



**INTEROFFICE MEMORANDUM**

**DATE:** August 14, 2001

**TO:** Distribution

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

**SUBJECT: PLANT PROCEDURES MANUAL - VOLUME 13  
Distribution Package: 2001-512**

**REFERENCE:**

The following Procedure(s) have been revised/approved and are to be inserted in your controlled copy of the Manual and the superseded revisions are to be removed and destroyed:

<u>Procedure</u>	<u>Rev.</u>	<u>Title</u>
13.5.3	21	Evacuation of Exclusion Area and/or Nearby Facilities
13.10.9	32	Operations Support Center Manager and Staff Duties

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USE CURRENT REVISION

COLUMBIA GENERATING STATION  
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER	APPROVED BY	DATE
*13.5.3	JEW - Revision 21	08/14/01
VOLUME NAME		
EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION		
EVACUATION AND ACCOUNTABILITY		
TITLE		
EVACUATION OF EXCLUSION AREA AND/OR NEARBY FACILITIES		

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1.0 PURPOSE

The purpose of this procedure is to identify the emergency actions and responsibilities of the Emergency Director to cause evacuation of the Exclusion Area when conditions so dictate.

This procedure also includes guidance for the Security Manager to direct sounding of the Crossroads and WNP-1 sirens at Site Area Emergency to initiate tenant evacuations at WNP-1/4.

The procedure also identifies actions to be taken in the event the need for evacuation may impact other facilities in the local area, including the Department of Energy's Fast Flux Test Facility.

2.0 DISCUSSION

2.1 The principle consideration when contemplating an Exclusion Area evacuation is the safety of personnel. An Exclusion Area evacuation is the orderly withdrawal of all personnel, except those required to respond to the emergency situation, from areas outside the Protected Area but within the Exclusion Area boundary, and including those portions of the Owner Controlled Area outside the Exclusion Area. An Exclusion Area evacuation will be announced using sirens, PA announcements and telephone notifications

2.2 The Emergency Director is responsible for determining when an Exclusion Area evacuation should be conducted. The decision to evacuate personnel should be based on the course of action which presents the minimum risk to employees. Some examples of conditions which make an Exclusion Area evacuation not advisable include, but are not limited to:

- An ongoing security threat affecting personnel in the Exclusion Area (consult with the Security Manager to aid in determining the safest course of action)
- Inclement weather (e.g., high winds or hazardous road conditions may preclude a safe evacuation of personnel)
- Radiological hazards exist (determine which action would result in lowest dose to evacuating personnel)
- Other hazards exist which might subject evacuees to a higher risk to personnel safety than not evacuating

If conditions for an Exclusion Area evacuation are present, but the decision is made to not evacuate personnel due to safety concerns, personnel will normally remain at their work locations unless directed otherwise.

2.3 Normally, Exclusion Area evacuations will be considered at a Site Area Emergency, or when other conditions warrant and is an automatic action at General Emergency. Exclusion Area evacuees will normally be directed to proceed home.

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If a radiological contamination problem is identified, evacuees will be directed to an alternate location for radiological monitoring and decontamination. The Energy Northwest Office Complex (ENOC) is the primary offsite assembly area.

### 3.0 REFERENCES

- 3.1 FSAR, Chapter 13.3, Emergency Plan, Sections 4, 5
- 3.2 PPM 13.2.2, Determining Protective Action Recommendations
- 3.3 PPM 13.5.5, Personnel Accountability, Search and Rescue
- 3.4 PPM 13.7.5, Offsite Assembly Area Locations
- 3.5 Public Address Message Format - Exclusion Area Evacuation, 968-26051

### 4.0 PROCEDURE

#### 4.1 Emergency Director Responsibilities

- 4.1.1 Determine the need for an Exclusion Area evacuation at Site Area Emergency. Exclusion Area evacuations are automatic at the General Emergency classification.
- 4.1.2 The decision to evacuate personnel should be based on the course of action which presents the minimum risk to employees. Some examples of conditions which make an Exclusion Area evacuation not advisable include, but are not limited to:
  - An ongoing security threat (consult with the Security Manager to aid in determining the safest course of action)
  - Inclement weather (e.g., high winds or hazardous road conditions may preclude a safe evacuation of personnel)
  - Radiological hazards exist (determine which action would result in lowest dose to evacuating personnel)
  - Other hazards exist which might subject evacuees to a higher risk to personal safety than not evacuating

If conditions for an Exclusion Area evacuation are present, but the decision is made to retain personnel on site due to safety concerns, personnel will normally remain at their work locations unless directed otherwise.

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NOTE: If the EOF Manager is acting as Emergency Director, coordinate the following steps with the Radiological Emergency Manager (REM):

- 4.1.3 If the decision is made to evacuate the Exclusion Area, determine if radiological hazards exist or are suspected within the Exclusion Area. If a radiological hazard does exist or a release is in progress, then direct evacuees to report to the ENOC assembly area. Determine safe evacuation routes and hazardous areas to avoid.
- 4.1.4 If evacuation routes are unavailable due to hazards or severe weather, consider sheltering in place until conditions improve.
- 4.1.5 Use form 968-26051, Public Address Emergency Message Format - Exclusion Area Evacuation to complete a public address announcement.

NOTE: The EOF Manager, if acting as Emergency Director, must coordinate with the TSC Manager to have PA announcements made.

- 4.1.6 Immediately repeat the announcement. Continue repeating the announcement periodically while the evacuation remains in effect and until the TSC is activated. The TSC will assume responsibility for PA announcements when activated.
- 4.1.7 Direct the Security Manager (or Security Supervisor if Security Manager is not yet activated) to implement their actions for Exclusion Area evacuation.

#### 4.2 Security Manager Responsibilities

- 4.2.1 At Site Area Emergency, direct the SCC Duty Officer to activate the Crossroads and Site 1 evacuation sirens.
  - a. Contact the WNP-1 designated site authority to ensure tenant evacuations have occurred. Refer to Part C Notifications in the Emergency Phone Directory for phone numbers.
- 4.2.2 When an Exclusion Area evacuation is directed, contact the SCC Duty Officer to repeat activation of the Crossroads and Site 1 evacuation sirens.
  - a. When the Exclusion Area evacuation is directed, contact the Secondary Alarm Station Operator to broadcast over Energy Northwest Maintenance and Security Radio Channels:
    - 1) The Exclusion Area is being evacuated.
    - 2) That Exclusion Area personnel not assigned emergency duties report home or to the designated assembly location.

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- Specify alternate assembly area, if designated, and any known hazards/areas to avoid

4.2.3 If an assembly area is established, direct the Site Security Supervisor to dispatch an officer with a radio to the assembly area to maintain order at the designated assembly area, and to relay messages or directions to evacuees.

4.2.4 Provide telephone evacuation notification and the above instructions to the following:

WNP-1 Emergency Manager/Site Manager - Day Shift  
 WNP-1 Designated Site Authority - Back Shifts

NOTE: The Roving Security Patrol responds to the WNP-1 gate as resources are available. Their function is to be prepared to sound the alarms to evacuate the site to the designated assembly area. Instructions for sounding the WNP-1 alarms are contained in applicable security instructions.

Circulating Pumphouse  
 Visitor's Center  
 Waste Water Treatment Plant  
 Security Training Facility  
 Plant Maintenance Training

4.2.5 Keep the Emergency Director informed on the status of the Exclusion Area Evacuation.

4.3 Security Supervisor Responsibilities

4.3.1 Direct a Security Officer to the ENOC assembly area, if established, to maintain order at the designated assembly area, and to relay messages or directions to evacuees.

4.3.2 Instruct the Security Officer at the assembly area to communicate on the Security area wide radio channel to help coordinate evacuee processing and relay messages.

4.3.3 Direct the mobile patrol to perform a visual check of evacuation progress within the Exclusion Area Boundary, including the Security Firing Range and that portion of the Owner Controlled Area outside the Exclusion Area boundary. Refer to Attachment 5.1.

4.4 Offsite Agency Coordinator Responsibilities

4.4.1 Contact the FFTF Control Room and inform them of Exclusion Area evacuation PADs made by Energy Northwest.

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4.5 Radiological Emergency Manager Responsibilities

4.5.1 Determine if an offsite release is in progress.

4.5.2 If an offsite release is in progress at the time of evacuation, evacuees should be directed to report to the ENOC assembly area.

4.5.3 If no offsite release is in progress at the time of evacuation, evacuees should be directed to report to their homes.

