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Item	Facility	Type	Sub	Document Number / Title	Sheet	Revision	Doc Date	Copy #	Media	Copies
* 0001	MP	PROC	OPS	C OP 606 COMMUNICATION RADIOPAGING CALLBACK MONTHLY OPERABILITY TEST		004 04			P	01
* 0002	MP	PROC	OPS	C OP 608 COMMUNICATION RADIOPAGING ENRS DAILY WEEKLY OPERABILITY TEST		003 03			P	01

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Procedure Action Request

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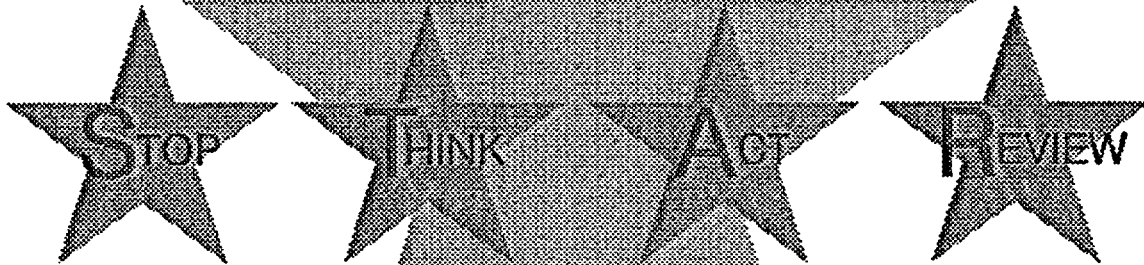
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Approval Date: *12/09/02*

Effective Date: *1/7/03*

**MILLSTONE NUCLEAR POWER STATION
COMMON OPERATING PROCEDURE**



**Communications – Radiopaging and Callback
Monthly Operability Test**

**C OP 606
Rev. 004-04**

Approval Date: 12/9/02

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**Level of Use
General**

**Millstone All Units
Common Operating Procedure**

Communications – Radiopaging and Callback Monthly Operability Test

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1. **PURPOSE**

1.1 **Objective**

This procedure provides instructions to test the Emergency Notification and Response System (ENRS) for State and Local Officials, and the Station Emergency Response Organization (SERO); it also tests the site public address system capabilities.

Performing this procedure ensures ENRS components are operable and meet the requirements of 10CFR50 Appendix E for notifications.

③

1.2 **Discussion**

ENRS components are tested to ensure the capability exists to notify and verify response by State and Local officials within the EPZ, as well as SERO personnel in the event of an actual emergency.

1.3 **Applicability**

This procedure is applicable in all MODES.

1.4 **Frequency**

1.4.1 The ENRS radiopager test schedule for State and Local Officials is performed monthly as follows:

- State and Local Officials shall be tested on the first Wednesday of each month at 1000 hours \pm 5 minutes and once per quarter during the monthly unannounced SERO test with the State Office of Emergency Management approval and authorization of the Emergency Planning Services Department.
- If the first Wednesday is a holiday, the test is performed on the following Thursday.
- If the first Wednesday is a drill or exercise day, the test may be exempted and/or performed on the following Thursday upon approval of the Emergency Planning Services Department.

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1.4.2 The ENRS radiopager test schedule for SERO notification is performed monthly as follows:

- Under the direction of the Emergency Planning Services Department with concurrence of the appropriate Unit Shift Manager. | ③
| ②
- This test shall be combined with the State and Local official test at least once each quarter. | ③

1.4.3 Performance of the monthly radiopager test, drill messages, or real events on the scheduled test day satisfies the requirements for the daily tests (if they occur between 0800–1600).

1.4.4 All actions are at the applicable operator terminal unless otherwise indicated.

1.4.5 If an emergency planning drill is being conducted on a Wednesday and State and Local Officials are participating, drill initiation via radiopager will satisfy the weekly test requirement of C OP 608, "Communication – Radiopaging and ENRS Daily and Weekly Operability Tests."

1.4.6 The test is performed on the Backup System on every odd month beginning with January (March, May, etc.). | ③



2. PREREQUISITES

2.1 General

- 2.1.1 Personnel performing this procedure are familiar with how the equipment operates.
- 2.1.2 Attachments are kept at the Unit 3 Shift Technician's work station.
- 2.1.3 The affected unit control room has been notified before the test is initiated on the ENRS terminal. | ③
- 2.1.4 Unit SM or US has authorized testing by signing and dating Attachment 1.

2.2 Documents

- 2.2.1 MP-26-EPA-REF08B, "Millstone Emergency Plan Resource Book" | ④
- 2.2.2 MP-16-CAP-SAP01, "Condition Report Initiation"
- 2.2.3 MP-17-RM-SAP01, "Turnover and Retrieval of Nuclear Plant Records" | ④
- 2.2.4 WC 1, "Work Control"

2.3 Personnel

- 2.3.1 The following personnel are responsible for calling in to acknowledge receiving the test announcement, as appropriate:
 - Station Emergency Response Organization (SERO) Minimum Staffing positions: promptly upon notification. | ④ ③
 - SERO Full Staffing positions: promptly upon notification. | ④
 - State and Local Officials: within 15 minutes of notification.

2.4 Definitions

- 2.4.1 CV – Callback Verification (i.e., "Groups-in-callout")
- 2.4.2 EPD – Emergency Preparedness Department | ④
- 2.4.3 PAGE – To contact using pager system

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2.4.3 PAGE – To contact using pager system

2.4.4 RapidReach Overview screen – Allows visual observation of past or present callout status.

2.4.5 EasyView screen – Provides a graphical presentation of the status of the current callout.

3. PRECAUTIONS

3.1 Failure to select the correct scenario may result in unwarranted activation or the release of misinformation. Retraction of the message may be needed.

③

3.2 An actual event takes precedence over testing. The monthly test shall be postponed until after the release or termination of the real event.

3.3 No system maintenance or activities are to be performed concurrently with testing performed by this procedure.

3.4 ENRS phone server is on-line (no red lights observed)

3.5 If using "RapidReach Primary," "EasyView Primary" must also be used and vice versa.

3.6 If at any time, a system error occurs or communication is lost with the primary server and a call-out has started, the red traffic light in "EasyView" should be selected to stop the call-out. ENRS shall be assessed for operability or function with respect to 10CFR50.72 criteria.

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4. INSTRUCTIONS

4.1 Initial Signoff

4.1.1 Refer To and COMPLETE Attachment 1, as follows:

- a. INDICATE which of the following tests will be performed and WRITE "N/A" in sections *not* to be performed:

- 1) State and Local Officials (Partial Surveillance)
- 2) SERO (Partial Surveillance)
- 3) State and Local Officials and SERO (Full test)

- b. VERIFY prerequisites in Section 2, "Prerequisites," have been completed. | ③

- c. VERIFY precautions in Section 3, "Precautions," have been noted. | ③

- d. INITIAL and DATE "Prerequisites Completed" and "Precautions Noted."

