273.	TRAINING REQUAL	V-922		DOC. CONTROL DESK	OS
273A(708).	TRAINING REQUAL	V-922	225/(680).	IDNS (M. SINCLAIR)	OS
467.	MEDICAL	V-374B	234.	STATE EOC	OS
505.	EMERGENCY PLANNING	V-922	235.	M. STRAIN	OS
542.	CAS	T-31M		(DEWITT CO. ESDA)	
544.	SAS	T-31M	238.	D. POWELL (IDNS)	OS
3.	CPS/BEOF	V-150	567.	J. FAIROW	OS
3A.	CPS/BEOF	V-150		(RADIOLOGICAL EP MANAGER)	

SEE PAGE 2 FOR UPDATING INSTRUCTIONS

Please acknowledge receipt of the attached documents and return this signed transmittal to DOCUMENT CONTROL, V-150. **NOTE: RETAIN A COPY OF THIS TRANSMITTAL FOR UPDATING INSTRUCTIONS, AS NEEDED.**

Any questions regarding this transmittal should be forwarded to L. Hegger, extension 4087.

Signature/Date

A045

**PLEASE NOTICE THAT THE NUMBERS IN BRACKETS () ARE YOUR
NEW PASSPORT CONTROL COPY NUMBERS**

REMOVE/DESTROY:

EPIP Status Report

EPIP AP-02, Rev. 15

INSERT:

Same, dtd. 07/09/01

Same, Rev. 16

CLINTON POWER STATION
EMERGENCY PLAN IMPLEMENTING PROCEDURE

DATE: 09-Jul-01
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STATUS REPORT

NUMBER	EPIP TITLE	REVISION	DATE	ACN'S	ACN DATE
<u>ADMINISTRATIVE PROCEDURE (AP)</u>					
AP-01	ORGANIZATION & PREPARATION OF CONTROLLED DOCUMENTS	7	05/16/01	n/a	
AP-02	REVISIONS AND ADVANCE CHANGE NOTICES	16	07/03/01	n/a	
AP-03	EMERGENCY RECORDS RETENTION	4	01/12/96	5/1	02/03/99
AP-04	PREPARATION & CONDUCT OF EMERGENCY DRILLS & EXERCISES	5	08/03/99	n/a	
AP-05	EMERGENCY PREPAREDNESS TRAINING PROGRAM	10	05/16/01	n/a	
AP-06	REVIEW OF EMERGENCY PREPAREDNESS PROGRAM	5	12/20/99	6/1	04/14/00
AP-07	ALERT AND NOTIFICATION SYSTEM	8	06/15/01	n/a	
AP-09	EMERGENCY FACILITY AND EQUIPMENT CHECKS	7	05/16/01	n/a	
AP-10	EMERGENCY RESPONSE ORGANIZATION ASSIGNMENTS	8	01/24/00	n/a	

DOCUMENT CONTROL

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CLINTON POWER STATION

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STATUS REPORT

NUMBER	EPIP TITLE	REVISION	DATE	ACN'S	ACN DATE
<u>EMERGENCY CONTROL (EC)</u>					
EC-01	CPS EMERGENCY RESPONSE ORGANIZATION & STAFFING	7	04/11/01	n/a	
F-01	Interim Station Emergency Director	4	04/11/01	n/a	
F-02	Station Emergency Director (SED)	5	06/15/01	n/a	
F-03	SED Administrative Support	2	06/15/01	n/a	
F-04	TSC Administrative Supervisor	3	04/11/01	n/a	
F-05	Technical Assessment Supervisor	1	04/21/99	n/a	
F-06	Emergency Operations Supervisor	1	04/21/99	n/a	
F-07	TSC Radiological Supervisor	0	07/28/92	n/a	
F-08	OSC Supervisor	1	08/26/99	n/a	
F-09	Station Security Coordinator	0	07/28/92	n/a	
F-10	TSC Communicator	3	02/24/00	n/a	
F-11	TSC Records Management Coordinator	0	07/28/92	n/a	
F-12	TSC Electrical Engineer	1	04/21/99	n/a	
F-13	TSC Reactor Engineer	1	04/21/99	n/a	
F-14	TSC Chemist-Nuclear	2	04/21/99	n/a	
F-15	Operations Coordinator	1	04/21/99	n/a	
F-16	TSC Computer Operator	5	02/28/00	n/a	

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STATUS REPORT

NUMBER	EPIP TITLE	REVISION	DATE	ACN'S	ACN DATE
F-17	Radiological Engineering Specialist	1	11/23/93	n/a	
F-19	RP (TSC) Communicator	0	07/28/92	n/a	
F-20	Status Board Keepers	0	07/28/92	n/a	
F-21	Radiological Controls Supervisor	0	07/28/92	1/1	06/29/00
F-22	In-station Emergency Teams	0	07/28/92	n/a	
F-23	OSC Radiological Controls Coordinator	1	04/11/01	n/a	
F-24	Assistant OSC Radiological Controls Coordinator	0	07/28/92	n/a	
F-25	RP (OSC) Communicator	0	07/28/92	n/a	
F-26	Emergency Team Coordinator	1	10/18/93	n/a	
F-28	Emergency Manager	3	06/15/01	n/a	
F-30	EOF Director	3	03/05/97	n/a	
F-31	Executive Administrative Support	2	06/15/01	n/a	
F-32	Licensing Advisor	0	07/28/92	n/a	
F-33	EOF Emergency Advisor	3	04/11/01	n/a	
F-34	EOF Technical Advisor	0	07/28/92	n/a	
F-36	Technical Information Liaison	1	01/22/97	n/a	
F-37	Emergency Action Level/Protective Action Evaluator	0	07/28/92	n/a	
F-38	Security Supervisor	0	07/28/92	n/a	
F-39	Radiation Protection Supervisor	1	10/18/93	n/a	

