

TIPK02

To : DOCUMENT CONTROL DESK
Facility : MP Department : 806
Address : NUC REGULATORY COMMISSION (0140)
DOCUMENT CONTROL DESK
WASHINGTON, DC 20555

From : NDS CONT DOCUMENTS
Date/Time : 02/22/02 10:37

Trans No. : 000027174 Transmittal Group Id: 02053KA-5
Total Items: 00001

PASSPORT DOCUMENT

TRANSMITTAL

Page: 1



Item	Facility	Type	Sub	Document Number / Title	Sheet	Revision	Doc Date	Copy #	Media	Copies
* 0001	MP	PROC	EP	MP-26-EPA-GDL01 EMERGENCY PLANNING PERFORMANCE INDICATOR		000			P	01

Marked (*) documents require your acknowledgement.

Acknowledgement Date : _____ Signature: _____

Please check the appropriate response and return form to sender.

- All documents received.
- Documents noted above not received (identify those not received).
- I no longer require distribution of these documents.

Date: _____ Signature: _____

1045

2/13/02
Approval Date

2/14/02
Effective Date

Document Action Request

SPG#
020206-123006

Initiated By: Tom Rigney Date 2/1/02 Department: EPD Ext.: 6586

Document No.: MP-26-EPA-GDL01 Rev. No.: 000 Minor 00

Title: Emergency Planning Performance Indicators

For New Documents only → QA RI Title Manager, EPD

Reason for Request/Action (attach commitments, CRs, ARs, OEs etc)

Reformat to MP-26-ANUM

Continued

Select one if performing a change (See MP-05-DC-SAP01 sect 2.3 to determine type of change)

Intent Change (Tech IR, SQR Independent, RCD, Env Screen Required)
Other reviews may be required. See MP-05-DC-FAP 01.1 att 3

Edit Corr.:

Non-Intent Change
(Only Tech IR, SQR IR and Env. signature Required)

Editorial Correction Approval

TPC Interim Approval

Plant Mgmt Staff Member - Approval

(1) Plant Mgmt Staff Member Print/Sign/Date

(2) SM/SRO/CFH Print/Sign/Date

Procedure Request/Feedback Disposition

Priority: Perform Now Perform Later

Activity: Revision Minor Revision Cleanup Rev Biennial Review Cancellation Supercedure
See DC-GDL01 for guidance

TPC OTC Place in VOID

Reviews continued <input checked="" type="checkbox"/>	Print	Sign	Date	SQR Qualified			✓ # Comments
				Yes	No	Dept.	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
Licensing Basis <input type="checkbox"/>							
Tech Independent <input type="checkbox"/>							

An NRRL Update Required YES

1. SQR Program Final Review and Approval

Approval Disapproval

SQR Qualified Independent Reviewer / Date
Catalina Luby for Paul Blawie
Dept Head / Responsible Individual
2/21/02
Approval Date

2 Final Review and Approval

SORC RI/DH (Ref Mans, GDLs, Handbooks)

DH / RI Sign
Meeting No _____

SORC Signature

DH / RI Signature

Approval Date

Effective Date: 2/26/02

8/22/01
Approval Date

8/23/01
Effective Date

Document Action Request

SPG# 020206-123006

Initiated By: Tom Rigney Date 2/1/02 Department: EPD Ext.: 6586

Document No.: MP-26-EPA-GDL01 Rev. No.: 000 Minor Rev.: 00

Title: **Emergency Planning Performance Indicators**

Reason for Request/Action (attach commitments, CRs, ARs, OEs etc)

New Document (A/R 99016296 - CR M3-99-3890)

Reformat to MP-26-MMM

Continued

Select one (See MP-05-DC-SAP01 sect 2.3 to determine type of change)

Intent Change (SQR Independent, RCD, Env Screen Required)
Other reviews may be required. See MP-05-DC-FAP 01.1 att 3

Edit Corr.:

Non-Intent Change
(Only SQR Independent Review and Env. screen Required)

Editorial Correction Approval

TPC Interim Approval

Plant Mgmt Staff Member - Approval

(1) Plant Mgmt Staff Member Print/Sign/Date

(2) SM/SRO/CFH Print/Sign/Date

Procedure Request/Feedback Disposition

Priority: Perform Now Perform Later

Activity: Revision Minor Revision Cleanup Rev Biennial Review Cancellation Supersede

