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PRC EPIP-TOC-ADMIN 000	94	A	1	H	124499
PRC NC.EP-AP.ZZ-1011 000	1	A	1	H	124518
PRC NC.EP-AP.ZZ-1014 000	3	A	1	H	124537

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A045

PSEG Nuclear LLC  
EMERGENCY PLAN IMPLEMENTING PROCEDURES  
January 3, 2002  
CHANGE PAGES FOR  
REVISION #94

PSE&G  
CONTROL  
COPY # EPIP059

The Table of Contents forms a general guide to the current revision of each section of the Administrative EPIPs. The changes that are made in this TOC Revision #94 are shown below. Please check that your revision packet is complete and remove the outdated material listed below:

ADD			REMOVE		
Page	Description	Rev.	Page	Description	Rev.
All	TOC	94	All	TOC	93
All	NC.EP-AP.ZZ-1011	01	All	NC.EP-AP.ZZ-1011	00
All	NC.EP-AP.ZZ-1014	03	All	NC.EP-AP.ZZ-1014	02
All	EPIP 1012	7	All	EPIP 1012	6

Note EPIP 1012 has been superceded by:

NC.EP-DG.ZZ-0004(Z),

PSEG NUCLEAR LLC  
EMERGENCY PLAN ADMINISTRATIVE PROCEDURES  
TABLE OF CONTENTS  
January 3, 2002

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COPY # EP1059

EMERGENCY PREPAREDNESS ADMINISTRATIVE PROCEDURES

	<u>Revision Number</u>	<u>Number Pages</u>	<u>Effective Date</u>
<b>PLAN, EPIP, ECG ADMINISTRATION:</b>			
NC.EP-AP.ZZ-1001(Z) Emergency Plan Document Processing	0	14	10/04/01
NC.EP-AP.ZZ-1003(Q) 10CFR50.54q Effectiveness Review Guide	0	10	10/04/01
EPIP 1005 Emergency Preparedness Deficiency/Revision Tracking.....	4	3	05/01/98
<b>FACILITIES AND EQUIPMENT:</b>			
NC.EP-AP.ZZ-1006 Emergency Equipment Inventory (Radiation Protection)..	0	64	05/12/00
EPIP 1008 Emergency Communications Drills.....	20	D	12/06/01
EPIP 1010 ERF Status Boards.....	6	52	10/25/96
<b>TRAINING:</b>			
NC.EP-AP.ZZ-1011 Maintenance of Emergency Response Organization	01	14	01/03/02
EPIP 1012 Preparation, Conduct, and Evaluation of Emergency Preparedness Annual Exercises.....	7	D	01/03/02
NC.EP-AP.ZZ-1014 Emergency Preparedness Classroom Training Administration..	3	17	01/03/02
NC.EP-AP.ZZ-1015 PC Dose Assessment Software Control .....	0	6	06/12/00
<b>EMERGENCY SUPPORT EQUIPMENT:</b>			
EPIP 1016 Test Procedures for EOF Backup Generator, Vent System and HVAC Filter Replacement.....	7	46	06/12/00
NC.EP-FT.ZZ-0004(Q) Emergency Communications Drill	0	13	12/06/01
NC.EP-FT.ZZ-0006(Q) Emergency Response Data System (ERDS) Test with NRC Salem Station	0	12	12/06/01
NC.EP-FT.ZZ-0007(Q) Emergency Response Data System (ERDS) Test with NRC Hope Creek Station	0	7	12/06/01

**NUCLEAR BUSINESS UNIT EMERGENCY PLAN  
ADMINISTRATIVE PROCEDURE**

**PREPARATION, CONDUCT, AND EVALUATION OF EMERGENCY PREPAREDNESS  
ANNUAL EXERCISES  
EPIP 1012**

This procedure has been superceded by NC.EP-DG.ZZ-0004(Z) - REV. 0

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**SIGNATURE PAGE**

Prepared By: William L. Deth 9/24/01  
(If Editorial Revisions Only, Last Approved Revision) Date

Reviewed By: Raymond Hance (R. Hance) 12/11/2001  
Station Qualified Reviewer Date

Reviewed By: [Signature] 12/13/01  
Department Manager Date

Reviewed By: [Signature] 12/19/01  
Emergency Preparedness Manager Date

Reviewed By: N/A N/A  
Director - QA/Nuclear Safety Review Date  
(If Applicable)

**SORC Review and Station Approvals**

<u>N/A</u>	<u>N/A</u>
Mtg. No. Salem Chairman	Mtg. No. Hope Creek Chairman
<u>N/A</u>	<u>N/A</u>
Date	Date

<u>David F. Marchow</u>	<u>12/21/01</u>
Vice President - Operations	Date

Effective date of this Revision: 1-3-2002

PSEG Internal Use Only

PSEG NUCLEAR LLC  
NC.EP-AP.ZZ-1011 (Z) Rev. 01

PSE&G  
CONTROL  
COPY # EPIPO59  
Page 1 of 1

**MAINTENANCE OF EMERGENCY RESPONSE ORGANIZATION**

**USE CATEGORY: II**

**REVISION SUMMARY:**

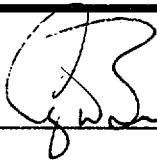
Biennial Review Performed Yes X No   

This procedure has been revised to clarify the SCBA as the respirator required for ERO qualifications.

**IMPLEMENTATION REQUIREMENTS**

Effective Date: 1-3-2002

APPROVED: \_\_\_\_\_



EP Manager

12/01/01  
Date

# MAINTENANCE OF EMERGENCY RESPONSE ORGANIZATION

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## 1.0 **PURPOSE**

This procedure should be used to guide Emergency Response Organization (ERO) members, and ERO Assigning Managers through the process to ensure a fully qualified and staffed ERO is maintained.

## 2.0 **SCOPE**

- The scope of this procedure is to ensure the ERO is manned with qualified personnel at all times.

## 3.0 **RESPONSIBILITIES**

- It is the responsibility of all ERO candidates and current members to complete and maintain all prerequisite training and qualification requirements for their ERO assignment, as listed in step 5.4.2.

