



Revision 10

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Attachment 1

Page 1

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**** SEE ATTACHED INSTRUCTIONS ****

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TO: NRC *Doc Control Desk* CONTROL COPY NO.: 25
FROM: EMERGENCY PLANNING DATE: 3/12/02
SUBJECT: Emergency Response Activation Implementing Procedures

The enclosed revisions are for your controlled copy of the IP-3 Emergency Plan. Please discard old sheets, insert new sheets, initial/date this transmittal and return it to the IP-3 DOCUMENTS DEPARTMENT. If you have any questions regarding these changes, call Emergency Planning (x8404/x8318).

Thank you.

Volume II - Emergency Response Activation Implementing Procedures

Procedure IP-2205 Rev. 8 is being redistributed due to Attachment 5.2 being missing from the original distribution. Please replace the whole procedure.

I acknowledge the receipt of these revisions to the IP-3 Emergency Plan.

(Signature) (Date)

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CONTROLLED COPY #: 25

EMERGENCY PLAN PROCEDURES

PROCEDURE NO. IP-2205

REV. 8

TITLE: OSC H.P. TEAM LEADER

THIS PROCEDURE IS TSR

THIS PROCEDURE IS NOT TSR

WRITTEN BY: Kirkman Dely 10/21/99
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EFFECTIVE DATE: 10/29/99

PROCEDURE USE IS
REFERENCE

OSC H.P. TEAM LEADER

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IP-2205

OSC H.P. TEAM LEADER

1.0 PURPOSE

- 1.1 The purpose of this procedure is to provide specific instruction to the HEALTH PHYSICS (H.P.) TEAM LEADER in the Operations Support Center (OSC) which are not covered in IP-2204, "OSC Team Leaders".

The H.P. TEAM LEADER position is filled in accordance with Roster II staffing.

See the E-Plan Volume II, Appendix A for current staffing.

2.0 RESPONSIBILITIES

- 2.1 The H.P. TEAM LEADER is responsible for providing radiological evaluation support to emergency teams that are assembled in and dispatched from the OSC. The H.P. TEAM LEADER also maintains records, both exposure and radiological, on each team member.

3.0 REFERENCES

- | | | |
|------|---------|--|
| 3.1 | EP-Form | #6, "Emergency Exposure Summary Sheet" |
| 3.2 | EP-Form | #7, "Authorization to Receive Emergency Personnel Exposures |
| 3.3 | EP-Form | #10, "OSC Staffing Chart" |
| 3.4 | EP-Form | #18, "OSC Emergency Briefing Form" |
| 3.5 | EP-Form | #361, "Event Notification Worksheet" |
| 3.6 | IP-1011 | "Offsite Monitoring/Site Perimeter Surveys" |
| 3.7 | IP-1019 | "Emergency Use of Potassium Iodide (KI)" |
| 3.8 | IP-1025 | "Repair and Corrective Action Teams" |
| 3.9 | IP-1040 | "Habitability of the Emergency Response Facilities and Assembly Areas" |
| 3.10 | IP-1050 | "Accountability" |
| 3.11 | IP-1053 | "Evacuation of Site" |
| 3.12 | IP-1054 | "Search And Rescue Teams" |
| 3.13 | IP-1055 | "Fire Emergency Response" |
| 3.14 | IP-1060 | "Personnel Radiological Check and Decontamination" |
| 3.15 | IP-1063 | "Vehicle/Equipment Radiological Check and Decontamination" |
| 3.16 | IP-2203 | "OSC Dispatcher" |
| 3.17 | IP-2204 | "OSC Team Leaders" |
| 3.18 | IP-2209 | "OSC Health Physics (H.P.) Technician" |
| 3.19 | E-Plan | Volume II, Appendix 'A & C' |

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4.0 PROCEDURE

NOTE

The steps in this procedure are not required to be performed in sequence. Initial the blank lines upon completion of the designated step.

- 4.1 SIGN-IN on EP-Form #10, "OSC Staffing Chart". _____
- 4.2 SYNCHRONIZE your time with the OSC clock. _____
- 4.3 ENSURE that the status of personnel in the radiologically controlled area (RCA) has been assessed. _____
- 4.4 MAKE the following assignments:
 - A. OSC/TSC H.P. Monitor _____
 - B. Control Point H.P. _____
 - C. Dosimetry Technician _____
 - D. Control Room H.P. _____
 - E. Offsite Monitoring Team _____
 - F. Site Perimeter Team _____
 - G. Search and Rescue Team _____
- 4.5 As soon as available, ASSIGN Offsite Monitoring and Site Perimeter Teams and instruct Teams to complete the following tasks:

NOTE

When dispatching Offsite Monitoring Teams, NOTIFY the Security Team Leader to ensure the Teams are granted access offsite through the Security Command Post and/or Con Edison's property, if required.