See DC-GDL01 for guidance

TPC OTC Place in VOID

Reviews continued <input type="checkbox"/>	Print	Sign	Date	SQR Qualified			✓ if Comments
				Yes	No	Dept.	
Validation <input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
Validation <input checked="" type="checkbox"/>	MARIL WHITE	<i>Maril White</i>	2/18/02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EPD	
50.54Q screen <input checked="" type="checkbox"/>	TOM RIGNEY	<i>Tom Rigney</i>	2/18/02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EPD	
RCD <input checked="" type="checkbox"/>	KATHY BURGESS	<i>Kathy Burgess</i>	2/20/02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EPD	
Writer's Guide <input checked="" type="checkbox"/>	NA			<input type="checkbox"/>	<input type="checkbox"/>		
Environmental screen <input checked="" type="checkbox"/>	TOM RIGNEY	<i>Tom Rigney</i>	2/18/02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EPD	
Independent <input checked="" type="checkbox"/>	MARIL WHITE	<i>Maril White</i>	2/18/02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EPD	

An NRRL Update Required YES

1. SQR Program Final Review and Approval

Approval Disapproval

Kathleen Burgess 2/20/02

SQR Qualified Independent Reviewer / Date

Cathy Burgess for Paul Blawie

Process Owner

Responsible Individual

2/21/02

Approval Date

2. SORC RI/PO Final Review and Approval

Process Owner / Responsible Individual Sign

Meeting No.:

SORC Approval Signature

Approval Date

Effective Date: 2/26/02

Guideline



Millstone Station

Emergency Planning Performance Indicators

MP-26-EPA-GDL01

Rev. 000

Approval Date: 2/21/02

Effective Date: 2/26/02



TABLE OF CONTENTS

1. <u>PURPOSE</u>	3
1.1 Objective	3
1.2 Discussion	3
2. INSTRUCTIONS	4
2.1 Drill/Exercise Performance	4
2.2 Drill Participation	6
2.3 Alert and Notification System	7
3. SUMMARY OF CHANGES	7
3.1 Revision 000	8
ATTACHMENTS	
Attachment 1 Drill and Exercise Performance Indicator Evaluation Form	9
Attachment 2 NRC Drill/Exercise Participation Evaluation Form	11
Attachment 3 Evaluator Guidelines	12
Attachment 4 Millstone SERO Key Position Matrix	13
Attachment 5 Millstone Alert and Notification System	14

1. **PURPOSE**

1.1 **Objective**

This guideline provides the supporting instructions for the administration of the NRC Performance Indicator (PI) Program.

1.2 **Discussion**

This guideline tracks the three Emergency Preparedness PIs including Drill & Exercise Performance (DEP), ERO Participation, and Alert & Notification Systems Reliability (ANS). This guideline applies to the Emergency Preparedness Department staff and personnel PI activities.

The Manager, Emergency Preparedness, is responsible for ensuring that the items in Attachment 1, "Drill and Exercise Performance Indicator Evaluation Form," and Attachment 2, "NRC Drill/Exercise Participation Evaluation Form," are maintained to track participation and performance during PI designated activities.

Activities that will be included in the NRC Performance Indicator data must be identified prior to the start of the activity. This will be done through a memo and will be maintained in the Performance Indicator file. Regularly scheduled quarterly and annual ANS tests will be used as input to the ANS PI.

2. INSTRUCTIONS

2.1 Drill/Exercise Performance

NOTE

1. Multiple classifications, PARs, and notifications may occur in one drill or exercise. General Emergency (GE) classification and a PAR are each a separate opportunity. Each of these in turn creates a notification opportunity. Even though the notification may be documented using one form, it will count as two opportunities. The division exists because there is 15 minutes from the GE declaration to complete that notification, and a separate 15 minute requirement for notification of the PAR from the time of event declaration. If a GE classification notification is expected and missed, the follow-on PAR and notification of the PAR may still be counted as successful as long as they are made correctly.
2. Activity needs to be considered "a performance enhancing experience" to be considered a valid event.

- 2.1.1 Identify a drill or training evolution as an evaluated drill/exercise performance opportunity and document via memo or E-mail.
- 2.1.2 Identify expected results for drill or exercise and document using Attachment 1, "Drill and Exercise Performance Evaluation Form."
- 2.1.3 Conduct drill or exercise and document actual results on Attachment 1, "Drill and Exercise Performance Evaluation Form."
- 2.1.4 Refer To Attachment 3, "Evaluator Guidelines," and evaluate performance.
- 2.1.5 As part of the evaluation, ensure timeliness and accuracy of DEP processes are included in determination of performance adequacy.
- 2.1.6 Log results on Attachment 1, "Drill and Exercise Performance Evaluation Form," or in applicable drill report and send to Document Administration along with supporting documentation.

NOTE

Remediation can be done through coaching or training but the remediation is not to be counted as an additional DEP opportunity.

- 2.1.7 IF a failure is observed, perform remediation on the spot or as soon as possible after the activity. Document remediation on Attachment 1, "Drill and Exercise Performance Evaluation Form."
- 2.1.8 IF no drills or exercises are conducted in quarter, report zero opportunities and successes for that particular reporting period.
- 2.1.9 Review documentation for DEP activities for the quarter and determine ratio of successes versus opportunities.