- e. INDICATE whether the test is being initiated from the primary or backup server. | ③

- 4.1.2 IF an off hours test OR a SERO test is planned, ENSURE test has been authorized by Emergency Preparedness Department, and appropriate Unit Shift Manager. | ④
| ②

— End of Section 4.1 —



4.2 ENRS Monthly Radiopager Operability Test

NOTE

1. If any of the following is experienced, the ENRS shall be immediately assessed for operability or function with respect to 10CFR50.72 criteria:
 - A system error occurs
 - Communication is lost with the primary server
2. It is the intent of the station that appropriate personnel are immediately called in to assess the operability or function of the ENRS and are available to assist the Shift Technician with preparations if notification of a communications failure is required using an alternate means.
3. If the Shift Technician is unable to easily perform a routine test from the applicable control room on the scheduled day due to concurrent control room activities, the test may be performed from an alternate location with Emergency Planning concurrence.

4.2.1 IF at any time, one of the following occurs AND a call-out has started, SELECT the red traffic light in "EasyView" to stop the call-out and Refer To Section 4.5, "Backup and Remote Operation:"

- A system error occurs
- Communication is lost with the primary server

4.2.2 IF the test is being performed on an odd month (Jan, Mar, etc.), PERFORM the following:

- Refer To Attachment 5 and TRANSFER telephone lines.
- PERFORM test using "Rapid Reach Backup" and "EasyView Backup."

4.2.3 OPEN "Rapid Reach Primary" or "Rapid Reach Backup" folder, as applicable, and "RapidReach" icon.

4.2.4 At "RapidReach Login" screen, SELECT user ID and ENTER password.

4.2.5 OPEN "EasyView" icon.

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- 4.2.6 At "EasyView Login" screen, **SELECT** user ID and **ENTER** password.
- 4.2.7 **IF** testing SERO only, Go To step 4.2.11 to transmit message.
- 4.2.8 **IF** testing State and Local Officials (Partial Surveillance) only **OR** | ③
State and Local Officials **AND** SERO (Full Surveillance),
ENTER IRF data, as follows:
- a. **OPEN** "IRF" form.
 - b. Using Attachment 2, **ENTER** IRF information into IRF template.
 - c. **PRINT** IRF and **VERIFY** information is correct.
- 4.2.9 **OBTAIN** SM initials on printed IRF.
- 4.2.10 **SAVE** IRF as follows:
- a. **SELECT** "File" and "Print."

NOTE

Saving the IRF form to "Print-to-Image" attaches the fax to the radiopager message.

- b. **SELECT** "Print-2-Image."
- c. At "Select Configuration" box, **SELECT** appropriate setup.
- d. At "Select Message to Fax," screen, **SELECT** "Root" tree.
- e. At "Root" tree, **SELECT** appropriate message:
 - Test Call-Outs, and
 - Call Into System Page
- f. **MAXIMIZE** "Rapid Reach" screen.
- g. **SELECT** "microphone" icon ("Show Message Window").

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4.2.11 TRANSMIT drill message, as follows:

- a. At "Root" tree, **SELECT** appropriate message:
 - Test Call—Outs
 - Call Into System Page
- b. **LISTEN** to the "Alpha Pager Message" and **VERIFY** information is correct (message may be recorded again, if necessary).

NOTE

Attachment 6, "Scenario Chart," is provided as guidance for selecting the appropriate scenario.

- c. **MAXIMIZE** "EasyView" screen.
- d. **SELECT** appropriate scenario.
- e. **SELECT** "lightning bolt" icon.
- f. **SELECT** "Set Common Message."
- g. At "Root" tree, **SELECT** appropriate message:
 - Test Call—Outs, and
 - Call Into System Page



CAUTION



The scenario and message must be read and verified prior to selecting the "Start" button.

- h. **STOP** and **VERIFY** scenario and message are accurate.
- i. At "Start of Scenario" screen, **SELECT** "Start."

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- j. **IF** the wrong scenario has been chosen, **PERFORM** the following:
- Immediately **TERMINATE** callout.
 - **NOTIFY** the appropriate SM/DSEO of the incorrect message.
 - **DIRECT** Security at SAS to transmit retraction to state and local responders and SERO, as applicable, using backup paging terminal.
 - **PROVIDE** Security with a retraction message such as "DISREGARD PREVIOUS EVENT MESSAGE. A NEW PAGER MESSAGE WILL FOLLOW."
 - **WHEN** retraction message is received, Refer To step 4.2.11 and **TRANSMIT** corrected message.
- k. **IF** testing SERO only, Go To step 4.2.13.

NOTE

Recording the IRF audio message shall be completed immediately after transmitting the IRF message.

4.2.12 RECORD IRF data, as follows:

- MAXIMIZE** "RapidReach" screen.
- SELECT** "microphone" icon ("Show Message Window").
- At "Root" tree, **SELECT** "Informational Message."
- At "Audio Message" screen, **SELECT** "microphone" icon.
- RECORD** entire IRF.
- VERIFY** recorded information is satisfactory and **SELECT** "OK."

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4.2.13 **VERIFY** radiopager sent, as follows:

- a. **MONITOR** "RapidReach Overview" screen and **SELECT** most recent scenario number from call-out grid box (the top box) to verify appropriate groups or individuals have been paged.
- b. **VERIFY** page message sent to Control Room console pager.

NOTE

If either of the following conditions exist, the radiopager transmission has failed:

- Controlled pager on the console has *not* activated within approximately 3 minutes.
- No responders call in within approximately 5 minutes after release of the radiopager message.

- c. **IF** radiopager transmission has failed on all ENRS Systems (Primary, Backup and Remote), Refer to Section 4.6, "ENRS Failure."
- d. **MONITOR** "EasyView" and "RapidReach" screens as positions call back acknowledging page.
- e. **VERIFY** fax is received in respective Control Room, as applicable.
- f. **IF** call-out is complete **OR** a new call-out needs to be initiated, **SELECT** the red traffic light in "EasyView" to deactivate the call-out in progress.

4.2.14 **IF** ENRS is *not* operable, Refer To Section 4.6, "ENRS Failure," and REF08B, "Millstone Emergency Plan Resource Book," Section "Off-Site Towns/Agencies," and manually FAX notifications to State and Local Officials.

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NOTE

The following announcement is made because the station has experienced intermittent pager reception within some power block areas.

- 4.2.15 IF SERO is being tested, after SERO group page is verified, ANNOUNCE the following to station personnel using the plant priority PA system:

"Attention all Station personnel.

There is a communications drill in progress.

All SERO personnel required to respond, call in.

There is a communications drill in progress.

All SERO personnel required to respond, call in."

- 4.2.16 RECORD IRF information satisfactory and announcement time on Attachment 1.