## 4.0 **BACKGROUND, PROCESS DESCRIPTION OR REQUIREMENTS**

- There is a requirement for some ERO positions to carry ERO pagers. It is expected that pagers will be carried at all times, not just when you are on a duty team. If your pager appears to be malfunctioning, contact the pager window to have your pager tested, repaired, or replaced as needed.

## 5.0 **PROCEDURE**

### 5.1 **Vice President – Operations Shall:**

- 5.1.1 Approve or disapprove requests for exemptions to the ERO; per ERO Change Form, Attachment 2 of this procedure.

### 5.2 **Assigning Managers for Staffing ERO Positions Should:**

#### **NOTE**

- Additional personnel may be assigned to ensure additional qualified persons are available to assume duty or support responder positions as needed. These persons would be assigned to the "X" Team.
- There are four Duty and four Support teams ("A", "B", "C", & "D").

- 5.2.1 ENSURE yearly review (during ERO open enrollment in February of each year) of ERO positions meet minimum staffing goals. Contact Emergency Preparedness (EP) if you are aware of any personnel contact phone numbers that have changed.



5.2.2 The below chart is a guidance to be used for staffing requirements for Duty and Support Emergency Response positions.

Required Number Of Positions Needed To Be Filled In Accordance With The Organizational Chart	Minimum Staffing Goal for Duty Responders	Minimum Staffing Goal for Support Responders
1	4	3
2	8	5
3	12	8
4	16	10

5.2.3 ENSURE replacements are provided when an ERO member is terminated or reassigned. Submit requests for ERO changes in accordance with Attachment 2, (ERO Change Form) of this procedure.

**5.3 Department Managers for Staffing ERO Positions Shall:**

5.3.1 ENSURE all ERO candidates and current members complete and maintain all prerequisite training and qualification requirements for ERO assignment, as listed in step 5.4.2, or 5.5.2, as appropriate.

**5.4 ERO Duty Responders:**

5.4.1 SHALL remain fit for duty and within 60 minutes of there assigned emergency response facility (ERF) during there duty week, or when providing coverage for another Duty responder.

5.4.2 SHALL maintain there ERO/access type training current.

- All onsite and offsite ERO members shall maintain their current emergency response training for their specific position.
- All onsite ERO positions, and offsite monitoring team members shall maintain current Radiation Worker (RWT) qualification.
- All onsite ERO positions, with the exception of the OSC Clerk, Control Room Communicator, and personnel assigned to the TSC, shall be SCBA qualified.
- All PSEG Nuclear ERO members, with the exception of Emergency News Center (ENC) personnel, will be Fitness For Duty (FFD) qualified.

5.4.3 SHALL attend scheduled drills/tabletops. If you are unable to attend a scheduled drill/tabletop you must get prior approval from your designated emergency response facility lead, and contact EP. You are required to find a qualified replacement for scheduled drills/tabletops, and should attend a make-up tabletop/drill.

- 5.4.4 SHALL provide Emergency Preparedness (EP) with current home, office, and pager numbers for updating the roster in SAP.
- 5.4.5 SHALL, if unavailable during on-call duty period, arrange for a qualified replacement and inform EP as follows:
- Complete and forward (FAX) to EP, Attachment 3, Notice of Temporary Exchange of Duty,
  - OR
  - If FAX machine is not available or not working properly, call voice mail box 856-339-2200 with equivalent information as requested on Attachment 3, Notice of Temporary Exchange of Duty.
- 5.4.6 SHALL, if unavailable during on-call duty period because of sudden illness or a personnel emergency, attempt to find a replacement. If a replacement cannot be found, contact EP. Paper work for a duty exchange should be filled out as soon as possible after locating a replacement and forwarded to EP.
- 5.4.7 SHALL, if your specific ERO position requires you to make manual ERO call-out in the event of a call-out system failure, maintain a correct copy of EPIP 204S and/or 204H at your home and implement your portion when directed.

**5.5 ERO Support Responders:**

- 5.5.1 SHALL reside within 90 minutes of your assigned emergency response facility (ERF).
- 5.5.2 SHALL maintain your ERO/Access training current, as follows:
- All onsite and offsite ERO members shall maintain their current emergency response training for their specific position.
  - All onsite ERO positions, and offsite monitoring team members shall maintain current Radiation Worker (RWT) qualification.
  - All onsite ERO positions, with the exception of the OSC Clerk, Control Room Communicator, and personnel assigned to the TSC, shall be SCBA qualified.
  - All PSEG Nuclear ERO members, with the exception of Emergency News Center (ENC) personnel, shall be FFD qualified.
- 5.5.3 SHALL attend scheduled drills/tabletops. If you are unable to attend a scheduled drill/tabletop you must get prior approval from your designated emergency response facility lead, and contact EP. You may be required to find a qualified replacement for scheduled drills/tabletops, and should attend a makeup tabletop/drill.

5.5.4 SHALL provide EP with current, home, and office numbers for updating the roster in SAP.

5.5.5 SHALL, if your specific ERO position requires you to make manual ERO call-out in the event of a call-out system failure, maintain a correct copy of EPIP 204S and/or 204H at your home and implement your portion when directed.

**5.6 EP Supervisor or Designee Should:**

5.6.1 Provide oversight of the "Maintenance of the ERO" process including:

- Quarterly contact number verifications
- Annual open enrollment solicitation and revisions
- Reviews/revisions to assigning managers list per Attachment 1, ERO Duty/Support Responders and Assigning Managers ERO Staffing Responsibilities
- Assigning managers trained and provided guidance
- Revision and distribution of callout procedures
- Periodic assessments of assignment process and ERO qualifications.
- Attendance at EP drills, tabletop sessions and training.

