



## INTEROFFICE MEMORANDUM

DATE: September 26, 2002

TO: Distribution

FROM: *Vicenta De Leon*  
Procedure Control, Administrative Services, (927A)

SUBJECT: PLANT PROCEDURES MANUAL - VOLUME 13  
Distribution Package: 2002-547

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following Procedure(s) have been revised/approved and are to be inserted in your controlled copy of the Manual and the superseded revisions are to be removed and destroyed

<u>Procedure</u>	<u>Rev.</u>	<u>Title/Comments</u>
13.7.5	15	OFFSITE ASSEMBLY AREA OPERATIONS
13.9.1	28	ENVIRONMENTAL FIELD MONITORING OPERATIONS
13.10.14	7	MAINTENANCE MANAGER DUTIES

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

<u>Procedure</u>	<u>Rev.</u>	<u>Page/s</u>
13.13.4	8	4

To verify receipt or cancellation of the subject Procedure(s), please sign, date and return this receipt to Procedure Control, MD 927A within TEN (10) WORKING DAYS of the date of this IOM.

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\_\_\_\_\_  
Date

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Signature of Manual Holder

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\*13.7.5\*

# **ENERGY NORTHWEST**

USE CURRENT REVISION

## **COLUMBIA GENERATING STATION PLANT PROCEDURES MANUAL**

PROCEDURE NUMBER

**\*13.7.5**

APPROVED BY

**JEW - Revision 15**

DATE

**09/26/02**

VOLUME NAME

**EMERGENCY PLAN IMPLEMENTING PROCEDURES**

SECTION

**PERSONNEL MONITORING, DECONTAMINATION, FIRST AID**

TITLE

**OFFSITE ASSEMBLY AREA OPERATIONS**

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## 1.0 PURPOSE

The purpose of this procedure is to provide guidance for the setup and operation of the offsite assembly area for evacuee processing, monitoring and, when necessary, decontamination of potentially contaminated personnel and vehicles.

## 2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Section 5.7.3
- 2.2 SPIP-SEC-04, Officer Responding to PSF Ambulance Bay/Offsite Assembly Area
- 2.3 PPM Volume 11, Health Physics Procedures
- 2.4 PPM 13.5.1, Localized and Protected Area Evacuations
- 2.5 PPM 13.5.3, Evacuation of Exclusion Area and Nearby Facilities
- 2.6 PPM 13.13.4, After Action Reporting
- 2.7 PERA 202-1448-04

## 3.0 DISCUSSION

Personnel evacuated from the Columbia Generating Station Protected Area are normally instructed to assemble at the Kootenai Building, which is intended to be the primary assembly area. When the Kootenai Building is not available, personnel will be directed to the Energy Northwest Office Complex (ENOC), which is the designated alternate assembly area for evacuees from the Columbia Generating Station Protected Area.

Personnel evacuated from the Exclusion Area will be instructed to go home when no radiological hazard exists. When radiological concerns warrant, Exclusion Area evacuees will be instructed to assemble at the ENOC, which is the designated Energy Northwest offsite assembly area for monitoring and, if necessary, decontamination.

During activation of the ENOC as an offsite assembly area, the Security Manager or Security Supervisor is responsible for dispatching a Security Officer for evacuee processing, crowd control, and message relay. The Radiological Emergency Manager (REM) is responsible for dispatching Health Physics Technicians and administrative support to perform personnel and vehicle monitoring, decontamination, and record keeping as appropriate. Administrative assistance may be requested from the ENOC Facility Manager.

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#### 4.0 PRECAUTIONS

- 4.1 The safety of personnel takes precedence over the monitoring of personnel and/or vehicles for contamination control purposes. The monitoring of personnel or vehicles should be terminated (or not implemented) if the monitoring may increase the hazard to personnel.
- 4.2 Protective clothing, dosimetry, and radiological control requirements will be established by Health Physics based on good radiological work practices.

#### 5.0 PROCEDURE

##### 5.1 Assigned Security Officer Duties

- 5.1.1 When directed by the Security Manager or the Security Supervisor, report to the ENOC or alternate assembly area to assist with evacuee processing.
- 5.1.2 Upon arrival at the Offsite Assembly Area request a status briefing from Health Physics.
- 5.1.3 Begin completing the steps in Attachment 6.5 until the first evacuee arrives.
- 5.1.4 When the first evacuee arrives, be stationed at the entrance to the gravel parking area, direct evacuees to stay in a line going into the parking area. Vehicles will be lined up down the block and should remain on the extreme right hand side of the road without blocking any intersections. Walk along the line of vehicles ensuring that only evacuated personnel are in waiting.
- 5.1.5 Ensure evacuees remain in their vehicles until directed by Health Physics to do otherwise. Caution evacuees not to eat, drink, or smoke until cleared to do so by Health Physics.
- 5.1.6 Maintain traffic control and crowd control. Do not turn anyone away from wanting to be monitored.
- 5.1.7 Once all vehicles and personnel have been initially monitored and screened, remain in the parking area to ensure security of vehicles and integrity of barriers.
- 5.1.8 When relieved report to HP for precautionary monitoring prior to departing the area.

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## 5.2 Radiological Emergency Manager (REM) Duties

5.2.1 Assign personnel to the offsite assembly area as follows:

- a. HP or other qualified personnel to perform vehicle and personnel monitoring and decontamination.
- b. As available, assign administrative support personnel to assist with logging evacuees being processed through the assembly area or other record keeping activities.

5.2.2 Brief the JIC HP Spokesperson on the nature of the emergency situation.

5.2.3 For additional radiological assistance, contact the Site Support Manager to request the Department of Energy (DOE) to dispatch HP Techs to the assembly area to perform vehicle and/or personnel decontamination.

5.2.4 When activating the Offsite Assembly Area, ensure that a qualified individual is tasked with performing as the HP person in charge at the Offsite Assembly Area.

## 5.3 Person in Charge

NOTE: The person in charge may be a qualified HP Spokesperson or other individual knowledgeable about radiological practices.

Obtain briefing from the REM on the status of the plant, wind direction, type and extent of release, number of evacuees expected, and the potential for additional evacuees.

NOTE: If you have to perform a JIC function that may limit your ability to monitor the radio, request a JIC Security Officer to monitor the radio until you are available again.

5.3.1 Take a radio and orange vest out of cabinet #2.

5.3.2 Begin completing the steps in Attachment 6.5 as your JIC duties permit. Turn the portable radio on and be monitoring the radio at all times.

5.3.3 Ensure that the Health Physics representatives are located at the gravel parking area to implement the monitoring of evacuating personnel and vehicles.

5.3.4 Ensure that parking area personnel are kept informed of information to pass on to evacuees.

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- 5.3.5 Periodically contact the REM and keep him/her advised of the status of the operation. Request that additional resources be provided if the monitoring and decon functions are overloaded.
- 5.3.6 Ensure all monitoring and decon operations are conducted in accordance with standard Health Physics practices.
- 5.3.7 If decon actions do not achieve desired results, inform the REM.
- 5.3.8 At shift change fully brief your relief on the status of operations being performed.
- 5.3.9 Upon completion of monitoring and decon operations, collect all relevant documentation for the REM.

#### 5.4 Parking Area Personnel Duties

##### 5.4.1 Health Physics

Do not exclude non-badged individuals from being monitored. Caution evacuees not to eat, drink, or smoke until cleared to do so.

- a. Instruct the driver to set the parking brake and turn off the motor. Then, complete a survey of the vehicle radiator grill area, tires, and windshield.

NOTE: Vehicles found to be contaminated will be parked and will not be decontaminated until the recovery phase of the emergency has been entered.

- b. If a vehicle is found contaminated, personnel monitoring is not required, direct the occupants to park their vehicle at the south end of the gravel parking area, remain in their vehicle, and await further instructions from HP. Let them know that depending on the numbers of vehicles to be checked that it could take while before they can be further processed.
- c. If the vehicle exterior is not contaminated, complete a gross survey of the individuals in the vehicles. If not contaminated direct them to drive back to George Washington Way via the north drive onto Lindberg Street and to proceed home.
- d. If monitoring indicates a person is contaminated, direct them to park their vehicle on the south side of the gravel parking area, remain in their vehicle, and await further instructions from HP. Let them know that depending on the numbers of vehicles to be checked that it could take a while before they can be further processed.

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- e. Periodically note the background count rate, and if it is greater than 300 counts per minute (cpm) or appears to be increasing, inform the HP person in charge. The monitoring area may have to be relocated to a lower background area.
- f. Upon completion of monitoring in the parking area, use the installed posts to place a barrier across the west end of the gravel parking area. Ensure that all controlled area portions of the gravel parking area are defined using yellow barrier tape. Refer to Attachment 6.1 for details.
- g. Request keys of vehicles found to be contaminated from the driver and track them using envelopes labeled with the name and phone number of the driver. Indicate to the driver that their keys will be returned upon decontamination of the vehicle.
- h. Take the survey instruments and go to the monitoring and decon area and complete action in section 5.5.