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STATUS REPORT

NUMBER	EPIP TITLE	REVISION	DATE	ACN'S	ACN DATE
F-40	EOF Administrative Supervisor	2	07/25/00	n/a	
F-41	EOF Engineering Supervisor	0	07/28/92	1/1	07/28/99
F-42	RP (EOF) Communicator	0	07/28/92	n/a	
F-43	Dose Assessment Supervisor	1	12/01/93	n/a	
F-44	Dose Assessor	0	07/28/92	n/a	
F-45	Field Team Coordinator	2	01/10/00	n/a	
F-46	Field Teams	0	07/28/92	n/a	
F-47	Radiological Controls Coordinator	1	11/23/93	n/a	
F-48	Environmental Lab Coordinator	1	11/23/93	2/1	03/25/99
F-49	EOF Monitor	0	07/28/92	n/a	
F-50	EOF Records Management Coordinator	0	07/28/92	n/a	
F-51	EOF Communicator	3	02/24/00	n/a	
F-52	Log Coordinator	0	07/28/92	n/a	
F-53	Copy Clerk	0	07/28/92	n/a	
F-54	TSC Emergency Advisor	0	07/28/92	n/a	
F-55	Procurement Coordinator	1	05/16/01	n/a	
F-56	Word Processor	1	05/16/01	n/a	
F-57	EOF Computer Operator	4	09/02/99	n/a	
F-58	Mechanical/Nuclear Engineer	0	07/28/92	n/a	
F-59	EOF Electrical Engineer	0	07/28/92	n/a	
F-60	Core Damage Assessor	0	07/28/92	n/a	

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STATUS REPORT

NUMBER	EPIP TITLE	REVISION	DATE	ACN'S	ACN DATE
F-61	Technical Advisor to State/Local Organizations	0	07/28/92	n/a	
F-62	EOF Administrative Support	0	07/28/92	n/a	
F-63	Fire Brigade Coordinator	0	07/28/92	n/a	
F-64	RAFT Liaison	0	07/28/92	n/a	
F-65	Warehouseman	1	05/17/01	n/a	
F-66	EOF Access Control Coordinator	2	05/16/01	n/a	
F-67	PASS Team Leader	1	05/24/93	n/a	
F-68	Fitness for Duty (FFD) Coordinator	0	07/28/92	n/a	
F-69	HAZMAT Team Leader	0	07/28/92	n/a	
F-70	Assistant Emergency Team Coordinator	0	07/28/92	n/a	
F-71	OSC Communicator	0	07/28/92	n/a	
F-72	OSC Support	0	10/05/93	n/a	
F-73	Mechanical Engineer	0	07/27/99	n/a	
EC-02	EMERGENCY CLASSIFICATIONS	6	04/24/98	7/1, 7/2, 7/3	01/27/99, 12/13/99, 12/20/99
EC-03	NOTIFICATION OF UNUSUAL EVENT	6	06/15/01	n/a	
EC-04	ALERT	6	06/15/01	n/a	
EC-05	SITE AREA EMERGENCY	6	06/15/01	n/a	
EC-06	GENERAL EMERGENCY	6	06/15/01	n/a	
EC-07	EMERGENCY PLAN NOTIFICATION	11	01/31/00	12/1, 12/2	01/19/01, 05/30/01

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STATUS REPORT

NUMBER	EPIP TITLE	REVISION	DATE	ACN'S	ACN DATE
	F-01 State and NRC Notifications Checklist	1	01/19/01	2/1	05/31/01
EC-08	NON-ESSENTIAL PERSONNEL EVACUATION	8	07/23/00	n/a	
EC-09	SECURITY DURING EMERGENCIES	5	03/22/96	6/1, 6/2	09/21/98, 07/30/99
EC-10	PERSONNEL ACCOUNTABILITY	7	06/15/01	n/a	
EC-11	REENTRY	4	08/03/99	n/a	
EC-12	EMERGENCY TEAMS	8	10/03/00	n/a	
EC-13	REACTOR CORE DAMAGE ESTIMATION	4	09/19/97	5/1, 5/2	12/01/97, 09/28/99
EC-14	RECOVERY	3	10/21/94	4/1, 4/2, 4/3	02/08/96, 02/03/99, 12/13/99
	F-01 Recovery Checklist	0	10/21/94	n/a	

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STATUS REPORT

NUMBER	EPIP TITLE	REVISION	DATE	ACN'S	ACN DATE
<u>FACILITIES AND EQUIPMENT (FE)</u>					
FE-01	TSC OPERATIONS	7	02/12/01	n/a	
FE-02	OSC OPERATIONS	6	06/09/97	7/1	07/23/99
FE-03	EOF OPERATIONS	6	04/11/01	n/a	
FE-04	BEOF OPERATIONS	6	04/11/01	n/a	
FE-05	EMERGENCY EQUIPMENT & SUPPLIES	11	05/26/97	n/a	
F-02	OSC Emergency Equipment	4	05/16/01	n/a	
F-03	EOF Emergency Equipment	4	05/16/01	n/a	
F-04	BEOF Emergency Equipment	1	05/16/01	n/a	
F-05	EOF Environmental Lab Equipment	0	04/28/92	n/a	
F-06	Emergency Vehicle Kit	0	04/28/92	n/a	
F-07	Field Monitoring Kit	2	05/16/01	n/a	
F-08	Hospital Kit	2	05/16/01	n/a	
F-09	Decontamination Kit	2	10/16/94	n/a	
F-10	TSC Administrative Supplies	4	05/16/01	n/a	
F-11	OSC Administrative Supplies	1	05/16/01	n/a	
F-12	OSC Maintenance Tool Box	3	05/16/01	n/a	
F-13	First Aid Kit (Trauma Kit)	2	05/16/01	n/a	
F-14	EOF Administrative Supplies	2	05/16/01	n/a	
F-15	BEOF Administrative Supplies	1	05/16/01	n/a	
F-16	JPIC Administrative Supplies	2	04/11/01	n/a	