- A. COMPLETE the checklist in Attachment 5.2 of IP-1011, "Offsite Monitoring/Site Perimeter Surveys". _____

- B. REPORT to the EOF for further instructions from the EOF Offsite Radiological Communicator. _____
- 4.6 PRIOR to issuing respirators, ENSURE respirator qualifications are verified and individuals are clean shaven. (For drills or exercises, it is NOT necessary to shave prior to wearing a respirator). _____
- 4.7 ENSURE all equipment required by the Dosimetry Technician is brought from the 4th. floor admin. building to the OSC (2nd. floor admin. building). _____
- 4.8 LIST available Team members on EP-Form #6, "Emergency Exposure Summary Sheet". _____
 - A. GIVE EP-Form #6 to Dosimetry technician to complete the radiological qualifications and exposure limits for each available team member.
 - B. RECEIVE EP-Form #6 from Dosimetry technician with qualification status, exposure limit, and current dose.
 - C. ENSURE current dose is updated for returning teams.
- 4.9 At the Site Area or General Emergency, CONSIDER manual activation of the OSC/TSC ventilation.
- 4.10 If a radiological release is in progress or anticipated, THEN INITIATE setup of the following:
 - A. Control Point; _____
 - B. Area dosimetry; _____
 - C. Frisking station; _____
 - D. Area surveys; and _____
 - E. Interlocking doors (refer to IP-2209, "OSC Health Physics (H.P) Technician"). _____
- 4.11 Via the Direct Line Communicator, OBTAIN signature authority from the Emergency Director (ED) on EP-Form #7, "Authorization to Receive Emergency Personnel Exposures". _____

- 4.12 As directed by the H.P. Team Leader, prepare and COMPLETE EP-Form #18, "OSC Emergency Briefing Form" for each dispatched team.
- 4.13 If a radiological release is in progress or anticipated, THEN ASSIGN H.P. Technicians to repair teams and ENSURE that personnel dispatched from the Control Room (CR) are coordinated with the OSC.
- 4.14 If a radiological release is in progress or anticipated, THEN ATTEND pre-mission briefings to provide radiological guidance. The following are the pre-mission briefing items in IP-2204, "OSC Team Leaders":
- A. Compliance with:
 - 1. IP-1025, "Repair and Corrective Action Teams"
 - 2. IP-1054, "Search and Rescue Teams"
 - B. ALARA
 - C. Projected radiological conditions
 - D. Best route
 - E. Tools/keys
 - F. Simulations, mockups, etc.
 - G. Diagrams, maps, visual aids
 - H. Radio/headset operation and communications;
(instructions are listed in IP-2203, "OSC Dispatcher") With the plant operating (i.e. drills) it is OK to leave radios on in radio sensitive areas, but leave the area to transmit.
 - I. Task comprehension/understanding;
 - J. Safety issues, such as:
 - 1. Using good judgment
 - 2. Fall protection
 - 3. Ladders/scaffolding issues
 - 4. Electrical issues
 - 5. Fire protection issues
 - 6. Confined spaces
 - 7. Chemical issues
 - 8. Material issues
 - 9. Emergency lighting/flashlights.
- 4.15 To assess radiological conditions throughout the plant, ENSURE surveys are performed (eg. radiation, airborne activity), as required.
- 4.16 As teams return to the OSC, PERFORM a debriefing to assess radiological conditions outside the OSC.

- 4.17 ENSURE radiological support is provided as required by:
- A. IP-1040, "Habitability of the Emergency Response Facilities and Assembly Areas."
 - B. IP-1050, "Accountability".
 - C. IP-1053, "Evacuation of Site".
 - D. IP-1055, "Fire Emergency Response".
 - E. IP-1060, "Personnel Radiological Check and Decontamination".
 - F. IP-1063, "Vehicle/Equipment Radiological Check and Decontamination".
- 4.18 If requested, use NRC Form #361, "Event Notification Worksheet" and PROVIDE information to the NRC Operations Center via the Health Physics Network (HPN) Phone.
- 4.19 IF a radiological release is in progress or anticipated, THEN ENSURE potassium iodide (KI) use is assessed by the Radiological Assessment Team Leader (RATL), per IP-1019, "Emergency Use of Potassium Iodide (KI)".
- 4.20 IF a post-accident sample is required, THEN refer to Attachment 5.1, "Post-Accident Sample Emergency Entry Brief, Dress and Undress Sequences".
- 4.21 IF it is necessary to read thermal luminescent dosimeters (TLDs), THEN CONTACT the IP-2 CR to arrange for IP-2 Dosimetry to provide this service. The IP-2 CR phone number can be found in Emergency Plan Volume II Appendix C.

