

**DISTRIBUTION - VOLUME 13**

<u>Control Copy</u>	<u>Location</u>	<u>Mail Drop</u>
2	*Control Room (501) (IOM to CRS)	927A
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5	Licensed Training (PSF Rm. 249)	1027
6	*Simulator (PSF Rm. 235)	1027
12	PEC Library	PEC
25	Bruce Bond	911
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30	EOF Support Engineering Library	1050
31	*TSC Emergency Response	927A
35	NRC Resident Inspector	----
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55	Federal Emergency Mgmt. Agency	----
57	Benton County Dept of Emerg. Mgmt.	----
58	*WNP-2 Security (SAS-CR) (13.1.1, 13.4.1, 13.5.1, 13.5.3, 13.5.5, 13.10.8, 13.11.10, 13.12.19, 13.13.4)	927A
59	*WNP-2 Security (CAS-AAP) (13.1.1, 13.4.1, 13.5.1, 13.5.3, 13.5.5, 13.10.8, 13.11.10, 13.12.19, 13.13.4)	927A
60	WNP-2 Security	988A
63	Emergency Training	PE30
64	*Radwaste Control Room (467)	927A
66	*Simulator, Shift Manager (PSF Rm. 235)	1027
68	*Remote Shutdown Room (467) (13.1.1, 13.2.1, 13.2.2, 13.4.1, 13.5.1, 13.10.1, 13.10.9)	927A
75	Dept. of Health Radiation Protection	----
78	*Control Room - (501) STA's Desk	927A
83	*MUDAC	1020
86	*Simulator - STA's Desk	1034
87	Document Control Desk, NRC	----
+ +90	*Joint Information Center (J. Ittner)	PE30
94	*EOF	1050
97	*EOF	1050
114	EP Manager	PE30
127-130 (4)	Licensed Training (PSF Rm. 248)	1027
132	Licensed Training (PSF Rm. 248)	1027
134-136 (3)	*MUDAC Field Team Kits (13.9.1, 13.9.5, 13.9.8, 13.13.4, 13.14.4)	1050
+ +137	*MPF Field Team Kits (13.7.5, 13.9.1, 13.9.5, 13.9.8, 13.13.4, 13.14.4) (J. Ittner)	PE30
142	Hanford UDAC	----
146	FEMA RX Liaison	----
155	*Maintenance Library (Memo to Veena)	927A
160	*OSC Emergency Support	927A
161	Equipment Operator Training	1027
164	Oregon State Dept. of Energy	----
218	U.S. Nuclear Regulatory Commission	----
219-221 (3)	Licensed Training (PSF Rm. 248)	1027
223	Franklin County Emergency Management	----

+ + Procedure Control assures delivery is arranged/made to J. Ittner

\* Level 1 File

A001

**ENERGY  
NORTHWEST**

**INTEROFFICE MEMORANDUM**

DATE: November 01, 2001

TO: Distribution

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

SUBJECT: PLANT PROCEDURES MANUAL - VOLUME 13  
REFERENCE:

Included in this package are **EDITORIAL CHANGES**, please replace the pages located in your manual with the attached pages:

<u>Procedure</u>	<u>Rev.</u>	<u>Page/s</u>
13.8.1	21	4
13.10.8	18	4

vd  
Attachments

DATE: 11/01/01

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13.8.1

## 4.0 PROCEDURE

### 4.1 General Instructions

4.1.1 If in a declared emergency and an offsite dose or dose rate projection is needed, or if so directed, operate QEDPS or EDPS.

4.1.2 If necessary, boot up the PC at the work station. Log onto the LAN using your user ID and password:

NOTE: The PC assigned to the DOE representative at the JIC may be relocated to the Alternate EOF and used for dose projections. If relocated, it must be connected to the LAN to access PDIS.

4.1.3 Start PDIS by double-clicking on the appropriate PDIS icon on the Windows desktop. Minimize PDIS, and start QEDPS or EDPS.

- When both programs are running, window back and forth for data selection and dose projection input.

4.1.4 Access RSTAT by pulling down the EOP menu from the PDIS menu bar. Select Rad Status to obtain key radiation monitor data, meteorological, and effluent data.

- Other PDIS pulldown menus may be selected to view other plant parameters or trends as desired.

4.1.5 Use either the QEDPS or EDPS based on the following considerations:

- a. In the Control Room and TSC, use QEDPS to estimate doses.
- b. In the EOF dose assessment area:
  - 1) Use QEDPS to estimate initial offsite doses when plant monitoring data are available.
  - 2) Use QEDPS to estimate offsite doses during quickly changing meteorology or release conditions.
  - 3) When sufficient dose assessment staff are available, then the EDPS may be run along with QEDPS. EDPS results may be lower because of additional parameters supplied when entering EDPS data.

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13.10.8

- d. Direct the Security Officer to instruct arriving evacuees to record their arrival on the Emergency Center Accountability Log (968-25691).
- e. Establish plant access roadblocks and advise Security Officers to:
  - Admit personnel with identification of employment with the Energy Northwest, BPA, DOE, Benton or Franklin Counties, State of Washington, NRC, FEMA, FBI and Coast Guard.
  - Obtain permission to admit others from the Security Manager or designee.
  - When known, advise persons they admit of special instructions for safe routes or avoiding hazardous areas in the area of the plant.

3.1.9 When advised by the TSC Manager that offsite emergency personnel have been requested to respond to the plant site, advise the Secondary Alarm Station (SAS) of the impending arrival.

3.1.10 If Protected Area evacuation, or Site 1 evacuation or an Exclusion Area evacuation is directed, implement PPM 13.5.1 or 13.5.3 actions.

3.1.11 Periodically consult with the Radiological Emergency Manager (or, if not yet activated, the Radiation Protection Manager) to insure your roadblocks are in safe locations.

3.1.12 If directed by the Radiation Protection Manager or Radiological Emergency Manager to shelter or administer a thyroid-blocking agent, take the following actions:

- a. If sheltering has been ordered, direct Security Force Officers to move inside established structures, or use vehicles for sheltering if structures are not available.
- b. If thyroid-blocking agent (KI) is recommended or if respirators are required, delegate an officer to obtain a sufficient amount of KI from storage and distribute to Security Force Officers. Distribute to Security personnel within protected area first.

3.1.13 When evacuation is ordered:

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