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STATUS REPORT

NUMBER	EPIP TITLE	REVISION	DATE	ACN'S	ACN DATE
	F-17 EOP Supply Kit	4	09/30/99	n/a	
	F-18 EOP MCR Tool Bag	1	05/16/01	n/a	
FE-06	EMERGENCY COMMUNICATIONS EQUIPMENT	5	11/07/00	n/a	

MISCELLANEOUS (MS)

MS-01	TRANSPORTATION ACCIDENTS	4	10/13/97	5/1	02/01/00
MS-03	NOTIFICATION OF NEXT OF KIN	4	01/12/96	5/1, 5/2	02/03/99, 12/13/99
MS-04	PROCESSING NRC & IDNS PERSONNEL DURING AN EMERGENCY	4	06/06/00	n/a	

STATUS REPORT

NUMBER	EPIP TITLE	REVISION	DATE	ACN'S	ACN DATE
<u>PUBLIC RELATIONS (PR)</u>					
PR-01	JOINT PUBLIC INFORMATION CENTER ORGANIZATION & STAFFING	6	02/06/97	7/1	12/13/99
F-01	JPIC Administration Coordinator Checklist	1	02/06/97	n/a	
F-02	JPIC Audiovisual Support Checklist	1	02/06/97	n/a	
F-03	JPIC Director Checklist	2	02/06/97	n/a	
F-05	JPIC Assistant Director Checklist	2	02/06/97	n/a	
F-06	JPIC Graphic Support Checklist	0	07/28/92	n/a	
F-07	JPIC Public Information Officer Checklist	2	04/11/01	n/a	
F-08	JPIC Media Coordinator Checklist	0	07/28/92	n/a	
F-09	JPIC Media Monitoring Team Checklist	0	07/28/92	n/a	
F-11	JPIC Security Representative Checklist	0	07/28/92	n/a	
F-12	JPIC Technical Advisor Checklist	0	07/28/92	n/a	
F-13	JPIC Technical Information Coordinator Checklist	0	07/28/92	n/a	
F-14	Writer Checklist	0	07/28/92	n/a	
F-15	IP PIO Steno Checklist	1	07/06/93	n/a	
F-16	JPIC Telefax Operator Checklist	0	07/28/92	n/a	

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STATUS REPORT

NUMBER	EPIP TITLE	REVISION	DATE	ACN'S	ACN DATE
	F-17 JPIC Registration Staff Checklist	0	07/28/92	n/a	
PR-03	PREPARATION AND DISSEMINATION OF EMERGENCY INFORMATION	9	05/16/01	n/a	
PR-05	PUBLIC INFORMATION & EDUCATION	7	06/15/01	n/a	

STATUS REPORT

NUMBER	EPIP TITLE	REVISION	DATE	ACN'S	ACN DATE
<u>RADIOLOGICAL ASSESSMENT (RA)</u>					
RA-01	MANUAL RADIOLOGICAL DOSE ASSESSMENT	6	08/20/99	7/1	11/29/99
RA-02	PROTECTIVE ACTION RECOMMENDATIONS	4	08/20/96	5/1	01/15/99
RA-03	RADIOLOGICAL EXPOSURE GUIDELINES	5	10/13/97	n/a	
RA-04	PERSONNEL MONITORING & DECONTAMINATION	7	08/03/99	n/a	
RA-05	PERSONNEL PROTECTION	6	02/24/00	n/a	
RA-06	STATION RADIOLOGICAL SURVEYS	6	06/03/96	n/a	
RA-07	FIELD RADIOLOGICAL MONITORING	6	08/03/99	n/a	
RA-09	POST ACCIDENT SAMPLING	6	10/12/94	7/1	06/19/97
RA-11	STACK EFFLUENT ANALYSIS & SAMPLING	7	08/27/00	n/a	
RA-14	DOSE RATE DETERMINATION BASED ON ENVIRONMENTAL AIR SAMPLES	6	12/14/99	n/a	
RA-15	PREDICTIVE RELEASE RATES	6	02/18/98	n/a	
RA-16	COMPUTERIZED RADIOLOGICAL DOSE ASSESSMENT	5	08/03/99	n/a	
RA-17	RADIOLOGICAL CONTROL OF THE EOF	9	5/16/01	n/a	
RA-18	EOF ENVIRONMENTAL LAB OPERATIONS	4	08/03/99	n/a	

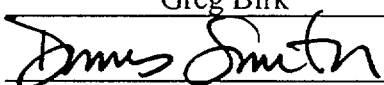
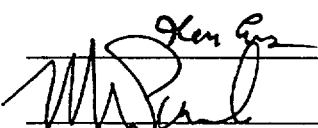
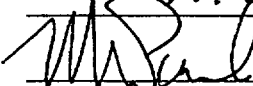
CLINTON POWER STATION
EMERGENCY PLAN IMPLEMENTING PROCEDURE

PROCEDURE: AP-02
REVISION: 16
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TITLE: REVISIONS AND ADVANCE CHANGE NOTICES

SCOPE OF REVISION: Made title changes as appropriate. Added additional guidance to section 4.2.5 on Advance Change Notices.

