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247 - 247 - FIELD TEAM DIRECTOR

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CATEGORY: PROCEDURES TYPE: EP
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AX 45

PROCEDURE COVER SHEET

PPL SUSQUEHANNA, LLC		NUCLEAR DEPARTMENT PROCEDURE	
FIELD TEAM DIRECTOR: Emergency-Plan-Position-Specific Instruction			EP-PS-247 Revision 1 Page 1 of 3
QUALITY CLASSIFICATION: <input type="checkbox"/> QA Program <input checked="" type="checkbox"/> Non-QA Program		APPROVAL CLASSIFICATION: <input type="checkbox"/> Plant <input type="checkbox"/> Non-Plant <input checked="" type="checkbox"/> Instruction	
EFFECTIVE DATE: <u>8-22-2002</u>			
PERIODIC REVIEW FREQUENCY: <u>Two Years</u>			
PERIODIC REVIEW DUE DATE: <u>8-22-2004</u>			
RECOMMENDED REVIEWS: ALL			
Procedure Owner:		<u>Nuclear Emergency Planning</u>	
Responsible Supervisor:		<u>Supervisor-Operations Technology</u>	
Responsible FUM:		<u>Supv.-Nuclear Emergency Planning</u>	
Responsible Approver:		<u>General Manager-Plant Support</u>	

FIELD TEAM DIRECTOR: Emergency-Plan-Position-Specific Instruction

WHEN: Activation of the Emergency Operations Facility
HOW NOTIFIED: Paged/Telephone
REPORT TO: Dose Assessment Supervisor
WHERE TO REPORT: Emergency Operations Facility

OVERALL DUTY:

Direct the emergency environmental field monitoring efforts to determine the significance of airborne and liquid releases

MAJOR TASKS:	TAB:	REVISION:
Initial actions and status determination for the Field Team Director.	TAB A	0
Field Team monitoring with the Remote Monitoring System, (RMS), fully operational.	TAB B	0
Field Team monitoring with the RMS partially operational: * Loss of Locational Telemetry and/or * Loss of Radiological Telemetry	TAB C	1
Field Team monitoring with the RMS inoperable.	TAB D	0
Performance of liquid release calculations	TAB E	0
Shift Turnover	TAB F	0

SUPPORTING INFORMATION:

TAB:

Met/Vent Data Acquisition Options	TAB 1
RMS Instructions	TAB 2
Field Monitoring Strategy Notes	TAB 3
Liquid Discharge Data Sheets	TAB 4
Emergency Personnel Dose Assessment & Protective Action Recommendation Guide	TAB 5
County Decontamination Facility Locations	TAB 6
Forms	TAB 7
* Shift Takeover Checklist	
* Survey Data Form with RMS Partially Operable	
* Survey Data Form with RMS Inoperable	
* Calculation and Tracking Sheet for Estimated Iodine CDE and TEDE Doses	
* Potassium Iodine Tracking Form	
* Responsibilities of Initial and Augmented EOF Radiological Assessment Staff after turnover.	TAB 8

REFERENCES:

SSES Emergency Plan

National Interim Primary Drinking Water Regulations, EPA 570/9-76-003

Commonwealth of Pennsylvania State Emergency Plan, Appendix 6, Annex E

NUREG 0654, Planning Standards and Evaluation Criteria

NUREG 0731, Guidelines for Utility Management Structure and Technical Resources

NUREG 0696, Functional Criteria for Emergency Response Facilities

MAJOR TASK:

Field Team Monitoring with RMS **partially operational:**

- Loss of Locational Telemetry
and/or
 - Loss of Radiological Telemetry
-

Note:

This TAB provides guidance for the two most likely reasons RMS will be in a *partially operational* condition. The intent is for this guidance to be used in conjunction with the normal monitoring strategy specified in TAB B, TAB 2 and TAB 3.

If a different RMS deficiency occurs that also results in RMS being put in a *partially operational* condition, consult with the DAST and DASU to determine a means of compensating for the deficiency to continue monitoring field conditions with RMS.