4.5.4 Contact the TSC Radiation Protection Manager (RPM) to coordinate the appropriate evacuation actions.

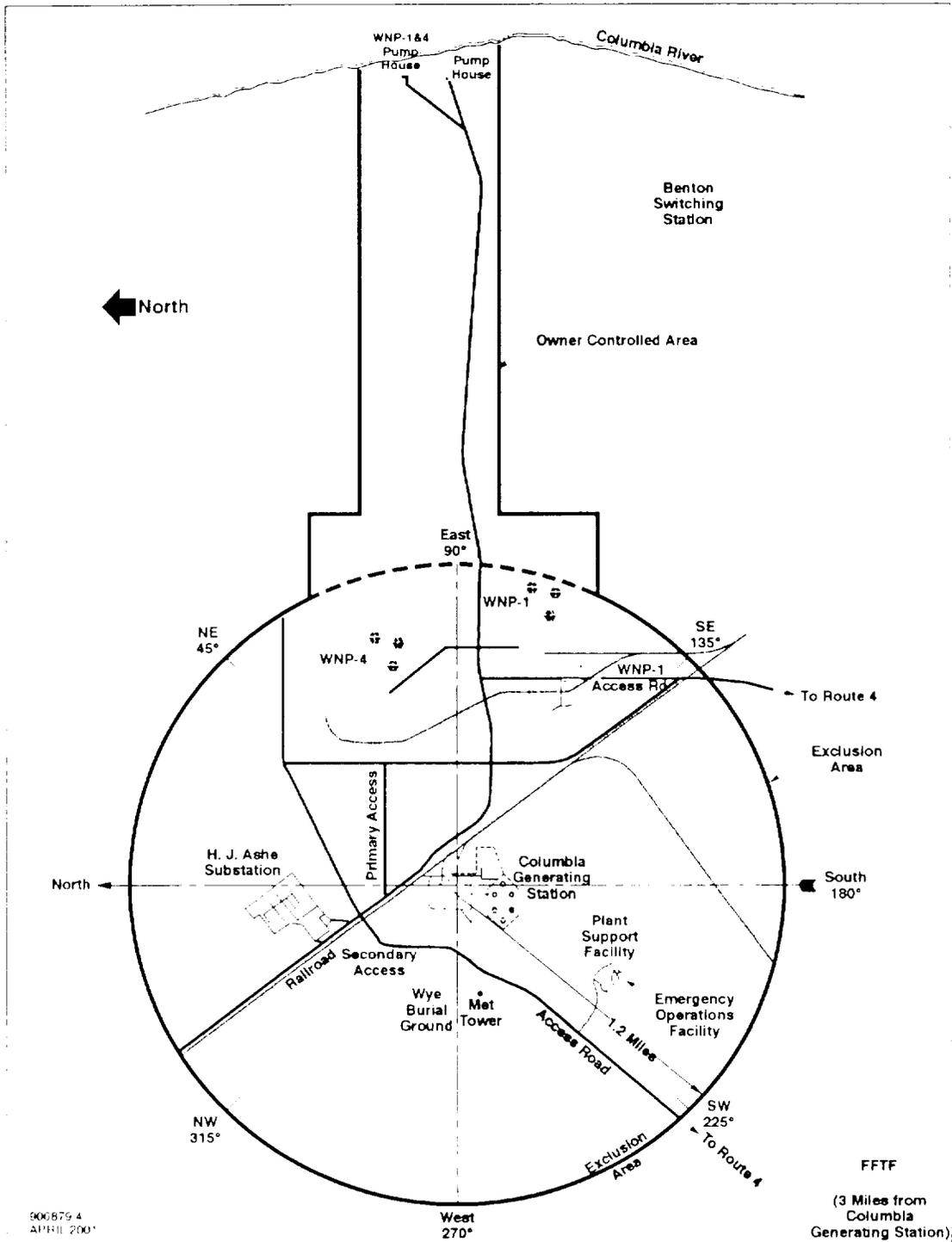
4.5.5 In the event of an Exclusion Area evacuation requiring personnel to report to the ENOC, dispatch an HPC staff member to set up the assembly area. Refer to PPM 13.7.5 for guidance regarding setup and operations of the ENOC assembly area.

5.0 ATTACHMENTS

5.1 Exclusion Area Map

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**EXCLUSION AREA MAP**  
Includes Owner Controlled Area



Attachment 5.1

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COLUMBIA GENERATING STATION  
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PLANT EMERGENCY FACILITIES		
TITLE		
OPERATIONS SUPPORT CENTER MANAGER AND STAFF DUTIES		

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1.0 PURPOSE

To describe the responsibilities of the Operations Support Center Manager and staff for the operation of the Operations Support Center (OSC). The Yakima Building lunchroom will normally serve as the center. Other areas can be used for OSC operations as needed.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Sections 2, 5 and 6
- 2.2 PPM 13.5.1, Localized and Protected Area Evacuations
- 2.3 PPM 13.5.5, Personnel Accountability, Search and Rescue
- 2.4 PPM 13.11.18, Information Coordinator Duties
- 2.5 PPM 13.13.4, After Action Reporting
- 2.6 PERA 201-1590, Battery Powered Air Sampler Operation Instruction {P-180041}
- 2.7 Repair Team Briefing/Debriefing Form, 968-25560
- 2.8 Personnel Accountability Log, 968-25691

3.0 PROCEDURE

- 3.1 The OSC Manager shall implement Attachment 4.1 "OSC Manager Checklist"
- 3.2 The OSC Repair Team Coordinator shall implement Attachment 4.2 "OSC Repair Team Coordinator Checklist"
- 3.3 The OSC Team Tracker shall implement Attachment 4.3 "OSC Team Tracker Checklist"
- 3.4 The OSC Information Coordinator shall implement Attachment 4.4 "OSC Information Coordinator Checklist"
- 3.5 The OSC Craft Leads (Mechanical, Electrical, I&C and SSS) shall each implement Attachment 4.5 "OSC Craft Lead Checklist"
- 3.6 The OSC Health Physics Lead shall implement Attachment 4.6 "OSC HP Lead Checklist"

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3.7 The OSC Health Physics and Chemistry Technicians shall be responsible for activities as outlined in Attachment 4.7 "OSC HP & Chemistry Technician Responsibilities"

4.0 ATTACHMENTS

4.1 OSC Manager Checklist

4.2 OSC Repair Team Coordinator Checklist

4.3 OSC Team Tracker Checklist

4.4 OSC Information Coordinator Checklist

4.5 OSC Craft Leads (Mechanical, Electrical, I&C, SSS) Checklist

4.6 OSC Health Physics Lead Checklist

4.7 OSC HP & Chemistry Technician Responsibilities

4.8 OSC Floor Plan

4.9 OSC Manager Briefing Guidelines

4.10 OSC Staff Briefing Guidelines

4.11 OSC Organization Chart

4.12 Portable Air Sampler Operation {P180041} |

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## OSC MANAGER CHECKLIST

The following checklist provides guidance for the performance of the duties of the **OSC Manager**. Initial & Activation Actions are to be performed during initial facility activation only.

Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

### Initial & Activation

- 1.0 Activate OSC
- 2.0 Assume Control of In-Plant Repair Teams
- 3.0 Receive & Perform Initial Briefings

### Continuous Actions

- 4.0 Establish & Monitor OSC Habitability
- 5.0 Establish and Maintain OSC & Protected Area Access Controls
- 6.0 Establish and Maintain Protected Area Personnel Accountability
- 7.0 Maintain Awareness of OSC Task Status and Priorities
- 8.0 Ensure Timely and Safe Completion of TSC Assigned Tasks
- 9.0 Assess Need for and Facilitate Authorization of Emergency Exposure Controls

### Turnover - Termination Actions

- 10.0 Conduct Turnover for Temporary Absence
- 11.0 Conduct Turnover for Shift Change
- 12.0 Complete Emergency Termination

Attachment 4.1

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## OSC MANAGER CHECKLIST (Contd.)

### INITIAL & ACTIVATION ACTIONS

#### 1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if OSC activation is directed during an Unusual Event, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC Manager's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Sign in on the OSC staffing board and accountability log.
- 1.3 Establish operational readiness of the OSC by verifying the following minimum positions are filled or that actions are being taken to fill them:

- Electricians (2)
- Mechanics (3)
- I&C Technicians (2)
- Health Physics Technicians (8)
- Chemistry Technicians (2)
- Equipment Operators (2)
- Electrical Lead
- Mechanical Lead
- I/C Lead
- HP Lead

- 1.4 Declare the OSC activated when the main responsibilities of the OSC can be assumed, even if the positions listed above may not all be present. The main responsibilities of the OSC include:

- Dispatching of plant repair teams
- Accountability of plant personnel
- Establishment of access controls as needed
- Establishment and maintenance of OSC habitability

NOTE: The OSC Manager may use judgement in determining whether a qualified person can perform a task to fulfill OSC responsibilities even though the personnel may not be identified as normally assigned to the task.

Attachment 4.1

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## OSC MANAGER CHECKLIST (Contd.)

- 1.5 Notify the TSC Maintenance Manager and Shift Manager that the OSC is activated.
- 1.6 Announce to the OSC staff that the center is now activated and you are the OSC Manager.

**OSC Declared Activated @ \_\_\_\_\_ hrs.**

- 1.7 Direct a staff member to complete an OSC staffing chart and fax to the Plant Administrative Manager in the TSC.

### **2.0 Assume Control of In-Plant Repair Teams**

- 2.1 Obtain from the Shift Manager the status of currently dispatched repair teams, including:

- Team member names
- Assignment description
- Team location
- Methods of communications
- Time dispatched and expected time of return

- 2.2 Obtain agreement from the Shift Manager that the OSC is now taking control of the repair teams currently in the plant as well as for all subsequent teams dispatched.

NOTE: Designated on-shift Fire Brigade (FB) Equipment Operator members may remain under direction of the Control Room when agreed to by the Shift Manager.

- 2.23 Direct the Repair Team Coordinator to take control of the repair teams by establishing communications with and informing each team currently in the plant.

NOTE: Initially, it may be necessary to send an individual from the OSC (with radio communications) to join the repair teams already in the field to facilitate the OSC taking responsibility for repair teams.

Attachment 4.1

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## OSC MANAGER CHECKLIST (Contd.)

### 3.0 Receive and Perform Initial Briefings

3.1 Obtain the following information from the TSC Maintenance Manager:

- Current plant status
- Major equipment out of service
- Current priorities for equipment repair and in-plant operations

3.2 Instruct the HP Lead to contact the RPM to determine:

- In-plant radiological conditions including any ongoing or potential releases
- Whether a site evacuation has been ordered or if there is a need to perform personnel accountability

3.3 Brief the OSC staff using Attachment 4.9 "OSC Manager Briefing Guidelines" and communicate expectations concerning OSC operations, including:

- OSC mission
- Protection of OSC and repair team personnel from hazards
- Goals for promptness of repair team dispatch
- Status board maintenance
- Dissemination of pertinent information
- Maintenance of personnel accountability by signing in and out of the OSC on the Personnel Accountability Log
- Staff participation in periodic OSC update briefings
- Directing any incoming media calls to the JIC
- Teamwork
- Consistent use of 3-way communications when appropriate

Attachment 4.1

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## OSC MANAGER CHECKLIST (Contd.)