5.0 ATTACHMENTS

- 5.1 Post-Accident Sample Emergency Entry Brief, Dress and Undress Sequences.
- 5.2 Post-Accident Sample Undress Area Suggested Set Up.

END OF TEXT

ATTACHMENT 5.1

POST-ACCIDENT SAMPLE EMERGENCY ENTRY BRIEF
DRESS AND UNDRESS SEQUENCES

NOTE

The following information is intended as a guide for the radiological support used during a post accident liquid sample obtained under design base accident conditions. Personnel availability and/or actual radiological conditions may warrant less stringent radiological measures.

1. COORDINATE briefing with Chemistry Team Leader.
2. ASSIGN teams as follows:
 - A. SUPPORT TEAM - Waste Management (WM) personnel who will set up the undress area outside the Primary Auxiliary Building (PAB) assist personnel (normally Health Physics (HP) and Chemistry technicians) in the donning and removal of protective clothing and assist with the bagging and transfer of the PASS sample across the SOPs.
 - B. SET UP TEAM - Chemistry and HP technicians who will go to the PAB to ready the 55' and 41' PAB sample areas and air stations.
 - C. 55' PAB TEAM - Chemistry and HP technicians who will draw the sample on the 55' PAB.
 - D. 41' PAB TEAM - Chemistry and HP technicians who will analyze sample on the 41' PAB.
 - E. pH TEAM - Chemistry and HP technicians who will analyze a pH sample on 55' PAB. May be same technicians as SET UP Team.
3. DISCUSS known and expected radiological conditions.
4. DISCUSS expected personnel exposures, and ENSURE extensions are obtained as required.
5. DISCUSS RWP requirements.
 - A. Dosimetry for teams which will draw and analyze samples in PAB:

ATTACHMENT 5.1

POST-ACCIDENT SAMPLE EMERGENCY ENTRY BRIEF
DRESS AND UNDRESS SEQUENCES (CONT)

1. Ring TLD's.
 2. Head TLD's with 0-5R SRD's (Chemistry Only).
 3. 1R and 5R SRD's and TLD on Chest.
 4. TLD or Electronic Dosimeter on SCBA Harness if SCBA is used.
- B. Clothing requirements for teams which will draw and analyze sample in PAB:
1. Water-repellant outer layer.
 2. 2 sets of shoe covers.
 3. 2 sets of gloves.
 4. Cloth hat and hood.
- C. Respiratory Protection for teams:
1. Self Contained Breathing Apparatus (SCBA) with air hose connection for teams, which will draw and analyze samples in PAB.
- D. DISCUSS required equipment, and ENSURE teams are aware of equipment locations:
1. Keys (locked high radiation area keys must be logged out)
 2. Radios
 3. Instruments
- E. DISCUSS the undress area setup requirements using Attachment 5.2, "Post-Accident Sample Undress Area Suggested Set Up".
6. DISCUSS communication methods to be used by teams.
 7. DISCUSS radiological monitoring (eg. air samples).

ATTACHMENT 5.1

POST-ACCIDENT SAMPLE EMERGENCY ENTRY BRIEF
DRESS AND UNDRRESS SEQUENCES

NOTE

Provided proper dressout, undress and contamination control is achieved, minor sequential variations to the following steps is permitted.

8. DRESSOUT in the following sequence:
 - A. By asking the individual and/or Dosimetry staff, CHECK SCBA qualification.
 - B. REMOVE Security badge.
 - C. DON soft ring TLDs and ensure they are clearly labelled with the individual's name, the quarter, the year and the specific hand (R/L).
 - D. DON one pair coveralls, low shoe covers, cotton liners, rubber gloves (taped or velcro), and tied skull cap.
 - E. ATTACH 1R SRD, 5R SRD and TLD to coveralls.
 - F. DON first pair of high shoe covers (taped or velcro). Plastic or nylon type may be used, as appropriate.
 - G. DON water-repellant outer layer.
 - H. DON second set of high shoe covers (taped to water repellent PCs for water seal). Plastic or nylon type may be used as appropriate. Nylon type recommended for wet surfaces for better traction.
 - I. DON second set of rubber gloves (taped to water repellent PCs for water seal).
 - J. PERFORM SCBA low pressure alarm test and DON SCBA harness with bottle.
 - K. HOOK up radio as follows:
 1. Tape radio to SCBA harness or body.