## 5.5 Decon Personnel Duties

### 5.5.1 Health Physics

- a. Upon arrival back in the monitoring and decon area, ensure the area is properly set up. Refer to Attachment 6.3 and 6.5.
- b. Periodically note the background count rate, and if it is greater than 300 counts per minute (cpm) or appears to be increasing, inform the Person in Charge.
- c. Survey personnel coming into the monitoring area. Persons found free of contamination should be sent to the Richland Room to wait for transportation home.
- d. When personnel contamination is found, direct the person to remove any contaminated clothing or personal possessions, and place into a plastic bag. Seal the bag and label with the individual's name and phone number on the outside of the bag.
- e. If there is skin contamination, direct the individual into the decon area and complete decontamination.
- f. When contamination can no longer be detected, complete a record of decontamination activities on Attachment 6.4.
- g. When finished, direct evacuees to the Richland Room until transportation can be arranged.

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- h. Once cleared the decontaminated individuals shall wait in the Richland Room for further instructions
- i. At shift change fully brief your relief on the status of operations being performed.
- j. Upon completion of monitoring and decon operations, complete a survey of the decon area and remove any loose surface contamination found, and collect all relevant documentation for the REM.

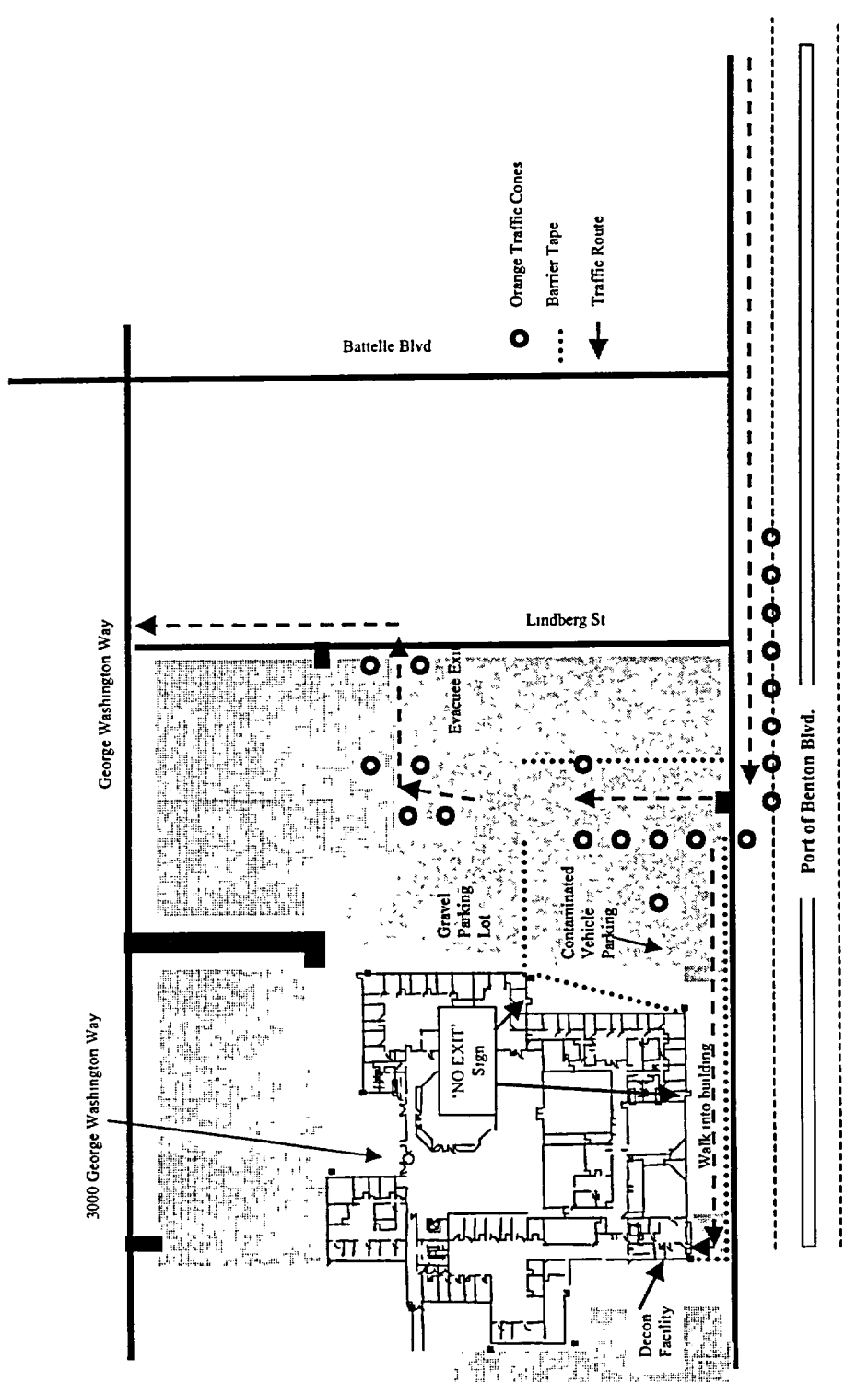
## 6.0 ATTACHMENTS

- 6.1 Offsite Assembly Evacuation Route and Parking
- 6.2 Offsite Assembly Point Personnel Accountability Log and Vehicle Survey Log
- 6.3 ENOC Monitoring and Decontamination Facility
- 6.4 Offsite Assembly Point Personnel Survey Log
- 6.5 Responder Duties Upon Arrival At the Offsite Assembly Area

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# OFFSITE ASSEMBLY AREA DRIVE-IN AND PARKING SET-UP



Attachment 6.1

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OFFSITE ASSEMBLY AREA  
PERSONNEL ACCOUNTABILITY LOG

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## Attachment 6.2

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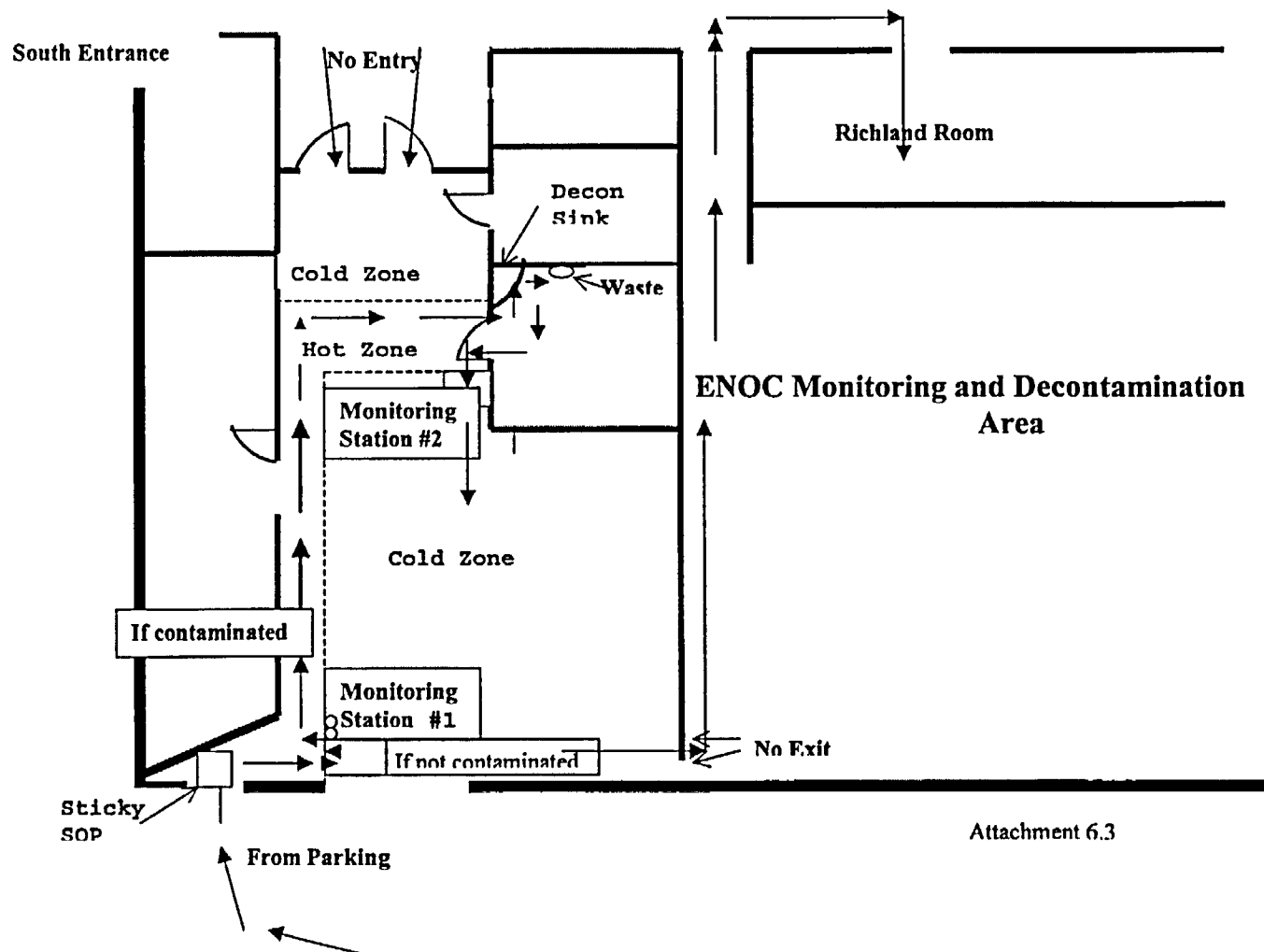
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# ENOC MONITORING AND DECONTAMINATION FACILITY

**ENOC Monitoring and Decontamination Facility**



Attachment 6.3

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Attachment 6.3

OFFSITE ASSEMBLY AREA  
PERSONNEL SURVEY/DECONTAMINATION LOG

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Attachment 6.4

Name/Contamination Location	Date/Time	Contamination Level (CPM above bkgd.)	Decon Date & Time	Resurvey Contamination Level	Surveyor Initials

**NOTE:** After this record is complete and is not required for immediate use, forward to the Health Physics person in charge or to the Radiological Emergency Manager.

