ENERGY NORTHWEST

INTEROFFICE MEMORANDUM

DATE: June 20, 2002

TO: Distribution

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

SUBJECT: PLANT PROCEDURES MANUAL - VOLUME 13
Distribution Package: 2002-345

REFERENCE:

The following Procedure(s) have been revised/approved and are to be inserted in your controlled copy of the Manual and the superseded revisions are to be removed and destroyed

Procedure	Rev.	Title/Comments
13.10.6	22	PLANT/NRC LIAISON DUTIES

Also included in the package are **EDITORIAL CHANGES**, please replace the pages located in your controlled manual with the attached pages:

Procedure	Rev.	Pages
13.8.1	23	17
13.9.1	27	1, 3, 4, 11
13.10.4	24	1, 9
13.10.9	33	1, 19

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DISTRIBUTION - VOLUME 13

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++137	*MPF Field Team Kits **(13.7.5, 13.9.1, 13.9.5, 13.9.8, 13.13.4, 13.14.4)** (J. Ittner)	PE30
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13.10.6

ENERGY NORTHWEST

USE CURRENT REVISION

COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER	APPROVED BY	DATE
*13.10.6	JEW - Revision 22	06/20/02

VOLUME NAME
EMERGENCY PLAN IMPLEMENTING PROCEDURES

SECTION
PLANT EMERGENCY FACILITIES

TITLE
PLANT/NRC LIAISON DUTIES

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1.0 PURPOSE

The purpose of this procedure is to describe the emergency responsibilities and duties of the Plant/NRC Liaison for relieving the Control Room NRC Communicator, and providing a communications link to keep the NRC Operations Center informed on plant status and accident mitigation activities.

2.0 REFERENCES

2.1 10CFR50.72, Immediate Notification Requirements for Operating Nuclear Power Reactors {R-1932}

2.2 10CFR50, Appendix E (VI), Emergency Response Data System (ERDS) {R-1936}

2.3 IEN 98-08, Information Likely to be Requested if an Emergency is Declared

2.4 FSAR Chapter 13.3 (Emergency Plan), Sections 2, 4

2.5 PPM 13.4.1, Emergency Notifications

2.6 PPM 13.13.4, After Action Reporting

2.7 Emergency Response Log, 968-23895

2.8 ERDS Data Points for Manual Transmittal to NRC, 968-26073

3.0 PROCEDURE

3.1 Plant/NRC Liaison Responsibilities

1. Upon notification of an Alert, Site Area, or General Emergency, or if so directed, proceed to the Technical Support Center (TSC).

2. Present your keycard to the TSC cardreader located by the outer hallway access door to establish electronic Personnel Accountability.

3. Enter your name on the TSC Accountability Log located on the table just inside the TSC to establish manual Personnel Accountability.

4. Write your name on the TSC staffing board in the space next to your emergency position.

5. If you leave the TSC temporarily, inform the TSC Manager of your destination and approximate time of return. Note your destination on the TSC Personnel Accountability Log.

6. Obtain the Plant NRC Liaison emergency response basket from the TSC Emergency Equipment Cabinet.

   NOTE: The next step should be performed without waiting for the TSC to be activated. The Emergency Response Data System (ERDS) is required to be initiated within one hour of an Alert classification or higher. {R-1932, R-1936}

   NOTE: The Plant/NRC Liaison in the TSC has the responsibility for ERDS activation. The on call Emergency Planner or the PDIS Analyst in the EOF may have already activated ERDS, however.

7. For an Alert or higher classification, ensure ERDS has been activated per Attachment 4.1.

8. Notify the NRC of ERDS activation and periodically verify the ERDS link with NRC by inquiry on the ENS line, or by following direction contained in Attachment 4.1.

9. Notify the PDIS Analyst at the Engineering Support area in the Emergency Operations Facility (EOF) that you have arrived at the TSC and are assuming responsibility for ensuring the continued operation of ERDS.

10. Obtain a briefing from the TSC Manager, the Technical Manager or the Operations Manager on the current status of the plant and the actions being taken to mitigate the emergency.

11. Activate the cordless phone set up in the Plant/NRC Liaison work area and check its operability in accordance with Attachment 4.2. Periodically, check the ENS line operability.

    NOTE: The MUTE button should be used when not transmitting voice data to NRC to prevent making unintended commitments or releasing sensitive information prematurely.

12. Activate the TSC extension of the NRC Emergency Notification System (ENS) using the cordless phone. Push the PHONE button to activate it and the OFF button to hang up. Request a turnover briefing from the Control Room ENS communicator on classification level, reactor status, other relevant plant status items, and what information has been exchanged with the NRC.