2.1.10 Provide results to Supervisor, Emergency Preparedness, for review. Manager, Emergency Preparedness, will approve results and forward to Station NRC PI Coordinator.

- End of Section 2.1 -

2.2 Drill Participation

NOTE

1. An individual must be a player, coach, mentor or evaluator (e.g., controller) to receive credit for the position. Observation alone does not earn credit. If a person can fill more than one position, participation in one does not immediately qualify for participation in all positions.
2. All positions may also receive credit for their performance in an actual activation of the emergency plan.

2.2.1 Review drills, exercises, and training opportunities conducted in a particular quarter.

NOTE

For positions performing DEP functions (e.g., notification classification, PARs), individuals have to participate in a DEP evaluated activity to receive participation credit. Non-DEP related positions can receive credit for any activity deemed "efficiency enhancing" to perform their SERO function.

2.2.2 Refer To Attachment 4, "Millstone SERO Key Position Matrix," and document the names of each individual participating in the identified positions.

- a. Complete Attachment 2, "NRC Drill/Exercise Participation Evaluation Form," for each applicable drill, exercise, or training activity.

2.2.3 Update Excel spreadsheet used to track participation with current names and dates of participants.

2.2.4 Review spreadsheet and determine SERO personnel who will exceed two year participation window and identify any actions to be taken.

2.2.5 Ensure all SERO members being given participation credit for the quarter have corresponding documentation via completed Attachment 2, "NRC Drill/Exercise Participation Evaluation Form," or drill/exercise/training attendance sheet.

2.2.6 Provide quarterly participation results to Supervisor, Emergency Preparedness Manager, Emergency Preparedness, will approve and forward to Station NRC RI Coordinator.

- End of Section 2.2 -

2.3 Alert and Notification System

NOTE

1. Regularly scheduled tests are conducted to test the ability of the sirens to perform their function. The tests are the quarterly silent and growl tests, as well as the annual full-load test which are performed in accordance with testing program procedures. A test failure results from a siren being inoperable for a given test procedure as specified in MP-26-EPA-FAP08, "Public Alerting System Administration."
2. Tests performed for maintenance purposes are not counted in the performance indicator results.

2.3.1 Obtain the monthly siren test results from siren test vendor/organization.

NOTE

The number of tests conducted on each siren in a given month determines the number of tests reported (e.g., silent and growl tests performed on 50 sirens result in 100 tests reported).

2.3.2 Check test results for accuracy and completeness.

2.3.3 Ensure that tests performed following repair or maintenance activities are not counted in the performance indicator test results.

2.3.4 At the end of each quarter, ensure that the number of sirens tested equals the number of performance indicator qualified sirens listed in Attachment 5, "Millstone Alert and Notification System."

2.3.5 Provide results of tests to Supervisor, Emergency Preparedness for review. Manager, Emergency Preparedness, will approve results and forward to station NRC PI Coordinator.

- End of Section 2.3 -

3. SUMMARY OF CHANGES

3.1 Revision 000

3.1.1 Rewrite to MM05 format. Formerly EPDI 18, "Administration of NRC Performance Indicators."

Attachment 1 Drill and Exercise Performance Indicator Evaluation Form

(Sheet 1 of 2)

1. Evaluation date/Scenario number: _____
2. Location: Simulator/CR TSC OSC EOF
3. Name of participant(s) (please print full name): _____
4. SERO Position(s): _____
5. Expected event opportunities & performance results:

Expected Event Opportunities			
Pre-determined by (Initial/Date) _____ / _____			
Note: Any unsuccessful performance shall be deemed UNSAT and remediated as soon as practical			
Event	EAL/PAR (Expected)	EAL/PAR (Actual)	SAT(s)/UNSAT(s)
UE			
ALERT			
SAE			
GE			
PAR			
Revised PAR			
Notifications			
Remediation will not count as an additional opportunity/success. Remediation of any UNSAT activity: Evaluator/Instructor: _____ Date: _____			

Attachment 1 Drill and Exercise Performance Indicator Evaluation Form

(Sheet 2 of 2)

6. Documentation:

	UE	Alert	SAE	GE
	Time	Time	Time	Time
Event(s) known				
Event(s) classified				
Classification Notification				
PAR Developed				
PAR Notification				
Revised PAR Recognized				
Revised PAR Developed				
Revised PAR Notification				

7. PI Determination:

Total # Opportunities	Total # SAT	Total # UNSAT

8. Comments/Explanations:

9. Evaluator/Instructor: (Print) _____

Date: _____

(Signature) _____

Attachment 2
NRC Drill/Exercise Participation Evaluation Form

(Sheet 1 of 1)

Date/Scenario #: _____

Positions Evaluated:

PERFORMANCE EVALUATED (YES/NO)	PARTICIPATION CREDIT (YES/NO)	POSITION (Print Name)
		DSEO
		ADEOF
		MRCA
		MRDA
		U2ADTS
		U3ADTS
		U2MOSC
		U3MOSC
		U2MTSC
		U2TSCME
		U2TSCEE
		U2TSCRE
		U3MTSC
		U3TSCME
		U3TSCEE
		U3TSCRE
		U1 Certified Fuel Handler
		U2SM
		U3SM
		U3/EOF Shift Technician

Completed by: (Print) _____

Date/Time: _____ / _____

(Signature) _____

Attachment 3

Evaluator Guidelines

(Sheet 1 of 1)

- A. Expected and actual responses for Emergency Classifications, Protective Action Recommendations (PARs) and Notifications will be documented on the evaluation form, as appropriate for the position(s) being evaluated.
- B. Multiple classifications and notifications can occur in one drill or exercise. According to NEI 99-02, a General Emergency declaration and a PAR are each a separate opportunity. Each of these in turn creates a notifications opportunity. Even though the notification may be documented using one form, it will count as two opportunities. The division exists because there are 15 minutes from the GE declaration to complete that notification, and a separate 15 minutes from the time of classification to communicate the PAR result.
- C. If a General Emergency Classification notification is expected and missed, the PAR and notification of that PAR may still be counted as successful as long as they are made correctly.
- D. In the event a failure is observed, it is expected that remediation will occur as soon as possible. Remediation may occur through coaching or training, and documented on the PI Evaluation Form. However, the remediation will not count as another opportunity.
- E. Acceptance Criteria:
 - 1. A classification is deemed satisfactory when it is classified correctly (including EAL #) and within 15 minutes of available information (necessary to classify).
 - 2. A PAR is deemed satisfactory when it is determined accurately and within 15 minutes of the General Emergency declaration or determination that a revised PAR is needed.
 - 3. Notifications are deemed satisfactory when timely and accurate.
 - 4. Notifications are deemed timely when:
 - a) The classification notification is initiated within 15 minutes of event declaration.
 - b) The PAR notification is initiated within 15 minutes of the classification or determination that a revised PAR is necessary.
 - 5. Classification notifications are deemed accurate when the Incident Report Form (IRF) includes:
 - a) DSEO approval
 - b) Correct incident classification, EAL number, posture code, time and date, applicable unit
 - c) Correct release of radioactive material status
 - d) Correct identification of event (e.g., drill, actual)
 - e) Correct wind direction and speed
 - 6. PAR notifications are deemed accurate when the State DEP PAR Transmittal Form includes:
 - a) DSEO approval
 - b) Correct time and date
 - c) Correct technical basis
 - d) Correct evacuation/shelter recommendations

Attachment 4
Millstone SERO Key Position Matrix

(Sheet 1 of 1)

MILLESTONE SERO KEY POSITION MATRIX		
NEI 99-02 POSITION	NEI 99-02 DESCRIBED FUNCTION	MILLESTONE KEY SERO COUNTERPART
Control Room Shift Manager	Supervision of reactor operations and responsible for classification, notification and determination of PARs.	Control Room Shift Manager (SM)
Control Room Shift Communicator	Provides initial offsite (state/local) notification.	Unit 3 Shift Technician (U3ST)
TSC Senior Manager	Management of plant operations/corporate resources.	Assistant Director of Technical Support (ADTS)
TSC Key Operations Support	Manages TSC operations and technical support.	Assistant Director of Technical Support (ADTS)
TSC Key Radiological Controls	Radiological effluent and environs monitoring, assessment, and dose projection.	Manager of Radiological Consequences Assessment (MRCA)
TSC Key Communicator	Provides offsite (state/local) notification.	N/A for Millstone TSC SERO
TSC Key Technical Support	Provide technical expertise.	Manager of Technical Support Center (MTSC) Technical Support Center Mechanical Engineer (TSCME) Technical Support Center Electrical Engineer (TSCEE) Technical Support Center Reactor Engineer (TSCRE)
OSC Key Operations Manager	Manages Operational Support Center activities.	Manager of Operational Support Center (MOSC)
EOF Senior Manager	Management of Corporate resources.	Director of Station Emergency Operations (DSEO)
EOF Key Protective Measures	Radiological effluent and environs monitoring, assessment, and dose projection.	Assistant Director of Emergency Operations Facility (ADEOF) Manager of Radiological Dose Assessment (MRDA)
EOF Key Communicator	Provides offsite (state/local) notification.	Emergency Operations Facility Shift Technician (EOFST) Director of Station Emergency Operations (DSEO)

Attachment 5
Millstone Alert and Notification System

(Sheet 1 of 1)

Community	EPZ Sirens
East Lyme	23
Fishers Island	6
Groton City	8
Groton Town	24
Ledyard	8
Lyme	7
Montville	10
New London	14
Old Lyme	20
Plum Island	3
Waterford	36
Total	159