## RESPONDER DUTIES UPON ARRIVAL AT THE OFFSITE ASSEMBLY AREA

### Parking Area Set-up

1. Go to the Alternate EOF storage room and load the cart with all the supplies contained in cabinet #1. The cart should be removed from the storage room prior to being filled.
2. Put on an orange traffic vest and take a portable radio (ensure radios are set to transmit and receive on channel 1) out of the canvas bag, and take the cart to the east entrance of the gravel parking lot.

NOTE: Reference attachment 6.1 for information on set-up in the road and parking area.

3. Set-out orange traffic cones to mark the entrance into the gravel parking area.
4. Place cones in parking area to define monitoring location.
5. Use caution tape to set-up a boundary using the metal posts from the entrance driveway south to the loading dock driveway, and then to the bottom of the stairs at the ENOC decon/monitoring receiving area entrance.
6. Set-up a monitoring area midway through the gravel parking area (stage remaining equipment).
7. Ensure evacuating vehicles pull into the gravel parking area north of the ENOC. Request two of the evacuees to obtain and log passenger names, vehicle license plate numbers, and destination phone numbers on attachment 6.2. This responsibility can be delegated to any Energy Northwest employee. Caution evacuees not to eat, drink, or smoke until cleared to do so by Health Physics.
8. Traffic cones should be placed approximately every 50 feet from the east entrance to the gravel parking lot drive way to approximately 1000 feet north to identify the traffic lane into the parking area.

### Monitoring/Decontamination Area Set-up

1. The supplies for setting-up the monitoring/decontamination room are stored in one of the designated storage cabinets in the monitoring and decontamination area (yellow tie wrapped).
2. Get the key for the facility rooms (Richland Room/Facility's Office) out of the key box located on the wall outside of room 1-2000. The key has a large red tag and is labeled as "loading dock facility key".
3. The step-off pads are stored behind the storage lockers, and the stanchions are located by the outside door.
4. Set-up the room using the diagram on Attachment 6.3.
5. Install the spray nozzle on the faucet in the receiving area janitor's closet sink.
6. Post No entrance, No Exit signs Refer to Attachment 6.1 and 6.3.

### Attachment 6.5

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ENVIRONMENTAL FIELD MONITORING AND SAMPLING

TITLE

ENVIRONMENTAL FIELD MONITORING OPERATIONS

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## 1.0 PURPOSE

This procedure provides those individuals involved with Environmental Field Team (EFT), or Field Team, operations with instructions for responding to radiological emergencies at Energy Northwest nuclear facilities. The Environmental Field Teams will confirm radiological releases through actual measurements in the field to determine the extent of plume travel and contamination spread. Sampling and field analysis will be conducted following the instructions contained in attachments to this procedure.

## 2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Sections 2, 5
- 2.2 CI 4.10, Environmental Thermoluminescent Dosimeter (TLD) Distribution and Collection
- 2.3 CI 4.11, Trip Directions to TLD Stations
- 2.4 CI 4.12, Airborne Samples Distribution, Collection and Shipping
- 2.5 CI 4.13, Trip Directions to Environmental Air Sampler Stations
- 2.6 PPM 13.2.1, Emergency Exposure Levels/Protective Action Guides
- 2.7 PPM 13.9.5, Environmental Sample Collection
- 2.8 PPM 13.9.8, River Evacuation Monitoring
- 2.9 PPM 13.13.4, After Action Reporting
- 2.10 PPM 13.14.4, Emergency Equipment
- 2.11 Sample Identification Form, 19324
- 2.12 Emergency Response Log, 23895
- 2.13 Field Team Dispatch and Tracking Worksheet, 25815
- 2.14 Ten Mile EPZ Field Team Summary Map, 25130
- 2.15 Field Team Radiation Survey Data, 26097

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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.).

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- 4.1.3 Interface with the Dose Projection Health Physicist (DPHP) to determine the following:
- Projected release path.
  - Areas which may require surveys, air sampling, or environmental sampling to verify plume location and deposition.
  - Emergency worker dose correction factor. The REM may need to be consulted for this information.
- 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.
- 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.
  - 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 25815). Available dose is 5000 mrem minus current YTD dose.
- the emergency worker available dose should be divided by the dose correction factor to get the corrected available 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.
- Initial briefings should include individual exposures and limits.
  - 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.

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**CAUTION:** Environmental air sampling should be performed sufficiently downwind 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, projected or actual, greater than 2 rem/hr. If it is determined that a dose correction factor is necessary, adjust this 2 rem/hr value accordingly.

- 4.1.10 During initial deployment, position field teams per the following guidelines:
- a. Locate one field team downwind in close proximity to the plant (about ½ mile depending on wind conditions). Use grid locations rather than GPS coordinates when field teams are close to the plant.
  - b. Locate the other field teams farther downwind.
- 4.1.11 When a radioactive release is confirmed:
- a. Dispatch field teams to traverse at designated distances (i.e., 1.2, 5, and 10 miles) and verify dose rate levels above 100 microrem/hr.
  - b. Upon identification of a radioactive plume, commence air sampling activities.
  - c. Identify plume centerline and boundaries (i.e., 100 microrem/hr).
- 4.1.12 Direct field teams to contact the Field Team Coordinator for further instructions when they have located the plume boundary and prior to entering the plume for additional readings.
- 4.1.13 Keep the DPHP informed of field monitoring results.
- 4.1.14 Reposition field teams as necessary to track the plume's leading edge, the side boundaries and, when the release terminates, the trailing edge.
- 4.1.15 Consult with the REM to determine when an environmental air sample is necessary to determine specific isotopic content of the plume. If so, direct the field team to enter the plume and obtain the air sample keeping exposures ALARA. Air samples should be taken at least 1.2 miles downwind.
- a. Electronic dosimeters for field team members are set to alarm at 500 mrem per hour. Direct field team members to leave the plume and contact you for guidance if their dosimeters go into alarm.
- 4.1.16 Periodically request dosimeter readings of field team members to assure personnel do not exceed Energy Northwest guides. The Emergency Worker dose limit is 5 rem TEDE, minus any accumulated dose. Ensure dosimeter readings are logged on the Field Team Dispatch and Tracking Worksheet (Form 25815).

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- 4.1.17 Maintain up-to-date 10 mile and 50 mile MUDAC Field Team display maps, showing field team locations, and showing field team radiological monitoring results. Update Field Team Summary Maps (Form 25130) as needed.
- 4.1.18 Periodically, or as requested, provide completed Field Team Summary Maps (Form 25130) to the REM.
- 4.1.19 When directed to assist with river evacuation monitoring, dispatch a field team to implement PPM 13.9.8.
- 4.1.20 Notify field teams when decisions are made to take KI, or to implement other protective measures.
- 4.1.21 Arrange for replacement of field team instrumentation or supplies when needed.
- 4.1.22 Upon shift change, brief your relief on current status of the emergency and field team activities.
- 4.1.23 Upon shift change or termination of the emergency:
  - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
  - b. Collect Field Team Kit Inventory Sheets and After Action Reports from all field teams.
  - c. Deliver After Action Reports to the DPHP.

#### 4.2 Field Team Dispatcher Duties

- 4.2.1 Assign and dispatch field teams as directed and record data on the Field Team Dispatch and Tracking Worksheet (Form 25815).
- 4.2.2 Maintain radio contact with field teams and enforce radio discipline and good practices.
- 4.2.3 When significant changes occur during the emergency, complete a Field Team Briefing Worksheet (Attachment 5.8), conduct a roll call of all field teams and provide a radio briefing of worksheet information. Record field team acknowledgment following the briefing.
  - a. Continue to follow up with any teams that fail to acknowledge the briefing. The Washington field team coordinator should be informed of state teams not receiving the briefing.
- 4.2.4 When directed, notify field teams of any Protective Action Decisions (PADs) affecting the field teams or the public.

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- 4.2.5 Periodically request dosimetry readings from field team members to ensure they are within limits and notify the Field Team Coordinator of results.
- 4.2.6 Maintain radio communications capability until all field teams have returned to the Kootenai Building.
- 4.2.7 Act as Field Team Coordinator when requested.
- 4.2.8 Upon shift change, brief your relief on the current status of the emergency and field team activities.
- 4.2.9 Upon shift change or termination of the emergency:
  - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
  - b. Deliver After Action Report, and logs to the Field Team Coordinator.

#### 4.3 Environmental Field Team Member Duties

- 4.3.1 Upon notification of Alert or higher classification, or as directed, proceed to the Emergency Operations Facility, or if directed, to Energy Northwest Alternate EOF at the ENOC MPF, and report to the Radiological Emergency Manager or Field Team Coordinator.