**5.7 Technical Analyst Emergency Preparedness or Designee:**

5.7.1 Quarterly Review and Update

- Should notify all ERO members their home, office, and pager numbers have been verified and are correct in SAP.
- Should distribute Emergency Personnel Assignment forms (PAF) during open enrollment month (February of each year) to ERO Assigning Managers for review and update all contact phone numbers.
- Should maintain on file for 12 months all PAFs, ERO change forms, and medical notifications returned from designated PSEG Nuclear Managers and the Medical Department.
- Should ensure the EP Training and Drill/Tabletop schedule for ERO personnel is published in an acceptable manner (EP Web Page, etc.).
- Should update the ERO assignment database in SAP based on feedback received from the assigning managers.
- Shall update the ERO callout and Personnel Recall procedures (EPIP 204S/H) and the Administrative and Bargaining Unit Callout lists each quarter.

5.7.2 REVISE, publish and distribute EPIP 204S/H at least quarterly to the following:

- ERO Personnel with manual callout responsibilities.
- Control Room, Technical Support Center, & Emergency Operations Facility confidential envelope, located in each of these facilities. A copy of the revised Administrative and Bargaining Unit Callout lists shall also be included.
- TSC Emergency Preparedness Advisor (EPA) should also be provided with a current revision of the administrative and bargaining units call-out procedure and list quarterly.

## 6.0 **RECORDS**

ENSURE copies of appropriate completed ERO change forms are forwarded to EP per FAX number provided on the form.

## 7.0 **DEFINITIONS**

Refer to Attachment 1, ERO Duty/Support Responders and Assigning Managers ERO Staffing Responsibilities, of this procedure.

## 8.0 **REFERENCES**

- 8.1 PSEG Nuclear LLC – Emergency Plan
- 8.2 10CFR 50 Appendix E, Emergency Planning and Preparedness for Production and Utilization Facilities.
- 8.3 NUREG-0654, Revision 1, November 1980, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants.
- 8.4 NUREG-0737, October 1, 1980, Clarification of TMI Action Plan Requirements.
- 8.5 Supplement 1 to NUREG-0737, December 17, 1982.

**ATTACHMENT 1**  
**ERO DUTY/SUPPORT RESPONDERS AND**  
**ASSIGNING MANAGERS ERO STAFFING RESPONSIBILITIES**  
**Page 1 of 6**

**Definition and Responsibilities:**

**Emergency Response Organization (ERO) Member** - All personnel designated to respond to emergency events at Hope Creek or Salem Generating Stations.

**Duty Responder** - Duty responders are key ERO members assigned to be on call based on a duty rotation to fill critical positions in their assigned ERFs. Duty Responders will be available to respond as soon as possible, but no longer than 60 minutes after notification. (See below for identification of Duty Responders by ERF.) Duty Responders will rotate there on call duty to another duty responder on a weekly basis.

**Support Responder** - All other ERO members who are required to report to their ERF as soon as possible, but no longer than 90 minutes after notification. Support responders do not serve an on-call duty responsibility.

**Shift Responder** – Members of the ERO that fill a normal on-shift position that is manned 24 hours a day, seven days a week. Shift responders will respond to emergencies based on plant page announcements or internal phone calls.

<b>CONTROL ROOM</b>			
<b>E.P. Code</b>	<b>ERO Position</b>	<b>Duty/Support /Shift</b>	<b>Responsibility for Staffing</b>
A-04	Operations Superintendent	Shift	Hope Creek Operations Manager Salem Operations Manager
B-01	Nuclear Shift Tech Advisor	Shift	Hope Creek Operations Manager Salem Operations Manager
B-02	Control Room Supervisor	Shift	Hope Creek Operations Manager Salem Operations Manager
B-03	Reactor Operator/Plant Operator	Shift	Hope Creek Operations Manager Salem Operations Manager
B-04	Control Room Communicator (CM1/CM2)	Shift	Hope Creek Operations Manager Salem Operations Manager
B-04A	Communicator - Ops Advisor	Support HC only	Hope Creek Operations Manager
E-04	Shift Rad. Pro. Technician	Shift	Manager – Radiation Protection

## ATTACHMENT 1

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OPERATIONS SUPPORT CENTER			
E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
B-05	Equipment Operator	Shift	Hope Creek Operations Manager Salem Operations Manager
C-01	Ops Support Center Coordinator	Duty	Hope Creek Operations Manager Salem Operations Manager
C-02	Shift Controls Tech I&C	Shift	Maintenance Manager-WIN/12-hr. Shifts
C-03	Shift Controls Tech Electrical	Shift	Maintenance Manager-WIN/12-hr. Shifts
C-04A	OSC Ops. Supervisor	Call out	Hope Creek Operations Manager Salem Operations Manager
C-04B	OSC Maintenance Supervisor (Mechanical)	Support	Maintenance Manager-WIN/12-hr. Shifts
C-04C	Shift Maintenance Supervisor (Controls)	Shift	Maintenance Manager-WIN/12-hr. Shifts
C-05A	OSC Radwaste Operator	Shift	Hope Creek Chemistry Superintendent Salem Operations Manager
C-05B	Nuclear Tech. - Mechanical	Support	Maintenance Manager Mechanical
C-05C	Nuclear Tech. - Welder	Support	Maintenance Manager Mechanical
C-05D	Controls Tech. Electrical	Support	Maintenance Manager-Controls & Power Dist.
C-05E	Controls Tech. I&C	Support	Maintenance Manager-Controls & Power Dist.
C-06	Fire Brigade	Shift	Loss Control & Insurance Program Manager
C-07	Duty Storekeeper	Support	Manager-Supply Chain Management
C-08	Planner	Support	SWIM Integration Manager
C-10	OSC Clerk	Support	Hope Creek Operations Manager Salem Operations Manager
E-02B	Rad Pro Supervisor	Duty	Manager – Radiation Protection
E-03	Rad Pro Technician	Shift	Manager – Radiation Protection

\* (Ops. or Maintenance Supervisor until relieved)

## ATTACHMENT 1

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**CONTROL POINT**

<b>E.P. Code</b>	<b>ERO Position</b>	<b>Duty/ Support /Shift</b>	<b>Responsibility for Staffing</b>
E-03	Rad. Pro. Technician	Shift	Manager – Radiation Protection
E-05	Chemistry Supervisor - CP/TSC	Duty	Chemistry Manager
E-06	Chemistry Technician	Support	Chemistry Manager