Authority

<u>Function</u>	<u>Signature</u>	<u>Date</u>
Prepared by	Greg Birk	6/4/01
Security Manager		7/2/01
Concurrence	NA	
Concurrence	NA	
Concurrence	NA	
Independent Reviewer		6/19/01
Manager-Clinton Power Station		7/2/01

DOCUMENT CONTROL

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TITLE: REVISIONS AND ADVANCE CHANGE NOTICES

CONTENTS

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- 2.0 RESPONSIBILITY
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- 4.0 INSTRUCTIONS
 - 4.1 Document Approval Process
 - 4.2 Advance Change Notices
 - 4.3 Administrative Changes
 - 4.4 Incorporating Review Comments
 - 4.5 50.59 Reviews
 - 4.6 Document Cancellation
 - 4.7 50.54q Review Process
 - 4.8 Distribution of Controlled Documents
 - 4.9 Records
- 5.0 REFERENCES
- 6.0 ATTACHMENTS
- 7.0 FORMS

TITLE: REVISIONS AND ADVANCE CHANGE NOTICES

1.0 INTRODUCTION

The purpose of this procedure is to establish the administrative guidelines for approval, change, revision, and distribution of all Clinton Power Station (CPS) Emergency Plan, Emergency Plan Implementing Procedures (EPIPs) and Nuclear Emergency Manuals (NERMs), Technical Support Guidelines (TSGs), and Emergency Response Guidelines (ERGs).

2.0 RESPONSIBILITY

- 2.1 Manager-Clinton Power Station - is responsible for the approval of this procedure and ensures its implementation.
- 2.2 Security Manager - is responsible for the implementation and review of this procedure.
- 2.3 Supervisor-Records Management - is responsible for the distribution of Emergency Preparedness Program controlled documents.

3.0 DEFINITIONS

- 3.1 Approved - Term used to denote that a document has been through the appropriate approval process and is authorized for issuance and use until officially revised or canceled.
- 3.2 Cancellation - The process by which documents are rescinded. A canceled document is no longer authorized for use.
- 3.3 Advance Change Notice - An approved change to a document which is issued to controlled document holders for use prior to incorporation of the change in the next document revision.
- 3.4 Emergency Preparedness Program - The program which coordinates the plans, procedures, equipment and facilities, and ensures trained emergency response personnel and other resources are prepared for responding to an emergency at Clinton Power Station.
- 3.5 Originator - the individual who prepares new Emergency Preparedness Program documents or reviews to Emergency Preparedness Program documents.
- 3.6 Plan - Clinton Power Station Emergency Plan.
- 3.7 50.59 Review - The applicability review is conducted in accordance with CPS No. 1005.06, Conduct of Safety Reviews.
- 3.8 50.54q Review - The review conducted in accordance with this procedure. The review shall determine whether the proposed change decreases the effectiveness of the Emergency Preparedness program.

TITLE: REVISIONS AND ADVANCE CHANGE NOTICES

4.0 INSTRUCTIONS

4.1 Document Approval Process

New documents and document revisions shall be approved in accordance with the following:

4.1.1 Clinton Power Station Emergency Plan revisions and advance change notices(ACNs).

4.1.1.1 The preparation of Plan revisions and ACN's shall be coordinated by the Security Manager and approved as provided in Attachment 1, CPS EMERGENCY PLAN APPROVAL PROCESS.

4.1.1.2 Concurrence shall be obtained for each Plan revision from all Nuclear Power Program Department Directors in addition to the other Departments/Organizations/Individuals identified on Attachment 1, CPS EMERGENCY PLAN APPROVAL PROCESS. Concurrence for ACN changes shall be obtained from the affected NPPD Director/designee only.

4.1.1.3 Plan revisions are approved by the CPS Site Vice President or designee. ACNs are approved by the Manager-Clinton Power Station/designee.

4.1.1.4 Plan revisions shall be marked with revision bars and/or ACN bars in the right margin where changes have been made since the previous revision.

4.1.1.5 The Security Manager shall ensure the preparation of a 50.59 applicability review, in accordance with CPS No. 1005.06, CONDUCT OF SAFETY REVIEWS.

4.1.1.6 The Security Manager shall ensure that any change to the CPS Emergency Plan is reviewed against the requirements of 10CFR50.54q in accordance with section 4.7 to ensure that the effectiveness of the plan is maintained.

4.1.1.7 This review is documented by completing Attachment 6, 10CFR50.54q Program Evaluation and Effectiveness Review and retaining it with the change package to the CPS Emergency Plan.

4.1.2 Emergency Plan Implementing Procedure (EPIP) and EPIP Form revisions and advance change notices (ACNs).

4.1.2.1 The preparation of new EIPs or changes to EIPs shall be coordinated by the Security Manager.

4.1.2.2 New and revised EIPs are approved as provided in Attachment 2, IMPLEMENTING PROCEDURE APPROVAL PROCESS. Concurrence organization(s) shall include, as a minimum, those organizations or individuals tasked by the EPIP with review responsibility for technical content.

TITLE: REVISIONS AND ADVANCE CHANGE NOTICES

- 4.1.2.3 The Security Manager will designate an organization which will be responsible for performing an independent technical review to each EPIP revision. In those cases where more than one organization is required to perform independent technical review for an EPIP revision, the Security Manager will designate the procedure sections to be reviewed by each organization.
- 4.1.2.4 For some EPIP revisions, the only technical expertise to perform independent reviews resides within the Emergency Planning Division. In this case the Security Manager will designate a member of the Emergency Planning Division to perform the independent technical review. In all cases the individual performing the independent technical review shall meet the selection criteria in ANSI/ANS-3.1-1978, AMERICAN NATIONAL STANDARD, "FOR SELECTION AND TRAINING OF NUCLEAR POWER PLANT PERSONNEL".
- 4.1.2.5 The individual performing the independent technical review shall document it by signing and dating the "Independent Reviewer" line of the title page of the applicable procedure. If more than one individual performed an independent technical review they shall both sign and date the title page and in addition put the sections of the procedure they reviewed next to their signature.
- 4.1.2.6 Manager-Clinton Power Station or designee shall have final approval of new and revised EIPs.
- 4.1.2.7 Procedure revisions shall be marked with revision bars and/or ACN bars in the right margin where changes have been made since the previous revision.
- 4.1.2.8 The Security Manager shall ensure that the 50.59 applicability review and 50.54q effectiveness review are conducted as needed in accordance with applicable sections of this procedure.
- 4.1.3 Nuclear Emergency Response Manual (NERM)
 - 4.1.3.1 Each NERM is unique in that its contents are specific to the needs of the particular Emergency Response Organization position to which it is assigned. The Security Manager determines the contents of the NERMs, incorporating recommendations of the personnel assigned to the emergency response organization.
 - 4.1.3.2 The Security Manager shall transmit a revised list of NERM contents to the Supervisor-Records Management whenever changes are made to NERM contents.
 - a. EIPs in the NERMs are approved as provided elsewhere in this procedure.
 - b. The NERM contents other than the EIPs are approved by the Security Manager with no other concurrence or review required.
 - c. NERMs and revisions to it are distributed by the Document Control Group.