### CONTINUOUS ACTIONS

#### 4.0 Establish and Monitor OSC Habitability

- 4.1 Direct the Health Physics Lead to initiate and continue to monitor OSC habitability
- 4.2 If informed of abnormal radiological conditions existing within the OSC, assess the need to relocate and/or evacuate the OSC based upon discussions with the TSC RPM.
- 4.3 If the OSC is determined to be uninhabitable:
  - Confer with TSC Maintenance Manager, RPM and HP Lead to select an Alternate OSC site
  - Relocate necessary OSC personnel to alternate OSC
  - Notify other plant emergency centers of OSC relocation
  - Evacuate unnecessary OSC personnel per PPM 13.5.1 or stage them in a safe location (e.g., EOF)

#### 5.0 Establish and Maintain OSC & Protected Area Access Controls

- 5.1 Direct the OSC Team Tracker to establish OSC access controls by posting OSC traffic control signs and ensuring all OSC personnel sign in and out on the staffing board and accountability log.
- 5.2 If the ED or TSC Manager directs restriction of Protected Area entry or exit:
  - Coordinate establishment of access restrictions with Columbia Generating Station Security Force and the OSC Team Tracker
  - Notify the Control Room, TSC and the Security Lieutenant that movement of personnel within areas of the Protected Area must be reported to the OSC Team Tracker to ensure worker protection and accountability are maintained
  - Ensure that prior to personnel moving within the Protected Area that they either receive a briefing on the radiologically hazardous areas and safe access routes or are provided HP monitoring support.

Attachment 4.1

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## OSC MANAGER CHECKLIST (Contd.)

### 6.0 Establish and Maintain Protected Area Personnel Accountability

- 6.1 If a Protected Area Evacuation has been ordered or as directed by the ED, establish and maintain Protected Area personnel accountability per PPM 13.5.5.
- 6.2 For any unaccounted for personnel, ensure the Team Tracker initiates search and rescue activities per PPM 13.5.5.

### 7.0 Maintain Awareness of OSC Task Status and Priorities

- 7.1 Periodically contact the TSC Maintenance Manager and ensure that OSC task status and priorities properly fulfill TSC needs relative to:
- Equipment repairs and system restoration
  - Equipment and system operations
  - Radiological surveys and Chemistry samples
  - Current plant status
- 7.2 Conduct periodic briefings for OSC staff using either the Attachment 4.9 "OSC Manager Briefing Guidelines", or the laminated briefing guide.
- 7.3 Direct the OSC Information Coordinator to transmit information on OSC tasks that personnel in other centers may need to know.
- 7.4 When a reactor coolant sample is needed, staff the chem lab.
- 7.5 Maintain a chronology of significant events, actions taken and their resolutions on an Emergency Response Log (this log shall be attached to the After Action Report).

Attachment 4.1

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## OSC MANAGER CHECKLIST (Contd.)

### 8.0 Ensure Timely and Safe Completion of TSC Assigned Tasks

8.1 Monitor repair/re-entry team activities to ensure the following:

- Team assignments and actions remain consistent with priorities set by the TSC.
- Teams are being adequately manned and appropriately briefed prior to dispatch.
- Teams are adequately equipped and, when necessary, have adequate guidance for the performance of assigned tasks.
- Appropriate personnel protection and safety considerations are being implemented.
- Teams are being dispatched "in-plant" in a timely manner.

8.2 If additional OSC manpower is needed, notify the Plant Administrative Manager in the TSC.

### 9.0 Assess Need for and Facilitate Authorization of Emergency Exposure Controls

9.1 Upon notification from the Health Physics Lead that emergency repair team personnel may exceed legal exposure limits in the performance of duties, contact the RPM in the TSC to discuss the need for emergency exposure authorization per PPM 13.2.1.

9.2 If emergency exposure authorization is required for one or more OSC staff personnel, ensure that authorization is obtained from the RPM and the HP Lead documents the emergency exposure on the applicable Repair Team Briefing Form (968-25560).

## TURNOVER - TERMINATION ACTIONS

### 10.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

Attachment 4.1

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## OSC MANAGER CHECKLIST (Contd.)

### 11.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC Manager:

- Fully brief the on-coming OSC Manager on current status of the emergency and work underway.
- Review and turnover any active paperwork and the OSC Manager Emergency Response Log.
- Direct the relieving OSC Manager to notify the TSC Maintenance Manager that he has now assumed OSC Manager duties.
- Direct a staff member to update the OSC staffing chart and fax to the Plant Administrative Manager in the TSC.
- Prepare an individual After Action Report per PPM 13.13.4.

### 12.0 Complete Emergency Termination

Upon termination of the emergency:

- Direct OSC personnel to prepare After Action Reports per PPM 13.13.4.
- Collect After Action Reports prepared by staff personnel and review them.
- Conduct an after action critique of OSC performance with the OSC staff and summarize significant performance issues.
- Deliver all After Action Reports, logs and other documentation to the TSC Maintenance Manager.

Attachment 4.1

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## OSC REPAIR TEAM COORDINATOR CHECKLIST

The following checklist provides guidance for the performance of the duties of the **OSC Repair Team Coordinator**. Initial & Activation Actions are to be performed during initial facility activation only.

Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

### Initial & Activation Actions

- 1.0 Activate OSC
- 2.0 Assume Control of In-Plant Repair Teams

### Continuous Actions

- 3.0 Establish OSC Repair Team Task Priorities
- 4.0 Coordinate Formation of Repair Teams
- 5.0 Prepare and Brief Repair Teams Prior to Team Dispatch
- 6.0 Dispatch & Control Repair Teams In-Plant
- 7.0 Debrief Repair Teams Upon Return to OSC
- 8.0 Participate in OSC update briefings

### Turnover - Termination Actions

- 9.0 Conduct Turnover for Temporary Absence
- 10.0 Conduct Turnover for Shift Change
- 11.0 Complete Emergency Termination

Attachment 4.2

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## OSC REPAIR TEAM COORDINATOR CHECKLIST (Contd.)

### INITIAL & ACTIVATION ACTIONS

#### 1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC Repair Team Coordinator's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Inform the OSC Manager of your presence in the OSC and sign in on the OSC staffing board and accountability log.

- 1.3 Establish operational readiness of the OSC by informing the OSC Manager when the following minimum positions are available or take action to fulfill them:

- Electricians (2)
- Mechanics (3)
- I&C Technicians (2)
- Health Physics Technicians (8)
- Chemistry Technicians (2)
- Equipment Operators (2)
- Electrical Lead
- Mechanical Lead
- I/C Lead
- HP Lead

NOTE: The OSC Manager may use judgement in determining whether a qualified person can perform a task to fulfill OSC responsibilities even though the personnel may not be identified as normally assigned to the task.

- 1.4 Inform the OSC Manager when you are ready to dispatch in-plant repair teams.

Attachment 4.2

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## OSC REPAIR TEAM COORDINATOR CHECKLIST (Contd.)

### 2.0 Assume Control of In-Plant Repair Teams

2.2 Coordinate with the OSC Manager to obtain from the Shift Manager the status of currently dispatched repair teams, including:

- Team member names
- Assignment description
- Team location
- Methods of communications
- Time dispatched and expected time of return.

2.2 Inform the OSC Manager when ready to take control of the repair teams currently in the plant as well as for all subsequent teams dispatched.

NOTE: Designated on-shift Equipment Operator members may remain under direction of the Control Room when agreed to by the Shift Manager.

2.3 Take control of the repair teams by establishing communications with and informing each team currently in the plant.

### CONTINUOUS ACTIONS

### 3.0 Establish OSC Repair Team Task Priorities

3.1 Frequently contact the TSC Maintenance Manager and ensure that OSC task status and priorities properly fulfill TSC needs relative to:

- Equipment repairs and system restoration
- Equipment and system operations
- Chemistry samples and radiological surveys
- Current plant status

3.2 Keep the OSC Manager and Craft Leads informed of any changes in task priorities.

Attachment 4.2

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## OSC REPAIR TEAM COORDINATOR CHECKLIST (Contd.)

### 4.0 Coordinate Formation of Repair Teams

- 4.1 Task assignment information from the TSC will be received via telephone and/or fax and documented in the Task Assignment section of the Repair Team Briefing/Debriefing Form (968-25560).

NOTE: Tasks of an immediate nature are prefaced by the term "urgent". The Shift Manager will usually confer with the Operations Manager on tasks of an urgent nature but the Shift Manager has the final authority in determining if a task is "urgent".

- 4.2 Based upon the scope and kind of task assigned, determine the number and type of repair team(s) required to accomplish the task.
- 4.3 For each team, specify a Craft Lead (Mechanical, Electrical, I&C, SSS or HP). Complete the Team Assignment section of the Repair Team Briefing/Debriefing Form including the time the TSC request was received.

NOTE: The "TSC request received" time is the time at which the OSC received sufficient technical information to begin team assembly.

- 4.4 For each team, direct the Craft Lead to assign team members as appropriate. All repair teams shall be composed of a minimum of two (2) individuals with one individual assigned as the team leader.

### 5.0 Prepare and Brief Repair Teams Prior to Team Dispatch

- 5.1 Direct Craft Leads to obtain any special resources the team may need to perform assigned tasks.
- 5.2 If any special guidance is necessary for the conduct of the assigned team tasks, contact the TSC Maintenance Manager and request guidance from the TSC. Special procedural guidance is required if the assigned task requires deviation from approved procedures.
- 5.3 Direct the team Craft Lead to complete the Team Assembly section of the Repair Team Briefing/Debriefing Form (968-25560).

#### Attachment 4.2

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## OSC REPAIR TEAM COORDINATOR CHECKLIST (Contd.)

- 5.4 Direct the team Craft Lead to conduct the team briefing ensuring:
- Team assignment and actions are consistent with priorities set by the TSC.
  - Team is being adequately manned and briefed prior to dispatch without undue delay.
  - Team is adequately equipped and has adequate procedural guidance for the performance of assigned tasks.
  - Appropriate personnel protection and safety considerations are being implemented.
  - Communications methods have been established between the OSC and team.
- NOTE: An HP Technician may be dispatched with an "urgent" team in lieu of a radiological briefing.
- 5.5 Confer with the HP Lead to determine if the team may experience abnormal radiological conditions. If so, request that the HP Lead complete the Radiological Assessment section of the briefing form and conduct the health physics portion of the team briefing.

### 6.0 Dispatch & Control Repair Teams In-Plant

- 6.1 Ensure that the team Craft Lead completes the Team Briefing & Dispatch section of the briefing form.
- 6.2 Ensure that the Team Tracking Board is updated upon dispatch of the team.
- 6.3 Consult with the Security Force and determine if security conditions exist which may impact team access or if Security escort is necessary.
- 6.4 Direct Team Tracker and assigned Craft Leads to maintain communications with the team(s) in the field and to provide periodic status updates.

