

## Document Transmittal Form

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**ID :** EPIP059

**Date :** 09/26/2002

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PRC EPIP-TOC-ADMIN 000	97	A	1	H	145881
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PSEG NUCLEAR LLC  
 EMERGENCY PLAN ADMINISTRATIVE PROCEDURES  
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 September 26, 2002

EMERGENCY PREPAREDNESS ADMINISTRATIVE PROCEDURES

PLAN, EPIP, ECG ADMINISTRATION:	<u>Revision Number</u>	<u>Number Pages</u>	<u>Effective Date</u>
NC.EP-AP.ZZ-1001(Z) Emergency Plan Document Processing	0	14	10/04/01
NC.EP-AP.ZZ-1003(Q) 10CFR50.54g Effectiveness Review Guide	1	10	08/06/02
EPIP 1005 Emergency Preparedness Deficiency/Revision Tracking.....	4	3	05/01/98
<b>FACILITIES AND EQUIPMENT:</b>			
NC.EP-AP.ZZ-1006 Emergency Equipment Inventory (Radiation Protection)..	0	64	05/12/00
EPIP 1008 Emergency Communications Drills.....	20	D	12/06/01
EPIP 1010 ERF Status Boards.....	6	52	10/25/96
<b>TRAINING:</b>			
NC.EP-AP.ZZ-1011 Maintenance of Emergency Response Organization	02	14	02/06/02
EPIP 1012 Preparation, Conduct, and Evaluation of Emergency Preparedness Annual Exercises.....	7	D	01/03/02
NC.EP-AP.ZZ-1014 Emergency Preparedness Classroom Training Administration..	4	18	02/06/02
NC.EP-AP.ZZ-1015 PC Dose Assessment Software Control .....	0	6	06/12/00
<b>EMERGENCY SUPPORT EQUIPMENT:</b>			
EPIP 1016 Test Procedures for EOF Backup Generator, Vent System and HVAC Filter Replacement.....	7	46	06/12/00
NC.EP-FT.ZZ-0004(Q) Emergency Communications Drill	1	13	08/06/02
NC.EP-FT.ZZ-0006(Q) Emergency Response Data System (ERDS) Test with NRC Salem Station	1	12	09/26/02
NC.EP-FT.ZZ-0007(Q) Emergency Response Data System (ERDS) Test with NRC Hope Creek Station	0	7	12/06/01

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NC.EP-FT.ZZ-0006 (Q) Rev. 001

EMERGENCY RESPONSE DATA SYSTEM (ERDS) TEST WITH NRC  
SALEM STATION

USE CATEGORY: **II**

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REVISION SUMMARY:


1. The changes are to update the ERDS response for the new Salem SPDS.

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IMPLEMENTATION REQUIREMENTS

Implementation Date: 9/26/02

APPROVED: \_\_\_\_\_

  
EP Manager

9/19/02  
Date

**EMERGENCY COMMUNICATIONS DRILL**

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1.0 **PURPOSE**

The performance of Communication Drills, required to be conducted by Emergency Preparedness Group Work Activity Surveillance.

2.0 **PREREQUISITES**

None

3.0 **PRECAUTIONS AND LIMITATIONS**

None

4.0 **EQUIPMENT REQUIRED**

None

5.0 **PROCEDURE**

5.1 Perform Attachment 1 (QUARTERLY), Emergency Response Data System (ERDS) Test with NRC – Salem Unit 1

5.2 Perform Attachment 2 (QUARTERLY), Emergency Response Data System (ERDS) Test with NRC – Salem Unit 2

6.0 **RECORDS**

6.1 **Records**

Ensure copies of appropriate completed forms are forwarded to Emergency Preparedness, N37. Attach any referenced completed forms, transmittal sheets, or attachments.

7.0 **REFERENCES**

7.1 **Reference**

PSEG Nuclear Emergency Plan, Section 15, Exercises and Drills

Salem EAL/RAL Technical Basis, 11.7.1.C

**ATTACHMENT 1  
EMERGENCY RESPONSE DATA SYSTEM (ERDS)  
QUARTERLY TEST WITH NRC - SALEM UNIT 1**

1. Upon receipt of appropriate recurring task, Operations Superintendent (OS)/designee shall direct an Operator to implement this attachment on the date specified.

**NOTE**

Salem Units 1 and 2 will be tested on **Wednesday** of the **third** full week (during **first** month) of each quarter, between 0800 hrs. and 1600 hrs. The first week of a quarter is taken to be first entire work week (Monday to Friday). Any scheduled test days that fall on Federal holidays will be rescheduled to Friday of the same week.