SPECIFIC TASKS:

HOW:

1. Loss of Locational Telemetry.

1a. In the event you are unable to track a Field Team location on the Mobile Survey Plot Screen (MSPS):

- (1) Manually track the Field Team location on the large area map in the EOF
- (2) Communicate monitoring location instructions via radio or cell phone using the location notation for the large area map in the EOF.

1b. With the affected Field Team selected on the MSPS, the associated radiological data (*Current Rate* and *Peak*) will still be displayed on the left side of the screen.

In this case, reports generated by RMS will not contain:

- (1) Location/sector data
- (2) Distance data

SPECIFIC TASKS:

HOW:

2. Loss of Radiological Telemetry.

2a. In this case, the Field Team location marker will be displayed on the MSPS, but no radiological data will be displayed on the left side of the screen.

- (1) Track Field Team location by monitoring the MSPS.
- (2) Direct each Field Team to communicate the radiological survey data to you via radio or cell phone.
- (3) Record the radiological survey data reported by the Field Team on the *Survey Data Form-RMS Partially Operable* and give to DAST.

HELP

Survey Data Form-RMS Partially Operable
See TAB 7

3. Loss of both Locational and Radiological Telemetry.

3a. First hit the [F8] key (this will transfer the RMS display source from the EOF to the TSC via phone line). If this results in the recovery of radiological and/or locational telemetry, then the prior loss was due to a problem with the primary repeater between the TSC and EOF.

Continue management of Field Teams via TSC display

NOTE:

Since all RMS data and commands are now being communicated via phone line, expect a short time delay with RMS operations.

SPECIFIC TASKS:

HOW:

-
- | | | | |
|----|--|-----|--|
| 4. | RMS System "locked-up" (i.e., system no longer responding to commands) | 3b. | If transferal of the RMS display source does not work, <u>simultaneously</u> follow the guidance outlined above in steps 1 and 2. |
| 4. | RMS System "locked-up" (i.e., system no longer responding to commands) | 4a. | Attempt to restart RMS system by simultaneously depressing the CONTROL-ALT-DELETE Keys. |
| | | 4b. | The system restart is completely automatic and takes about 10 minutes. When startup completed, access Mobile Survey Plot and verify RMS operability by following steps 1.2 - 1.7 or TAB 2. |
| | | | NOTE:
Until RMS operability restored, conduct field monitoring via TAB D. |
| 5. | If RMS Keyboard is "locked-up" (i.e., depressing the CONTROL-ALT-DELETE <u>fails</u> to restart the system), shutdown then restart RMS System. | 5a. | Open the access door (located directly under keyboard) to the base station housing and locate the PC tower. |
| | | 5b. | Depress the POWER button to turn the power off, wait 20 - 30 seconds, then depress the POWER button again to restart. |
| | | 5c. | The system restart is completely automatic and takes about 10 minutes. When startup completed, access Mobile Survey Plot and verify RMS operability by following steps 1.2 - 1.7 of TAB 2. |
| | | | NOTE:
Until RMS operability restored, conduct field monitoring via TAB D. |

SPECIFIC TASKS:

HOW:

6. If at any point the RMS equipment inside the OSCAR Van is determined to be inoperable, then **continue radiological monitoring in accordance with TAB D.**

MAJOR TASK:

Shift Turnover

SPECIFIC TASKS:

HOW:

1. Work with the Administrative Assistant to develop and maintain schedules.
2. Remain at your duty station with full responsibility until properly relieved.

- 2a. If there are two Field Team Directors available for duty, refer to the Responsibilities document (TAB 8) for guidance.

HELP

**Responsibilities of Initial and Augmented EOF Radiological Assessment Staff After Turnover
See TAB 8**

3. Make sure field team personnel going off duty relay pertinent information to their counterparts.

- 3a. Instruct personnel on what to relay. In short, they should:

- (1) Relay pertinent information/data.
- (2) Discuss in detail only that information that is directly related to their function.