**TECHNICAL SUPPORT CENTER**

<b>E.P. Code</b>	<b>ERO Position</b>	<b>Duty/ Support /Shift</b>	<b>Responsibility for Staffing</b>
A-03	Emergency Duty Officer	Duty	VP - Operations
E-01	Rad Assessment Coordinator	Duty	Manager – Radiation Protection
E-02A	Rad Pro Supervisor	Duty	Manager – Radiation Protection
E-03	Rad Pro Technician	Support	Manager – Radiation Protection
F-01	Technical Support Supervisor	Duty	Hope Creek Operations Manager Salem Operations Manager
F-02	Tech. Support Team Leader	Support	VP-Technical Support
F-03	Engineer – Electrical	Duty	Performance Engineering Manager (Sal) Production Engineering Manager (HC)
F-04	Engineer – Mechanical	Duty	Performance Engineering Manager (Sal) Production Engineering Manager (HC)
F-05	Engineer – Controls	Duty	Performance Engineering Manager (Sal) Production Engineering Manager (HC)
F-06A	Core-Thermal Hydraulics Engr	Duty	Nuclear Fuels/Reactor Engineering Manager
F-06B	Engineer - Nuclear Fuels	Support	Nuclear Fuels/Reactor Engineering Manager
F-07	E.P. Advisor	Support	EP Manager
F-08	TSC Communicator	Duty	Hope Creek Operations Manager Salem Operations Manager
F-08B	Ops. Advisor – TSC	Support	Hope Creek Operations Manager Salem Operations Manager
I-01	Security Liaison – TSC	Shift	Nuclear Security Manager
J-03	Admin Support Supervisor	Support	Sr. VP & Chief Administrative Officer
J-04	TSC Admin Staff	Support	Sr. VP & Chief Administrative Officer
J-04A	TSC Admin Support – TDR	Support	Sr. VP & Chief Administrative Officer

## ATTACHMENT 1

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EMERGENCY OPERATIONS FACILITY			
E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
A-01	Emergency Response Manager	Duty	Nuclear Training Manager
A-02	Site Support Manager	Duty	Nuclear Training Manager
A-05	E.P. Coordinator	Support	EP Manager
D-01	Rad. Support Manager	Duty	Rad Pro – Superintendent – Support
D-02A	Rad Assessment Staff – EOF Duty	Duty	Rad Pro – Superintendent – Support
D-02B	Rad Assessment Staff – EOF Supp	Support	Rad Pro – Superintendent – Support
D-02C	Rad Assessment Staff – EOF Supp	Support	Rad Pro – Superintendent – Support
D-03	Field Team Communicator	Support	Rad Pro – Superintendent - Support
D-04A	Offsite Team Monitor	Duty	Rad Pro – Superintendent – Support
D-04B	Offsite Team Driver	Duty	Rad Pro – Superintendent – Support
F-09	Technical Support Manager	Support	VP – Technical Support
F-11	Licensing Support	Support	Nuclear Safety & Licensing Manager
G-13	Public Information Liaison	Duty	Process Leader – Nuclear Communications
I-02	Security Liaison - EOF	Support	Nuclear Security Manager
I-03	E.P. Advisor	Support	EP Manager
I-04	Security Force Member	Shift	Nuclear Security Manager
I-05	EOF Communicator (CM1/CM2)	Duty	Nuclear Training Manager
I-05A	Site Support Staff-Ops Advisor	Support	Nuclear Training Manager
J-01	Admin. Support Manager	Duty	Sr. VP & Chief Administrative Officer
J-02A	Admin Support Staff-Personnel Supv	Support	Sr. VP & Chief Administrative Officer
J-02B	Admin Support Staff – Purchasing	Support	Manager-Supply Chain Management
J-02C	Material Control Support	Support	Manager-Supply Chain Management
J-02D	Admin Support Staff-Administrative	Support	Sr. VP & Chief Administrative Officer
J-02E	Admin Support Staff Information Tech	Support	IT Business Partner



**ATTACHMENT 1**

Page 5 of 6

**EMERGENCY NEWS CENTER**

<b>E.P. Code</b>	<b>ERO Position</b>	<b>Duty/ Support /Shift</b>	<b>Responsibility for Staffing</b>
G-01	Company Spokesperson	Duty	Process Leader - Nuclear Communications
G-02	ENC Manager	Duty	Process Leader - Nuclear Communications
G-03	ENC Communications Supervisor	Support	Process Leader - Nuclear Communications
G-05	Industry/Government Affairs Coordinator	Support	Process Leader - Nuclear Communications
G-06	Rumor Control Coordinator	Support	Process Leader - Nuclear Communications
G-07B	Media Monitors	Support	Process Leader - Nuclear Communications
G-08A	Staff Writer – Duty	Duty	Process Leader - Nuclear Communications
G-08B	Staff Writer – Support	Support	Process Leader - Nuclear Communications
G-09A	Media Information Coordinator	Support	Process Leader - Nuclear Communications
G-09B	Media Information Line Operator	Support	Process Leader - Nuclear Communications
G-10A	Lead Technical Advisor	Duty	Process Leader - Nuclear Communications
G-10B	Media Technical Advisor	Support	Process Leader - Nuclear Communications
G-10C	Communication Tech Advisor	Support	Process Leader - Nuclear Communications
G-11	ENC Operations Supervisor	Support	Process Leader - Nuclear Communications
J-05	ENC Administrative Support	Support	Process Leader - Nuclear Communications
J-06	A/V Services Coordinator	Support	Process Leader - Nuclear Communications

## ATTACHMENT 1

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Offsite – Delaware Facility			
E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
Z03	Delaware Offsite Representative	Support	EP Manager

## ATTACHMENT 2 ERO CHANGE FORM

Assigning Manager Name: \_\_\_\_\_ COST CTR.: \_\_\_\_\_ MC: \_\_\_\_\_ Date: \_\_\_\_\_

### NOTE

Prerequisite training such as GET, RWR, SCBA, etc., shall be completed prior to assigning an employee to an ERO position. FAX this form to 1349 or send to MC N37.