13. Obtain permission from the NRC ENS communicator prior to transferring the ENS responsibilities from the Control Room to the TSC.

14. After assuming the ENS responsibility, observe the requirements of 10CFR50.72(c)(3) by maintaining continuous communications (when requested by the NRC) and by designating someone to maintain the ENS phone if you must leave it for any reason. {R-1932}

15. Be prepared to provide the Headquarters Operations Officer with the following information:

NOTE: Refer to the TSC, EOF or JIC position listed parenthetically for information for NRC as necessary.

- Is there any change to the classification of the event? If so, why? (TSC Operations Manager)
- What is the ongoing/imminent damage to the facility, including affected equipement and safety features? (TSC Operations Manager)
- Have toxic or radiological releases occurred or been projected, including changes in the release rate? If so, what are the projected onsite and offsite releases and what is the basis of assessment? (TSC Radiation Protection Manager)
- What are the health effects or consequences to onsite and offsite people? How many onsite or offsite people will be or are affected, and to what extent? (TSC Radiation Protection Manager)
- Is the event under control? When was control established, or what is planned to bring the event under control? What is the mitigative action planned or underway? (TSC Operations Manager)
- What onsite protective measures have been taken or planned? (TSC Radiation Protection Manager)
- What offsite protective actions have been recommended to State or local officials? (Assistant EOF Manager)

- What is the status of State, local or other federal agencies responses, if known? (Assistant EOF Manager)

- If applicable, what is the status of public information activies, such as alarm, broadcast, or press releases by the State, local, or other federal response agency? Has a Joint Information Center been activated? (Assistant JIC Manager)

16. Obtain TSC Manager approval prior to making commitments to the NRC.

17. Obtain TSC Manager (or appropriate TSC staff) assistance for resolving NRC requests for information.

18. If ERDS becomes inoperable during use, use ERDS Data Points for Manual Transmittal, 968-26073, to verbally inform the NRC of selected data points.

19. In the event of ENS failure, contact the NRC Operations Center at:

    1-(301) 816-5100 (main)
    1-(301) 951-0550 (backup 1)
    1-(301)-415-0550 (backup 2)
    1-(301)-415-0553 (backup 3)
    1-(301)-816-5151 (fax)
    1-(817)-860-8100 (alternate site, Region IV)

    NOTE: The NRC Event Notification Worksheet (NRC Form 361) is intended for guidance in giving information to the NRC. It is available on pads in the Control Room, TSC and EOF for reference. It represents information the NRC Duty Officer may ask for, but it is not necessary to complete or transmit the form.

20. Maintain a log of your emergency activities or resolutions on an Emergency Response Log (Form 968-23895).

21. Notify the TSC Manager of NRC activities relating to the emergency.

22. Interface with the NRC representatives within the TSC concerning in plant activities.

23. If the TSC becomes uninhabitable, transfer ENS responsibilities to the Control Room.

24. Upon shift change, turn over your logs and fully brief your relief on:

- Classification level
- Plant status
- Ongoing activities
- NRC commitments made during the emergency

25. Upon shift change or termination of the emergency:

a. Prepare an individual After Action Report per PPM 13.13.4.

b. Provide the report to your relief, or if not present, the TSC Manager.

26. Upon termination of the emergency, terminate ERDS, (with NRC concurrence), per Attachment 4.1.

4.0 ATTACHMENTS

4.1 Initiation and Termination of ERDS

4.2 Cordless Phone Operation

INITIATION AND TERMINATION OF ERDS

Performing these steps activates the ERDS system and causes Columbia Generating Station data to be displayed at the NRC Operations Center and, give indication we are in, (or anticipate), an emergency. DO NOT activate ERDS for training or drill purposes unless prior arrangements have been made.

I. INITIATION

The ERDS program on the Plant/NRC Liaison PC runs on the LAN. The Plant/NRC Liaison alternate PC is located in the TSC Engineering Library. Power up the Plant/NRC Liaison PC to start the initiation process.

NOTE: If activating ERDS from the EOF Engineering area or Control Room, log on steps are the same as for the Technical Support Center (TSC) instructions. The ERDS host computer in the Control Room may also be used to start ERDS. Standard Windows operating commands should be used.

A. From the Plant/NRC Liaison's PC located in the TSC:

1. Log onto the LAN using your user ID and password.
2. Start PDIS by double clicking on the appropriate PDIS icon (PDIS Plant for actual events or emergencies, or PDIS Simulator for drills or exercises).
3. Select the EOP pulldown menu and select ERDS to start ERDS.