NOTE: If none of the above personnel are present, proceed with those procedure steps listed for getting field team equipment ready for use. Check back with one of the listed personnel when ready for dispatch.

- 4.3.2 Sign in on the EOF staffing board designated for listing field team members and obtain a field team identification designator number (i.e., EN-1, EN-2, etc.).

NOTE: Additional field team kits and the River Evacuation and Monitoring Kits are located outside Room 201 of the ENOC MPF. Keys for the cabinet are located in the glass front key box on the wall adjacent to the Room 201 door. Enter the ENOC MPF via the southeast keycard sliding door.

- 4.3.3 The first team member to arrive at the EOF should retrieve the Field Team Emergency Cabinet keys (key to the First Aid Room for entry to the ambulance bay, and the key to the field team radio cabinet) from the red key box on the EOF Field Team Supply Cabinet.

NOTE: Two of the designated field team vehicles are pool vehicles. One is normally located at the Chelan Building (bldg. 11). The second vehicle is usually located on the east side of the Willamette Building (bldg. 64). Use of another Energy Northwest or personal vehicle may be required to obtain these vehicles. Keys to all four designated field team vehicles are located in the EOF Field Team Supply Cabinet.

- 4.3.4 Obtain keys for the Energy Northwest designated field team vehicles from the EOF Field Team Supply Cabinet. Personnel going to get the other vehicles should carry both sets of keys to assure vehicle accessibility.

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4.3.5 Obtain keys to the Site One gates located on the River Corridor road between WNP-1 and WNP-4.

4.3.6 Obtain bundled Field Team Document Packet of Maps, Forms and Procedures, and a GPS unit from the EOF Field Team Supply Cabinet.

NOTE: The electronic dosimeter dose rate alarm is set to 500 mrem per hour. The dose alarm is set to 1800 mrem. If the dosimeter goes into alarm, immediately leave the area and contact the Field Team Coordinator.

4.3.7 Obtain an electronic dosimeter from the EOF Field Team Cabinet. To activate the dosimeter, press the button on the side. The dosimeter display should change from "Enter" to "d:"

4.3.8 Report to the Ambulance Bay and unlock the following:

- a. Field Team Emergency Cabinets #1 through #3 (Kootenai Building Health Physics Center). Leave the key in the last lock.
- b. Radio Charger Cabinet (Kootenai Building, Room 118A, by decon shower).

4.3.9 Obtain field team equipment from the designated cabinets which includes the following:

NOTE: The combination to the field team kits is 911.

- a. Protective Clothing Kit
- b. Instrumentation Kit
- c. Ribbonded Stakes for marking sample locations
- d. Air Sampling Kit
  - A. Field Sampling Kit
  - B. Field Team Portable Radios (2) and Spare Batteries (2) located in the Radio Charging Cabinets in Yakima Building, Room 118A.

4.3.10 If the inventory seal on any of the kits is broken, inventory the contents of that kit per the PPM 13.14.4 inventory list (located in the Field Team Document Packet) and notify the Field Team Coordinator if anything is missing.

4.3.11 Using the field team radio cabinet key, obtain the source to be used for performing instrument response checks located in the field team source cabinet in Room 118A. The source shall be returned to this cabinet when response checks are complete, and the cabinet locked.

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- 4.3.12 Perform battery and response check, as applicable, on all radiation survey instruments in the instrumentation kit and record the information on the Checklist for Equipment Test, Attachment 5.1, located in the Field Team Document Packet, using the guidance contained in Attachment 5.1 and Attachment 5.2.
- 4.3.13 After the last Field Team completes instrument checks, return the source to the field team source cabinet, and return the key to the key box on the EOF Field Team Supply Cabinet.
- 4.3.14 Set up and test air sampler per Attachment 5.4.

NOTE: The field team vehicle radio needs to be turned on for the following step.

NOTE: If your radio is inoperable, establish contact by phone, or by cellular phone from a Field Team vehicle.

- 4.3.15 When equipment check and vehicle loading is complete, establish radio contact with MUDAC and conduct radio checks, using the vehicle radio and both portable radios. See Attachment 5.2, Radio, Cellular Phone and GPS Operation Instructions, for guidance.

NOTE: It is recommended that the GPS unit be connected to the vehicle's cigarette lighter.

- 4.3.16 Turn on the GPS unit and verify the following:
- The page with altitude, clock and position displays. If another page displays, press PAGES and select GROUP A.
  - Batteries are not low. Verify batteries by pressing PAGES, then select STATUS.
- 4.3.17 Obtain initial deployment assignment from MUDAC, and when directed by the MUDAC Field Team Coordinator, don appropriate protective clothing (PCs), and proceed to assigned location, continuously monitoring radiation levels.
- If you are dispatched to the river pump house area, unlock the gate, proceed through and immediately lock the gate behind you.
  - Security will open the gate near the treatment pond and leave the gate open so long as the Site One roadblock is in place.

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- 4.3.18 The following Stability Class tables are provided to complement the briefing information received from the Field Team Coordinator.

STABILITY CLASS TABLE

Stability Classification	NRC Categories (Stability)
Extremely unstable	<i>A (1)</i>
Moderately unstable	<i>B (2)</i>
Slightly unstable	<i>C (3)</i>
Neutral	<i>D (4)</i>
Slightly stable	<i>E (5)</i>
Moderately stable	<i>F (6)</i>
Extremely stable	<i>G (7)</i>

- 4.3.19 Notify the Field Team Dispatcher upon arrival at your assigned location.
- 4.3.20 As directed, perform general area surveys, ground contamination surveys and portable air samples following the instructions contained in Attachments 5.3 through 5.5.
- 4.3.21 Maintain a chronology of significant inputs, actions, events and their resolutions on an already established log, or on the Emergency Response Log (Form 23895), for attachment to your After Action Report per PPM 13.13.4.
- 4.3.22 If directed to perform River Evacuation Monitoring refer to PPM 13.9.8.
- 4.3.23 If directed to retrieve environmental TLDs and/or fixed air samples, refer to Attachment 5.6.
- 4.3.24 When relieved at shift change, or termination of emergency event:
- Brief your relief on responsibilities, duties and current status of actions being performed.
  - Report to the Kootenai Building Health Physics Center for survey, and, if necessary, decontamination.
  - Turn in personal dosimetry to the Health Physics Center staff and report to MUDAC for debriefing.
  - Prepare an individual After Action Report per PPM 13.13.4.
  - Deliver After Action Reports to the Field Team Coordinator.

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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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## 5.0 ATTACHMENTS

- 5.1 Radiation Survey Instruments: Battery and Response Checks
- 5.2 Radio, Cellular Phone and GPS Operation Instructions
- 5.3 Field Radiation Surveys (General Area and Ground Contamination)
- 5.4 Portable Air Sampling Instructions
- 5.5 Sample Identification Form (19234) Instructions
- 5.6 Environmental TLD and Fixed Air Sample Retrieval Instructions
- 5.7 Field Team Coordinator Checklist
- 5.8 Field Team Briefing Worksheet
- 5.9 Field Team Kit Replenishment Log

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## RADIATION SURVEY INSTRUMENTS: BATTERY AND RESPONSE CHECKS, and OPERATION

Prior to departure from the EOF, all radiation survey instruments should be battery and response checked. The Cesium 137 check source for response checking the instruments is located in the Field Team Source Cabinet inside a lead container. When response checking the instruments you are looking for any indication of an elevated reading.

When response checking the RO-2A (Beta/Gamma Dose Rate Meter) you may need to remove the source from the lead container and check window open in order to see a response. When finished, return the source to its container, and the container to the field team source cabinet. Lock the cabinet to maintain adequate source control, and return the key to the EOF Field Team Supply Cabinet.

### 1. Ludlum Model 2 Count Rate Meter

The Ludlum Model 2 Count rate meter should be used when measuring gamma and beta radiation to determine Beta and Gamma contamination. It is used to take readings on air sample cartridges and filters. It is also used to detect levels of contamination on samples, equipment and on yourself.

The Count rate meter can be used to differentiate between Gamma and Beta radiation by placing a piece of cardboard over the probe. If uncovered readings are higher than covered readings then this is an indication of the presence of Beta radiation. If there is no difference between the readings, you are seeing only Gamma. An indication of Beta would mean you are in the plume. An indication of only Gamma would mean the plume is overhead.

#### a. Battery Check

1.1.1 Place Selector switch to BAT. The needle should deflect to BAT TEST portion of the scale.

- If the battery response does not deflect into the BAT TEST portion of the scale, replace the two D cell batteries and repeat the battery check.
- Place the selector switch to OFF position
- Check the calibration due date.

#### b. Response Check

1.2.1 Attach the HP 260 pancake probe to the count rate meter.

1.2.2 Set the Selector switch to X1.

1.2.3 Press the RES button to ensure that scale reading goes to zero.

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- 1.2.4 Set the F-S switch to fast. The F-S response toggle switch dampens meter response from 3 seconds (F) to 11 seconds (S).
- 1.2.5 Set the audio toggle to ON
- 1.2.6 Slowly pass the probe over the surface of the source at about one centimeter.
- 1.2.7 If the response check was satisfactory; initial, date and check the SAT block on the checklist.
- 1.2.8 If the instrument fails the response check, contact the HP in the Health Physics Center for assistance.