ATTACHMENT 5.1

POST-ACCIDENT SAMPLE EMERGENCY ENTRY BRIEF
DRESS AND UNDRRESS SEQUENCES

2. Switch adapter to P.T.T. mode - attach to SCBA harness.
 3. Position throat mike on right side of throat or Adam's Apple.
 4. Tape all radio connections together.
 5. Tape radio wires to body.
 6. Ensure radio is on Channel #1
 7. Turn radio on.
- L. DON SCBA mask, check seal and leave breathing tube disconnected from regulator.
- M. DON radio headset and verify operational.
- N. ATTACH 5R SRD and TLD to SCBA mask.
- Q. ATTACH 5R SRD or Merlin Gerin to SCBA harness.
- P. DON hood and tape it along respirator facepiece seal and to PCs.
- Q. DON stopwatch and flashlight.
- R. ATTACH keys to SCBA harness:
- Locked High Rad
 - Chemistry Locker
 - Chem. Lab
- S. ATTACH Security badge to outside of SCBA harness.
- T. OBTAIN RO-2A and Teletector and VERIFY operation.
- U. OBTAIN an extra radio and leave it at the PAB entrance (by the Step-Off Pads) for return communication.
- V. CONNECT SCBA hose to regulator. INITIATE breathing air flow through the main line and TEST the emergency bypass valve and the low pressure alarm.

INDIVIDUAL IS NOW READY TO ACCESS THE PAB

ATTACHMENT 5.1

POST-ACCIDENT SAMPLE EMERGENCY ENTRY BRIEF
DRESS AND UNDRESS SEQUENCES

NOTE

Unless directed otherwise by HP, the WM worker inside both SOPs must wear:

- Coveralls
- Skull Cap (tied)
- 2 pairs of rubber gloves. Inner pair should be taped. Outer pair should NOT be taped (velcro is acceptable) for easy removal and changeout.
- Low/High shoe covers. High pair requires tape or velcro.
- Full-face respirator
- Hood

9. UNDRESS in the following sequence:

- A. PLACE PASS sample into plastic bag and pass it across each SOP, bagging it along the way (approximately 3 plastic bags needed for bagging sample). Ensure someone immediately transfers the sample to the Chemistry count room (3 hour time constraint in effect).
- B. Using a water spray bottle, SPRAY down the worker to minimize airborne contamination.
- C. REMOVE Keys, security badge, flashlight, and stopwatch.
- D. DISCONNECT radio from headset and remove radio.
- E. REMOVE Whole Body dosimeter from SCBA harness, read dose and ensure dose is recorded by a nearby HP technician or WM worker. Specify the person, body location and dose reading.
- F. UNTAPE outer high shoe covers and hood.
- G. REMOVE hood and outer high shoe covers.
- H. CUT/UNTIE skullcap drawstring. Avoid direct contact with bare skin.

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ATTACHMENT 5.1

POST-ACCIDENT SAMPLE EMERGENCY ENTRY BRIEF
DRESS AND UNDRESS SEQUENCES

- I. REMOVE SCBA harness/bottle, but leave the mask with breathing tube on worker. Worker should hold loose end of breathing tube away from his/her PCs.

NOTE

At this point, WM worker assisting with undress should remove his/her outer gloves and put on a new, clean pair of outer gloves (untaped, velcro acceptable).

- J. REMOVE water-repellant Pcs along with outer gloves.
- K. REMOVE throat mike.
- L. REMOVE radio headset and head dosimetry (SRD and TLD). ENSURE dose is recorded along with worker's name and body location (i.e., head).
- M. REMOVE SCBA mask with breathing tube.
- N. REMOVE inner pair of high shoe covers and step onto first SOP.
- O. REMOVE Whole Body dosimeters from coveralls. ENSURE doses are recorded along with worker's name and body location (i.e.: chest).
- P. PROCEED with routine undress.
- Q. GIVE finger ring TLDs to HP or Dosimetry.

ATTACHMENT 5.2

POST-ACCIDENT SAMPLE UNDRESS AREA SUGGESTED SET UP