B. Screen will display the ERDS program, then:

1. Determine if ERDS is already running by noting the status in the ERDS State field. If anything other than Quiet is shown, then ERDS is running.
2. If ERDS is not running, click on Start to start the ERDS link.
3. Click on Start in the follow on dialog box. ERDS State field should change to Activate.

C. Verify that the link was established by:

1. Noting ERDS State field changes to Dial, Link, Accepted, then Sending.
2. It will take about a minute and a half for the connection to be completed and data being sent.

E. If unable to establish the ERDS link:

1. Contact the TSC Computer Engineer to troubleshoot the problem. Contact the STA to start ERDS from the Control Room.

2. Inform the TSC Manager that you are unable to activate ERDS.

3. Advise the NRC Operations Center on the Emergency Notification System (ENS) phone line, of the ERDS failure and using the ERDS parameters from this attachment, determine which ERDS data points to manually transmit.

4. Request the Control Room Communicator remain on the ENS line until the ERDS link is established. The applicable data points may need to be communicated from the Control Room. The ERDS data points are identified on form 968-26073, ERDS Data Points for Manual Transmittal to NRC.

II. VERIFICATION

To view real time ERDS data, click on the View Data button. To close the real time data view, click on the View Status button.

III. TERMINATION

To terminate the ERDS link from Columbia Generating Station to the NRC Operations Center, do the following:

A. Click on the Stop button.

B. Click on With Terminate in the follow on dialog box.

C. Verify that the ERDS link has been terminated:

1. Note that the ERDS State field changes to Terminate, then Quiet.

2. Shut down the PC.

NOTE: If you desire other functions, or program information, the ERDS Users Manual is stored in the TSC Emergency Response Supply Cabinet.

CORDLESS PHONE OPERATION

NOTE: This instruction is provided for the Plant/NRC Liaison to use the cordless phone in the TSC to communicate with NRC using the ENS circuit with a cordless phone instead of the orignal desk phone provided. The original desk phone is retained as a backup.

1. To setup and operate the cordless phone:

   a. Pick up the cordless phone handset in the Plant/NRC Liaison work area.
   b. Ensure that the toggle switch mounted on the wall immediately behind the cordless phone is in the "forward" position.
   c. Ensure the AC adapter for the phone and the battery charger is plugged into an outlet.
   d. The MUTE button should be used to deactivate the headphone microphone to prevent premature release of sensitive information. Press the MUTE button again to activate the microphone.
   e. Don the cordless phone/headset unit. Push PHONE to turn the phone on.
   f. When ready to assume ENS duties, pick up the cordless handset and determine if the Control Room is on line. If a dial tone is received, establish communications by dialing the ENS number exactly as listed on the wall.

2. The cordless phone will allow you to transmit from any location in the TSC.

   NOTE: The ENS connection will not be broken until the phone is turned off, runs out of power, or hung up. Battery change out requires that the NRC be contacted per step 1.f, above.

3. If the battery needs to be changed, inform the NRC representative that you will be offline briefly, and that you will re-establish the connection as soon as the new battery is installed. The battery is changed by releasing the battery from the back of the handset and inserting a charged battery in its place. Put the discharged battery in the charger.

4. Volume of the handset speaker may be adjusted for comfort using the up or down arrow buttons on the handset.

5. If the cordless handset fails to operate, contact with the NRC may be re-established using the original ENS phone.

   a. Unplug the phone line labeled, "NRC/ENS" from the wall switch behind the cordless phone unit and plug that line into the original ENS desk phone. Re-establish contact with NRC as described in step 1.f above.

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13.8.1

Request wind speed, direction, and differential temperature for the FFTF met tower. If this information is not available from the PNNL forecaster, contact the National Weather Service.

- Telephone the National Weather Service Forecaster (tertiary alternate) at one of the following locations:

1-541-276-8234	Pendleton, Oregon
1-206-526-6083	Seattle, Washington

Request the following met data for the Hanford weather station: Wind speed, wind direction, and atmospheric stability, which you will need to convert to a NRC stability category of 1-7. The numeric stability category is the format that ERDS sends to NRC. The National Weather Service does not provide a temperature differential. The NWS will describe the stability category as neutral, moderately stable, etc.