## 2. Ludlum Model 3 Micro R Meter

The Ludlum Micro R meter should be used for detection of very low level gamma radiation. This instrument is used to determine plume boundaries (10 times background or approximately 100 micro R) and to determine dose rates. The Micro R meter has a range of 0 to 3000 Micro R/hr. When levels exceeding 2000 Micro R/hr are detected, the RO-2A should be used.

For initial surveys, the meter should be set to the X1 range. The Range selector switch positions for the Micro R meter includes a X0.1 scale. On the meter this indicates a range of 0 to 3 Micro R/hr. Because background is approximately 10 Micro R/hr, this scale will always be pegged.

### a. Battery Check

- 2.1.1 Place Selector switch to BAT. The needle should deflect to BAT TEST portion of the scale.
  - If the battery response does not deflect into the BAT TEST portion of the scale, replace the two D cell batteries and repeat the battery check.
  - Check the calibration due date.

### b. Response Check

- 2.2.1 Attach the probe to the instrument.
- 2.2.2 Press the RES button to ensure that scale reading goes to zero. The RES button should also be pushed when changing ranges to quickly re-zero the meter.

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- 2.2.3 Set the Selector switch to X1.
- 2.2.4 Set the F-S switch to fast. The F-S response toggle switch dampens meter response from 3 seconds (F) to 11 seconds (S).
- 2.2.5 Set the audio toggle to ON.
- 2.2.6 Slowly pass the probe over the surface of the source at about one centimeter.
- 2.2.7 If the response check was satisfactory; initial, date and check the SAT block on the checklist.
- 2.2.8 If the instrument fails the response check, contact the HP in the Health Physics Center for assistance.

### 3. Eberline Model RO-2A Meter

**CAUTION:** The chamber face of the RO-2A is a Beta window of ultra-thin mylar and is covered by a sliding Beta shield to allow Beta/Gamma differentiation. Caution should be taken not to puncture the mylar screen when the Beta shield is open.

The Eberline Model RO-2A meter should be used once levels of radiation exceed 2000 Micro R/hr detected by the Micro R meter.

The Beta window is moved by first depressing the friction release button located on the side of the instrument case. To slide the window, tilt the case either up or down while depressing the button.

Full instrument response time of the RO-2A is five seconds. This means the meter needle will move from a reading of zero to 90% of full scale in five seconds. To obtain accurate results, the instrument should be moved slowly enough to evaluate the extent of a change in meter reading.

To differentiate between Beta and Gamma radiation, a reading should first be taken with the window open and then with window closed. If there is no difference in readings you are seeing only Gamma. If there is a difference then you are seeing both Gamma and Beta. A reading with both Gamma and Beta detected would indicate that you are in the plume.

When calculating beta radiation, a correction factor must be applied to the difference between the beta and gamma readings, and the beta only reading (i.e., the window open and window closed readings). To determine the beta radiation, subtract the window closed reading (gamma) from the window open reading. Multiply the beta correction factor listed on the side of the RO-2A times the difference to determine the corrected beta reading.

Attachment 5.1

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a. Battery Check

3.1.1 The RO-2A has two battery checks for each test (one of the 9 volt batteries has been replaced with a 30 volt upgrade). Place the Range Selector switch in each BAT position and verify that the meter indicates above the BATT OK mark.

- If the battery response does not deflect into the BAT OK portion of the scale, replace the nine volt battery and repeat the battery check.
- Check the calibration due date.

b. Response Check

3.2.1 Place the Range Selector switch in the ZERO position and adjust ZERO knob until the meter indicates ZERO (0).

3.2.2 Set the Selector Switch to the 0-50 mR/hour position.

3.2.3 With the window open, slowly pass the instrument over the source at about one centimeter. (You may need to remove the source from the lead container to obtain a response.)

3.2.4 If the response check was satisfactory; initial, date and check the SAT block on the checklist.

3.2.5 If the instrument fails the response check, contact the HP in the Health Physics Center for assistance.

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### CHECKLIST FOR EQUIPMENT TEST

**NOTE:** Return the check source to the field team source cabinet and lock the cabinet when done response checking instruments. Return the key to the EOF Field Team Supply Cabinet key box.

Instrumentation Kit	Serial Number	Cal Due Date	Correction Factor	Initials/Date & Time	Response Check		Battery Check	
					Sat	Unsat	Sat	Unsat
Micro R Meter			N/A					
Beta/Gamma Dose Rate Meter (RO-2A)								
Count Rate Meter/Pancake GM Probe (Frisker/Geiger counter)			N/A					
Portable Radio (Check operability with Field Team Coordinator)	N/A	N/A	N/A		N/A	N/A		
Verify Cell Phone operation	N/A	N/A	N/A		N/A	N/A	N/A	N/A

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Global Positioning System (GPS) Unit		N/A	N/A		N/A	N/A		
Check Electronic Dosimeters	N/A		N/A		N/A	N/A	N/A	N/A
Return Source to field team source cabinet; lock cabinet; return key to the field team cabinet.	N/A	N/A	N/A		N/A	N/A	N/A	N/A
Other (Specify)								
					Initial Flow Rate	10 cu ft Sample Time		
Air Sampler Operational Check			N/A				N/A	N/A

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## RADIO, CELLULAR PHONE AND GPS OPERATION INSTRUCTIONS

### 1. Radio Operating Procedures

- a. Turn on the radio (vehicle radios must be turned on each time the vehicle is turned off and back on).
- b. Set the frequency selector to the F-1 channel.
- c. Place the speaker toggle switch to normal position (speaker open).
- d. Rotate the squelch control counterclockwise until you receive squelch.
- e. Adjust the volume to desired level.
- f. Rotate the squelch control clockwise until the noise just stops. This is the threshold setting. Do not adjust further. Excessive squelch reduces radio sensitivity. If unable to silence squelch, the battery must be replaced. Contact the Field Team Dispatcher for replacement batteries.

### 2. Radio Transmitting Instructions

NOTE: Continuous transmissions lasting longer than approximately 30 seconds will be automatically interrupted by the repeater.

- a. Hold the radio upright with the speaker-microphone grill two or three inches from your mouth.
- b. Do not interrupt another user. If you do, someone will not be heard.
- c. When preparing to transmit, press the talk switch, and wait approximately one second before talking.
- d. Talk in a slow, clear, normal voice, with brief transmissions.
- e. When finished transmitting, release the talk switch to receive.
- f. State the station you are calling first, then state your identification number (e.g., MUDAC this is EN-2, or EN-2 this is MUDAC).

### 3. Cellular Phone Instructions

- a. The cellular phone is activated automatically when the vehicle's ignition switch is in the ON position (vehicle running or not). If the phone does not activate, check the ON/OFF push button on the left side of the stand. It must be IN for operation.
- b. To place a call:
  - Remove the phone from its stand (or leave in the stand to use the remote microphone), enter the phone number you are calling and press the SND key.
  - When the call is complete, press the END key and hold the CLR key until the number you called is removed from the display.
- c. To receive a call:
  - Remove the phone from its stand, or to use the remote microphone, press the SND key to answer the call. Your phone will be disconnected when the calling party hangs up.

Attachment 5.2

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## GPS OPERATING INSTRUCTIONS

### 1. Start up

- a. Attach the cigarette lighter adapter to the GPS unit.
- b. Press the PWR button.

### 2. Obtaining a Position

- a. The unit activation requires the unit to lock onto several satellites. Depending upon the length of time since the last activation, this may take three to five minutes.
- b. If this information does not display, select PAGES and GROUP A. Press EXIT to close the options window.

### 3. Satellite Status Screen and Battery Level Indicator

- a. Appears each time the unit is turned on until unit locks onto several satellites.
- b. Satellite status and a battery level indicator may be viewed at any time by pressing PAGES, and selecting STATUS. Press EXIT to close the OPTIONS window.

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## FIELD RADIATION SURVEYS

### 1.0 General Area Surveys

NOTE: Refer to Attachment 5.1 for instructions on instrument operation.

- 1.1 Before entering an affected area, perform a background measurement using the Micro-R Meter and record background reading and time on the Field Team Radiation Survey form, 26097.
- 1.2 As directed by MUDAC, proceed toward the plume using the Emergency Zone Map booklet from the Field Team Kit and GPS unit to determine the location of the plume.
- 1.3 Using the MicroR meter set on the x1 scale, search for the edge of the plume (defined as ten times background). Increase scales as radiation levels increase.
- 1.4 When the Micro-R Meter reads 2000 micro-R/hr (2 mrem/hr) or greater, change to the beta/gamma dose rate instrument, RO-2A.

NOTE: If your electronic dosimeter goes into alarm, immediately leave the area and contact the Field Team Coordinator. The dosimeter will reset when the dose rate returns to a level less than 500 mrem per hour.

- 1.5 When directed by MUDAC, traverse the plume constantly monitoring radiation levels and record locations, dose rates and other required information for the plume centerline and edges on form 26097 (indicate type of survey by G for general area). Proceed until the other edge of the plume is identified.
- 1.6 If the dose rate is greater than 2 mrem/hr, use the beta/gamma dose rate instrument to tell if you are in the plume or just seeing plume shine as follows:

NOTE: All open and closed readings must be done in the same location and not from a moving vehicle. Consider ALARA practices in choosing how many readings to take.