— End of Section 4.2 —



4.3 Monitoring and Callback Verification

NOTE

1. Failure of more than half of the required State and Local Officials to respond following call-out transmission may be indicative of an equipment malfunction.
2. Callback verification via printed CV report cannot be performed from a "client" server if the radiopager message was transmitted via "EasyView Remote." This information can be obtained from Bldg. 475 server or EOF server only.
3. Attempts to fill non-responding positions should not exceed 30 minutes \pm 5 from the time the message was released. | ③

4.3.1 IF State and Local Officials only are being tested, PERFORM the following: | ③

a. WHEN approximately 15 minutes has elapsed since the drill notification message was released, Refer To Easy View Screen and IDENTIFY non-responders required to call in. | ③

b. Refer To REF08B, "Millstone Emergency Plan Resource Book" and ATTEMPT one call to each of the following required to call-in non-responders: | ④

- State of CT DEP
- State and Local Town Officials

c. DOCUMENT callback results on Attachment 1. |

4.3.2 IF SERO only is being tested, PERFORM the following: | ③

a. WHEN 15 minutes has elapsed since the message was released, Refer To Easy View Screen and IDENTIFY non-responders required to call in.

b. CHECK positions filled (responded) on Attachments 3 and 4.

c. DETERMINE minimum staffing positions not filled. | ③

NOTE

Attempts to fill minimum staffing SERO positions should not exceed 30 minutes ± 5 from the time the message was released.

③

d. Refer To REF08B, "Millstone Emergency Plan Resource Book," and ATTEMPT to fill all minimum staffing SERO positions by calling or paging a person listed for each non-responding SERO position.

④

③

e. RECORD the following on Attachment 3:

③

- Name of the person filling the position
- Time notified
- Fit-For-Duty
- Estimated time (ETA) to report to their emergency response facility (ERF)

③

f. IF person not fit-for-duty, ATTEMPT to fill the position.

g. PRINT final CV Report.

NOTE

Attempts to fill non-responding positions should not exceed 30 minutes ± 5 from the time the message was released.

4.3.3 IF State and Local Officials AND SERO are being tested, PERFORM the following:

③

a. WHEN approximately 15 minutes has elapsed since the drill notification was released, Refer To Easy View Screen and IDENTIFY State and Local non-responders required to call in.

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- b. Refer To REF08B, "Millstone Emergency Plan Resource Book" and ATTEMPT one call to each of the following required to call-in non-responders:
- State of CT DEP
 - State and Local Town Officials
- c. DOCUMENT callback results on Attachment 1.
- d. Refer To Easy View Screen and IDENTIFY SERO non-responders required to call in.
- e. CHECK positions filled (responded) on Attachments 3 and 4.
- f. DETERMINE minimum staffing positions not filled.
- g. Refer To REF08B, "Millstone Emergency Plan Resource Book," and ATTEMPT to fill all minimum staffing SERO positions by calling or paging a person listed for each non-responding SERO position.
- h. RECORD the following on Attachment 3:
- Name of the person filling the position
 - Time notified
 - Fit-For-Duty
 - Estimated time (ETA) to report to their Emergency Response Facility (ERF)
- i. IF person not fit-for-duty, ATTEMPT to fill the position.
- j. PRINT final CV report.

– End of Section 4.3–



4.4 General Default Restoration

4.4.1 RESTORE general default, as follows:

- a. SELECT "Rapid Reach."
- b. SELECT "microphone" icon. ("Show Message Window")
- c. At "Root" tree, SELECT "Informational Message."
- d. At "Audio Message" screen, SELECT "microphone" icon.
- e. RECORD the following:

"THERE IS NO INFORMATION PRESENTLY
AVAILABLE FOR MILLSTONE STATION."
- f. VERIFY recorded information is satisfactory and SELECT "OK."
- g. From "Root" tree, SELECT event message used (Emergency Call-Outs, etc.).
- h. SELECT red minus button in fax box on lower right of screen.
- i. SELECT "Yes" to delete and OBSERVE "Same as alpha pager" in fax message box.
- j. CLOSE the following:
 - 1) "RapidReach"
 - 2) "EasyView"
 - 3) "IRF" Word document

4.4.2 IF the test was performed on an odd month (Jan, Mar, etc.) using the Backup System, PERFORM the following:

- Refer To Attachment 5 and RESTORE phone server from secondary to primary.
- RESTORE State/Local line to primary server.

③

NOTE

1. For State and Local test, overall drill results are considered satisfactory when all State and Local Officials respond within 15 minutes of pager initiation or are able to be contacted within 30 minutes of pager initiation. | ③
2. For SERO test, overall drill results are considered satisfactory when all Minimum Staffing positions are filled within 30 minutes ± 5 of pager initiation by their initial response into the system, the call-out function of the system, or filling the position by calling or paging a person for each non-responding SERO position. | ④ | ③

4.4.3 IF results are not within specified response times, NOTIFY EPSD to evaluate for CR initiation. | ③

– End of Section 4.3 –

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4.5 Backup and Remote Operation

- 4.5.1 IF "RapidReach Primary" does *not* connect, OPEN "RapidReach Backup."
- 4.5.2 IF "RapidReach Backup" connects, Refer To Attachment 5 and TRANSFER the phones.
- 4.5.3 IF "RapidReach Backup" connects AND phone lines transfer correctly, Go To step 4.2.4, and PERFORM operability test using "RapidReach Backup" and "EasyView Backup."

NOTE

1. If unable to connect to either the primary or backup via the LAN, "RapidReach" MAY NOT be used to fax or record the IRF into the "Informational Message."
2. Faxes must then be sent via SNET Faxworks.
3. If time permits, IT IS STILL PREFERABLE to use "EasyView Remote" because it allows State and Local Officials and SERO to call in and shows a graphical display of the positions being filled in Rapid Reach.

- 4.5.4 IF "RapidReach Backup" using the LAN does *not* connect, (leaving the phone lines in primary), SELECT the icon labeled "Primary to 475."
- 4.5.5 IF the connection is made, SELECT "EasyView Remote" from the "RapidReach Primary" folder and PERFORM the following:
 - a. SELECT appropriate scenario.
 - b. SELECT "lightning bolt" icon.
 - c. MAXIMIZE "EasyView" screen and SELECT appropriate scenario.
 - d. SELECT "lightning bolt" icon.
 - e. SELECT "Set Common Message."
 - f. At "Root" tree, SELECT appropriate message:
 - Test Call-Outs
 - Call Into System Page



- g. STOP and VERIFY scenario and message are accurate.
 - h. At "Start of Scenario" screen, SELECT "Start."
 - i. DISTRIBUTE IRF via Faxworks.
- 4.5.6 **IF** "EasyView Remote Primary" does *not* connect, OPEN "RapidReach Backup" folder, and SELECT the icon labeled "Backup to EOF."
- 4.5.7 **IF** the connection is made, OPEN "EasyView Remote" from the "RapidReach Backup" folder and PERFORM the following:
- a. Refer To Attachment 5 and TRANSFER the phones from primary to secondary server.
 - b. SELECT appropriate scenario.
 - c. SELECT "lightening bolt" icon.
 - d. MAXIMIZE "EasyView" screen and SELECT appropriate scenario.
 - e. SELECT "lightning bolt" icon.
 - f. SELECT "Set Common Message."
 - g. At "Root" tree, SELECT appropriate message:
 - Test Call—Outs
 - Call Into System Page
 - h. STOP and VERIFY scenario and message are accurate.
 - i. At "Start of Scenario" screen, SELECT "Start."
 - j. DISTRIBUTE IRF via Faxworks.
- 4.5.8 **IF** the connection is *not* made, Go to Section 4.6 and NOTIFY Security.