The Operator implementing this attachment shall:

Initials

- \_\_\_\_\_ 2. Contact the NRC Test Monitor at 301-415-5015 and provide the following message:  
NCO

"This is \_\_\_\_\_ at Salem Generating Station.  
(your name)

I will be activating the Salem Unit 1 ERDS for the quarterly test. Are you ready for the test to commence?"

If **READY**, request the NRC Test Monitor to contact you at the end of the test. (Provide a callback number; e.g., Unit 1: 856-339-5201).

If **NOT READY**, establish a call back time to perform the test:

\_\_\_\_\_  
(Call Back Time)

\_\_\_\_\_  
(Name of NRC Test Monitor)

## ATTACHMENT 1 (CONT.)

- \_\_\_\_ 3. Record the following information for Unit 1 test:  
NCO

Test date: \_\_\_\_\_ Test start time: \_\_\_\_\_

- \_\_\_\_ 4. After NRC concurrence is obtained, begin the ERDS test as follows:  
NCO

- a. Proceed to an SPDS terminal in the Unit 1 Control Room and CLICK the <UNIT 1 DATA VIEWER> icon.
- b. CLICK the <ERDS> button; the ERDS screen will appear.
- c. Verify satisfactory communications status by observing the following indications:

ERDS	"INACTIVATED"
LINK	"NOT CONNECTED"

- d. If communication status is not as required by the previous step, do not continue ERDS activation. Skip to step 7 in this procedure and inform the Digital Systems Group of the discrepancy.
- e. CLICK the <Initiate> button to activate ERDS communication.
- f. Observe activation sequence messages on lower half of the screen (next to STATUS

**ERDS Active**  
**LINK Dialing Modem → Link Active**

## NOTE

During the testing process, the NRC will interrupt the data transmission to test the automatic reconnect feature of the system. No operator action is required.

## ATTACHMENT 1 (CONT.)

Initials

- h. Inform CRS of successful ERDS activation status (i.e., Status of the ERDS / LINK, "Active / Link Active".)

OR

If ERDS activation is not successful, inform the CRS and then request support from Digital Systems Group per Step 7.

**NOTE**

If the NRC phone line or modem used for ERDS data transmission is inoperable, the NRC operations center should be informed so that repairs can be ordered. However, an eight hour report is not required.

- i. SPDS Terminal now can be used as needed. DO NOT terminate ERDS transmission until notified by the NRC that the ERDS test is complete.
- j. When all phases of the test are complete, the NRC will request ERDS Termination; at that time, proceed to Termination section below.

**EMERGENCY RESPONSE DATA SYSTEM (ERDS) - TERMINATION**

5. When directed by the NRC, terminate Emergency Response Data System (ERDS) transmission as follows:
- NCO
- a. Return to the SPDS terminal in the Unit 1 Control Room and CLICK the <UNIT 1 DATA VIEWER> icon.
- b. CLICK the <ERDS> button; the ERDS menu will appear.
- c. CLICK the <Terminate> to terminate ERDS communication.
- e. Observe deactivation sequence messages on the lower half of the screen under Status:

**ERDS INActive  
LINK Not Connected**



ATTACHMENT 1 (CONT.)

TERMINATING  
NOT ACTIVATED

NOTE

Once ERDS is deactivated (i.e., NOT ACTIVATED) do not attempt to reactivate ERDS within seven minutes of termination or the NRC's computer may lockup, causing any attempts to reactivate ERDS to be unsuccessful.

Initials

- f. Inform the CRS when ERDS Termination is successful; (i.e., Status ERDS / LINK will indicate, "Inactivated / Not Connected").

OR

If ERDS Termination is not successful, request support from the Digital Systems Group. (Contacts are listed in Step 7.)

- g. Record TEST COMPLETION Time here:

- 6.          If problems were noted during the test, record the results below; (indicate any identified by the NRC). If no problems were noted, circle: "No Problems Noted" below:

NCO

Unit 1 Test Date: \_\_\_\_\_ Test Time: \_\_\_\_\_

Problems Noted During the Test:

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No Problems Noted - (circle if applicable)

ATTACHMENT 1 (CONT.)

Initials

         7. Report any problems noted to the Digital Systems Group  
NCO by contacting one of the following individuals: (Circle Name of Individual  
Contacted)

	<u>Name</u>	<u>Office Extension</u>	<u>Pager</u>
a.	Jack Southers	x 5630	877-550-8020
b.	Jeff Porter	x 3414	877-502-0893

         8. Document who performed and reviewed the test results  
NCO below:

Test performed by: \_\_\_\_\_ on \_\_\_\_\_  
(Name) (Date)

Test reviewed by: \_\_\_\_\_ on \_\_\_\_\_  
(SRO Name) (Date)

**NOTE**  
Documentation must be retained by the Document/Records Management Group.

         9. Attach all documentation to the work order package ensuring proper close out  
SRO and processing by the Planning Department and Records Management  
Group.