HELP

**SHIFT TAKEOVER CHECKLIST
See TAB 7**

4. Advise off-going staff about protective actions that should be taken when they leave the facility and about any bioassay requirements for each individual.

- 4a. This information may be obtained from the Dose Assessment Supervisor.

RESPONSIBILITIES OF INITIAL AND AUGMENTED EOF RADIOLOGICAL ASSESSMENT STAFF AFTER TURNOVER

I. DOSE ASSESSMENT SUPERVISOR

A. Initial

- Primary manager of EOF radiological function
- Primary representative of EOF radiological function at command and control table
- Signature authority for EOF radiological function on PAR forms, dose extension forms, and potassium iodide administration forms.

B. Supplemental

While not a "minimum staffing" position, a second qualified DASU may be able to significantly assist the staff perform functions such as the following*:

- Assisting the DASU and the DAST-A by maintaining an overview of the dose assessment function and communicating insights to the DASU and the DAST-A (e.g. are ongoing actions consistent with those expected from using the dose assessment flowchart, are staffers fully communicating with one another, are the right questions being forwarded to the Engineering Support staffers, are forward looking actions being discussed)
- Assisting the DAST-A in communicating with the Engineering Support and other staffs as necessary
- Working with the Radiological Liaison (RL) to ensure that queries from agencies are being answered; working with the RL, in communicating PARs to the agencies. The RL, may even wish to have the supplemental DASU do PAR communications to the state and other agencies.
- Assuming the duties of the DASU should the DASU need to relinquish duties for a period of time (ensuring the appropriate turnover and communications occur)

NOTE: The first three actions are especially important if the DASU-A is needed at the command and control table for a significant portion of the time.

II. DOSE ASSESSMENT STAFFER

A. Augmented

- Continuous direction, coordination, and review of operations in the dose assessment area
- Communications with Engineering Support to address radiological group needs and to provide relevant information to the engineering staff
- Communication with DASU to ensure Supervisor has an accurate overview of off-site radiological conditions and ability to provide overall input to and direction for function
- Secondary EOF dose calculator, reviewer of EOF dose calculations

B. Initial

- Primary EOF dose calculator, using MIDAS or other dose calculation tools

III. FIELD TEAM DIRECTOR

A. Augmented

- Direction of field monitoring team efforts to determine radiation and/or radioactive material concentration levels around the site
- Performance or direction for use of the Emergency Remote Monitoring System (ERMS) to assess radiation and/or radioactive material concentration levels around the site
- Tracking and control of field monitoring team exposure
- Communication of results of monitoring efforts to the DASU and the DAST-A

B. Initial

While not a "minimum staffing" position after the turnover to the FTD-A has occurred, the FTD-I may be able to significantly assist the FTD-A by staying on to perform functions such as the following*:

- Taking a lead role in directing the monitoring of airborne releases from the station should there be "simultaneous" liquid and airborne releases to the environment (thereby, the FTD-A taking the lead on performing liquid release calculations and directing associated river monitoring related to the airborne release)

For the more likely situation of a single release (assumed to be airborne):

- Assisting the FTD-A with communications and direction of field teams information from the ERMS to the FTD-A and the DAST-A/DASU
- Assisting the FTD-A in answering queries about the field monitoring team members
- Assuming the duties of the FTD-A should the FTD-A need to relinquish duties for a period of time (ensuring appropriate turnover and communications occur)

* The important item is mutual agreement on roles and responsibilities of the supplemental DASU and FTD-I, and the communication of those roles and responsibilities so that the entire EOF-radiological assessment staff is aware of them. In the absence of mutually defined and communicated roles and responsibilities, the roles of DASU and FTD are the responsibilities of the DASU-I and the FTD-A, respectively.

NOTE: Once state and/or federal monitoring teams arrive, and/or once a Federal Radiological Monitoring and Assessment Center has been established, roles are likely to change. Augmented staff personnel may report to the FRMAC. Initial staff may stay at the EOF or report to the FRMAC to assist with the PPL contribution at that facility.