**PLEASE PROCESS THIS ERO CHANGE CONCERNING THE FOLLOWING INDIVIDUAL:**

Name: \_\_\_\_\_ COST CTR.: \_\_\_\_\_ MC \_\_\_\_\_ EMPLOYEE # \_\_\_\_\_

### **New Assignments:**

#### **Assign the above employee to:**

\_\_\_\_\_ ERO DUTY Responder  
(60 minute response time)

\_\_\_\_\_ ERO Support Responder  
(90 minute response time)

Position #: \_\_\_\_\_ (EP Code – see Att. 1)

Position Name: \_\_\_\_\_

Station: \_\_\_\_\_ (Salem/Hope Creek/Common)

Team: \_\_\_\_\_ (A, B, C, D, or X)

Company Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Car Phone: \_\_\_\_\_

### **Reassign the above ERO member to: \*\***

\_\_\_\_\_ ERO DUTY Responder  
(60 minute response time)

\_\_\_\_\_ ERO Support Responder  
(90 minute response time)

Position #: \_\_\_\_\_ (EP Code – see Att. 1)

Position Name: \_\_\_\_\_

Station: \_\_\_\_\_ (Salem/Hope Creek/Common)

Team: \_\_\_\_\_ (A, B, C, D, or X)

Company Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Car Phone: \_\_\_\_\_

### **Delete the above ERO member from: \*\***

\_\_\_\_\_ ERO DUTY Responder  
(60 minute response time)

\_\_\_\_\_ ERO Support Responder  
(90 minute response time)

Position #: \_\_\_\_\_ (EP Code – see Att. 1)

Position Name: \_\_\_\_\_

Station: \_\_\_\_\_ (Salem/Hope Creek/Common)

Team: \_\_\_\_\_ (A, B, C, D, or X)

(Complete Replacement section also) →

### **Replacement for deletion (if applicable)**

Name: \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State

Cost Center: \_\_\_\_\_ Mail Code: \_\_\_\_\_

EMPL. I.D. # \_\_\_\_\_

Company Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Car Phone: \_\_\_\_\_

\*\* Reason For Change: \_\_\_\_\_

Reason for exemption: \_\_\_\_\_

Exemption approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_ Date: \_\_\_\_\_

(VP – Ops)

(VP – Ops)

**ATTACHMENT 3  
NOTICE OF TEMPORARY EXCHANGE OF DUTY**

**NOTE*****EMERGENCY DUTY OFFICER (EDO)***

For **EDO** Duty Exchange, it is your responsibility to ensure Operations Superintendent (OS) is informed so that the Control Room Duty Roster is updated.

**FROM:** \_\_\_\_\_ **ERO POSITION:** \_\_\_\_\_  
(Print Name)

I will be unable to fulfill my Duty Responder assignment during the period:

\_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
(Date) (Time) (Date) (Time)

And have arranged an exchange of duty with the following qualified individual to perform my duties during this time period.

\_\_\_\_\_ Team: A B C D  
(Name of Replacement) (Circle Appropriate Team)

\_\_\_\_\_  
(Signature)

***Person Accepting Duty:*** I certify that I am fully qualified and will remain within one-hour response of my assigned facility until properly relieved.

\_\_\_\_\_ (Employee Number) \_\_\_\_\_ (Date) \_\_\_\_\_ (Signature)

**NOTE**

FAX Number **1349** or **856-339-1349** OR if FAX is not available, call into voice mail number **856-339-2200** and provide exchange of duty information.

NC.EP-AP.ZZ-1014 (Q) Rev. 03

EMERGENCY PREPAREDNESS CLASSROOM TRAINING ADMINISTRATION

USE CATEGORY: **II**

PSE&G

CONTROL

COPY # EP1P059

REVISION SUMMARY:

Revision was to clarify the SCBA is the required respirator for ERO qualification

IMPLEMENTATION REQUIREMENTS

Effective Date: 1-3-2002

APPROVED: \_\_\_\_\_

  
Manager - EP & IT

12/01/01  
Date

**EMERGENCY PREPAREDNESS CLASSROOM TRAINING ADMINISTRATION****TABLE OF CONTENTS**

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**1.0 PURPOSE**

This document maintains the Emergency Preparedness (EP) training and qualification for the Nuclear Business Unit (NBU) Emergency Response Organization (ERO). This also gives guidance for EP Staff Qualification.

**2.0 PREREQUISITES**

None

**3.0 PRECAUTIONS AND LIMITATIONS****3.1 Individuals Who Will Implement This Procedure**

3.1.1 Emergency Preparedness Supervisor (or designee).

3.1.2 Emergency Preparedness Instructional Staff.

3.1.3 Personnel assigned positions within the Nuclear Business Unit Emergency Preparedness Organization.

**3.2 Expectation for all ERO Members**

3.2.1 SCHEDULE and ATTEND training to maintain their ERO qualification.

3.2.2 Duty responders PARTICIPATE annually as a player, referee or observer in a drill, exercise, or mini drill.

3.2.3 Support responders PARTICIPATE as a player, referee or observer in a drill, exercise, or mini drill once every two years.

**4.0 EQUIPMENT REQUIRED**

None

**5.0 PROCEDURE****5.1 ERO Selection**

5.1.1 All personnel should be selected for the ERO in accordance with the following:

- A. Manager's discretion of pre-requisite knowledge.
- B. ERO position description in Section 3 of the Emergency Plan and the directions provided in EPIP-1011, Maintenance of the Emergency Response Organization.
- C. Training requirements found in Section 16 of the Emergency Plan.

**NOTE**

In addition to their position specific training, all emergency responders who are not assigned to the Emergency News Center shall be trained and qualified in Fitness For Duty (FFD). All onsite ERO responders should be qualified in Radiation Worker Training (RWT). All onsite duty responders should be SCBA qualified with the exception of personnel assigned to the Technical Support Center (TSC), Control Room Communicators and the Operation Support Center (OSC) clerk.

**5.2 ERO Qualification**

5.2.1 ERO members should meet the requirements for their position as specified on TABLE - 1, Emergency Plan Training/QG Matrix.