TITLE: REVISIONS AND ADVANCE CHANGE NOTICES

4.1.4 Technical Support Guidelines, Emergency Response Guidelines and Field Team Handbooks

4.1.4.1 The contents of Technical Support Guidelines (TSGs), Emergency Response Guidelines (ERGs), and Field Team Handbooks are controlled by the Security Manager. Recommendations of the personnel who use these documents are incorporated into the appropriate document as it is revised.

4.1.4.2 The Security Manager controls the TSG's, ERGs and Field Team Handbooks by transmitting a list of controlled document holders to the Supervisor-Records Management whenever changes are made.

4.2 Advance Change Notices (ACN)

4.2.1 An advance change notice (ACN) shall be issued to change a document when:

- a. the change should be entered and effective before the expected date of the next revision, and
- b. the change does not alter the intent or scope of the document.

4.2.2 The Security Manager coordinates the preparation and approval of ACNs in accordance with the process specified in Attachment 1 for the Emergency Plan and Attachment 2 for the EPIPs and EPIP Forms.

4.2.3 The Security Manager shall ensure that a 50.59 applicability review and 50.54q effectiveness review are conducted in accordance with the appropriate sections of this procedure.

4.2.4 ACNs shall normally be incorporated into the next revision of the applicable document within 60 days after the effective date of the fifth outstanding ACN.

4.2.5 ACNs shall be numbered for each document and shall include the number of the next revision and sequential number of the ACN as illustrated below:

ACN n/m

where
n = number of the next document revision
m = sequential number (up to 5) of the ACN to the document.*

4.2.6 Each ACN shall be issued in an ACN distribution package and shall include the following:

- a. Advance Change Notice Authorization Page (a copy is enclosed as Attachment 3).
- b. Replacement pages of the affected document which incorporate the change(s).

* In rare cases, up to six ACNs may be allowed where the fifth ACN was to a document that was submitted to the NRC for review and has not been received prior to another change that is needed to the affected document.

TITLE: REVISIONS AND ADVANCE CHANGE NOTICES

- 4.2.7 Replacement pages shall be denoted with a revision bar in the right side of the affected page(s) which spans those lines which have been changed by the ACN. To the right of these revision bars shall appear "ACN n/m" where the appropriate numbers for "n" and "m" are entered.
- 4.2.8 The Manager-Clinton Power Station or designee shall approve ACNs.
- 4.2.9 Approved ACNs shall be issued by the Supervisor-Records Management and be incorporated into applicable controlled documents.
- 4.2.10 ACNs shall be annotated on the implementing procedure status report or list of effective pages.
- 4.3 Administrative Changes
 - 4.3.1 Administrative changes to the emergency plan or procedures, such as telephone numbers or position titles not described in the emergency plan, do not require the review of the Plant Operations Review Committee (PORC).
 - 4.3.2 For administrative changes, 50.59 applicability reviews and 50.54q effectiveness reviews are not required.
 - 4.3.3 The Security Manager is the only signature required prior to issuance of the change.
 - 4.3.4 The ACN Authorization Page shall be issued with the administrative change.
 - 4.3.5 Administrative changes shall count as an ACN to the procedure and be numbered as specified in Section 4.2.5.
 - 4.3.6 Forms that are used as an aid in performing/documenting an activity (i.e., data sheet) may be approved using the administrative process as described in this procedure. Forms designated as administrative are listed in Attachment 4, ADMINISTRATIVE FORMS.
- 4.4 Incorporating Review Comments
 - 4.4.1 As Emergency Preparedness Program documents proceed through the review process, comments may be made which must be resolved before the document receives final approval. If a comment(s) results in a change(s) to a document which has completed all or part of the concurrence and approval process and received one or more concurrence signatures prior to the change being made it must be returned for reconcurrence.
 - 4.4.2 Review comments should be submitted to the Security Manager using a CP& Comment Control Form.
 - 4.4.3 Reconcurrence signatures shall be dated. They may be made beside the first signature on the original concurrence sheet or on a new cover sheet.

TITLE: REVISIONS AND ADVANCE CHANGE NOTICES

4.5 50.59 Applicability Reviews

- 4.5.1 Revisions to the CPS Emergency Plan must receive a 50.59 applicability review in accordance with CPS No. 1005.06, CONDUCT OF SAFETY REVIEWS. Administrative changes outlined in section 4.3 do not require a 50.59 applicability review.
- 4.5.2 Revisions to the CPS Emergency Plan Implementing Procedures and Forms must receive a 50.59 applicability review in accordance with the requirements of CPS No. 1005.06. Administrative changes outlined in section 4.3 do not require a 50.59 applicability review.
- 4.5.3 Preparation of 50.59 applicability reviews shall be conducted by certified individuals as specified in CPS No. 1005.06.
- 4.5.5 The Security Manager shall ensure that the 50.59 applicability review is prepared and submitted with the proposed document revision/change in accordance with Attachments 1 and 2 to this procedure.