### 7.0 Debrief Repair Teams Upon Return to OSC

- 7.1 Upon return to the OSC, repair teams shall be debriefed by the assigned Craft Lead and HP Lead (if radiological hazards were identified during the briefing or while in the field).

Attachment 4.2

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## OSC REPAIR TEAM COORDINATOR CHECKLIST (Contd.)

- 7.2 Ensure that the HP Lead/designee has completed the Radiation Exposure Review section of the debriefing form.
- 7.3 Review and sign the completed debriefing form. Forward the completed form to the Team Tracker.
- 7.4 Provide a status update to the OSC Manager and TSC Maintenance Manager.
- 8.0 Participate in OSC update briefings using Attachment 4.10, "OSC Staff Briefing Guidelines."**

### TURNOVER - TERMINATION ACTIONS

#### 9.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

#### 10.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC Repair Team Coordinator:

- Fully brief the on-coming OSC Repair Team Coordinator on current status of the emergency and work underway
- Review and turnover any active paperwork and the OSC Repair Team Coordinator Emergency Response Log
- Direct the relieving OSC Repair Team Coordinator to notify the OSC Manager that he has now assumed OSC Repair Team Coordinator duties
- Prepare an individual After Action Report per PPM 13.13.4.

#### 11.0 Complete Emergency Termination

Upon termination of the emergency:

- Prepare After Action Reports per PPM 13.13.4.
- Participate in an after action critique on OSC performance and summarize significant performance actions.
- Deliver After Action Report, logs and other documentation to the OSC Manager.

Attachment 4.2

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## OSC TEAM TRACKER CHECKLIST

The following checklist provides guidance for the performance of the duties of the **OSC Team Tracker**. Initial & Activation Actions are to be performed during initial facility activation only.

Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

### Initial & Activation Actions

- 1.0 Activate OSC
- 2.0 Establish Initial Protected Area Accountability (*Plant Card Reader System Operational*)
- 3.0 Establish Initial Protected Area Accountability (*Plant Card Reader System NOT Operational*)

### Continuous Actions

- 4.0 Maintain Continuous PA Accountability
- 5.0 Track Repair Team Activities
- 6.0 Participate in OSC update briefings

### Turnover - Termination Actions

- 7.0 Conduct Turnover for Temporary Absence
- 8.0 Conduct Turnover for Shift Change
- 9.0 Complete Emergency Termination

Attachment 4.3

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## OSC TEAM TRACKER CHECKLIST (Contd.)

### INITIAL & ACTIVATION ACTIONS

#### 1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC Team Tracker's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Place the OSC Personnel Accountability Log in the OSC. Remind personnel to:

- Sign in on the OSC Sign in Board
- Keycard into the cardreader at the Yakima Building Lunchroom
- Log in and log out when leaving from and returning to the OSC

NOTE: Personnel (Repair Teams) listed on the Team Tracking Log are exempted from signing in and out on the OSC Personnel Accountability Log.

- 1.3 Inform the Repair Team Coordinator of your presence in the OSC and sign in on the OSC staffing board and accountability log.
- 1.4 Obtain additional dosimetry if required by the HP Lead.
- 1.5 Close the south OSC entry door and post OSC traffic control signs on the outside of both entry doors.
- 1.6 Activate, if necessary, the dedicated OSC fax and send a test fax to the TSC requesting return fax. Contact Telecommunications to correct problems at extension 8600. Monitor the fax for information.
- 1.7 Activate, if necessary, the OSC radio base station and perform a radio check. Contact Telecommunications at extension 8600 to correct problems. Monitor radio traffic and inform the OSC Manager of any traffic of interest.

Attachment 4.3

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## OSC TEAM TRACKER CHECKLIST (Contd.)

### 2.0 Establish Initial Protected Area Accountability (*Plant Card Reader System Operational*)

Upon declaration of a Protected Area Evacuation:

NOTE: Initial accountability must be complete within 30 minutes of the PA announcement to evacuate the Protected Area

- 2.1 Contact the designated accountability coordinators in the Control Room and the Plant Admin Manager in the Technical Support Center (TSC) to ensure they have taken personnel accountability actions and remind personnel to keycard in.
- 2.2 Request CAS to prepare an EMERGENCY PERSONNEL ACCOUNTABILITY report sorted by AREAS, EXCLUDING EMERGENCY CENTERS.
- 2.3 Determine from the Emergency Accountability Report which individuals cannot be accounted for. An unaccounted for individual is one who is listed in the Protected Area or Vital Areas, but is not listed on the OSC Personnel Accountability Log, OSC Team Tracking Log, TSC Personnel Accountability Log, CAS Manning Roster, or Control Room Personnel Accountability Log.

NOTE: This report should be blank when nonessential personnel have evacuated the Protected Area, and emergency responders have keycarded into their Emergency Centers. It will identify personnel in Vital Areas as they are dispatched from the Control Room or OSC, however.

- 2.4 Inform the OSC Manager and TSC Plant Admin Manager of accountability results.

### 3.0 Establish Initial Protected Area Accountability (*Plant Card Reader System NOT Operational*)

Upon declaration of a Protected Area Evacuation:

NOTE: Initial accountability must be complete within 30 minutes of the PA announcement to evacuate the Protected Area

- 3.1 Request the Site Security Supervisor deliver the last available Emergency Personnel Accountability Report to you for review and determination of unaccounted for individuals.

Attachment 4.3

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## OSC TEAM TRACKER CHECKLIST (Contd.)

- 3.2 If an Emergency Personnel Accountability Report is not available, obtain personnel accountability and team tracking logs from the TSC, Control Room and OSC.
- 3.3 Use the emergency accountability badge report, visitors logs, OSC Team Tracker logs, personnel accountability logs, and badge accountability results as needed to account for personnel remaining on site
- 3.4 Inform the OSC Manager and TSC Plant Admin Manager of accountability results.

### CONTINUOUS ACTIONS

#### 4.0 Maintain Continuous Protected Area Accountability

NOTE: OSC repair team dispatch may be delayed in the event of a security contingency.

- 4.1 Maintain continuous accountability by requesting the Site Security Supervisor to periodically provide updated Emergency Personnel Accountability Reports sorted by AREAS, EXCLUDING EMERGENCY CENTERS to you and review them for changes in Protected Area accountability status.

NOTE: This report should be blank when nonessential personnel have evacuated the Protected Area, and emergency responders have keycarded into their Emergency Centers. It will identify personnel in Vital Areas as they are dispatched from the Control Room or OSC, however.

- 4.2 Remind OSC staff personnel to sign in and out of the OSC on the Personnel Accountability Log, (Form 968-25691) if they leave the OSC to go into the plant or another emergency center.

#### 5.0 Track Repair Team Activities

- 5.1 Maintain the Team Tracking Log. Use one sheet for each team dispatched from the OSC.
- 5.2 Participate in Team Briefings. Team status communications shall be maintained with the teams once dispatched in the field.
- 5.3 Issue a portable radio to the Team Leader of each team.

Attachment 4.3

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**OSC TEAM TRACKER CHECKLIST (Contd.)**

- 5.4 Prior to dispatch, instruct the Repair Team Leader to contact the Team Tracker upon reaching the assigned destination. Obtain the number of the telephone nearest to the team's work location as back-up communication method.
  - 5.5 Instruct the Team Leader to contact the assigned Craft Lead when requesting technical information, tools, materials or equipment.
  - 5.6 When repair teams return to the OSC, ensure that the repair team debriefing forms are completed by the Craft Lead and reviewed by the HP Lead/designee and Repair Team Coordinator.
  - 5.7 Keep the OSC Repair Team Coordinator informed of the status and activities of all teams in the field.
  - 5.8 Monitor the OSC fax machine for incoming requests and route all messages to the Repair Team Coordinator, unless addressed otherwise.
- 6.0 Participate in OSC update briefings using Attachment 4.10, "OSC Staff Briefing Guidelines."**

**TURNOVER - TERMINATION ACTIONS**

**7.0 Conduct Turnover for Temporary Absence**

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

**8.0 Conduct Turnover for Shift Change**

If being relieved as the on-duty OSC Team Tracker:

- Fully brief the on-coming OSC Team Tracker on current status of the emergency and work underway
- Review and turnover any active paperwork and the OSC Team Tracker Emergency Response Log
- Direct the relieving OSC Team Tracker to notify the OSC Repair Team Coordinator that he has now assumed OSC Team Tracker duties
- Prepare an individual After Action Report per PPM 13.13.4.

Attachment 4.3

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## OSC TEAM TRACKER CHECKLIST (Contd.)

### 9.0 Complete Emergency Termination

Upon termination of the emergency:

- Prepare After Action Reports per PPM 13.13.4.
- Participate in an after action critique on OSC performance and summarize significant performance actions.
- Deliver After Action Report, logs and other documentation to the OSC Manager.

Attachment 4.3

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## OSC INFORMATION COORDINATOR CHECKLIST

The following checklist provides guidance for the performance of the duties of the **OSC Information Coordinator**. Initial & Activation Actions are to be performed during initial facility activation only.

Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

### Initial & Activation Actions

- 1.0 Activate OSC
- 2.0 Activate the Information Network

### Continuous Actions

- 3.0 Maintain Communications with Emergency Facilities
- 4.0 Maintain the Significant Events Status Board
- 5.0 Participate in OSC update briefings

### Turnover - Termination Actions

- 6.0 Conduct Turnover for Temporary Absence
- 7.0 Conduct Turnover for Shift Change
- 8.0 Complete Emergency Termination

Attachment 4.4

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## OSC INFORMATION COORDINATOR CHECKLIST (Contd.)

### INITIAL & ACTIVATION ACTIONS

#### 1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC Information Coordinator's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Inform the OSC Manager of your presence in the OSC and sign in on the OSC staffing board and accountability log.

#### 2.0 Activate the Information Network

- 2.1 Activate the Information Network for your center by using either the Jackset and attached headset, or the cordless headset unit.

If using attached jackset:

- Plug the headset into the Jackset adapter attached to the Information Coordinator phone.
- Attach the headset control unit to your belt.
- Push the rocker switch on the Jackset so the red bar is showing.