5.2.2 Notification of Training will be performed monthly by the EP Group.

- A. The EP Group sends a monthly training due notification to the ERO members and their manager/supervisor.
- B. This letter states that the ERO member qualification is due and provides direction on the actions needed to obtain/maintain ERO qualifications.
- C. The monthly notification will include a training schedule.
- D. Requalification should be on an annual basis with a three-month grace period.
- E. Managers of individuals who fail to maintain ERO qualifications by completing the required training within the required time should be notified.

5.2.3 ERO members should schedule and attend training in accordance with the requirements of their EP position.

- A. Use SAP to schedule for training and call EP to participate in a drill. If there are any questions call EP.
- B. Bargaining unit personnel should be scheduled by their supervision or Department Access Coordinators (DACs).
- C. Once scheduled for a class, individuals should provide one (1) week notice for class attendance cancellation.

5.2.4 Qualification guides which outline specific EP training activities for both initial and requal training are provided to ERO members when they are assigned as a member of the Emergency Response Organization (ERO) and annually thereafter. Annual Emergency Preparedness training is completed in accordance with ERO position specific qualification guides. Training methods may include classroom instruction, computer based



instruction, drill training/evaluation, individual knowledge discussions/evaluations, and are outlined in the ERO position specific Qualification Guides (QG).

- A. TABLE - 1, Emergency Plan Training/QG Matrix, outlines the ERO position specific qualification guides.
- B. Based on experience, the Manager – EP & IT, or designee, may waive qualification guide requirements. Such waivers should be noted and signed on the QG.

5.2.5 Successful completion of a classroom instruction course as part of a qualification guide is obtained by passing an evaluation with a grade of 80% or more.

- A. The evaluation may be formal written tests, oral exams, oral questions, on-the-job evaluations, observation of tasks performed or other methods to evaluate satisfactory comprehension.
- B. An individual who fails the evaluation should be given a remediation plan and second opportunity to complete the training and take another (different) evaluation.
- C. If an individual fails to pass the second evaluation, the individual's manager should be informed and the individual's manager and the Emergency Preparedness Manager should determine any additional actions to be taken.

5.2.6 Successful completion of the performance-based part of the qualification guide is based on the evaluator's judgment that the task is understood and can be or has been performed correctly. Personnel that sign a QG as an evaluator must be one of the following:

- A. An EP staff member with EP management's approval to evaluate the ERO position.
- B. An ERO member, coach or referee qualified in an equal or higher ERO position of the same general discipline.
- C. Have prior approval as a QG evaluator by the Manager – EP & IT or designee.

5.2.7 In addition to completion of ERO position specific qualification guides, ERO members are required to maintain access training qualifications based on the type and location of their ERO position. These access training requirements are considered prerequisites to being qualified as an ERO member and are outlined in EPIP-1011, Maintenance of the Emergency Response Organization. Example of access training that may be required dependent on the ERO position are:

- A. GET
- B. RWT
- C. FFD
- D. Respirator training, SCBA training, medical screening, and SCBA fit test.

**NOTE**

Personnel assigned to the ERO should verify their EP qualification status in SAP. Instructions on how to check your status in SAP are available on the EP Web page.

**5.3 EP Staff Qualification**

5.3.1 EP Staff qualification is based on the needs of the department.

- A. The EP Manager, or designee, will determine the needs.
- B. The qualification will be documented on a tracking form.

5.3.2 EP Instructor Qualification

- A. The Emergency Preparedness Supervisor or designee should verify the Subject Matter Expert's knowledge and instructional skills prior to conducting EP training.
- B. This expertise may be obtained through prior experience in EP or by participation in drills and exercises.
- C. Familiarity with related technical material is also required to attain this competency.
- D. All EP Instructors will maintain current instructor qualification in accordance with Nuclear Training Guidelines.
- E. When presenting materials for Operators the EP Instructor will be an Adjunct Instructor or a fully Qualified Instructor, otherwise a Qualified Instructor must observe the presentation.

#### 5.4 Training Material Content

##### NOTE

The EP Overview Training Course is a subset of all EP Qualification Guides (QG) and may be completed by self study of a hard copy handout or by using, "EP Overview Computer Based Training (CBT)".

5.4.1 The basic contents of EP Training course modules are as listed in Table – 2 Emergency Preparedness Course Content Description.

5.4.2 Table 1, Emergency Plan Training/QG Matrix, defines which qualification guide is assigned to each ERO member. EP qualification guides are maintained by the EP Technical Analyst – Training and are available for review in the EP work area.

#### 5.5 Training Material Development

5.5.1 The EP Group will develop lesson plans in accordance with the guidelines from the Nuclear Training Department requirements.

- A. Instructional objectives are created based on a Job Task Analysis and should dictate the content of all lesson plans.
- B. Class handouts may be developed to support the objectives in the lesson plans.

5.5.2 Each lesson plan is reviewed for technical accuracy and approved by the Emergency Preparedness Supervisor or designee.

- A. Technical review and approval should not be by the author of the document.
- B. The review and approval process for each lesson plan should be documented on a standard cover sheet used by the Nuclear Training Department.

5.5.3 Lesson plan(s) may be combined for individuals requiring training on more than one training course.

5.5.4 The EP Group will develop an evaluation method for the training courses offered.

- A. Written tests shall be revised periodically to ensure the material is current and not compromised.
- B. All tests should be maintained as not to compromise their contents.

- C. Tests should be kept securely stored to prevent unauthorized access except when in use. Tests should be protected by password when stored on computers.

5.5.5 Qualification Guides (QG) should be developed in accordance with the guidelines for a systematic approach to training by an instructor qualified per PSEG NTC criteria.

## 5.6 **Training Records**

5.6.1 All EP Trainers will submit all records of training to the records group at the Nuclear Training Department.

5.6.2 Record packages should include an attendance sheet, the student evaluations, and an evaluation key.

5.6.3 Additional items may include:

- A. A copy of all lesson materials for each new revision.
- B. A remediation plan for course failures.
- C. Marked up copies of lesson materials if entire course was not presented.
- D. Completed qualification guides

5.6.4 Immediate course feedback should be provided for all training activities.

- A. Completed forms should be reviewed for training enhancements.
- B. Completed comment forms should be forwarded to the Nuclear Training Department (NTD) in accordance with NTD procedures.