4.6 Document Cancellation

- 4.6.1 To recommend cancellation of an Emergency Preparedness Program Document, or part thereof, the recommending individual(s) shall forward a written recommendation and explanation to the Manager-Clinton Power Station for consideration.
- 4.6.2 If in agreement, the Security Manager shall have a cancellation notice (Attachment 5) prepared which identifies the document, or portions thereof, to be canceled.
- 4.6.3 The cancellation notice shall be approved as an advance change notice.

4.7 10CFR50.54q Review Process

- 4.7.1 Changes to the Emergency Plan require a 50.54q evaluation review to determine if those changes decrease the effectiveness of the Emergency Plan.
- 4.7.2 Changes to emergency procedures, or modifications to equipment or facilities used to implement the Emergency Plan or maintain the Emergency Preparedness Program require a 50.54q evaluation review to ensure those changes do not directly or indirectly decrease the effectiveness of the Emergency Plan.
- 4.7.3 Changes to plant procedures or other non-emergency preparedness documents require a 50.54q evaluation review if the change to the subject matter impacts the Emergency Preparedness Program to ensure those changes do not directly or indirectly decrease the effectiveness of the Emergency Plan.
- 4.7.4 Any evaluation that results in a decrease in effectiveness requires NRC approval prior to implementation.

TITLE: REVISIONS AND ADVANCE CHANGE NOTICES

4.7.5 Performing Effectiveness Reviews

4.7.5.1 Upon receipt of a procedure or other document for review, a member of the Emergency Planning organization will evaluate and document the 50.54q effectiveness review using Attachment 6 as follows:

- a. Complete Part 1, "Preliminary Screen," to determine if the change impacts the items which describe the planning standards of 50.47(b), the requirements of Part 50 Appendix E, or additional emergency planning related commitments.
- b. Complete Part 2 'Assessment of Impact' to indicate whether the change involves an item requiring a detailed review to evaluate the impacts.
 - 1) If all items listed in Part 1, "Preliminary Screen," are checked 'NO', the change does not impact the standards of 50.47(b), the requirements of Part 50 Appendix E, or additional Emergency Planning related commitments. No further review and evaluation is required.
 - 2) If any item listed in Part 1, "Preliminary Screen," is checked 'YES', an evaluation of the change against the specific elements of 50.47(b), 10 CFR 50 Appendix E and other applicable regulations, requirements, and commitments is required.
- c. Complete Part 3, "Effectiveness Review," to document the affect the change has on each of the impacted items.
 - 1) Review each change that impacts a listed item.
 - 2) Document the review in the outline format below:
 - Background and Scope: A description of the reason for and scope of the change.

NOTE

For changes that are large in scope in which a one-to-one comparison is not practical, a detailed discussion of the change which compares the current content with the proposed content may be developed.

TITLE: REVISIONS AND ADVANCE CHANGE NOTICES

- Change Comparison: A comparison showing both old and new wording, including step or section number references as applicable. Changes which incorporate new information are marked as "Added to Document." Changes which involve the deletion of information are marked as "Removed from Document."
- Program Requirements: A description of the regulation, commitment or planning criteria for which the Emergency Preparedness Program must demonstrate compliance.
- Change Assessment: A discussion of how the change degrades, does not affect, or enhances the effectiveness and abilities of the Emergency Preparedness Program as it relates to the program requirements.
- Justification: A formal justification that describes the basis and reason the change is appropriate and necessary for any degradation (otherwise, not required).
- References: A list of references such as regulations, licensing commitments, guidance documents, information notices, inspection reports or other sources which contain criteria incorporated by the Emergency Plan related to the change.
 - 3) Attach the review to the 50.54q evaluation package and record the number of additional pages in the space provided.
 - 4) Document whether areas impacted by the proposed changes (which impact the planning standards, requirements of Appendix E, or regulatory commitments) affect the content of the Emergency Plan.
 - 5) Document whether the change maintains an equivalent capability or establishes an improved capability of the effectiveness of the Emergency Preparedness Program by checking appropriate assessment of effectiveness boxes. If the change was evaluated to have no affect, check 'N/A'.
 - 6) Document whether the proposed change decreases the effectiveness of the Emergency Plan by checking the appropriate statement.
 - 7) Document whether the Emergency Plan continues to meet the standards of 10 CFR 50.47(b), the requirements 10 CFR 50 Appendix E, and all other applicable regulations, requirements, and commitments by checking the appropriate statement.

TITLE: REVISIONS AND ADVANCE CHANGE NOTICES

- d. Attach the review documentation to the completed forms, if applicable, and forward the evaluation package to the Supervisor Emergency Planning for approval.

4.7.5.2 If the proposed change does not affect the Emergency Plan, the document may be revised, approved and implemented.

4.7.5.3 If the proposed change does affect the Emergency Plan, the revised Emergency Plan and the document imposing the change must be approved through PORC.

4.7.5.4 For revisions to the Emergency Plan that do decrease the effectiveness of the program:

- a. Apply to the NRC for change approval prior to implementation of the proposed changes.
- b. Retain a record of each change to the Emergency Plan that decreases the effectiveness until the NRC terminates the license for the reactor.

4.7.5.5 For revisions to the Emergency Plan that do not decrease the effectiveness of the program, and for revisions to the implementing procedures:

- a. Submit a report, as specified in 10CFR50.4, to the NRC within 30 days after the change is made effective.
- b. Retain a record of each change to the Emergency Plan made without prior NRC approval for a period of 3 years from the date of change.

4.8 Distribution of Controlled Documents

4.8.1 The Security Manager shall provide a distribution list with the names of individuals and organizations who shall be provided controlled copies of the CPS Emergency Plan and Implementing Procedures to the Supervisor-Records Management.

