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PSEG NUCLEAR LLC
EMERGENCY PLAN IMPLEMENTING PROCEDURES
February 6, 2002
CHANGE PAGES FOR
REVISION #95

PSE&G
CONTROL
COPY # EP1P059

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 #95 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 Please check that your revision packet is complete and remove the outdated material listed below: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	95	All	TOC	94
All	NC.EP-AP.ZZ-1011(Z)	02	All	NC.EP-AP.ZZ-1011(Z)	01
All	NC.EP-AP.ZZ-1014(Q)	04	All	NC.EP-AP.ZZ-1014(Q)	03

PSEG NUCLEAR LLC
EMERGENCY PLAN ADMINISTRATIVE PROCEDURES
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February 6, 2002

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EMERGENCY PREPAREDNESS ADMINISTRATIVE PROCEDURES

PLAN, EPIP, ECG ADMINISTRATION:	<u>Revision Number</u>	<u>Number Pages</u>	<u>Effective Date</u>
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
FACILITIES AND EQUIPMENT:			
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
TRAINING:			
NC.EP-AP.ZZ-1011 Maintenance of Emergency Response Organization	02	14	02/06/02
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..	4	18	02/06/02
NC.EP-AP.ZZ-1015 PC Dose Assessment Software Control	0	6	06/12/00
EMERGENCY SUPPORT EQUIPMENT:			
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

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NC.EP-AP.ZZ-1011 (Z) Rev. 02

MAINTENANCE OF EMERGENCY RESPONSE ORGANIZATION

USE CATEGORY: **II**

REVISION SUMMARY:

Biennial Review Performed Yes X No

This procedure revised to:

- Update current Emergency Response Codes/Titles for Emergency Response Organizational assignments as stated in the E-Plan Section 3
- Add Shift Responders as an option to Attachment 2
- Support the ERO Reduction Plan.

IMPLEMENTATION REQUIREMENTS

Effective Date: 02/06/02

APPROVED: _____


EP Manager

1/19/02
Date

MAINTENANCE OF EMERGENCY RESPONSE ORGANIZATION**TABLE OF CONTENTS**

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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 their assigned emergency response facility (ERF) during their 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.

CONTROL ROOM			
E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
A-04	Operations Superintendent (OS)	Shift	Hope Creek Operations Manager Salem Operations Manager
B-01	Nuclear Shift Technical Advisor (NSTA)	Shift	Hope Creek Operations Manager Salem Operations Manager
B-02	Control Room Supervisor (CRS)	Shift	Hope Creek Operations Manager Salem Operations Manager
B-03	Reactor Operator/Plant Operator (RO/PO)	Shift	Hope Creek Operations Manager Salem Operations Manager
B-04	Control Room Communicators (CM1/CM2)	Shift	Hope Creek Operations Manager Salem Operations Manager
B-04A	Communicator - Ops Advisor (Hope Creek Only)	Support	Hope Creek Operations Manager
E-04	Shift Radiation Protection Technician (SRPT)	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 Operators (EO)	Shift	Hope Creek Operations Manager Salem Operations Manager
C-01	Operations Support Center Coordinator (OSCC)	Duty	Hope Creek Operations Manager Salem Operations Manager
C-02	Scheduled Controls Technician Instrument and Controls (I&C)	Shift	Maintenance Manager-WIN/12-hr. Shifts
C-03	Shift Controls Technician Electrical	Shift	Maintenance Manager-WIN/12-hr. Shifts
C-04A	OSC Operations 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	OSC 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-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-08	Planner	Support	Manager – Technical Support
C-10	OSC Clerk	Support	Hope Creek Operations Manager Salem Operations Manager
E-02B	Radiation Protection Supervisor – Exposure Control	Duty	Manager – Radiation Protection
E-03	Radiation Protection Technicians	Shift	Manager – Radiation Protection

ATTACHMENT 1

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CONTROL POINT

E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
E-04	Shift Radiation Protection Technician (SRPT)	Shift	Manager – Radiation Protection
E-03	Radiation Protection Technician	Shift	Manager – Radiation Protection
E-05	Chemistry Supervisor - CP/TSC	Duty	Chemistry Manager
E-06	Chemistry Technician (CT)	Support	Chemistry Manager