## 6.0 **RECORDS**

All training records should be kept IAW the NBU Records Management Program

## 7.0 **REFERENCES**

### 7.1 **Reference**

None

### 7.2 **Cross-References**

7.2.1 PSEG Nuclear Emergency Plan, Section 16.

**TABLE - 1**  
**EMERGENCY PLAN TRAINING/QG MATRIX**  
**Page 1 of 6**

COURSE/QG <sup>1</sup>	Qual Guide (QG) Number	MGMT	OPS LIC	RP ON	CHEM ON	RP EOF	RP DOSE	RP MON	TECH DUTY	OSC	OSC SUPV	COMM	ENC	SECR	ADMIN
POSITION/EP CODE															
Emergency Response Manager (ERM) / A1	1	X													
Site Support Manager (SSM) / A2	1	X													
Emergency Duty Officer (EDO) / A3	1	X													
Operations Superintendent (OS) / A4	2		X												
Emergency Preparedness Coordinator (EPC) / A5	1	X													
Nuclear Shift Technical Advisor (NSTA) / B1	2		X												
Control Room Supervisor (CRS) / B2	2		X												
Reactor Operator/Plant Operator (RO/PO) / B3	10&16		X												
Control Room Communicators (CM1/CM2) / B4	16											X			
Communicator - OPS Advisor (Hope Creek Only) / B4A	16											X			
Equipment Operators (EO) / B5	10&16									X					
Operations Support Center Coordinator (OSCC) / C1	9										X				
Scheduled Controls Technician (I&C) / C2	10									X					
Shift Controls Technician Electrical / C3	10									X					
OSC Operations Supervisor / C4A	9										X				

TABLE – 1 (Page 2 of 6)

COURSE/QG <sup>1</sup>	Qual Guide (QG) Number	MGMT	OPS LIC	RP ON	CHEM ON	RP EOF	RP DOSE	RP MON	TECH DUTY	OSC	OSC SUPV	COMM	ENC	SECR	ADMIN
POSITION/EP CODE															
OSC Maintenance Supervisor (Mech) / C4B	9										X				
OSC Maintenance Supervisor (Controls) / C4C	9										X				
OSC Radwaste Operator / C5A	10									X					
OSC Nuclear Tech- Mechanical/ C5B	10									X					
OSC Nuclear Tech - Welder / C5C	10									X					
OSC Controls Tech Electrical / C5D	10									X					
OSC Controls Tech - I&C / C5E	10									X					
Fire Department / C6	10									X					
Duty Storekeeper / C7	10									X					
Planner / C8	10									X					
OSC Clerk / C10	15									X					
Radiological Support Manager (RSM) / D1	1&6	X					X								
Radiological Assessment Staff - EOF / D2	6					X	X								
Field Team Communicator / D3	6					X									

TABLE - 1 (Page 3 of 6)

COURSE/QG <sup>1</sup>	Qual Guide (QG) Number	MGMT	OPS LIC	RP ON	CHEM ON	RP EOF	RP DOSE	RP MON	TECH DUTY	OSC	OSC SUPV	COMM	ENC	SECR	ADMIN
POSITION/EP CODE															
Offsite Team Members / D4	7							*X							
Radiological Assessment Coordinator (RAC) / E1	1&19	X					X								
Radiation Protection Supervisors (RPS) / E2	19			X			X								
RPS - Offsite (TSC) / E2	19			X			X								
RPS - Exposure Control (OSC) / E2	19			X			X								
Radiation Protection Technicians (RPT) (TSC Radio Operator) / E3	19			X											
Shift Radiation Protection Technician (SRPT)/Onsite Radiation Protection Technician (ORPT) E3/E4	19			X			X								
Chemistry Supervisor - CP/TSC / E5	18				##										
Chemistry Technician (CT) / E6	18				##										
Technical Support Supervisor (TSS) / F1	1								X						
Technical Support Team Leader (TSTL) / F2	4 or 5								X						
Engineer - Electrical / F3	4 or 5								X						
Engineer - Mechanical / F4	4 or 5								X						
Engineer – Controls / F5	4 or 5								X						
Core-Thermal Hydraulics Engineer / F6A	4 or 5								X						

TABLE – 1 (Page 4 of 6)

COURSE/QG <sup>1</sup>	Qual Guide (QG) Number	MGMT	OPS LIC	RP ON	CHEM ON	RP EOF	RP DOSE	RP MON	TECH DUTY	OSC	OSC SUPV	COMM	ENC	SECR	ADMIN
POSITION/EP CODE															
Engineer - Nuclear Fuels / F6A	4 or 5								X						
Emergency Preparedness Advisor (EPA) – TSC / F7	16											X			
TSC Communicator / F8	16											X			
OPS Advisor - TSC / F8B	16											X			
Technical Support Manager (TSM) / F9	3								X						
Licensing Support / F11	3								X						
Company Spokesperson (CS) / G1	12												X		
Emergency News Center Manager (ENCM) / G2	12												X		
ENC Communications Supervisor / G3	11												X		
Industry/Government Affairs Coordinator (IGAC) / G5	11												X		
Rumor Control Coordinator (RCC) / G6	11												X		
Media Monitors / G7B	11												X		
Staff Writer / G8	11												X		
Media Information Coordinator / G9A	11												X		
Media Information Line Operator / G9B	11												X		



TABLE – 1 (Page 5 of 6)

COURSE/QG <sup>1</sup>	Qual Guide (QG) Number	MGMT	OPS LIC	RP ON	CHEM ON	RP EOF	RP DOSE	RP MON	TECH DUTY	OSC	OSC SUPV	COMM	ENC	SECR	ADMIN
POSITION/EP CODE															
Lead Technical Advisor (LTA) / G10A	11												X		
Media Technical Advisor (MTA) / G10B	11												X		
Communications Technical Advisor (CTA) / G10C	11												X		
ENC Operation Supervisor (ENCOS) / G11	11												X		
Public Information Liaison (PIL) / G13	11												X		
Public Information Manager (PIM) / G14	11												X		
Security Liaison (TSC)/Security Operations Supervisor- Main Guard House (MGH) / I1	17													X	
Security Liaison (EOF) / I2	17													X	
Emergency Preparedness Advisor/EOF (EPA/EOF) / I3	16											X			
Security Force Member / I4	13													X	
Site Support Staff - OPS / I5	16											X			
Site Support Staff - OPS Advisor / I5A	16											X			
Administrative Support Manager (ASM) / J1	14														X
Admin Support Staff - Personnel Supv. / J2A	15														X
Admin Support Staff - Purchasing / J2B	15														X