4.8.2 These organizations shall receive a controlled copy of the CPS Emergency Plan and appropriate Implementing Procedures.

* 4.8.3 Any changes to the distribution list shall be sent to the Supervisor-Records Management.

4.8.4 All approved revisions and ACNs to the CPS Emergency Plan, EIPs, TSGs, ERGs, Field Team Handbooks, and NERMs, are promptly transmitted to the Supervisor-Records Management for distribution.

4.8.5 The Supervisor-Records Management shall distribute these revisions and ACNs in accordance with CPS 1017.10, CPS DOCUMENT CONTROL.

TITLE: REVISIONS AND ADVANCE CHANGE NOTICES

4.8.6 The Supervisor-Records Management shall distribute revisions and ACNs to the NRC within 30 days of receiving these documents.

4.9 Records

4.9.1 The Clinton Power Station Emergency Plan and Emergency Plan Implementing Procedures and their revisions and ACNs shall be considered as records requiring vaulting.

5.0 REFERENCES

- 5.1 CPS Emergency Plan, Chapter 5, MAINTAINING EMERGENCY PREPAREDNESS.
- 5.2 10CFR50.54(q), CONDITIONS OF LICENSES.
- 5.3 10CFR50.59, CHANGES, TESTS AND EXPERIMENTS.
- 5.4 ANSI/ANS-3.1-1978, American National Standard, "For selection and training of nuclear power plant personnel".
- 5.5 ANSI/ANS-3.2-Rev. N18.7-1972, American National Standard, "Administrative Controls and Quality Assurance for the Operational Phase of Nuclear Power Plants".
- 5.6 Record of Coordination dated 8/10/87 on Emergency Planning, File Code Y-205650, L30-87(08-13)-6.
- 5.7 CPS 1017.01, RECORDS MANAGEMENT
- 5.8 CPS 1017.10, CPS DOCUMENT CONTROL
- 5.9 CNP 1.01, PREPARATION AND CONTROL OF CORPORATE NUCLEAR PROCEDURES, AND DEPARTMENT PROCEDURES
- 5.10 CPS 1005.06, CONDUCT OF SAFETY REVIEWS

6.0 ATTACHMENTS

- 1. CPS EMERGENCY PLAN APPROVAL PROCESS
- 2. IMPLEMENTING PROCEDURE APPROVAL PROCESS
- 3. ADVANCE CHANGE NOTICE AUTHORIZATION PAGE
- 4. ADMINISTRATIVE FORMS
- 5. CANCELLATION NOTICE
- 6. 10CFR50.54q EFFECTIVENESS REVIEW

7.0 FORMS
None

CPS EMERGENCY PLAN APPROVAL PROCESS

<u>Step Number</u>	<u>Individual/Group</u>	<u>Responsibility</u>
1.	Originator	<ul style="list-style-type: none">• Prepares Plan revision and applicable review documents<ul style="list-style-type: none">- 50.59 applicability review- 50.54q effectiveness review
2.	Security Manager	<ul style="list-style-type: none">• Review and concur Plan revision and documents<ul style="list-style-type: none">- For ACNs - only affected department Managers need to concur
3.	Nuclear Power Program Directors	<ul style="list-style-type: none">• Review for technical content and concur
4.	Plant Operations Review Committee	<ul style="list-style-type: none">• Review for technical content and sign Plan cover sheet
5.	CPS Plant Manager	<ul style="list-style-type: none">• Review and concur Plan revision. Final approval for ACN changes.
6.	CPS Site Vice President	<ul style="list-style-type: none">• Review and approve Plan revision
7.	Administrative Support Personnel	<ul style="list-style-type: none">• Transmit approved Plan for distribution

IMPLEMENTING PROCEDURE APPROVAL PROCESS

Step Number	Individual/Group	Responsibility
1.	Originator	<ul style="list-style-type: none">• Prepares Procedure/Form/ACN revision and applicable review documents<ul style="list-style-type: none">- 50.59 applicability review- 50.54q effectiveness review
2.	Security Manager	<ul style="list-style-type: none">• Review and concur Procedure/Form/ACN revision and documents• Determine appropriate concurrence
3.	Concurrence Organization(s)	<ul style="list-style-type: none">• Conduct Independent Technical review in accordance with Operational Requirements Manual• Sign Procedure/Form/ACN cover sheet and/or provide comments
4.	CPS Plant Manager	<ul style="list-style-type: none">• Review and approve Procedure/Form/ACN revision
5.	Administrative Support Personnel	<ul style="list-style-type: none">• Transmit approved Procedure/Form/ACN for distribution

CLINTON POWER STATION
EMERGENCY PLAN IMPLEMENTING PROCEDURE

PROCEDURE: AP-02
REVISION: 16
ATTACHMENT: 3
PAGE: 1 of 1

ADVANCE CHANGE NOTICE AUTHORIZATION PAGE

Document: _____ ACN Number: _____

Summary of Change:

Reason for Change:

Replacement Pages:

	Signature	Date
Originator:	_____	_____
Security Manager:	_____	_____
Concurrence:	_____	_____
Concurrence:	_____	_____
Concurrence:	_____	_____
Independent Reviewer:	_____	_____
Plant Operations Review Committee: (Needed for Emergency Plan Only)	_____	_____
Manager-Clinton Power Station:	_____	_____

CLINTON POWER STATION
EMERGENCY PLAN IMPLEMENTING PROCEDURE

PROCEDURE: AP-02
REVISION: 16
ATTACHMENT: 4
PAGE: 1 of 1

ADMINISTRATIVE FORMS

<u>EPIP</u>	<u>Form#</u>	<u>Attachment Title</u>
FE-05	8	Hospital Kit
FE-05	10	TSC Administrative Supplies
FE-05	11	OSC Administrative Supplies
FE-05	14	EOF Administrative Supplies
FE-05	15	BEOF Administrative Supplies
FE-05	16	JPIC Administrative Supplies