- a. When first entering the plume, and again at centerline, take open and closed window readings at 3 feet and 6 inches above the ground.
- b. If the open and closed window readings are approximately the same, then the plume is probably overhead and has not touched down.
  - When the open and closed window readings are the same, you are seeing gamma shine from the overhead plume. If the open window reading is higher than the closed window reading, you are seeing some beta radiation. When beta readings are detected, you are in the plume.

Attachment 5.3

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- c. If the open window reading is higher than the closed window reading, (by approximately 20% or greater) then you are probably in the plume.
  - d. Record both sets of open and closed window readings.
- 1.7 If the Micro-R Meter indicates a plume reading of less than 2000 micro-R/hr, you can determine if you are actually in the plume (instead of under it) by repeating Step 1.6 using the Count Rate Meter/GM pancake probe as the instrument, and the cardboard from your notebook as a window.
- 1.8 Do not stop to report data while in the plume. Report the plume edge and centerline readings and their locations to the Field Team Dispatcher at the earliest possible time.
- 1.9 Leave the plume area when not taking readings, but leave the instrument turned on at all times for constant monitoring purposes.
- 1.10 After being in the plume, periodically conduct a survey of yourself and your vehicle using the count rate meter, and if grossly contaminated, advise the Field Team Dispatcher.

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## 2.0 Ground Contamination Surveys

NOTE: Refer to Attachment 5.1 for instructions on instrument operation.

2.1 As directed by the Field Team Dispatcher, perform a ground contamination survey:

- a. Select small area of level ground (3' x 3') with minimal vegetation.

NOTE: The detector probe should not be allowed to touch the ground or come in contact with potentially contaminated vegetation.

- b. Using the Micro-R Meter and the count rate meter, take readings at ground level (1-2 inches (5 cm) above the surface) and at waist level, approximately 3 feet above the ground.
- c. If Micro-R Meter readings are above 2000 micro-R/hr, use the dose rate meter and repeat ground level and waist level readings at the same locations.
- d. If ground level reading is higher than waist level reading, assume the ground to be contaminated.

2.2 Record all four readings on the Field Team Radiation Survey Data Form, 26097 (indicate the type of survey by C for contamination).

2.3 Repeat the ground contamination survey in several locations.

2.4 Select the highest set of readings and report them to the Field Team Dispatcher.

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## PORTABLE AIR SAMPLING INSTRUCTIONS

**WARNING:** Environmental air sampling should be performed sufficiently downwind 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, projected or actual, greater than 2 rem/hr and closer than 1.2 miles from the plant.

### Portable Air Sampler Setup and Operational Test

1. Monitor your exposure during performance of this Attachment.

**WARNING:** Potential hazard of explosion or fire during connection of the sampler's leads to the vehicle's battery terminals exists.

2. Obtain the air sampler, cartridge and particulate filter.
3. If not already marked, mark a charcoal or silver zeolite (AgZ) cartridge with an arrow to indicate the direction of the air flow.
4. Insert the cartridge and a clean two-inch filter paper, (spongy side facing outward), into the air sample head. Refer to the diagram in this Attachment.
5. Connect the sampler's positive lead to the vehicle's battery first, then connect the negative lead to a ground away from the battery's negative terminal. A ground connection can be any metal object within the vehicle's engine compartment. Leave vehicle engine running while operating the air sampler to assure constant voltage.
6. Turn the air sampler on. Determine initial flow rate from the rotometer on the side of the air sampler. Note the flow rate information on the Sample Identification Form 19324 and Attachment 5.1.
7. If the flow rate is less than one or greater than five CFM, the air sampler is inoperable. Contact the Field Team Coordinator for further instructions, or obtain an new air sampler from the cal lab and retest.

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8. Based on air sampler flow rate, determine the sample time necessary to obtain a sample of 10 cubic feet. Record the 10 cubic foot sample time on Attachment 5.1.
9. When the air sampling test is complete, disconnect the negative lead first, then the positive lead.

#### Obtaining an Air Sample

**NOTE:** Air sampler preparation (sample head assembly) and paperwork initiation should be performed outside the plume.

11. When directed by MUDAC, collect an environmental air sample in accordance with the following instructions:
12. Proceed to assigned sample location.
13. Ensure the following conditions of operation are met:
  - If at all possible, do not place sampler on a known contaminated surface
  - Keep sampler away from vehicle exhaust gases
  - Do not point air sampler inlet toward any object which may restrict air flow
  - Do not stand in front of sampler inlet when running or allow loose clothing to restrict air flow
14. Connect the sampler's positive lead to the vehicle's battery first, then connect the negative lead to a ground away from the battery's negative terminal. A ground connection can be any metal object within the vehicle's engine compartment. Leave vehicle engine running while operating the air sampler to assure constant voltage.
15. Turn the air sampler on.
16. If the flow rate is less than one or greater than five CFM, the air sample will be invalid. Leave the plume and contact the Field Team Coordinator for further instructions.
17. Perform area dose rate survey for sample location.
18. Record start flow rate, sample start time and sample location dose rate on the Sample Identification Form (Form 19324).

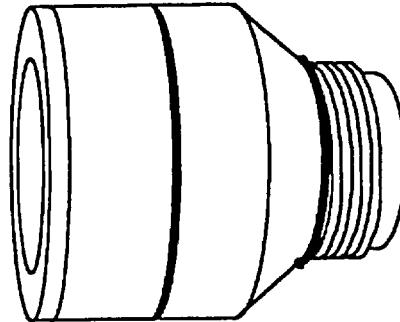
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19. Upon completion of sampling, note stop flow rate and sample stop time, then turn off and disconnect sampler per step 9.
20. Leave the area of the plume to complete your documentation following the instructions in Attachment 5.5.
21. Label the plastic bags for the filter and charcoal cartridges with the sample identification number, location, date, and time collected.
22. If using charcoal cartridge vs. Silver Zeolite, purge noble gases by reconnecting air sampler to vehicle battery and drawing clean air through filter and cartridge for a minimum of 2 minutes.
23. Disassemble sample head to allow access to the particulate filter and the cartridge.  
  
NOTE: Remove the filter (using tweezers) and the cartridge from sample head to assure appropriate probe geometry when counting.
24. Determine filter and cartridge dose rate or count rate by placing the appropriate instrument detector on the inlet side of the filter or cartridge.
25. Record sample readings on Sample Identification Form (19324). Note particulate and iodine sample readings in the Remarks section separately. Report the results to the Field Team Coordinator.
26. Place the filter and cartridge in separate plastic bags then seal bags.
27. Survey team members for contamination. If contaminated, advise the Field Team Dispatcher.
28. Transport the samples, with Sample Identification Forms, as directed by the Field Team Coordinator. Ensure that particulate filters and the corresponding cartridges are transported together and that Sample Identification Forms accompany the samples.

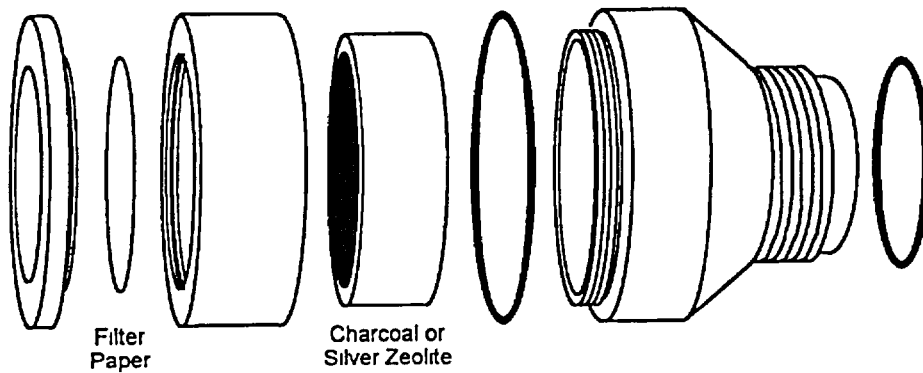
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## SAMPLE HEAD DIAGRAM



**Sample Head - Assembled**



**Sample Head - Disassembled**

970713  
Nov 1997

**Filter Cartridge and Sample Head for High Volume Air Sampling Pumps  
Model CFH-30**

Attachment 5.4  
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## SAMPLE IDENTIFICATION FORM (19234) INSTRUCTIONS

### 1. SAMPLE IDENTIFICATION FORM

List one sample per form. For air samples, use one sample form and one sample identification number for both the cartridge and particulate filter. Attach one copy of the form to the cartridge and one to the particulate filter.

### 2. SAMPLE IDENTIFICATION NUMBER DESIGNATION

SAMPLE ID NUMBERS will be in a two segment alpha-numeric code using the following format:

#### FIELD TEAM

AA0

#### SEQUENCE

000

#### FIELD TEAM CODES

Use a two-letter and single number designator, (e.g., EN-1 for Energy Northwest Field Team 1).

#### SEQUENCE

Use sequential numbers for each team throughout an event, (e.g., 003 for the third sample taken by a given team).

### 3. SAMPLE TYPE

Describe the type of sample being collected-air, soil, vegetation, water, etc.

### 4. FIELD TEAM SAMPLE LOCATION/DESIGNATION

Use sample station numbers where they exist, such as continuous environmental air sampling stations (e.g., Sample Station 3). Where no sample station number exists, as in emergency field samples, enter the GPS location.