– End of Section 4.5 –



4.6 ENRS Failure

NOTE

ENRS failure consists of at least one of the following:

- No primary operability
- No secondary operability
- No remote operability

- 4.6.1 NOTIFY SAS (Ext. 4851) to transmit a text message to both State and Local Officials and SERO responders to include the following:

[Applicable unit] [NRC classification] [State posture code]

[Major EAL heading] [Minor EAL heading (code)] "Report to facility."

Example: [Monthly] [Call In Drill In Progress] [Standby For Call] ["Do Not Report To Facility"]

- 4.6.2 IF SAS is *not* able to assist, DIAL paging system (9-860-332-0456) using confidential Group Page codes for S&L Officials & SERO and ENTER numeric backup event code (i.e., 101, 201, 301, etc.).

③

NOTE

1. This Section is performed *only* when ENRS has failed or radiopager transmission was performed via "EasyView Remote."
2. A fax cover sheet is *not* required when distributing the IRF via SNET Faxworks.

- 4.6.3 DISTRIBUTE IRF via SNET Faxworks as follows:

- a. IF SNET Faxworks is *not* operable, Refer To REF08B, Section, "Offsite Towns/Agencies," and manually FAX notification to State and Local Officials.
- b. PLACE completed IRF in telecopier feeder tray.
- c. LIFT handset connected to the fax machine, and ENTER SNET Faxworks telephone number (9-202-216-1821).

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- d. WHEN prompted for password, ENTER SNET Faxworks password (6552931) followed by asterisk (*).
- e. WHEN prompted, ENTER 1 to send a fax.
- f. WHEN prompted for choice of fax transmission schedule, ENTER 1 for immediate dispatch.
- g. WHEN prompted for destination OR distribution list number, ENTER 002 followed by asterisk (*).
- h. WHEN prompted for next destination, ENTER pound key (#) to indicate there are *no* more destinations.
- i. WHEN a steady fax tone is heard, PRESS "START" push button on telecopier.
- j. HANG up handset on fax machine.

4.6.4 Refer To REF08B, "Millstone Emergency Plan Resource Book," and VERIFY all required call-in radiopager holders have received the radiopager message and fax. |④

4.6.5 Refer To REF08B, "Millstone Emergency Plan Resource Book," and NOTIFY Information Technology (IT) of ENRS failure. |④

— End of Section 4.6 —

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4.7 Acceptance Criteria

4.7.1 **IF** acceptance criteria are satisfactory, NOTIFY SM/US to sign Attachment 1.

4.7.2 **IF** acceptance criteria listed on Attachment 1 are *not* met, **PERFORM** the following:

a. NOTIFY affected unit SM/US of system problem and **PERFORM** the following, as applicable.

- Refer To WC 1, "Work Control," or MP-16-CAP-SAP01, "Condition Report Initiation," and SUBMIT TR or CR, as applicable.

- **IF** hardware or software related problem, Refer To REF08B, "Millstone Emergency Plan Resource Book," and **PERFORM** the following: |④

- REQUEST Information Technology repair system.

- NOTIFY EPSD of system status.

- **IF** telephone line problems are detected or reported, Refer To REF08B, "Millstone Emergency Plan Resource Book," and NOTIFY Telecommunications personnel. |④

4.7.3 SEND copy of the surveillances to EPSD for evaluation of results. |③

4.7.4 Refer To NDM 1, "Turnover and Retrieval of Nuclear Plant Records," and SEND original packages to Nuclear Document Services.

— End of Section 4.7 —



5. REVIEW AND SIGNOFF

5.1 The Review and Signoff for this procedure is located in Attachment 1.

6. REFERENCES

6.1 Developmental Documents

6.1.1 10CFR50, Appendix E, "Emergency Planning and Preparedness for Production and Utilization Facilities," Sections D and E

6.1.2 NUREG 0654, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants," Section N.2.A

6.2 Supporting Documents

6.2.1 MP-26-EPA-FAP01, "Management Program for Maintaining Emergency Preparedness" |④

6.2.2 MP-26-EPI-FAP07, "Notifications and Communications" |③

6.2.3 C OP 608, "Communications - Radiopaging and ENRS Daily and Weekly Operability Tests"

6.2.4 MP-26-EPA-REF08B, "Millstone Emergency Plan Resource Book" |④

6.2.5 MP-16-CAP-SAP01, "Condition Report Initiation"

6.2.6 MP-17-RM-SAP01, "Turnover and Retrieval of Nuclear Plant Records" |④

6.2.7 WC 1, "Work Control"

6.2.8 A/R 01006262-02

7. SUMMARY OF CHANGES

Revision 004-04

7.1 Administrative. Updated procedure titles, acronyms, and department title. Replaced "on-call" with "Minimum Staffing" and "subject-to-call" with "Full Staffing." (CR-02-11198)

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Revision 004-03

- 7.2** Modified 1.1 objective to reflect public address system is not part of ENRS and ENRS components meet 10CFR50. App E requirements.
- 7.3** Steps 1.4.1 and 1.4.2 added unannounced monthly test for SERO will be combined with State and Local officials once per quarter.
- 7.4** Added a new requirement in steps 1.4.6 and 4.2.2 to perform test using the Backup System every odd month.
- 7.5** Clarified step 2.3.1 to state that SERO on-call personnel, both on-duty or not on-duty, shall call in promptly upon notification; SERO Subject-to-call shall call in after waiting 10 minutes after notification and State and Local officials shall call in within 15 minutes of notification.
- 7.6** Clarified in step 3.1 that a retraction may be needed for an incorrect pager notification.
- 7.7** Added a step in 4.1.1 to indicate whether the test is being initiated from the primary or backup server.
- 7.8** Clarified that step 4.2.7 can be used for State and Local officials only, or State and Local officials and SERO.
- 7.9** Rearranged steps 4.2.10 and 4.2.11 so that pager message is transmitted first and then IRF message is voice recorded and transmitted.
- 7.10** Added step 4.2.10.j to terminate message if the wrong scenario has been chosen.
- 7.11** Deleted original step 4.2.12.f to print "Groups-in-Callout."
- 7.12** Modified step 4.2.15 to have all SERO "call in."
- 7.13** Deleted original steps 4.3.1, 4.3.2, and 4.3.3; duplicate.
- 7.14** Changed time in step 4.3.1a for identifying State and Local official non-responders to 15 minutes to coincide with FAP07 time requirements.
- 7.15** Changed time in step 4.3.2.a for identifying "SERO only" non-responders to 15 minutes to coincide with call-in expectations.
- 7.16** Added step 4.3.2.c to determine SERO minimum staffing positions not filled.