CANCELLATION NOTICE

Document:

Reason for Cancellation:

	Signature	Date
Originator:		
Security Manager:		
Concurrence:		
Concurrence:		
Concurrence:		
Independent Reviewer:		
Manager-Clinton Power Station:		

50.54q PROGRAM EVALUATION AND EFFECTIVENESS REVIEW

Review No.: _____

Document Title: _____ No.: _____ Revision: _____

PART 1 PRELIMINARY SCREEN

Does the proposed change impact:

YES NO ITEM

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | The assignment of responsibilities related to either the principal or supporting organizations, or the ability to respond initially or on a continuous basis. |
| <input type="checkbox"/> | <input type="checkbox"/> | The staffing and/or responsibilities of on-shift personnel, or initial activation and long term staffing of emergency response facilities. |
| <input type="checkbox"/> | <input type="checkbox"/> | The interface between onsite and offsite support response activities. |
| <input type="checkbox"/> | <input type="checkbox"/> | Arrangements for requesting and effectively using assistance or resources from offsite authorities, or the accommodations for federal, state, and/or local staff at the EOF. |
| <input type="checkbox"/> | <input type="checkbox"/> | Emergency Action Levels. |
| <input type="checkbox"/> | <input type="checkbox"/> | The periodicity of communications and emergency equipment tests. |
| <input type="checkbox"/> | <input type="checkbox"/> | Notification procedures to either the ERO, local, state, or federal entities. |
| <input type="checkbox"/> | <input type="checkbox"/> | Content of initial and follow-up messages. |
| <input type="checkbox"/> | <input type="checkbox"/> | Communications capability among principal response organizations to emergency personnel or the public. |
| <input type="checkbox"/> | <input type="checkbox"/> | Dissemination of coordinated information to the general or transient public including periodic information dissemination (brochures). |
| <input type="checkbox"/> | <input type="checkbox"/> | Emergency facilities and support equipment used in emergency response, provisions, or maintenance. |
| <input type="checkbox"/> | <input type="checkbox"/> | Methods, systems and/or equipment for the assessment and monitoring of actual or potential offsite radiological consequences. |
| <input type="checkbox"/> | <input type="checkbox"/> | Protective Actions developed for either the Plume or Ingestion Exposure Pathways including onsite protective actions. |
| <input type="checkbox"/> | <input type="checkbox"/> | Means for controlling emergency worker radiation exposures consistent with the guidelines established by the EPA. |
| <input type="checkbox"/> | <input type="checkbox"/> | Arrangements for medical services for contaminated injured individuals. |
| <input type="checkbox"/> | <input type="checkbox"/> | Plans for plant reentry and/or recovery organization operations. |
| <input type="checkbox"/> | <input type="checkbox"/> | Periodicity of drills and/or exercises as well as deficiency resolution. |
| <input type="checkbox"/> | <input type="checkbox"/> | Training requirements for ERO or local site support personnel. |
| <input type="checkbox"/> | <input type="checkbox"/> | Responsibilities for Radiological Emergency Response Plan development, maintenance, and review as well as training requirements for personnel maintaining those plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | Implementation of federal regulations and requirements or formal commitments related to the Exelon Emergency Preparedness Program. |
| <input type="checkbox"/> | <input type="checkbox"/> | The operation, maintenance, or testing requirements of the ERDS. |

Complete Part 2.

50.54q PROGRAM EVALUATION AND EFFECTIVENESS REVIEW

Review No.: _____

Document Title: _____ No.: _____ Revision: _____

PART 2: ASSESSMENT OF IMPACT

☐ All items in Part 1 are not impacted.

This change does not involve the standards of §50.47(b), the requirements of Part 50 Appendix E or additional commitments as described within the Emergency Plan.

No further review and evaluation is required.

☐ Item(s) listed in Part 1 are impacted.

An evaluation of the change against the specific elements of §50.47(b), 10 CFR 50 Appendix E and other applicable regulations, requirements, and commitments is required.

Complete Part 3 of this review.

EP Reviewer: _____ Date: _____

EP Supervisor: _____ Date: _____

50.54q PROGRAM EVALUATION AND EFFECTIVENESS REVIEW

Review No.: _____

Document Title: _____ No.: _____ Revision: _____

PART 3 EFFECTIVENESS REVIEW

Documentation of the affect of the proposed changes impacting the Emergency Preparedness Program are attached as pages _____ to this evaluation.

The proposed changes which impact the planning standards, requirements of Appendix E, or regulatory commitments
☐ do ☐ do not affect the content of the Emergency Plan.

Does the change maintain the equivalent or establish an improved capability:

YES	NO	N/A	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To respond to an emergency or meet actions or other requirements described in the Emergency Plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In protecting the health and safety of plant personnel and the general public in the event of an emergency.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In implementation of a federal regulation or requirement or formal commitment.

A decrease in effectiveness in the Emergency Plan is determined to have occurred if there has been a change or reduction in a commitment without a commensurate change or reduction in the bases for that commitment (a commitment is defined as a statement made in the Emergency Plan that affects the capability or resources for responding to an emergency).

NRC approval is required prior to procedure implementation if the proposed change decreases the effectiveness of the Emergency Plan.

Based on this evaluation the proposed change ☐ does ☐ does not decrease the effectiveness of the Emergency Plan.

The Emergency Plan ☐ continues ☐ does not continue to meet the standards of 10 CFR 50.47(b), the requirements 10 CFR 50 Appendix E, and all other applicable regulations, requirements, and commitments.

EP Reviewer: _____ Date: _____

EP Supervisor: _____ Date: _____