Wind speed obtained from the NWS is in knots. Convert knots to miles per hour using the following conversion:
1 knot = 1.15 statute mile per hour

l. Wind Dir (Wind Direction) - enter direction <u>from</u> which wind is blowing. Data point is normally available on the PDIS Rad Status screen.

m. Wind Spd (Wind Speed) - enter wind speed in miles per hour (mph). Data point is normally available on the PDIS Rad Status screen.

n. Precip (Precipitation) - a list is displayed at left of screen to assist in proper entry. Select the appropriate choice.

o. Select Next Time Sheet button if additional dates and times are available. When data for all stations have been entered, program will display a message stating it is complete.

p. After data has been entered, select DONE.

2.3 <u>Select MODEL DOMAIN button on EDPS Main Window</u>

2.3.1 During the Plume phase, the 0-10 Mile option should be selected. The 0-50 Mile option should only be selected if the released material has exceeded 10 miles, based on actual duration of the release.

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13.9.1

ENERGY NORTHWEST		USE CURRENT REVISION
COLUMBIA GENERATING STATION PLANT PROCEDURES MANUAL		
PROCEDURE NUMBER *13.9.1	APPROVED BY RJG for JEW - Revision 27	DATE 03/14/02
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION ENVIRONMENTAL FIELD MONITORING AND SAMPLING		
TITLE ENVIRONMENTAL FIELD MONITORING OPERATIONS		

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3.0 PRECAUTIONS AND LIMITATIONS

3.1 Environmental air sampling should be performed sufficiently downwind and not closer than 1.2 miles from the plant to minimize dose. All field team personnel should be instructed to contact MUDAC prior to entering the plume and should be made aware of expected dose rates. Air sampling should not be conducted in fields greater than 2 rem/hr.

3.2 When driving off-road during the dry summer months, Field Team personnel should be aware of the potential for grass fires started by the vehicle's hot exhaust.

3.3 Due to the potential hazard of explosion or fire, adhere to good safety practices when obtaining environmental air samples by connecting the sampler's positive battery terminal lead first, then connecting the negative lead to a ground away from the battery's negative lead cable post (a ground connection can be any metal object within the vehicle's engine compartment). When completed air sampling, disconnect the negative lead first.

3.4 Field Team personnel need to be aware of the potential for heat stress problems when dressed in protective clothing on a hot summer day. The Field Team Coordinator should request a Safety Representative be called out for advisory purposes if this is perceived to be a potential problem.

4.0 PROCEDURE

4.1 Field Team Coordinator Duties

NOTE: The Field Team Coordinator checklist (Attachment 5.7) is provided for guidance.

4.1.1 Provide overall direction of environmental field teams. Coordinate each organization's team activities with the responsible agency for their respective area:

a. Exclusion Area Boundary -- Energy Northwest

b. Hanford Reservation -- Energy Northwest and DOE-RL

c. Outside the Hanford Reservation -- Energy Northwest and Washington State Department of Health

d. Oregon -- Oregon Department of Energy

4.1.2 Assign each field team deployed an identification number for use in communications and reporting (e.g., EN-1, EN-2, DOE-1, DOE-2, etc.).

4.1.3 Interface with the Dose Projection Health Physicist (DPHP) to determine the following:

a. Projected release path.

b. Areas which may require surveys, air sampling, or environmental sampling to verify plume location and deposition.

c. Emergency worker dose correction factor. The REM may need to be consulted for this information.

- the emergency worker dose adjustment factor should be multiplied by the PIC reading to determine total exposure.

4.1.4 Determine current year-to-date (YTD) dose of each Energy Northwest field team member. Using a dose projection computer, double click on the "Run Exposure Report" icon. This will download the most recent exposure report to the computer.

a. Double click on the "View Exposure Report" icon. This will display a list of all Energy Northwest personnel and their exposure history. Scroll to the desired name or select "Edit" and use the "Find" option.

b. Close the window when all desired records have been obtained.

4.1.5 Log each field team member's current year-to-date (YTD) dose, available dose, electronic dosimeter number, and the emergency worker dose correction factor in the Emergency Worker Dose Worksheet Section of the Field Team Dispatch and Tracking Worksheet (Form 968-25815). Available dose is 5000 mrem minus current YTD dose.

4.1.6 If necessary, request a support person or additional field team member to assist with recording incoming field team data.

4.1.7 Perform initial briefing of field teams prior to dispatch per Attachment 5.8.

a. Initial briefings should include individual exposures and limits.

b. Obtain field team vehicle license and cell phone numbers, and record them on the briefing guide.

4.1.8 Direct the Field Team Dispatcher in the control and routine briefing of field teams after they are dispatched.

4.1.9 Develop an initial plan of action to detect radiological effluent releases through the use of field teams taking into account computer generated data on current and potential effluent release exposure areas.