**ATTACHMENT 2  
EMERGENCY RESPONSE DATA SYSTEM (ERDS)  
QUARTERLY TEST WITH NRC - SALEM UNIT 2**

1. Upon receipt of appropriate recurring task, the Operations Superintendent (OS)/designee shall direct an Operator to implement this attachment on the date specified.

**NOTE**

**Salem Units 1 and 2 will be tested on Wednesday of the third full week (during first month) of each quarter, between 0800 hrs. and 1600 hrs. The first week of a quarter is taken to be first entire work week (Monday to Friday). Any scheduled test days that fall on Federal holidays will be rescheduled to Friday of the same week.**

**The Operator implementing this attachment shall:**

Initials

- \_\_\_\_\_ 2. Contact the NRC Test Monitor at 301-415-5015 and provide the following message:  
NCO

"This is \_\_\_\_\_ at Salem Generating Station.  
(your name)

**I will be activating the Salem Unit 2 ERDS for the quarterly test. Are you ready for the test to commence?"**

If **READY**, request the NRC Test Monitor to contact you at the end of the test. (Provide a callback number; e.g., Unit 2: 856-339-5202).

If **NOT READY**, establish a call back time to perform the test:

\_\_\_\_\_  
(Call Back Time)

\_\_\_\_\_  
(Name of NRC Test Monitor)

## ATTACHMENT 2 (CONT.)

         3. Record the following information for Unit 2 test:  
NCO

Test date: \_\_\_\_\_ Test start time: \_\_\_\_\_

         4. After NRC concurrence is obtained, begin the ERDS test  
NCO as follows:

- a. Proceed to an SPDS terminal in the Unit 2 Control Room and CLICK the <UNIT 2 DATA VIEWER> icon.
- b. CLICK the <ERDS> button; the ERDS screen will appear.
- c. Verify satisfactory communications status by observing the following indications:

ERDS	"INACTIVATED"
LINK	"NOT CONNECTED"

- g. If communication status is not as required by the previous step, do not continue ERDS activation. Skip to step 7 in this procedure and inform the Digital Systems Group of the discrepancy.
- h. CLICK the <Initiate> button to activate ERDS communication.
- i. Observe activation sequence messages on lower half of the screen (next to STATUS:

ERDS Active
LINK Dialing Modem → Link Active

## NOTE

During the testing process, the NRC will interrupt the data transmission to test the automatic reconnect feature of the system. No operator action is required.

## ATTACHMENT 2 (CONT.)

Initials

- h. Inform CRS of successful ERDS activation status (i.e., Status of the ERDS / LINK, "Active / Link Active".)

OR

If ERDS activation is not successful, inform the CRS and then request support from Digital Systems Group per Step 7.

**NOTE**

If the NRC phone line or modem used for ERDS data transmission is inoperable, the NRC operations center should be informed so that repairs can be ordered. However, an eight hour report is not required.

- i. SPDS Terminal now can be used as needed. DO NOT terminate ERDS transmission until notified by the NRC that the ERDS test is complete.
- j. When all phases of the test are complete, the NRC will request ERDS Termination; at that time, proceed to Termination section below.

**EMERGENCY RESPONSE DATA SYSTEM (ERDS) - TERMINATION**

5. When directed by the NRC, terminate Emergency Response Data System (ERDS) transmission as follows:
- NCO
- a. Return to the SPDS terminal in the Unit 1 Control Room and CLICK the <UNIT 2 DATA VIEWER> icon.
- b. CLICK the <ERDS> button; the ERDS menu will appear.
- c. CLICK the <Terminate> to terminate ERDS communication.
- e. Observe deactivation sequence messages on the lower half of the screen under Status:
- ERDS INActive**  
**LINK Not Connected**

ATTACHMENT 2 (CONT.)

TERMINATING  
NOT ACTIVATED

NOTE

Once ERDS is deactivated (i.e., NOT ACTIVATED) do not attempt to reactivate ERDS within seven minutes of termination or the NRC's computer may lockup, causing any attempts to reactivate ERDS to be unsuccessful.

Initials

- f. Inform the CRS when ERDS Termination is successful; (i.e., Status ERDS / LINK will indicate, "Inactivated / Not Connected").

OR

If ERDS Termination is not successful, request support from the Digital Systems Group. (Contacts are listed in Step 7.)

- g. Record TEST COMPLETION Time here:

\_\_\_\_\_  
NCO

- 6. If problems were noted during the test, record the results below; (indicate if identified by the NRC). If no problems were noted, circle: "No Problems Noted" below:

Unit 2 Test Date: \_\_\_\_\_ Test Time: \_\_\_\_\_

Problems Noted During the Test:

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No Problems Noted - (circle if applicable)