## Attachment 5.5

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## ENVIRONMENTAL TLD AND FIXED AIR SAMPLE RETRIEVAL INSTRUCTIONS

### 1.0 ENVIRONMENTAL TLD RETRIEVAL

#### Radiological Emergency Manager/Field Team Coordinator Duties

- 1.1 Consult with the Washington DOH representative at the Emergency Operations Facility (EOF) and determine the need for collection and replacement of environmental TLDs during the emergency.

**NOTE:** If possible, involve the Radiological Environmental Monitoring Program (REMP) Supervisor in any nonscheduled collection or deployment of environmental TLDs.

- 1.2 When collection is determined advisable, dispatch an experienced REMP staff member as part of an Environmental Field Team, to replace the ANNUAL TLD badges at selected locations as described in CI 4.10 and CI 4.11.

**NOTE:** Copies of CI 4.10 and CI 4.11 are in the document packet of the Environmental Field Team kit located in the MUDAC emergency supply cabinet.

#### REMP Staff Member Duties

- 1.3 Contact the Energy Northwest TLD Administrator to obtain replacement environmental TLDs for distribution.
- 1.4 Ensure that the required number of TLDs are provided for each exchange group as directed by the Radiological Emergency Manager (REM).
- 1.5 Contact the Field Team Coordinator regarding radiological conditions in the field, and follow his/her directions on individual radiation protection measures.
- 1.6 Proceed to the TLD stations as directed by the Field Team Coordinator.
- 1.7 Exchange only the ANNUAL TLDs.
- 1.8 When the TLDs have been exchanged, return to the Health Physics Center and turn them in to the Health Physics Center Staff for processing.

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## 2.0 FIXED AIR SAMPLE RETRIEVAL

### Radiological Emergency Manager/Field Team Coordinator Duties

- 2.1 Consult with the Washington DOH representative at the EOF and determine the need for collection of fixed air samples during the emergency.

NOTE: If possible, involve the REMP Supervisor in any nonscheduled collection of fixed air samples.

- 2.2 If collection is determined advisable, dispatch experienced REMP personnel as part of an Environmental Field Team to collect air samples at selected locations in accordance with CI 4.12 and CI 4.13.

NOTE: Copies of CI 4.12 and CI 4.13 are in the document packet of the Environmental Field Team kit located in the MUDAC emergency supply cabinet.

### REMP Staff Member Duties

- 2.3 Contact the Field Team Coordinator regarding radiological conditions in the field and follow his/her directions on radiation protection measures to be taken.

- 2.4 Proceed to the fixed air sample stations as directed by the Field Team Coordinator.

- 2.5 Collect the air samples.

NOTE: If the emergency involved a radioactive release, calculations of the volume of air sampled may need to be restricted to the time during which the plume or puff was over the station. Request guidance from the Field Team Coordinator if the fixed air sample was in the path of a release during the sampling period.

- 2.6 When the air samples have been collected, return to the Health Physics Center and turn them in to the Health Physics Center Staff for processing.

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FIELD TEAM COORDINATOR CHECKLIST

DATE \_\_\_\_\_

<u>Actions</u>		<u>Time Completed</u>	<u>Initials</u>
1.	Sign in on board, obtain supply drawer from EOF supply cabinet, and notify the REM of your availability.	_____	_____
2.	Brief the field team coordinators from other agencies supplying field teams and reach a consensus about management of their field teams.	_____	_____
3.	Determine current year-to-date exposure of Energy Northwest field team members prior to deployment.	_____	_____
4.	Assign field team members and a designate team identification number (one HP and one non HP per team, if possible).	_____	_____
5.	Ensure field teams have transportation and other equipment.	_____	_____
6.	Direct the Field Team Dispatcher(s) to brief the teams approximately each 30 minutes on current radiological projections or other appropriate information about emergency conditions.	-ongoing-	
7.	If necessary, assign an individual to act as field team recorder.	_____	_____
8.	Interface with the Dose Projection HP to determine projected plume path and emergency worker dose factor.	-ongoing-	
9.	Communicate emergency worker dose factor to all field teams and confirm information as received.	_____	_____
10.	Develop a strategy for assigning Field Teams initially, verifying plume path, and dealing with EOF inaccessibility.	-ongoing-	
11.	Direct field teams to perform field surveys per field team survey instructions contained in this procedure.	-ongoing-	
12.	Provide completed Field Team data summary maps to the Dose Projectionist Health Physicist (DPHP) as new information is developed. During rapidly changing conditions, try to do this at least every 30 minutes.	-ongoing-	
13.	Provide field team air sample data to the Dose Projection Health Physicist (DPHP) for use in calculating dose projections.	-ongoing-	
14.	If requested to assist with river evacuation monitoring, implement PPM 13.9.8 (kits are at ENOC, MPF).	_____	_____

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	<u>Actions</u>	<u>Time Completed</u>	<u>Initials</u>
15.	Direct the dispatcher to periodically ask for field team dosimetry readings. Keep exposure ALARA.	-ongoing-	
16.	Arrange for field team replacement supplies, as necessary.	-ongoing-	
17.	Provide completed Field Team Summary Maps to the REM.	-ongoing-	
18.	Notify field teams when decision is made to recommend KI.	_____	_____
19.	Upon shift change or change to State control, brief replacements.	_____	_____
20.	Upon shift change or termination of the emergency:		
a.	Prepare an individual After Action Report. Refer to PPM 13.13.4.	_____	_____
b.	Deliver After Action Report, logs, and all field team work sheets to the REM.	_____	_____

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# FIELD TEAM BRIEFING WORKSHEET

Date \_\_\_\_\_

Time \_\_\_\_\_

Plant Status: \_\_\_\_\_

Initial Briefing: 1) Cell Phone: EN-1: \_\_\_\_\_ EN-2: \_\_\_\_\_ EN-3: \_\_\_\_\_  
2) YTD Exposures: \_\_\_\_\_

Safety Concerns: \_\_\_\_\_

Emergency Classification: \_\_\_\_\_

Release Point: \_\_\_\_\_ Release Type: \_\_\_\_\_

Environmental Release Time: \_\_\_\_\_ Duration: \_\_\_\_\_

Projected Dose/Location: \_\_\_\_\_

Weather: Wind Direction From: \_\_\_\_\_ Speed: \_\_\_\_\_

Forecast: \_\_\_\_\_

PAD for Public: \_\_\_\_\_

## RADIOLOGICAL ASSESSMENT

Expected Conditions: \_\_Hi Rad \_\_Hi Contamination \_\_Hi Airborne

Protective Clothing: \_\_None \_\_Single

Exposure Limitations: Individual Dose Limits \_\_\_\_\_

Dose/Dose Rate to Notify MUDAC: \_\_\_\_\_

## Roll Call/Acknowledgment:

TEAM NO.	ACKNOWLEDGED AT: (Time)	COMMENTS

## Attachment 5.8

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## FIELD TEAM KIT REPLENISHMENT LOG

Date \_\_\_\_\_ Team Members \_\_\_\_\_

**FIELD TEAM MEMBERS:** List below the items used from each kit during the drill/event so that the kits can be restocked appropriately. Include the completed log with your After Action Report.

### INSTRUMENTATION KIT:

---

---

---

---

### AIR SAMPLING KIT:

---

---

---

---

### PROTECTIVE CLOTHING KIT:

---

---

---

---

### FIELD SAMPLING KIT:

---

---

---

---

### MISCELLANEOUS (FORMS, MAPS, PROCEDURES, ETC.)

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Return electronic dosimeters to the HP Technician in the HP Center for TES updates.

Attachment 5.9

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\*13.10.14\*



USE CURRENT REVISION

COLUMBIA GENERATING STATION  
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER

\*13.10.14

APPROVED BY

JEW - Revision 7

DATE

09/26/02

VOLUME NAME

EMERGENCY PLAN IMPLEMENTING PROCEDURES

SECTION

PLANT EMERGENCY FACILITIES

TITLE

MAINTENANCE MANAGER DUTIES

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## 1.0 PURPOSE

This procedure describes the Technical Support Center (TSC) Maintenance Manager's responsibility for assigning tasks to be performed by Operations Support Center (OSC) teams, determining the priority to be assigned to each task, and acting as the focal point of the work control process between the TSC and the OSC.