- 7.17 Modified step 4.3.2.d for minimum staffing positions only.
- 7.18 Modified step 4.3.2.e to record name of person, time notified, fit-for-duty, and estimated time to report to their emergency response facility.
- 7.19 Modified note before 4.4.3 with new acceptance criteria for State and Local officials and SERO minimum staffing.
- 7.20 Added new step 4.4.3 for involving State and Local officials and SERO combined test.
- 7.21 Added step 4.4.2 for restoring backup phone server/system to primary.
- 7.22 Clarified steps 4.4.3 and 4.7.4 to state EPSD will evaluate test results.
- 7.23 Modified Attachment 1, Sheet 2, to specify acceptance criteria and clarify State and Local officials and SERO call-in expectations.
- 7.24 Added the statement to "call into the system" to Attachment 2.
- 7.25 Replaced Attachment 3, SERO On-Call Position Listing, with new Attachment 3 format.
- 7.26 Modified Attachment 4, SERO Subject-To-Call Positioning Listing, column headers and position designators.
- 7.27 Added a statement in Attachment 5 to hang up the handset after the line to the primary server has been restored.
- 7.28 Various editorial changes throughout.

Revision 004-02

- 7.29 Replaced Manager with Process Owner title in steps 1.4.1, 1.4.2, 4.1.2, and Attachment 1.
- 7.30 Deleted reference to "NU" from step 4.5.2.
- 7.31 Deleted U2TIC and U3TIC from Subject-to-Call in Attachment 4 and added to Attachment 3 as on-call position.

Revision 004-01

- 7.32 Deleted Unit 1 specific SERO on-call and subject-to-call positions formerly listed on Attachments 3 and 4.



7.33 Added acronyms to Attachment 4.

Revision 004

7.34 Updated procedure references in Section 2.2.

7.35 Added definitions of EPSD, "RapidReach Overview" screen, and "EasyView" screen to Section 2.4.

7.36 Rewrote procedure steps in Sections 4.2, 4.3, 4.4, and Attachment 5 for consistency with EPIP 4404, "Notifications and Communications."

7.37 Modified step 4.5.1 to include the applicable unit, NRC classification, State Posture Code, and Major EAL heading and code.

7.38 Added step 4.5.4 to verify required radiopager message and fax was received.

7.39 Added new Attachment 6, "Scenario Chart," as guidance for page and fax notifications.

7.40 Modified Attachment 1 to perform partial tests.

7.41 Added new SERO subject-to-call positions to Attachment 4.

7.42 Added steps 1.4.3, 1.4.4, and 1.4.5 to Section 1.4, steps 2.1.1 and 2.1.2 to Section 2.1, steps 4.1.1.a and 4.1.2 to Section 4.1, and new Sections 3 and 4.6 for consistency with C OP 606.

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Attachment 1

Communications – Radiopaging and Callback Monthly Operability Test

(Sheet 1 of 2)

Generic Information

Form Title Communications – Radiopaging and Callback Monthly Operability Test and SERO Testing		Rev. No. 004-04
Reference Procedure C-OP 606	Applicable Tech. Spec. N/A	Frequency M, As required

This form is being used for the following:

☐ Tech Spec Surveillance
 ☐ System Alignment
 ☐ Other: _____

☐ Maintenance Restoration (Retest)
 ☒ Non-Tech Spec Surveillance (PM)

Specific Information

Schedule Date	Applicable Mode ALL	Full Test	SERO	State and Local Officials
State Office of Emergency Management/Town Participation Authorized By Emergency Planning. <small>(Req'd for SERO only unscheduled testing, off normal hours testing)</small>	<input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/> (Partial)	<input type="checkbox"/> (Partial)
Signature _____	Date _____	Primary _____ Backup _____		
Test Authorized By (SM or US)		Date _____		
Prerequisites Completed (Initials)	Date	Precautions Noted (Initials)		
Performed By	Date	Acceptance Criteria Satisfied <input type="checkbox"/> Yes <input type="checkbox"/> No		
Accepted By (SM)	Date			
Approved By (Department Head or Designee)	Date			
Surveillance Information				
Test Equipment Type	QA Number	Calibration Due Date		
N/A	N/A	N/A		
Comments:				
<ul style="list-style-type: none"> ENRS Test shall be conducted on the first Wednesday of each month at 1000 hours \pm 5 minutes and once per quarter unannounced. If the first Wednesday is a holiday, the test is performed on the following Thursday. If the first Wednesday is a drill or exercise day, the test may be exempted and performed on the following Thursday upon approval of the Emergency Preparedness Department. SERO testing "may" be performed in conjunction with scheduled monthly ENRS test (as authorized by EPD) or on an unannounced basis as designated by EPS with concurrence of the on-shift SM. Distribution: Send copy to EPD: _____ 				
Initials _____				

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Attachment 1

Communications – Radiopaging and Callback Monthly Operability Test

(Sheet 2 of 2)

State & Local Officials/SERO Notification

Step	Acceptance Criteria	Y	N	NA	Init
4.2	No system error occurs.				
	Communication not lost with primary server.				
	No hardware or software problems occur.				
	Radiopager transmission received on controlled pager. Time: _____				
	Fax is received in respective control room.				
	PA announcement complete.				
4.7	No telephone line problems occurred.				

Step	Recording Verification	Y	N	NA	Init
4.2	Printed IRF verified correct and approved for release by SM				
	Information is recorded, verified correct, and message is audible and clear				
	Callback Response				
4.3	State and Local Officials respond or are contacted within 30 minutes \pm 5				
4.3	SERO personnel respond or are contacted within 30 minutes \pm 5				
	_____ of 36 Minimum Staffing responded _____ of 38 Full Staffing responded				
4.4	EPD notified of any results <u>not</u> within specified response times and to evaluate for CR Initiation.				