NOTE: If you are using the phone handset rather than the headset push the rocker switch on the Jackset so the red bar does not show.

Attachment 4.4

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## OSC INFORMATION COORDINATOR CHECKLIST (Contd.)

If using the cordless headset, set up the unit as follows:

- Disconnect the Information Coordinator phone line from the desk phone and connect the line to the cordless phone base unit.
- Connect the AC adapter to the base unit and plug in to an outlet.
- Plug the head set with microphone into the handset. Use the PHONE button to turn the phone on, and the MUTE button to mute the phone when not speaking. Push the MUTE button again to speak.
- If the battery is changed out for a fresh one, place the handset back in the base unit momentarily to synchronize.

2.2 Announce your presence on line to the other emergency centers.

NOTE: The Technical Support Center (TSC) Information Coordinator is the Lead Coordinator for the system. Coordinators are also located at the:

- Control Room
- Emergency Operations Facility (EOF)
- Joint Information Center (not continuously monitored)

2.3 Notify the TSC Information Coordinator of your intention to be off the air for short absences, and check in upon your return.

Attachment 4.4

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## OSC INFORMATION COORDINATOR CHECKLIST (Contd.)

### CONTINUOUS ACTIONS

#### 3.0 Maintain Communications with Emergency Facilities

3.1 Announce significant incoming information to your center manager and staff such as:

- Time other emergency centers were activated.
- Significant information announced from other emergency centers.
- Significant items appearing on your center data displays. If assigned responsibility, record information on center status boards. Use up or down arrows to indicate trends, as appropriate.

3.2 Announce significant information to other centers, such as:

- Time your emergency center was activated.
- Items announced to your center staff.
- Items ordered transmitted by the center manager.
- Significant Repair Team activities and findings.
- Inquiries to establish personnel accountability.

3.3 Use three way communications for specific center communications and for specific communications within your center.

3.4 Refer any calls from the media to the Joint Information Center.

#### 4.0 Maintain the Significant Events Status Board

Record significant incoming information as necessary on the information board in your center provided for that purpose.

#### 5.0 Participate in OSC update briefings using Attachment 4.10, "OSC Staff Briefing Guidelines."

Attachment 4.4

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## OSC INFORMATION COORDINATOR CHECKLIST (Contd.)

### TURNOVER - TERMINATION ACTIONS

#### 6.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

#### 7.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC Information Coordinator:

- Fully brief the on-coming OSC Information Coordinator on current status of the emergency and work underway
- Review and turnover any active paperwork and the OSC Information Coordinator Emergency Response Log
- Direct the relieving OSC Information Coordinator to notify the OSC Manager that he has now assumed OSC Information Coordinator duties
- Prepare an individual After Action Report per PPM 13.13.4.

#### 8.0 Complete Emergency Termination

Upon termination of the emergency:

- Prepare After Action Reports per PPM 13.13.4.
- Participate in an after action critique on OSC performance and summarize significant performance actions.
- Deliver After Action Report, logs and other documentation to the OSC Manager.

Attachment 4.4

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## OSC CRAFT LEAD (Mech, Elect, I&C, SSS) CHECKLIST

The following checklist provides guidance for the performance of the duties of the OSC Craft Leads

- Mechanical
- Electrical
- I&C
- Shift Support Supervisor

Initial & Activation Actions are to be performed during initial facility activation only.

Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

### Initial & Activation Actions

- 1.0 Activate OSC

### Continuous Actions

- 2.0 Assist OSC Repair Team Coordinator in Repair Team Formation
- 3.0 Conduct Repair Team Briefings
- 4.0 Conduct Repair Team Debriefings

### Turnover - Termination Actions

- 5.0 Conduct Turnover for Temporary Absence
- 6.0 Conduct Turnover for Shift Change
- 7.0 Complete Emergency Termination

Attachment 4.5

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OSC CRAFT LEAD (Mech, Elect, I&C, SSS) CHECKLIST (Contd.)

**INITIAL & ACTIVATION ACTIONS**

**1.0 Activate the OSC**

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC Information Coordinator's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Inform the OSC Repair Team Coordinator of your presence in the OSC and sign in on the OSC staffing board and accountability log.
- 1.3 Ensure craft personnel have modesty clothing available in case team dispatch into areas needing protective clothing is required.
- 1.4 Maintain a chronology of significant inputs, actions, events and their resolutions on the Emergency Response Log, for attachment to your After Action Report.

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## OSC CRAFT LEAD (Mech, Elect, I&C, SSS) CHECKLIST (Contd.)

### CONTINUOUS ACTIONS

#### 2.0 Assist OSC Repair Team Coordinator in Repair Team Formation

- 2.1 When designated as a repair team Craft Lead by the OSC Repair Team Coordinator, coordinate establishment of the work scope, team composition and hazards that need to be briefed for team members.

NOTE: Industrial safety/confined space hazards may change rapidly. Craft personnel need to be briefed on current and potential hazards and consider completing a Confined Space Pre-entry Checklist if warranted.

- 2.2 Receive from the OSC Repair Team Coordinator a Repair Team Briefing/Debriefing Form (968-25560) for each team assigned.
- 2.3 Choose appropriate craft personnel (minimum of 2) as team members based on qualifications, experience and radiological requirements. Assign one individual as Repair Team Leader.
- 2.4 Arrange for tools, materials, equipment, spare parts and documents (drawings, procedures, CVI manuals, etc.) as necessary.
- 2.5 Ensure that the Team Leader receives a portable radio and appropriate telephone numbers from the Team Tracker. Ensure that the Team Leader has the appropriate Craft Lead's phone number.
- 2.6 Instruct the Team Leader to keep the Craft Lead informed of Team progress on the assigned task(s). Inform the Team Tracker after each communication with the Team.

Attachment 4.5

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## OSC CRAFT LEAD (Mech, Elect, I&C, SSS) CHECKLIST (Contd.)

### 3.0 Conduct Repair Team Briefings

- 3.1 Ensure the Task Assignment and Team Assignment sections of the briefing form has been filled out and complete the Team Assembly section as follows:
- Fill in your name and the time/date that the TSC requested the task.
  - Fill in each team member name and craft (M for Mechanic, E for Electrician, I&C for I&C Tech, HP for HP Tech, EO for Equipment Operator, CHEM for Chemistry Tech).
  - Record the estimated task duration time.
  - List the instructions/actions to be performed and any precautions to be observed.
  - Identify, as appropriate, any special considerations, special reentry procedures to be used, communications to be used, need for security keys, or required tagging.
- 3.2 Ensure the HP Lead records the current and allowable dose for each team member and specifies authorization for any required emergency exposure.
- 3.3 Ensure the HP Lead/designee completes the Radiological Assessment section of the repair team briefing form.
- 3.4 Complete the Team Briefing & Dispatch section of the briefing form as follows:
- In coordination with the HP Lead/designee, conduct the team briefing in accordance with the information on the briefing form.
- NOTE: If practicable and timely team dispatch will not be affected, repair team briefing may be held in the Yakima Building hallway or conference room to minimize congestion in the OSC.
- Record the name(s) of the person(s) performing the briefing.
  - When the team is dispatched, fill in the dispatch time and sign the form.
- 3.5 Update the Team Tracking Board.
- 3.6 Give the repair team briefing form to the Team Tracker.

### Attachment 4.5

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## OSC CRAFT LEAD (Mech, Elect, I&C, SSS) CHECKLIST (Contd.)

### 4.0 Conduct Repair Team Debriefings

4.1 Coordinate team debriefing with the HP Lead.

**NOTE:** If practicable, repair team debriefing may be held in the Yakima Building hallway or conference room to minimize congestion in the OSC.

4.2 Complete the Team Debriefing section of the repair team debriefing form noting significant observations, problems encountered by the team, and any follow-up actions that may be needed, and dose received by each team member.

4.3 Ensure that the HP Lead/designee completes the Radiation Exposure Review section of the debriefing form.

4.4 Update Team Tracking Board.

4.5 Give the debriefing form to the Repair Team Coordinator for review.

### TURNOVER - TERMINATION ACTIONS

### 5.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

### 6.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC Craft Lead:

- Fully brief the on-coming OSC Craft Lead on current status of the emergency and work underway
- Review and turnover any active paperwork and the OSC Craft Lead Emergency Response Log
- Direct the relieving OSC Craft Lead to notify the OSC Repair Team Coordinator that he has now assumed OSC Craft Lead duties
- Prepare an individual After Action Report per PPM 13.13.4.

Attachment 4.5

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**OSC CRAFT LEAD (Mech, Elect, I&C, SSS) CHECKLIST (Contd.)**

**7.0 Complete Emergency Termination**

Upon termination of the emergency:

- Prepare After Action Reports per PPM 13.13.4.
- Participate in an after action critique on OSC performance and summarize significant performance actions.
- Deliver After Action Report, logs and other documentation to the OSC Manager.

Attachment 4.5

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## OSC HEALTH PHYSICS LEAD CHECKLIST

The following checklist provides guidance for the performance of the duties of the OSC HP Lead. Initial & Activation Actions are to be performed during initial facility activation only. Once the OSC has been activated, the Continuous Actions Section should be reviewed frequently and applicable sections performed as specified. The sequence of performance shall be dictated by the specific event and there is no intended order in which each of the Continuous Actions are to be performed.

### Initial & Activation Actions

- 1.0 Activate OSC
- 2.0 Establish Initial OSC Habitability
- 3.0 Assess Current In-Plant Radiological Conditions
- 4.0 Establish Initial Radiological Controls and Issue Dosimetry

### Continuous Actions

- 5.0 Monitor and Maintain Emergency Facility Habitability
- 6.0 Implement Protective Measures for OSC Personnel
- 7.0 Conduct Health Physics Briefings and De-Briefings for Repair Teams
- 8.0 Provide HP Support to Repair Teams
- 9.0 Participate in OSC update briefings

### Turnover - Termination Actions

- 10.0 Conduct Turnover for Temporary Absence
- 11.0 Conduct Turnover for Shift Change
- 12.0 Complete Emergency Termination

Attachment 4.6

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## OSC HEALTH PHYSICS LEAD CHECKLIST (Contd.)