TECHNICAL SUPPORT CENTER

E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
A-03	Emergency Duty Officer (EDO)	Duty	VP - Operations
E-01	Radiological Assessment Coordinator (RAC)	Duty	Manager – Radiation Protection
E-02A	Radiation Protection Supervisor – Offsite (TSC)	Duty	Manager – Radiation Protection
E-03	Radiation Protection Technicians (RPT)	Support	Manager – Radiation Protection
F-01	Technical Support Supervisor (TSS)	Duty	Hope Creek Operations Manager Salem Operations Manager
F-02	Technical Support Team Leader (TSTL)	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 Engineer	Duty	Nuclear Fuels/Reactor Engineering Manager
F-07	Emergency Preparedness Advisor (EPA) – TSC	Support	EP Manager

ATTACHMENT 1

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TECHNICAL SUPPORT CENTER

E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
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)/Security Operations Supervisor Main Guard House (MGH)	Shift	Nuclear Security Manager
J-03	Administrative Support Supervisor (ADMSS)	Support	Sr. VP & Chief Administrative Officer
J-04	TSC Administrative Staff	Support	Sr. VP & Chief Administrative Officer
J-04A	TSC Administrative Support – TDR	Support	Sr. VP & Chief Administrative Officer

EMERGENCY OPERATIONS FACILITY

E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
A-01	Emergency Response Manager (ERM)	Duty	Nuclear Training Manager
A-02	Site Support Manager (SSM)	Duty	Nuclear Training Manager
A-05	Emergency Preparedness Coordinator (EPC)	Support	EP Manager
D-01	Radiological Support Manager (RSM)	Duty	Rad Pro – Superintendent – Support
D-02A	Radiological Assessment Duty	Duty	Rad Pro – Superintendent – Support
D-02B	Radiological Assessment Support	Support	Rad Pro – Superintendent – Support
D-02C	Radiological Assessment Support	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 (TSM)	Support	VP – Technical Support
G-13	Public Information Liaison (PIL)	Duty	Process Leader – Nuclear Communications

ATTACHMENT 1

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EMERGENCY OPERATIONS FACILITY

E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
I-04	Security Force Member	Shift	Nuclear Security Manager
I-05	EOF Communicators	Duty	Nuclear Training Manager
I-05A	Site Support Staff-Ops Advisor	Support	Nuclear Training Manager
J-01	Administrative Support Manager (ASM)	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-02D	Admin Support Staff-Administrative	Support	Sr. VP & Chief Administrative Officer
J-02E	IT Support Supervisor	Support	IT Business Partner

EMERGENCY NEWS CENTER

E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
G-01	Company Spokesperson (CS)	Duty	Process Leader - Nuclear Communications
G-02	Emergency News Center Manager (ENCM)	Duty	Process Leader - Nuclear Communications
G-05	Industry/Government Affairs Coordinator	Support	Process Leader - Nuclear Communications
G-06	Rumor Control Coordinator (RCC)	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

ATTACHMENT 1
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EMERGENCY NEWS CENTER			
E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
G-09B	Media Information Line Operator	Support	Process Leader - Nuclear Communications
G-10A	Lead Technical Advisor (LTA)	Duty	Process Leader - Nuclear Communications
G-10B	Media Technical Advisor (MTA)	Support	Process Leader - Nuclear Communications
G-10C	Communications Technical Advisor (CTA)	Support	Process Leader - Nuclear Communications
G-11	ENC Operation Supervisor (ENCOS)	Support	Process Leader - Nuclear Communications
J-05	ENC Administrative Support	Support	Process Leader - Nuclear Communications
J-06	Audio/Visual Services Coordinator	Support	Process Leader - Nuclear Communications

G-14 Public Information Manager (PIM) is the on-call staff member of Nuclear Communications who is responsible for representing PSEG as the Company Spokesperson until activation of the ENC.

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/SHIFT 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/SHIFT 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/SHIFT 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
(Circle Appropriate Team)

(Name of Replacement)

(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.