## 2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Sections 2, 5, 6
- 2.2 PPM 13.10.9, Operations Support Center Manager and Staff Duties
- 2.3 PPM 13.13.4, After Action Reporting
- 2.4 Emergency Response Log, 23895
- 2.5 Repair Team Briefing/Debriefing Form, 25560

## 3.0 PROCEDURE

### 3.1 Maintenance Manager Responsibilities

- a. Upon declaration of an Alert or higher emergency, or if so directed, log in on TES using the emergency RWP. Present your keycard to the card reader to establish accountability.
- b. Enter your name on the TSC Accountability Log, and on the TSC Staffing board.
- c. If you leave the TSC temporarily, inform the TSC Manager of your destination and approximate time of return. Note your destination on the TSC Accountability Log.
- d. Obtain a briefing from the TSC Manager on plant status and specifics regarding the following:
  - Location and task assignments for the Fire Brigade (FB)
  - Known or anticipated plant hazardous areas

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- e. Direct the TSC/OSC Communicator to implement the actions contained in Attachment 4.1
- f. Coordinate the development of repair or damage control plans with the TSC Manager and TSC staff.
- g. Advise the OSC Manager of repair and damage control plans developed by the TSC.

a. Assigning Task Priorities:

NOTE: Urgent tasks depend on skill of the craft and are designated "urgent" by the Shift Manager. Urgent tasks require only a radiological briefing. The Shift Manager has the final authority in determining if a task is "urgent."

b. Urgent Tasks

- When it is determined that a task is "urgent", quickly confer with the Operations Manager and Radiation Protection Manager and determine any radiological or hazardous conditions relating to the task.
- Immediately communicate the "urgent" task to the OSC via telephone.

c. Other Tasks

NOTE: Emphasis should be placed on maintaining an adequate water level in the reactor (Priority 1) and minimizing or terminating radiological releases to the environment (Priority 2).

1. Determine which task should be completed first, by discussion with the Shift Manager, Technical and Operations Managers, and assign that task as Priority 1.
2. Determine the task to be performed next, and assign that task as Priority 2.

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NOTE: Do not duplicate priority numbers. Other than "Urgent" tasks, the number of open tasks will equal the number of priorities.

3. Determine the task to be performed next, and assign it a Priority 3. Follow this sequence for additional tasks. Be aware that the list of prioritized tasks will be re-evaluated as more information becomes available and plant conditions change. Periodically reassess the priorities assigned as tasks are completed or plant conditions change.
4. Notify the OSC when task priorities are changed and update the repair team status board.
5. Periodically, direct the TSC/OSC Communicator contact the OSC to ensure task priorities align between TSC and OSC Team Tracking boards.
6. Gather task information for the OSC. Complete the Task Assignment section of the Repair Team Briefing form (968-25560), being sure to include the following information:
  - Radiological conditions that may affect repair team activities (Confer with the RPM ).
  - Special instruction, drawings, safety concerns, etc. (Confer with the Technical Manager or Operations Manager).
7. Communicate task information to the OSC.
  - h. When requests are received from the OSC for deviation from established procedures or work instructions for repair team work already in progress, inform the TSC Manager, obtain necessary change approvals, and provide guidance for making change decisions.
  - i. Monitor repair team activities and provide technical advice to the OSC as needed.
  - j. As required, provide maintenance expertise for response to inquiries from regulatory agencies.
  - k. Participate in TSC briefings regarding maintenance activities in accordance with the guidelines contained in Attachment 4.2.

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- l. If the need for relief shifts are anticipated, coordinate with the Plant Administrative Manager. Relief shifts should normally be the next scheduled work week team. Refer to the Maintenance Work Week schedule.
- m. When plant conditions stabilize and a recovery phase is being entered, assist with developing plans and procedures for maintenance actions to recover plant systems or components.
- n. On shift change, turn over logs and notes of your activities and fully brief your relief on the current status of the emergency and OSC tasks that are being performed.
- o. On shift change or termination of the emergency:
  - a. Prepare your individual After Action Report. Refer to PPM 13.13.4.
  - b. Collect After Action Reports prepared by the TSC/OSC Communicator.
  - c. Review TSC/OSC Communicator After Action Report.
  - d. Deliver the After Action Reports, logs, summary reports, etc., to the TSC Manager.
  - e. At event termination, participate in the critique of TSC performance. Consolidate the critique results of the TSC maintenance activities with those of the OSC Maintenance staff and prepare a summary of performance factors that require recognition or followup action.

#### 4.0 ATTACHMENTS

##### 4.1 TSC/OSC Communicator Duties

##### 4.2 Maintenance Manager Briefing Guidelines

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Duties of: TSC/OSC Communicator

Assignment Location: Technical Support Center (TSC)

Report To: Maintenance Manager

Activation Level: Alert or Higher Classification

### Responsibilities

1. Report to the TSC, sign in on the accountability log and staffing boards, then obtain briefing from the Maintenance Manager on the current status of the emergency and anticipated accident mitigation actions that the TSC will be communicating to the OSC.
2. Establish communication with the OSC Repair Team Coordinator/designee via the Maintenance Manager/OSC Manager ring-down line. Either the desk phone at the Maintenance Manager's work station, the cordless wall phone, or the backup key type phone may be used.

2.1 If you use the cordless wall phone:

- A. Remove the handset from the base station, don the headset, and press "PHONE" to turn it on. Because this is a ring-down circuit, the Repair Team Coordinator/OSC Manager phone will ring.
- B. The boom microphone on the headset is live whenever the phone is not muted. Press the MUTE button to mute the phone when you are not transmitting information to the OSC.

2.2. If you use the backup key type telephone with the plug in type headset:

NOTE: The backup phone is stored on the shelf under the Maintenance Manager's work station. It will need to be plugged in and mounted as a wall phone for use.

- A. Plug the phone into the receptacle and mount it on the wall plate.
- B. Plug headset unit into receptacle located on the right side of the ring-down unit.
- C. Push the belt clip unit rocker switch so red bar shows.

Attachment 4.1

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- D. Set the recessed white plastic screw located just below the push-to-talk switch to the nonlockable position by turning it so it is perpendicular to the control unit.
  - E. Use the push-to-talk button to communicate with the OSC.
  - F. Headset is now activated for use.
- 3. Maintain the TSC repair team tracking/work control board with information you receive from the OSC Repair Team Coordinator/designee and Maintenance Manager. Periodically confer with the OSC to ensure that the TSC and OSC Team Tracking board priorities are aligned as priorities change.
  - 4. Relay instructions or information on repair team activities and announce significant events that impact TSC operations.
  - 5. Maintain a chronology of your significant inputs, actions and resolutions on the Emergency Response Log, 23895.
  - 6. Offer only factual information you are given by the Maintenance Manager or OSC Repair Team Coordinator/designee. Avoid speculative information or editorializing on data. Do not engage in problem solving discussions.
  - 7. Ensure transmissions are distinct and understood. Minimize the use of acronyms unless you are sure they are understood. Use the phonetic alphabet to clarify when necessary, i.e., ALPHA for "A" BRAVO for "B" or CHARLIE for "C".
  - 8. Notify the Maintenance Manager and OSC Repair Team Coordinator/designee of your intention to be off-line for absences, and announce your return.
  - 9. Upon shift change, brief your relief on responsibilities, duties and the current status of work being performed.
  - 10. On shift change or termination of the emergency:
    - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
    - b. Deliver your After Action Report with logs attached to the Maintenance Manager.

Attachment 4.1  
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## MAINTENANCE MANAGER BRIEFING GUIDELINES

**NOTE:** Items listed here are suggested topics for routine update briefing. Items actually selected for update should be based on existing or projected plant conditions.

1. Maintenance Manager update items (check as reviewed):

- |       |   |
|-------|---|
| _____ | a. Prioritized repair team actions.                         |
| _____ | b. Task status and prognosis.                               |
| _____ | c. Problems or delays experienced by repair teams.          |
| _____ | d. Offsite agencies assisting with plant repair activities. |

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. TSC briefing updates from other organizations or offsite agencies of OSC interest.  
(List items as they are reviewed and have key OSC personnel brief subordinates.)

- |    |                               |
|----|-------------------------------|
| a. | Agency or Organization: _____ |
|    | Notes: _____                  |
|    | _____                         |
|    | _____                         |
| b. | Agency or Organization: _____ |
|    | Notes: _____                  |
|    | _____                         |
|    | _____                         |
| c. | Agency or Organization: _____ |
|    | Notes: _____                  |
|    | _____                         |
|    | _____                         |
| d. | Agency or Organization: _____ |
|    | Notes: _____                  |
|    | _____                         |
|    | _____                         |

Attachment 4.2

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**DATE: 09/26/02**

# **EDITORIAL**

**13.13.4**



- 4.3.3 For emergencies classified as Alert or higher, obtain the approved Final After Action Report from the EOF Manager.

NOTE: Guidance for retention of nuclear liability insurance records is contained in NEIL/MAELU (Nuclear Electric Insurance Limited) Information Bulletin 80-1A, Revision 3.

- 4.3.4 Ensure completed FAARs are maintained and are retrievable.
- 4.3.5 Distribute approved FAARs to the Vice President, Generation/Plant General Manager, and the Vice President, Technical Services as a minimum.
- 4.3.6 Initiate actions to closeout program weaknesses identified in the FAAR.

4.4 Assistant EOF Manager

- 4.4.1 For emergencies classified as Alert or higher, establish a Final After Action Report Committee consisting of the following:
- a. TSC Manager
  - b. Radiological Emergency Manager
  - c. Radiation Protection Manager
  - d. Others, as deemed appropriate, based on the nature of the emergency event.
- 4.4.2 Function as chairman of the committee and complete a Final After Action Report as outlined in Attachment 5.1.
- 4.4.3 As necessary, interview selected persons to obtain first-hand information or assign persons to develop special sections for the overall report.

4.5 EOF Manager

- 4.5.1 Review and approve the FAAR prepared by the Final After Action Report Committee.
- 4.5.2 Deliver the approved FAAR to the Supervisor, Emergency Preparedness.

5.0 ATTACHMENTS

5.1 Final After Action Report Development Guidelines

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