Step	Restoration	Y	N	NA	Init
4.4	General default restored.				
	If Backup System used, phone server/system has been restored to primary.				
4.7	TRs/CRs written				

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Attachment 2

Drill Announcement Message for IRF Template

(Sheet 1 of 1)

- Please Check Appropriate Boxes -			
1	IRF#		
2	This report concerns an incident at: <input checked="" type="checkbox"/> Millstone Site <input type="checkbox"/> Millstone Unit 1 <input type="checkbox"/> Millstone Unit 2 <input type="checkbox"/> Millstone Unit 3		
3	This is: <input type="checkbox"/> NOT a Drill <input checked="" type="checkbox"/> A Drill - Report <input type="checkbox"/> A Drill - Not Report <input type="checkbox"/> A Utility Drill - Report <input type="checkbox"/> A Utility Drill - Not Report		This is: <input checked="" type="checkbox"/> NOT Update <input type="checkbox"/> An Update
4	INCIDENT CLASS This is: <input checked="" type="checkbox"/> A Communications Drill <input type="checkbox"/> An Unusual Event <input type="checkbox"/> An Alert <input type="checkbox"/> A Site Area Emergency <input type="checkbox"/> A General Emergency	POSTURE CODE <input checked="" type="checkbox"/> A Communications Drill <input type="checkbox"/> Delta-One (No radiological release) <input type="checkbox"/> Delta-Two (Radiological Release) <input type="checkbox"/> Charlie-One <input type="checkbox"/> Charlie-Two <input type="checkbox"/> Bravo <input type="checkbox"/> Alpha	
5	The event was classified on: Date _____ At _____ hrs (Military Time)		
6	The event involves: <input checked="" type="checkbox"/> No release of radioactivity <input type="checkbox"/> Potential release of radioactivity <input type="checkbox"/> Ongoing release of radioactivity <input type="checkbox"/> Terminated release of radioactivity		
7	Current Site Wind: At _____ hours (Military time) wind at the site is from _____° into the _____° at _____ mph <small>(In degrees) (In degrees)</small> <input type="checkbox"/> Meteorological data is unavailable at this time.		
8	Forecast Site Wind: <input checked="" type="checkbox"/> Not applicable (Type NA) <input type="checkbox"/> The wind is expected to shift at _____ hours (Military time) and blow from the _____° into the _____° at _____ mph. <small>(In degrees) (In degrees)</small>		
9	The plant status is: <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Degrading <input type="checkbox"/> Improving <input type="checkbox"/> Unchanged since last report		
10	Access to the site: <input type="checkbox"/> Has been restricted <input checked="" type="checkbox"/> Has not been restricted		
11	The following onsite services have been requested: <input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Ambulance <input checked="" type="checkbox"/> None <input type="checkbox"/> Other		
12	A written report: <input type="checkbox"/> Will be given <input checked="" type="checkbox"/> Will not be given		
13	Additional information THIS IS A DRILL. THIS IS A TEST OF THE MILLSTONE EMERGENCY NOTIFICATION AND RESPONSE SYSTEM. NO ADDITIONAL INFORMATION IS AVAILABLE. CALL IN TO THE SYSTEM NOW. THIS IS A DRILL.		
14	Name (person filling out report)		
15	Authorization Signature (SM for release of message):	Date:	Time:
16	And is being reported on: Date/Time: _____		

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Attachment 3
SERO Minimum Staffing and On-Call Position Listing
 (Sheet 1 of 1)

Minimum Staffing	Responded	Contacted			
Positions	(✓)	Name	Time Notified	FFD	ETA
ADEOF					
ARPS					
DSEO					
EOFHP					
EOFST					
CTS					
GES					
MOR					
PITA					
MRCA					
MRDA					
NNM					
RMT3					
RMT4					
RMT5					
RMTD Driver					
RMTD Driver					
RMTD Driver					
RMTA					
RMTB					
RMTC					
RMTD					
TSCRE					
ADTS					
ELEC					
ELEC					
MECH					
MECH					
I&C TECH					
I&C TECH					
MOC					
MTSC					
TIC					
MOSC					
TSC EE					
TSC ME					

_____ of 36 responded within 30 ± 5 minutes.

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Attachment 4
SERO Full Staffing Position Listing
 (Sheet 1 of 1)

Full Staffing Positions	Responded (✓)	Full Staffing Positions	Responded (✓)
ADTS		CRDC	
AMRDA		CRDC	
		I&C OSC	
AMT/TH		I&C OSC	
AMTL		OSC MA	
AMTME		OSC MA	
ERC		TSC SM	
FTDC		TSC SM	
MET		TSC SM	
MOC			
MOS			
MOSC			
MTSC			
CBETS (PREM)			
RADCOM*			
RAE			
TA*			
TB*			
RB*			
RL*			
RICL*			
MCL*			
SEPL*			
SEPR*			
TIC			
TSC EE			
TSC ME			

_____ of 38 responded within 30 ± 5 minutes.

*RADCOM – Radiological Communicator

*TA – Technical Assistant

*TB – Technical Briefer

*RB – Radiological Briefer

*RL – Regulatory Liaison

*RICL – Rumor and Inquiry Control Liaison

*MCL – Media Center Liaison

*SEPL – State Emergency Planning Liaison

*SEPR – Station Emergency Planning Representative

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Attachment 5
Switching Telephone Lines
(Sheet 1 of 2)

NOTE

If the ENRS primary phone server is down, a communication failure has occurred. Telephone lines will need to be switched to the secondary phone server.

1. **IF** primary system is down, **PERFORM** the following:
 - 1.1 **LIFT** the dedicated ENRS handset.
 - 1.2 **PRESS** position "g" (blue button) labelled "Press for SERO Transfer."
 - 1.3 **DIAL** "2724."
 - 1.4 **WAIT** for confirmation tone (3 beeps).
2. **IF** confirmation tone is *not* heard, Go To step 1.

NOTE

The light will stay on to indicate the successful transfer of telephone lines.

3. **HANG** up handset and **OBSERVE** light on position "g" (blue button) illuminates, indicating transfer of SERO telephone lines.
4. **LIFT** the dedicated ENRS handset again.
5. **PRESS** position "i" (red button) labelled "Press for Transfer of State/Local to Back up."
6. **OBSERVE** the following:
 - 6.1 Light on position "i" (red button) will illuminate for a few seconds and then turn off.
 - 6.2 Light on position "h" (yellow button) labelled "Light "ON" State/Local on Back up" will illuminate and stay on, indicating transfer of State/Local lines.

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Attachment 5
Switching Telephone Lines
(Sheet 2 of 2)

7. HANG up handset.
8. CHECK "Both" "g" and "h" lights lit; "i" and "j" *not* lit.
9. IF either OR both lights fail to illuminate, Go To step 5.

NOTE

If the ENRS phone server is on the secondary system, green lights will be illuminated on the telephone.

10. RESTORE phone server from secondary to primary, as follows:
 - 10.1 PRESS position "g" (blue button) labelled "Press for SERO Transfer."
 - 10.2 OBSERVE light on position "g" (blue button) is *not* lit, indicating transfer of SERO lines.
11. RESTORE State/Local line to primary server, as follows:
 - 11.1 LIFT the dedicated ENRS handset.
 - 11.2 PRESS position "j" (green button) labelled "Press to Restore State/Local to Primary," and OBSERVE the following:
 - 11.2.1 Light on position "j" (green button) labelled "Press to Restore State/Local to Primary," is lit.