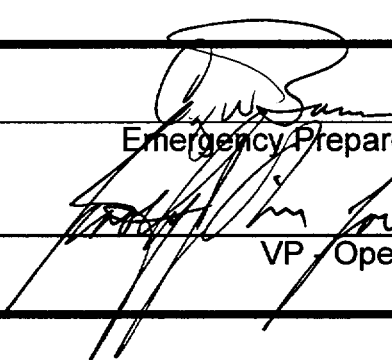
EMERGENCY PREPAREDNESS TRAINING ADMINISTRATION

USE CATEGORY: **II****REVISION SUMMARY:**Biennial Review Performed Yes X No

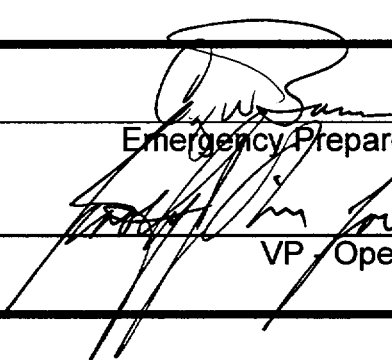
- Changed 'PSE&G Nuclear Business Unit' to 'PSEG Nuclear LLC' throughout the procedure. Revision bars not used for this change.
- Title changed from 'Emergency Preparedness Classroom Training Administration' to 'Emergency Preparedness Training Administration' as EP training addresses more than classroom instruction. Revision bars were not used for this change.
- Changed 'Manager EP & IT' to 'Manager EP' to reflect current title. Revision bars not used for this change.
- Section 1.0, changed 'maintains' to 'describes' and inserted the word 'process' to clarify the intent of the statement.
- Section 5.2.2C, revised to reference the use of qualification guides as classroom training is no longer required for requalification.
- Section 5.2.2E, added reference to the qualification guide.
- Section 5.3.2D, added adjunct instructor for clarification.
- Section 5.4.2, changed to indicate the qualification guides are found on the EP Website.
- Sections 5.6.4, 6.0 and 7.2.2 modified to add reference to the NTC Training Manual NC.TQ-DG.ZZ-0001.
- Table 1 was revised to remove reference to ERO positions that were deleted as part of the ERO Reduction project. Revision bars were not used for this change.
- Revision bars were used unless otherwise stated.

IMPLEMENTATION REQUIREMENTSEffective Date: 02/06/02

APPROVED: _____


Emergency Preparedness Manager1-29-02
Date

APPROVED: _____


VP Operations1-29-02
Date

EMERGENCY PREPAREDNESS TRAINING ADMINISTRATION

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1.0 PURPOSE

This document describes the Emergency Preparedness (EP) training and qualification process for the PSEG Nuclear LLC 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 PSEG Nuclear LLC 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. Annual requalification for a EP position requires completion of a Qualification Guide IAW this procedure. Initial qualification requires prerequisite training in addition to the Qualification Guide.
- 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/Qualification Guide 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, describes the content of the initial training requirements and the ERO position specific qualification guides for each position.
 - B. Based on experience, the Manager – EP, 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, 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 or adjunct 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 position. EP qualification guides are maintained by the EP Technical Analyst – Training and are available for review on the EP Website.

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 feedback should be processed IAW the PSEG Nuclear LLC's Training Manual – NC.TQ-DG.ZZ-0001.

6.0 RECORDS

All training records should be kept IAW the PSEG Nuclear LLC's Training Manual - NC-TQ-DG.ZZ-0001

7.0 REFERENCES

7.1 Reference

None

7.2 Cross-References

7.2.1 PSEG Nuclear Emergency Plan, Section 16.

7.2.2 NC-TQ-DG.ZZ-0001 - Training Manual

TABLE - 1
EMERGENCY PLAN TRAINING/QG MATRIX
 Page 1 of 8

COURSE/QG ¹	Qual Guide (QG) Number	MGMT	OPS	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				
Shift 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 8)

COURSE/QG ¹	Qual Guide (QG) Number	MGMT	OPS	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				
Shift Maintenance Supervisor (Controls) / C4C	9										X				
OSC Radwaste Operator / C5A	10									X					
Nuclear Tech - Mechanical/ C5B	10									X					
Controls Tech Electrical / C5D	10									X					
Controls Tech - I&C / C5E	10									X					
Fire Brigade / C6	10									X					
Planner / C8	10									X					
OSC Clerk / C10	15									X					
Radiological Support Manager (RSM) / D1 ²	21	X					X								
Radiological Assessment Staff - EOF Duty / D2A ³	6					X	X								
Radiological Assessment Staff – EOF Supp / D02B ³	6					X									
Radiological Assessment Staff – EOF Supp /D02C ³	6					X									
Field Team Communicator / D3	6					X									

TABLE - 1 (Page 3 of 8)

COURSE/QG ¹	Qual Guide (QG) Number	MGMT	OPS	RP ON	CHEM ON	RP EOF	RP DOSE	RP MON	TECH DUTY	OSC	OSC SUPV	COMM	ENC	SECR	ADMIN
POSITION/EP CODE															
Offsite Team Monitor / D4A	7							*X							
Offsite Team Driver / D4B	7							*X							
Radiological Assessment Coordinator (RAC) / E1 ⁴	20	X					X								
Radiation Protection Supervisor (Offsite) / E2A	19			X			X								
Radiation Protection Supervisor (Exp Cntrl) / E2B	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 ⁵	1	X													
Technical Support Team Leader (TSTL) / F2	4 or 5								X						
Engineer - Electrical / F3	4 or 5								X						
Engineer - Mechanical / F4 ⁵	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 8)