### INITIAL & ACTIVATION ACTIONS

#### 1.0 Activate the OSC

- 1.1 Upon notification of an Alert, Site Area or General Emergency, or if so directed, present your badge keycard to the OSC personnel accountability keycard reader, and proceed to the Operations Support Center (OSC) to assume the OSC HP Lead's duties.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- 1.2 Inform the OSC Manager of your presence in the OSC and sign in on the OSC staffing board and accountability log.
- 1.3 Establish operational readiness of the OSC by informing the OSC Manager when the following minimum positions are available or take action to fulfill them:
- Health Physics Technicians (8)
  - Chemistry Technicians (2)

NOTE: The OSC Manager may use judgement in determining whether a qualified person can perform a task to fulfill OSC responsibilities even though the personnel may not be identified as normally assigned to the task.

- 1.4 Inform the OSC Manager when you are ready to support facility habitability monitoring and the dispatch of in-plant repair teams.

#### 2.0 Establish Initial OSC Habitability

- 2.1 Determine appropriate location for setup of CAM and portable ARM for OSC habitability monitoring and then direct an HP Technician to perform setup.
- 2.2 Direct an HP Technician to conduct radiation and contamination surveys of the OSC and Yakima Building work areas not monitored by the CAM/ARM/IPM-8s.
- 2.3 Verify the general area radiation levels are  $\leq 5$  mrem/hr and unidentified airborne radioactivity levels are  $\leq 1E-9$   $\mu$ Ci/cc.
- 2.4 If radiological conditions exceed either of the above levels inform the OSC Manager and RPM. Consideration should be given to the relocation of the OSC.
- 2.5 Enter the results of initial OSC habitability surveys in the Emergency Response Log.

Attachment 4.6

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## OSC HEALTH PHYSICS LEAD CHECKLIST (Contd.)

### 3.0 Assess Current In-Plant Radiological Conditions

Obtain a briefing from the OSC Manager and RPM to determine the status of current plant radiological conditions, including:

- In-plant area and airborne radiation levels
- Ongoing or anticipated radiological releases
- Ongoing plant system and equipment operations
- Status of team personnel currently dispatched in-plant
- Any known radiation exposures received by emergency response personnel

### 4.0 Establish Initial Radiological Controls and Issue Dosimetry

- 4.1 Obtain the current exposure history report from the HP Lead computer. This report is available by double clicking on the "Exposure History Report" icon.
- 4.2 Direct OSC staff to obtain an electronic dosimeter and log into TES. If TES is not available, direct issuance of dosimeters and REC cards as necessary to OSC staff.
- 4.3 Determine, based on discussions with the RPM, the need to establish access control points for the OSC and the Yakima Building.

## CONTINUOUS ACTIONS

### 5.0 Monitor and Maintain Emergency Facility Habitability

- 5.1 Remain aware of OSC habitability and advise the OSC Manager and RPM of any change that may indicate the need for evacuating and relocating the OSC.
  - $> 5$  mrem/hr or,
  - unidentified airborne radioactivity levels  $> 1E-9$   $\mu$ Ci/cc
  - unidentified airborne radioactivity levels  $> 0.3$  DAC (approximately 750 ccpm on a 40 ft<sup>3</sup> air sample in the field).
- 5.2 Ensure operability status of the CAM and ARM and the HP Access Control IPM-8s is periodically verified and results logged in the Emergency Response Log.
- 5.3 Direct an HP Technician to conduct routine radiation and contamination surveys of the OSC and Yakima Building work areas not monitored by the CAM/ARM/IPM-8s.

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- 5.4 If plant conditions are worsening or radiological release conditions are anticipated, contamination of OSC work areas can be minimized by any or all of the following:
- Restricting Yakima Building access to only one access point and posting the remaining doors as not available for access
  - Staging a step-off-pad and frisker inside the access point if background conditions allow, or Routing personnel entering the Yakima Building through the access control IPM-8s for contamination monitoring prior to entering the OSC
  - Setting up a controlled area for isolating contaminated personnel as necessary
- 5.5 If the emergency worker dose limit of 5 REM is projected to be exceeded during the event for OSC staff, inform the OSC Manager so that OSC evacuation plans may be initiated.

## 6.0 Implement Protective Measures for OSC Personnel

- 6.1 If radiological release conditions exist or radioiodine is suspected or detected:
- Instruct OSC personnel to read their dosimeters frequently.
  - Contact the RPM for direction on the use of Potassium Iodide (KI) by emergency workers per PPM 13.2.1
  - Have HP personnel inform individuals in the Protected Area when KI has been recommended
  - Provide assistance to the OSC Team Tracker in recording when individuals take (or refuse to take) KI on the OSC Accountability Log
  - Evaluate and implement appropriate actions to replace or evacuate personnel unable or unwilling to take personnel protective measures
- 6.2 If OSC relocation is deemed necessary, assist the OSC Manager in relocating necessary OSC resources.
- 6.3 If notified of Protected Area evacuation actions, determine when HP resources should be sent to evacuation egress or assembly points for radiological monitoring of evacuating personnel.

### Attachment 4.6

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## OSC HEALTH PHYSICS LEAD CHECKLIST (Contd.)

### 7.0 Conduct Health Physics Briefings and De-Briefings for Repair Teams

- 7.1 Direct or conduct the Health Physics briefing for teams dispatched from the OSC ensuring that:
- The current annual accumulated dose and remaining allowable dose are identified for each team member (panel H030 in TES) in the Team Assembly section of the repair team briefing form.
  - The emergency worker exposure limits for each team member will not be exceeded without approval from the Emergency Director or designee.
  - If exposure above the 5 Rem emergency worker exposure limit is authorized, each team member acknowledges authorization by signing the Team Assembly section of the repair team briefing form.
  - Applicable radiological protection requirements are determined and communicated to the team.
  - The Radiological Assessment section of the repair team briefing form is completed.
  - Briefing on applicable Health Physics procedures and practices to be followed is provided.
  - Repair team members are instructed to read their dosimeters frequently.
- 7.2 Contact the RPM for requesting changes in exposure limits in accordance with PPM 13.2.1 guidelines when required for dispatched teams.
- 7.3 When prescribing SCBA use for repair teams to protect against radiological hazard, the requirements for documentation of atmosphere evaluations, protection factor calculations, exposure time, etc., may be waived commensurate with the need for prompt emergency actions.
- 7.4 Direct or conduct the Health Physics debriefing of teams returning to OSC when needed and ensure that the Radiation Exposure Review section of the debriefing form is completed.

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## OSC HEALTH PHYSICS LEAD CHECKLIST (Contd.)

### 8.0 Provide HP Support to Repair Teams

- 8.1 As required, assign HP Technicians to accompany plant repair teams.
- 8.2 When advised of the need for post-accident sampling, assign a qualified HP Technician to accompany the Chemistry Post Accident Sample System (PASS) team.

### 9.0 Participate in OSC update briefings using Attachment 4.10, "OSC Staff Briefing Guidelines."

## TURNOVER - TERMINATION ACTIONS

### 10.0 Conduct Turnover for Temporary Absence

If temporarily leaving the OSC, delegate an individual to act in your absence until your return. Sign out of the OSC on the Personnel Accountability Log and sign in upon return.

### 11.0 Conduct Turnover for Shift Change

If being relieved as the on-duty OSC HP Lead:

- Fully brief the on-coming OSC HP Lead on current status of the emergency and work underway
- Review and turnover any active paperwork and the OSC HP Lead Emergency Response Log
- Direct the relieving OSC HP Lead to notify the OSC Manager that he has now assumed OSC HP Lead duties
- Prepare an individual After Action Report per PPM 13.13.4.

### 12.0 Complete Emergency Termination

Upon termination of the emergency:

- Prepare After Action Reports per PPM 13.13.4.
- Participate in an after action critique on OSC performance and summarize significant performance actions.
- Deliver After Action Report, logs and other documentation to the OSC Manager.

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## OSC HEALTH PHYSICS & CHEMISTRY TECHNICIAN RESPONSIBILITIES

### OSC Health Physics Technician Responsibilities

#### 1.0 Facility Activation

- Upon notification of an Alert, Site Area Emergency, General Emergency, or if so directed proceed to the Operations Support Center (OSC)
- Present your keycard to the OSC cardreader located by the south door of the Yakima Building lunchroom to establish electronic Personnel Accountability.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- Sign the Accountability Log located in the OSC command area.
- Write your name on the OSC staffing board designated for your position.
- If you leave the OSC temporarily (and are not a part of a team being dispatched) log out on the OSC Accountability Log and back in upon your return.

#### 2.0 Perform Radiation & Contamination Surveys as Directed

- Perform radiation and contamination surveys in accordance with PPM 11.2.13.1 and airborne radioactivity surveys in accordance with PPM 11.2.13.8. Report survey results to the HP Lead.

#### 3.0 If Directed, Perform TSC Habitability Monitoring

- Log out on the OSC Accountability Log, obtain appropriate monitoring equipment and report to the TSC.
- Keycard into the TSC and enter your name on the TSC Accountability Log.
- Report your arrival to the RPM, or if not present, to the TSC Manager.
- If not already completed, perform startup of the TSC radiation monitor in accordance with the startup checklist, Attachment 4.3, PPM 13.10.4, Radiation Protection Manager Duties.

Attachment 4.7

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## OSC HEALTH PHYSICS & CHEMISTRY TECHNICIAN RESPONSIBILITIES (Contd.)

- Verify operability of the TSC ARM and HVAC radiation monitors.
- Perform radiation and contamination surveys in accordance with PPM 11.2.13.1.
- Document results on Emergency Response Log (Form 968-23895) and report survey results to the RPM.
- As directed, ensure the inner and outer TSC entrance doors are closed.
- When directed, stage a step-off-pad and frisker at TSC entrance for contamination control.
- Inform the RPM immediately if either of the following conditions are noted:
  - TSC general area radiation levels exceed 5 mrem/hr or are trending upward;  
OR
  - TSC unidentified airborne radioactivity levels exceed  $1E-9 \mu\text{Ci/cc}$ .
- When released from the TSC, log out on the TSC Accountability Log and report to the OSC.
- Upon arrival back at the OSC, keycard in and log in on the OSC Accountability Log.