NOTE

Lights on position "h" and position "j" will go out after illumination.

- 11.2.2 Light on position "h" (yellow button) labelled "Light "ON" State/Local on Back up," is *not* lit.
- 11.2.3 Light on position "j" (green button) labelled "Press to Restore State/Local to Primary," is *not* lit.
- 11.2.4 CHECK all lights OFF ("g," "h," "i," "j")
- 11.2.5 HANG UP handset.

③

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Attachment 6
Scenario Chart
(Sheet 1 of 1)

Scenario Name	Who is Paged	Who is Faxed	Who is called (automatic)	Who Should Call-In
Daily Radiopager Test – Unit 2	Unit 2 Control Room pager only	Unit 2 Control Room	Unit 2 Control Room	Shift Technician
Daily Radiopager Test – Unit 3	Unit 3 Control Room pager only	Unit 3 Control Room	Unit 3 Control Room	Shift Technician
ENRS Weekly Op. Test – S&L Officials	State & Local Officials (all)	No One	No One	No One
ENRS Monthly Op. Test – S&L Officials	State & Local Officials (all)	SERO State & Local Officials (all)	New London, Ledyard	14 required S & L Officials
SERO Monthly Communications Test	SERO	No One	SERO	SERO (all)
SERO Activated – Send Add'l Messages	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	New London, Ledyard SERO	14 required S & L Officials
Echo, Fox, Golf	NNM Waterford Dispatch State DEP State OEM	Waterford Dispatch State DEP State OEM Unit 2 & 3 Control Rooms Other State & Local Agencies (courtesy call)	NNM	NNM Waterford Dispatch State DEP
Unusual Event	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	NNM, MRDA, PITA Unit 2, & 3 ADTS New London, Ledyard	14 required S & L Officials NNM, MRDA, PITA Unit 2, & 3 ADTS
Alert	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	New London, Ledyard SERO	14 required S & L Officials SERO (all)
Site Area Emergency	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	New London, Ledyard SERO	14 required S & L Officials SERO (all)
General Emergency	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	New London, Ledyard SERO	14 required S & L Officials SERO (all)

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08/20/02
Approval Date

09/03/02
Effective Date

Procedure Action Request

Document No.: C OP 608	Writer: Kathy Burgess	Rev. No. 003	Minor Rev. 03
Title: Communications - Radiopaging and ENRS Daily and Weekly Operability Tests			
For New Documents Document is QA <input type="checkbox"/> DH Title:			
<input type="checkbox"/> Revision	<input type="checkbox"/> Minor Revision	<input type="checkbox"/> Cleanup Revision	<input type="checkbox"/> Biennial Review
<input type="checkbox"/> Cancel	<input type="checkbox"/> Void (Do Not Use)	<input type="checkbox"/> Expire	<input type="checkbox"/> Superseded By:
Comments: CR-02-11198		<input checked="" type="checkbox"/> Administrative Correction FLS: <i>Patricia Hickey</i>	

Reviews	Print	Sign	Date	Department
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
Environmental Screen	<input type="checkbox"/>			
Licensing Basis (50.59 Screen Req. <input type="checkbox"/> Yes <input type="checkbox"/> No)	<input type="checkbox"/>			
Tech Independent	<input type="checkbox"/>			

Validation (minimum of two)	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Field - Use MP-05-DC-SAP01-004	<input type="checkbox"/> Simulated Performance - Use MP-05-DC-SAP01-004	<input type="checkbox"/> Table Top and Walk-through	<input type="checkbox"/> Comparison
	Print	Sign	Date	Dept	
Coordinator					
Member					

Training: ☒ None ☐ Nuclear Training ☐ Briefing ☐ Familiarization

<input type="checkbox"/> SQR Review and Approval Approval <input type="checkbox"/> Disapproval <input type="checkbox"/> (1) SQR Sign/Date (2) Department Head Approval Sign	<input type="checkbox"/> SORC Review and Approval (1) Department Head Sign/Date (2) SORC Meeting Number (3) SORC Approval Sign	<input type="checkbox"/> Department Head Review and Approval (1) Department Head Approval Sign
--	---	---

Approval Date: 11/22/02

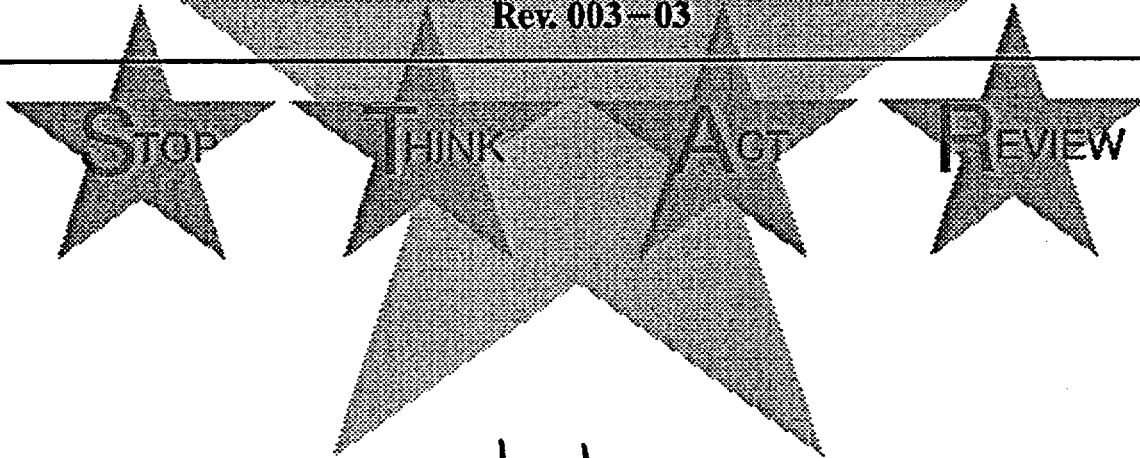
Effective Date: 1/7/03

**MILLSTONE POWER STATION
COMMON OPERATING PROCEDURE**



**Communications – Radiopaging and ENRS
Daily and Weekly Operability Tests**

C OP 608
Rev. 003-03



Approval Date: 11/22/02

Effective Date: 1/7/03

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**Millstone All Units
Common Operating Procedure**

**Communications – Radiopaging and ENRS Daily and Weekly Operability
Tests**

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1. PURPOSE

1.1 Objective

This procedure provides instructions for performing the following tests to determine the operability of the Emergency Notification and Response System (ENRS) and radiopager systems:

- Daily test of the ENRS radiopaging system
- Weekly test of the ENRS radiopaging system

It also provides a practice test for qualified Shift Technicians.

①

Performance of this procedure ensures these ENRS components are **OPERABLE** and can satisfy the requirements of 10CFR50 Appendix E.

1.2 Discussion

ENRS components are tested to ensure operational readiness to notify State and Local Officials within the EPZ as well as SERO personnel in the event of an actual emergency.