COURSE/QG ¹	Qual Guide (QG) Number	MGMT	OPS	RP ON	CHEM ON	RP EOF	RP DOSE	RP MON	TECH DUTY	OSC	OSC SUPV	COMM	ENC	SECR	ADMIN
POSITION/EP CODE															
Emergency Preparedness Advisor (EPA) – TSC / F7	16											X			
TSC Communicator / F8	16											X			
OPS Advisor - TSC / F8B ⁵	16											X			
Technical Support Manager (TSM) / F9	3								X						
Company Spokesperson (CS) / G1 ⁶	12												X		
Emergency News Center Manager (ENCM) / G2 ⁶	12												X		
Industry/Government Affairs Coordinator (IGAC) / G5	11												X		
Rumor Control Coordinator (RCC) / G6	11												X		
Media Monitors / G7B	11												X		
Staff Writer Duty/ G8A	11												X		
Staff Writer Support / G8B	11												X		
Media Information Line Operator / G9B	11												X		

TABLE – 1 (Page 5 of 8)

COURSE/QG ¹	Qual Guide (QG) Number	MGMT	OPS	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 Force Member / I4	13													X	
EOF CM1/CM2 / 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 8)

COURSE/QG ¹	Qual Guide (QG) Number	MGMT	OPS	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 - Administrative / J2D	15														X
Admin Support Staff – Information Technology Support Supervisor / J2E	15														X
Administrative Support Supervisor (ADMSS) / 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
- 2 - Radiological Assessment Coordinator Initial Training includes Dose Assessment
- 3 - D02A requires Dose Assessment Training and Rad. Pro. EOF (D02B and D02C just require Radiation Protection EOF)
- 4 - Radiological Support Manager Initial Training includes Dose Assessment
- 5 - These positions also require Severe Accident Management Evaluator Training coordinated by ESP Training Program
- 6 - These positions also require "ENC Company Spokesperson Training" coordinated by Nuclear Communications
- * - 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
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INITIAL TRAINING COURSE TITLE DESCRIPTION

MGMT	= Emergency Coordinator and Direct Support Personnel Duties
OPS	= Operations Programs (SRO Comm/OSC/OS Duties) or (NCO Comm/OSC 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	= Technical Duties (TSC or EOF)
OSC	= Operations Support Center Duties
OSC SUPV	Opetations Support Center Duties (Supervisor Obj)
COMM	= Communicator Duties
ENC	= Emergency News Center (ENC) Duties
SECR	= Security Duties
ADMIN	= Administrative Duties

QG NUMBER QUALIFICATION GUIDE TITLE

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

TABLE - 1
EMERGENCY PLAN TRAINING/QG MATRIX
PAGE 8 OF 8

QG # 19	- Salem/Hope Creek Emergency Plan Qualification QCC/Emergency Plan Requalification QCC or TSC – RAC Requalification QCC
QG #20	- Radiological Assessment Coordinator Qualificaiton Guide
QG #21	- Radiological Support Manager Qualification Guide

TABLE - 2
EMERGENCY PREPAREDNESS COURSE CONTENT DESCRIPTION
Page 1 of 3

EMERGENCY COORDINATOR AND DIRECT SUPPORT PERSONNEL DUTIES

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

OPERATIONS PROGRAMS (SRO COMM/OSC/OS DUTIES) OR (NEO COMM/OSC)

- 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

TABLE - 2
EMERGENCY PREPAREDNESS COURSE CONTENT DESCRIPTION (CONT.)
Page 2 of 3

COMMUNICATOR DUTIES

- Emergency Plan Overview
- Emergency Plan Implementing Procedures

CHEMISTRY ONSITE DUTIES

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

OPERATIONS SUPPORT CENTER DUTIES

- Emergency Plan Overview
- Emergency Plan Implementing Procedures

OPERATIONS SUPPORT CENTER DUTIES (SUPERVISOR OBJECTIVES)

- Emergency Plan Overview
- Emergency Plan Implementing Procedures

EMERGENCY NEWS CENTER (ENC) DUTIES

- Emergency Plan Overview
- Emergency Plan Implementing Procedures

SECURITY DUTIES

- Emergency Plan Overview
- Emergency Plan Implementing Procedures

ADMINISTRATIVE SUPPORT DUTIES

- Emergency Plan Overview
- Emergency Plan Implementing Procedures

TABLE - 2
EMERGENCY PREPAREDNESS COURSE CONTENT DESCRIPTION (CONT.)
Page 3 of 3

TECHNICAL DUTIES (EOF OR TSC)

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