4.3.25 When assigned as relief for the on shift Environmental Field Team Members:

a. Report to the Field Team Coordinator in MUDAC.

b. Receive an update on present conditions, and instructions for relieving the on shift team members.

c. Prior to beginning the assignment, obtain electronic dosimetry from the EOF Field Team Cabinet, and report to the Health Physics Center for a complete set of protective clothing.

d. Obtain replacement radio batteries from the radio charging cabinets in the Kootenai Building, Room 118A, if needed.

e. Proceed to the field team location you are relieving, receive briefing and relieve the on shift field team.

f. Perform a battery check on all applicable instrumentation. Complete the Checklist for Equipment Test, Attachment 5.1.

4.3.26 Upon return of field team equipment:

a. Restore equipment to correct field team kit container and place in designated cabinet.

b. Refer to PPM 13.14.4, Emergency Equipment, for a list of kit contents. If kits contain the required items, reseal the kits.

c. Complete the Field Team Kit Replenishment Log located on the inside of the field team cabinet door noting any items used out of the kits. Refer to Attachment 5.9.

- Include the replenishment log with your After Action Report.

d. Prepare an Individual After Action Report per PPM 13.13.4.

e. Deliver all logs, data work sheets, and After Action Reports to the Field Team Coordinator.

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TITLE RADIATION PROTECTION MANAGER DUTIES		

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RADIATION MONITOR STARTUP CHECKLIST

1. Open power panel door to PP-TSC1-DIV A, located in the TSC mechanical equipment room.

2. Ensure that Breaker 11 is ON then close power panel door.

3. Proceed to Rack TSC-SR-1 (TSC-RAD-1).

4. If the unit is not already running, place the TSC-FN-21 switch in the RUN position.

> Warning: Powering up or turning on the High Voltage for the RIS units may cause the alarm to sound. The alarm is very loud.

5. Verify that TSC-RIS-1A, 1B, and 1C are operating as follows:

   A. Verify that the power for each RIS is on. (Bottom switch (OFF-PWR) depressed on each RIS, and light on.)

   B. Verify that the high voltage is on (second from bottom switch (OFF-HV) depressed on each RIS, and light is on).

6. Switch recorder TSC-RR-1 from standby to run as follows:

   A. Press RCD on TSC-RR-1 until RCD light is lit.

   B. Date, time and initial the chart paper.

7. Perform a response check of each RIS by depressing the NOR-CS push button and hold down until the appropriate meter reaches maximum steady reading, or alarm sounds.

8. Mark the response check trace on the chart recorder.

9. To place the unit in standby:

   A. Momentarily place TSC-FN-21 switch in the STOP position. The LOW FLOW light will come on.

   B. Press RCD on TSC-RR-1 until the RCD light is extinguished.

Attachment 4.1

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13.10.9

ENERGY NORTHWEST		USE CURRENT REVISION
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SECTION PLANT EMERGENCY FACILITIES		
TITLE OPERATIONS SUPPORT CENTER MANAGER AND STAFF DUTIES		

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2.0 Establish Initial Protected Area Accountability *(Plant Card Reader System Operational)*

Upon declaration of a Protected Area Evacuation:

NOTE: Initial accountability must be complete within 30 minutes of the PA announcement to evacuate the Protected Area

2.1 Contact the designated accountability coordinators in the Control Room and the Plant Admin Manager in the Technical Support Center (TSC) to ensure they have taken personnel accountability actions and remind personnel to keycard in.

2.2 Request CAS to prepare an EMERGENCY PERSONNEL ACCOUNTABILITY report sorted by NAME AND AREA.

2.3 Determine from the Emergency Accountability Report which individuals cannot be accounted for. An unaccounted for individual is one who is listed in the Protected Area or Vital Areas, and is not listed on the OSC Personnel Accountability Log, OSC Team Tracking Log, TSC Personnel Accountability Log, CAS Manning Roster, or Control Room Personnel Accountability Log.

NOTE: This report should be blank when nonessential personnel have evacuated the Protected Area, and emergency responders have keycarded into their Emergency Centers. It will identify personnel in Vital Areas as they are dispatched from the Control Room or OSC, however.

2.4 Inform the OSC Manager and TSC Plant Admin Manager of accountability results.

3.0 Establish Initial Protected Area Accountability *(Plant Card Reader System NOT Operational)*

Upon declaration of a Protected Area Evacuation:

NOTE: Initial accountability must be complete within 30 minutes of the PA announcement to evacuate the Protected Area

3.1 Request the Site Security Supervisor deliver the last available Emergency Personnel Accountability Report to you for review and determination of unaccounted for individuals.