TABLE – 1 (Page 6 of 6)

COURSE/QG <sup>1</sup>	Qual Guide (QG) Number	MGMT	OPS LIC	RP ON	CHEM ON	RP EOF	RP DOSE	RP MON	TECH DUTY	OSC	OSC SUPV	COMM	ENC	SECR	ADMIN
POSITION/EP CODE															
Admin Support Staff - Material Control / J2C	15														X
Admin Support Staff - Administrative / J2D	15														X
Admin Support Staff – Information Technology Support Supervisor / J2E	15														X
Administrative Support Supervisor (ASSUP) / J3	14														X
TSC Administrative Staff / J4	15														X
TSC Administrative Support - TDR / J4A	15														X
ENC Administrative Support / J5	11												X		
Audio/Visual Services Coordinator / J6	11														X

Notes:

1 - Key to EP Training qualification guide and training course subject areas

\* - Must maintain qualification as Radiation Worker (RWR)

## - Routine system and PASS sampling training is provided as job qualification training for Chemistry.

**See next page for training course titles and qualification guide titles**

**TABLE - 1**  
**EMERGENCY PLAN TRAINING/QG MATRIX**  
 PAGE 6 OF 6

## **INITIAL TRAINING COURSE TITLE DESCRIPTION**

MGMT	=	Management Duties
OPS LIC	=	Operations (Licensed) Duties
RP ON	=	Radiation Protection Onsite Duties
CHEM ON	=	Chemistry Onsite Duties
RP EOF	=	Radiation Protection EOF
RP Dose	=	Radiation Protection Dose Assessment
RP MON	=	Radiation Protection Offsite Monitoring
TECH DUTY	=	Engineering Technical Duties (TSC or EOF)
OSC/OSC SUPV	=	Operations Support Center Duties
COMM	=	Communications
ENC	=	ENC Operations & Personnel Duties
SECR	=	Security Training - SFMs/Supervisors
ADMIN	=	Administrative Support Duties

## **QG NUMBER                      QUALIFICATION GUIDE TITLE**

QG # 1	- EC & Direct Support Personnel Qualification
QG # 2	- Operations Superintendent Qualification
QG # 3	- Common Technical Duties Qualification
QG # 4	- Salem Technical Duties Qualification
QG # 5	- Hope Creek Tech Duties Qualification
QG # 6	- Radiological Assessment Qualification
QG # 7	- Offsite Monitoring Qualification
QG # 8	- for future use
QG # 9	- OSC Supervisor Duties Qualification
QG # 10	- OSC Non-supervisor Qualification
QG # 11	- ENC Support Staff Qualification
QG # 12	- ENC Mgr. & Co. Spokesperson Qualification
QG # 13	- Security Force Member Qualification
QG # 14	- Admin. Support Supervisor Qualification
QG # 15	- Admin Support Staff Qualification
QG # 16	- Communicator Duties Qualification
QG # 17	- Security Force Liaison Qualification
QG # 18	- Chemistry Duties
QG # 19	- Salem Emergency Plan Qualification QCC/Emergency Plan Requalification QCC or TSC – RAC Requalification QCC

## TABLE - 2

**EMERGENCY PREPAREDNESS COURSE CONTENT DESCRIPTION****MANAGEMENT DUTIES**

- Emergency Plan Overview
- Event Classification Guide
- Emergency Plan Implementing Procedure
- Core Damage Overview

**OPERATIONS (licensed) EP RESPONSE**

- Emergency Plan Overview
- Event Classification Guide
- Emergency Plan Implementing Procedures

**RP ONSITE DUTIES**

- Emergency Plan Overview
- Emergency Plan Implementing Procedures

**RP EOF DUTIES**

- Emergency Plan Overview
- Emergency Plan Implementing Procedures

**RP DOSE ASSESSMENT**

- Emergency Plan Implementing Procedures

**RP OFFSITE MONITORING**

- Emergency Plan Overview
- Emergency Plan Implementing Procedures

**COMMUNICATIONS**

- Emergency Plan Overview
- Emergency Plan Implementing Procedures

**TABLE - 2****EMERGENCY PREPAREDNESS COURSE CONTENT DESCRIPTION (CONT.)****CHEMISTRY ONSITE DUTIES**

- Emergency Plan Overview
  - Emergency Plan Implementing Procedures
- Note: Chemistry training provided as job qualification training to chemistry techs.

**OSC DUTIES – Non-OSC Supervisors**

- Emergency Plan Overview
- Emergency Plan Implementing Procedures

**OSC SUPERVISOR DUTIES**

- Emergency Plan Overview
- Emergency Plan Implementing Procedures

**EMERGENCY NEWS CENTER OPERATIONS AND PERSONNEL DUTIES**

- Emergency Plan Overview
- Emergency Plan Implementing Procedures

**SECURITY - SFM DUTIES**

- Emergency Plan Overview
- Emergency Plan Implementing Procedures

**SECURITY SUPERVISOR DUTIES**

- Emergency Plan Overview
- Emergency Plan Implementing Procedures

**TABLE - 2**

**EMERGENCY PREPAREDNESS COURSE CONTENT DESCRIPTION (CONT.)**

**ADMINISTRATIVE SUPPORT DUTIES**

- Emergency Plan Overview
- Emergency Plan Implementing Procedures

**TECHNICAL SUPPORT DUTIES (EOF OR TSC)**

- Emergency Plan Overview
- Emergency Plan Implementing Procedures
- Abnormal and Emergency Operating Procedures Overview (TSC only)
- Core Damage