### 4.0 If Directed, Perform OSC Habitability Monitoring

- As directed by the HP Lead, set up a CAM and portable ARM to provide monitoring of OSC radiological conditions.
- If the battery powered air sampler is used, refer to Attachment 4.12 for use and set up instructions.
- Periodically verify operability status of the CAM and ARM and the HP Access Control IPM-8s which provide area radiological monitoring for the OSC.
- Log the results of these checks on Emergency Response Log (Form 968-23895).
- At Site Area and General Emergencies, perform routine radiation and contamination surveys of the OSC and Yakima Building work areas not monitored by the CAM/ARM/IPM-8s.

### Attachment 4.7

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## OSC HEALTH PHYSICS & CHEMISTRY TECHNICIAN RESPONSIBILITIES (Cond.)

- Document all survey results on Emergency Response Log (Form 968-23895) and report results to the HP Lead.
- Inform the HP lead immediately if either of the following conditions are noted:
  - TSC general area radiation levels exceed 5 mrem/hr or are trending upward;  
OR
  - TSC unidentified airborne radioactivity levels exceed  $1E-9 \mu\text{Ci/cc}$ .

### 5.0 Provide Assistance to the HP Lead, as Requested in the Following:

- Issuing and logging dosimetry or monitoring and tracking personnel exposures.
- If assigned as PASS team HP Tech, provide required radiological coverage for the PASS team during the sampling and analysis evolutions.
- Assist the OSC Team Tracker with recording administration of KI.
- If assigned to accompany Chemistry personnel transporting PASS samples out of the Protected Area, advise Security personnel at the access point on avoiding radiological hazards.
- When directed, proceed to designated plant or Protected Area egress locations and provide necessary contamination monitoring when Protected Area evacuation is ordered. Inform the HP Lead of personnel monitoring or decontamination concerns.
- Ensure OSC personnel are wearing appropriate dosimetry.
- Ensure in-plant repair team members have dosimetry as stipulated on the team briefing form.
- Log dose received by each team member of returning OSC teams on the Repair Team Briefing/Debriefing Form (968-25560).
- Ensure OSC personnel are monitoring their exposure and completing the required documentation.
- At shift change or event termination, ensure dosimetry records are updated.
- Review collected exposure documentation for discrepancies and report those to the HP Lead as necessary

### Attachment 4.7

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## OSC HEALTH PHYSICS & CHEMISTRY TECHNICIAN RESPONSIBILITIES (Contd)

### OSC Chemistry Technician Responsibilities

#### 1.0 Facility Activation

- Upon notification of an Alert, Site Area Emergency, General Emergency, or if so directed proceed to the Operations Support Center (OSC).
- Present your keycard to the OSC cardreader located by the south door of the Yakima Building lunchroom to establish electronic Personnel Accountability.

NOTE: You must recard into the OSC only if you exit the OSC and card into another location equipped with a keycard reader.

- Sign the Accountability Log located in the OSC command area.
- Write your name on the OSC staffing board designated for your position.
- If you leave the OSC temporarily (and are not a part of a team being dispatched) log out on the OSC Accountability Log and back in upon your return.

#### 2.0 Perform Sampling & Analysis in Accordance with Volume 12 Procedures

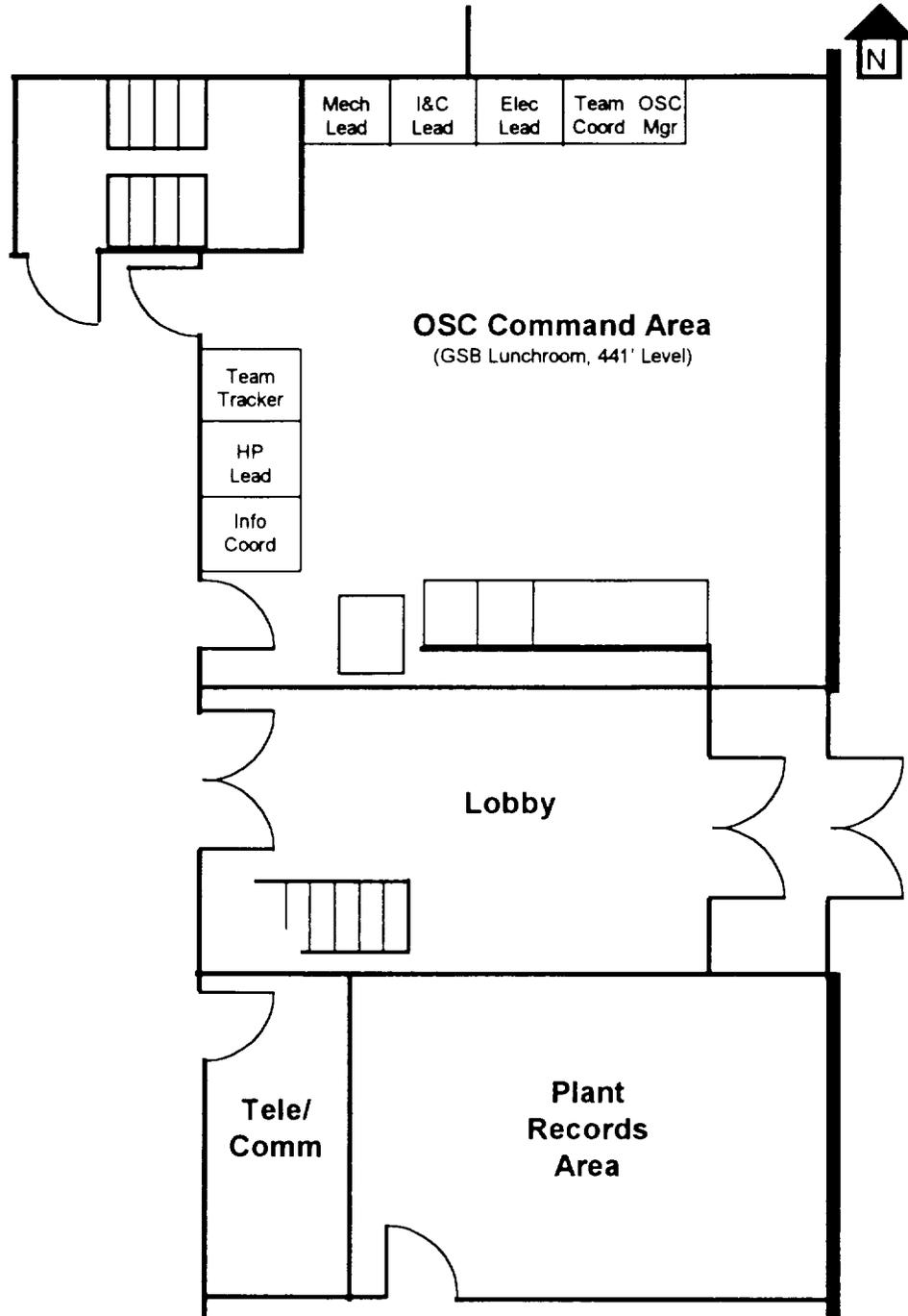
#### 3.0 If assigned as a member of the Post Accident Sample System (PASS) team:

- Attend team briefing as directed.
- Perform assigned functions as directed and in accordance with applicable Volume 12 Procedures.

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# OSC FLOOR PLAN



Attachment 4.8

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## OSC MANAGER BRIEFING GUIDELINES

### Attributes of Excellent Briefings

- 2-3 minute duration
- Briefing is for status, not to solve problems
- Discussions crisp & well controlled
- Speak at levels that can be heard (use microphones properly)
- Repeat back required actions

### When should briefings be done?

- Routinely - on hour and half-hour, as needed
- Following a significant change (Emergency Classification, Plant status, PAR's, PAD's, etc.)

### At First Briefing

- Clearly identify who is in charge.
- Review briefing format/expectations.
- Review how to handle interruptions.

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## OSC MANAGER BRIEFING GUIDELINES (Contd.)

### Before the Briefing:

- Pre-announce - 5 minute warning.
- Tell staff to review their briefing guides.

### Briefing Conduct:

- Call attention for the brief.
- Begin briefing after obtaining staff attention (no side conversations or phone calls).
- Conduct status update:

Information Coordinator - Plant Status

HP Lead - OSC Habitability, Control Points, Plant Radiological Status & Hazards, Personnel Exposure Status

Team Tracker - Accountability Status

Repair Team Coordinator -Repair Team status, System/Component status

- Ask if any others need to report "important" information
- Ask if there are any questions?
- Summarize by restating priorities.
- Instruct staff to update subordinates with applicable information from the briefing.
- Select time of next routine briefing.
- Announce "End-of-Brief."

### Attachment 4.9

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## OSC STAFF BRIEFING GUIDELINES

NOTE: These are the suggested topics for routine update briefing. Items actually presented should be based on existing or projected plant conditions. To ensure timely completion of the briefing, limit briefing items to those that have changed since the last briefing. Do not brief items that have not changed.

### Information Coordinator

- Time other emergency centers were activated
- Significant information announced from other emergency centers
- Significant items appearing on the OSC data displays

### HP Lead

- Personnel exposure status, contamination, etc.
- Radiological protective actions implemented or control points established
- OSC habitability survey results
- Plant radiological survey results
- Problem areas needing resolution

### Team Tracker

- Time initial Protected Area accountability completed
- Number of unaccounted persons
- Status of search and rescue for unaccounted persons

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## OSC STAFF BRIEFING GUIDELINES

### Repair Team Coordinator

- Review priorities of repair/recovery efforts
- Summarize significant discussion with the Maintenance Manager and scope of anticipated tasks
- Review tasks in progress (repair teams dispatched, problems or delays experienced by teams)
- Review manpower availability
- Offsite agencies assisting with tasks
- Problem areas needing resolution

Attachment 4.10

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## COLUMBIA GENERATING STATION OSC ORGANIZATION CHART

HP Lead responsible for:

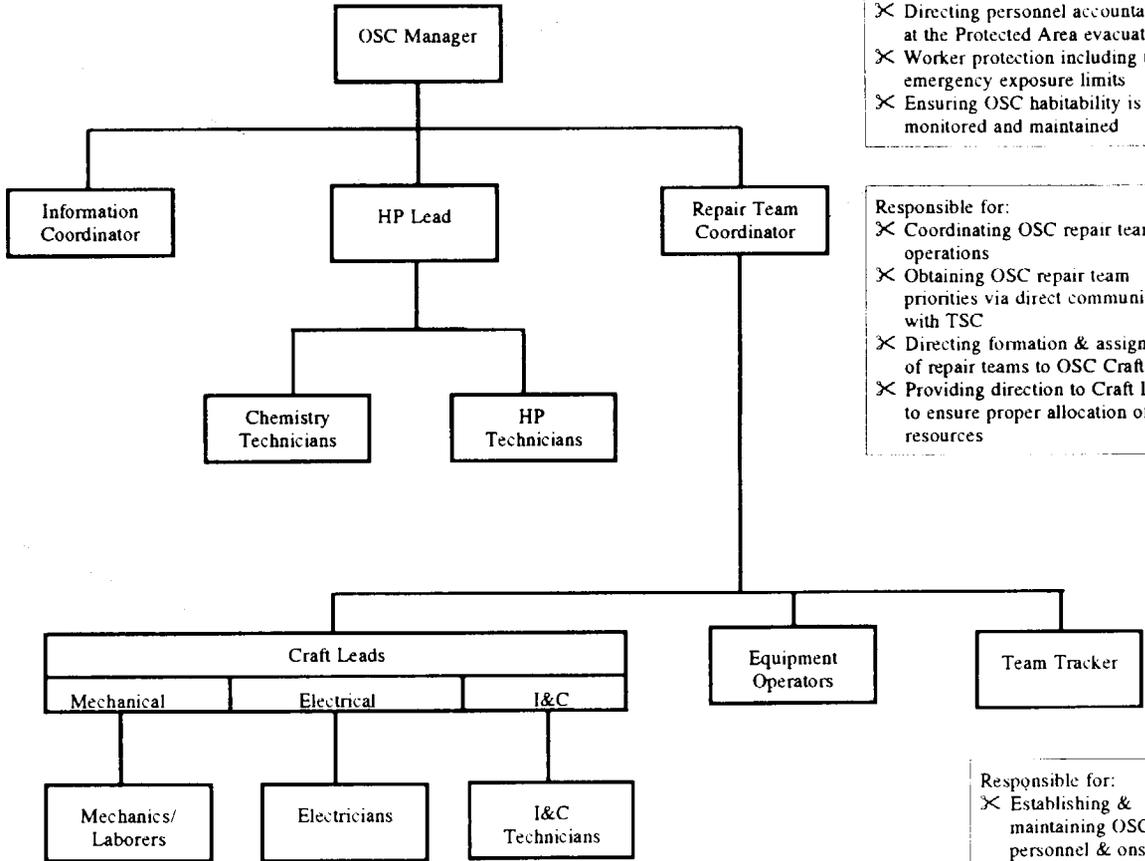
- ✗ Establishment and monitoring of TSC/OSC habitability and access control
- ✗ Tracking of OSC personnel exposure
- ✗ Directing HP support of repair teams
- ✗ Coordinating emergency exposure authorizations with the RPM

Responsible for:

- ✗ Establishing the Information Network
- ✗ Maintenance of OSC Status boards
- ✗ Providing "information updates" to OSC staff
- ✗ Providing "plant status updates" During OSC briefings

All Craft Leads responsible for:

- ✗ Providing applicable support to the OSC Manager & Repair Team Coordinator in the formation, briefing & debriefing of repair teams which utilize one or more members of their craft area
- ✗ Ensuring repair team members from their craft area have adequate instructions and are adequately equipped to perform repair team tasks
- ✗ Providing in-field control of and communication with all repair teams
- ✗ Obtaining HP support as needed for repair team coverage and protection from radiological hazards
- ✗ Repair team personnel protection from non-radiological hazards



Responsible for overall C&C of OSC including:

- ✗ Staffing, activation and readiness of the OSC
- ✗ Ensuring timely completion of TSC assigned tasks
- ✗ Periodically discussing task priorities with the TSC Maintenance Manager
- ✗ Directing personnel accountability at the Protected Area evacuation
- ✗ Worker protection including use of emergency exposure limits
- ✗ Ensuring OSC habitability is monitored and maintained

Responsible for:

- ✗ Coordinating OSC repair team operations
- ✗ Obtaining OSC repair team priorities via direct communications with TSC
- ✗ Directing formation & assignment of repair teams to OSC Craft Leads
- ✗ Providing direction to Craft Leads to ensure proper allocation of OSC resources

Responsible for:

- ✗ Establishing & maintaining OSC personnel & onsite personnel accountability
- ✗ Maintaining repair team status board and logs
- ✗ Assisting Craft Leads as requested

NOTE: Air sampler preparation (sample head assembly) initiation should be performed outside the airborne contamination area.

1. Use a portable air sampler, equipped with a two-inch sample head, to obtain particulate and radioiodine samples.
2. Continue to monitor your exposure during performance of this procedure.

NOTE: During drills, use the charcoal cartridges marked for drill use. DO NOT use silver zeolite cartridges during drills.

3. Insert a clean two-inch filter paper, (spongy side facing outward), into the air sample head, and attach to the sampler. Refer to the diagram in this Attachment.
  - Operate the air sampler with the filter media in place until the air flow stabilizes, then turn it off.
4. Proceed to assigned sample location.
5. Ensure the following conditions of operation are met:
  - If at all possible, do not place sampler on a known contaminated surface
  - Do not point air sampler inlet toward any object which may restrict air flow
  - Do not stand in front of sampler inlet when running or allow loose clothing to restrict air flow
6. Turn the air sampler on. Determine initial flow rate from the rotometer on the side of the air sampler.
7. Perform area dose rate survey for sample location.
8. Based on air sampler flow rate, determine the sample time necessary to obtain a sample of 10 cubic feet.
9. Leave the area of suspected airborne contamination to complete your survey and analysis.

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10. Label the plastic bags for the filter and charcoal cartridges with the sample identification number, location, date, and time collected.
11. If using charcoal cartridge vs. Silver Zeolite, purge noble gases by running the air sampler and drawing clean air through filter and cartridge for a minimum of 2 minutes.
12. Disassemble sample head to allow access to the particulate filter and the cartridge.
13. Determine filter and cartridge dose rate or count rate by placing the appropriate instrument detector on the inlet side of the filter or cartridge.
14. Inform the HP Lead of the sample readings.
15. Remove the filter (using tweezers) and the cartridge from sample head and place filter and cartridge in separate plastic bags then seal bags.
  - a. Calculate the  $\mu\text{Ci}/\text{cc}$  of Iodine Activity or Particulate Activity using the equations:

Cartridge Filter: AgZ Filter          Charcoal Filter

Iodine Filter:

$$(\text{Sample CPM } \underline{\hspace{2cm}}) - (\text{Background CPM } \underline{\hspace{2cm}}) = \text{Net CPM } \underline{\hspace{2cm}}$$

$$\frac{\text{Net CPM}}{(1.89 \times 10^8) \times (\text{sample volume ft}^3)} = \underline{\hspace{2cm}} \mu\text{Ci}/\text{cc I Activity}$$

NOTE 1:  $1.89 \times 10^8 = 0.003 \text{ (eff)} \times 2.83 \times 10^4 \text{ cc}/\text{ft}^3 \times 2.22 \times 10^6 \text{ dpm}/\mu\text{Ci}$

NOTE 2: If using charcoal cartridge, ensure cartridge is purged of noble gases.

Particulate Filter:

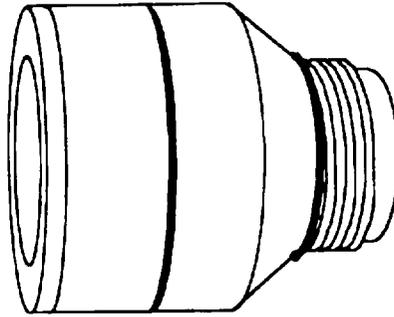
$$(\text{Sample CPM } \underline{\hspace{2cm}}) - (\text{Background CPM } \underline{\hspace{2cm}}) = \text{Net CPM } \underline{\hspace{2cm}}$$

$$\frac{\text{Net CPM}}{(5.65 \times 10^9) \times (\text{sample volume ft}^3)} = \underline{\hspace{2cm}} \mu\text{Ci}/\text{cc Particulate Activity}$$

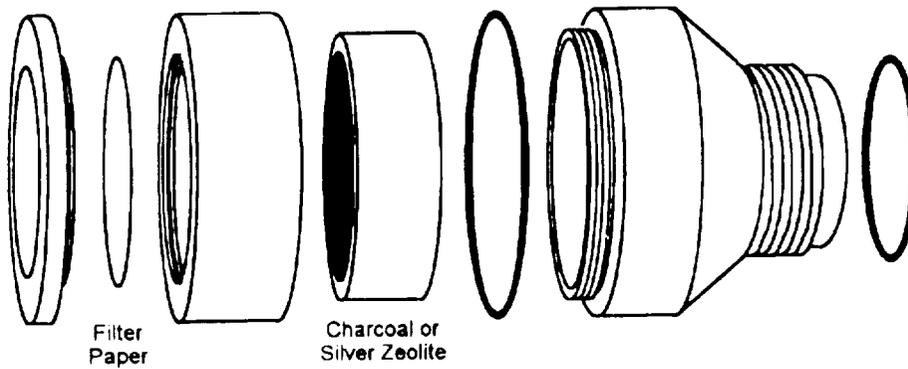
NOTE:  $5.65 \times 10^9 = 0.09 \text{ (eff)} \times 2.83 \times 10^4 \text{ cc}/\text{ft}^3 \times 2.22 \times 10^6 \text{ dpm}/\mu\text{Ci}$ .

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# SAMPLE HEAD DIAGRAM



**Sample Head - Assembled**



Filter  
Paper

Charcoal or  
Silver Zeolite

**Sample Head - Disassembled**

970713  
Nov 1997

**Filter Cartridge and Sample Head for High Volume Air Sampling Pumps  
Model CFH-30**

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