1.3 Applicability

This procedure is applicable in all modes.

1.4 Frequency

- 1.4.1 Practice tests shall be performed by each qualified Shift Technician on shift (day shift and night shift) from the Unit 3 control room (e.g., if you are on day shift on Monday, Tuesday, and Wednesday, you would perform a practice test on each of those days during your shift).
- 1.4.2 Performance of the monthly radiopager test, drill messages, or real events on the scheduled test day satisfies the requirements for the daily tests (if they occur between 0800–1600).
- 1.4.3 Performance of the weekly radiopager test (State and Local Officials) satisfies the requirements of the daily test.
- 1.4.4 Weekly testing, performed on the 2nd and 4th Wednesday of the month, shall be performed using the “RapidReach Back-up” system.

①

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1.4.5 The ENRS daily radiopager test schedule is as follows:

Daily Test		
Purpose: Activates control room console pager only		
Day	Unit	Time
Monday	3	between 0800 and 1600
Tuesday	2	between 0800 and 1600
Wednesday	3	between 0800 and 1600
Thursday	2	between 0800 and 1600
Friday	3	between 0800 and 1600
Saturday	2	between 0800 and 1600

1.4.6 The ENRS weekly test schedule is as follows:

Weekly Test			
Purpose: Activates State and Local Official's pager and CR pager			
Day	Unit	Time	Notes
1st Wed Month	3	1000	Satisfied by monthly test if performed on Wednesday
2nd Wed Month	2	1000	Performed using RapidReach Backup system
3rd Wed Month	3	1000	N/A
4th Wed Month	2	1000	Performed using RapidReach Backup system
5th Wed. Month	3	1000	If applicable

1.4.7 The ENRS weekly test by Security is as follows:

Weekly Test by Security			
Purpose: Test the ability of Security to act as a back-up to the control room staff in an emergency.			
Day	Location	Time	Notes
Every Tuesday	SAS	Approx. 0900	Activates SERO radiopagers and turnover of SERO duties to appropriate on-call team

1.4.8 All actions are at the applicable operator terminal unless otherwise indicated.

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1.4.9 The ENRS practice test activates the control room console pager only, calls the control room ENRS phone, and is performed from Unit 3. If an actual event occurs, ENRS initiation will satisfy the practice test requirement. The practice test does *not* replace the daily operability test.

①

1.4.10 If an emergency planning drill is being conducted on a Wednesday and State and Local Officials are participating, drill initiation via radiopager will satisfy the weekly requirement.

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2. PREREQUISITES

2.1 General

- 2.1.1 Personnel performing this procedure are familiar with equipment operation.
- 2.1.2 Attachments are maintained at the Unit 3 Shift Technician's work station.

2.2 Documents

- 2.2.1 MP-26-EPA-REF08B, "Millstone Emergency Plan Resource Book" | ①
- 2.2.2 MP-16-CAP-SAP01, "Condition Report Initiation"
- 2.2.3 WC 1, "Work Control"
- 2.2.4 MP-17-NDM-SAP01, "Turnover and Retrieval of Nuclear Plant Records" | ②

2.3 Definitions

- 2.3.1 EPD – Emergency Preparedness Department | ①
- 2.3.2 MAXIMIZE – To restore
- 2.3.3 "RapidReach Overview" screen – Allows visual observation of past or present callout status.
- 2.3.4 "EasyView" screen – Provides a graphical presentation of the status of the current callout.

3. PRECAUTIONS

- 3.1 Failure to select the correct scenario may result in unwarranted activation or the release of misinformation.**
- 3.2 The affected unit control room has been notified prior to performing the test on the ENRS terminal.**
- 3.3 Unit 3 SM or US has authorized testing for the entire month by signing and dating Attachment 1 or Attachment 2, as applicable.**
- 3.4 An actual event takes precedence over testing. The weekly test shall be postponed until after the release or termination of the real event.**
- 3.5 No system maintenance or activities are to be performed concurrent with testing performed by this procedure.**
- 3.6 ENRS phone server is on-line (no red lights observed)**
- 3.7 If using "RapidReach Primary," "EasyView Primary" must also be used and vice versa.**
- 3.8 If at any time, a system error occurs or communication is lost with the primary server, and a call-out has started, the red traffic light in "EasyView" should be selected to stop the call-out.**



4. INSTRUCTIONS

4.1 Procedure Entry Point Determination

4.1.1 IF performing ENRS daily test, Go To Section 4.2.

4.1.2 IF performing ENRS weekly test, Go To Section 4.3.

4.1.3 IF performing ENRS shiftly practice test, Go To Section 4.4.

|①

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4.2 ENRS Daily Radiopager Operability Test – Control Room Pager Only

02

NOTE

1. If any of the following is experienced, the ENRS should be immediately assessed for operability or function with respect to 10CFR50.72 criteria:
 - A system error occurs
 - Communication is lost with the primary server
2. It is the intent of the station that appropriate personnel are immediately called in to assess the operability or function of the ENRS and are available to assist the Shift Technician with preparations should notification of a communications failure be required using an alternate means.
3. If the Shift Technician is unable to easily perform a routine test from the applicable control room on the scheduled day, due to concurrent control room activities, the test may be performed from an alternate location with Emergency Preparedness concurrence.

1

4.2.1 IF performing the Monday (Unit 3) OR Tuesday (Unit 2) test, SHUTDOWN ENRS Computer and SELECT “Restart” option.

02

4.2.2 IF at any time, one of the following occurs, AND a call-out has started, SELECT the red traffic light in “EasyView” to stop the call-out and Refer To Section 4.5, “Troubleshooting the ENRS.”

- A system error occurs
- Communication is lost with the primary server

4.2.3 OPEN “RapidReach Primary” folder and “RapidReach” icon.

4.2.4 At “RapidReach Login” screen, SELECT user ID and ENTER password.

4.2.5 OPEN “EasyView” icon.

4.2.6 At “EasyView Login” screen, SELECT user ID and ENTER password.

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NOTE

Attachment 4, "Scenario Chart," is provided as guidance for selecting the appropriate scenario.

- 4.2.7 SELECT appropriate control room MP(2 or 3) ("Daily Radiopager Test") scenario.
- 4.2.8 SELECT "lighting bolt" icon.
- 4.2.9 SELECT "Set Common Message."
- 4.2.10 At "Root" tree, SELECT "Test Call-Outs" folder, and "Radiopager Daily Test."



CAUTION



The scenario and message must be read and verified prior to selecting the start button.

- 4.2.11 STOP and VERIFY scenario and message are accurate.
- 4.2.12 At "Start of Scenario" screen, SELECT "Start."
- 4.2.13 MONITOR "RapidReach Overview" screen to verify page sent to control room console pager.
- 4.2.14 ACKNOWLEDGE page by calling into ENRS using designated call-in number.
- 4.2.15 MONITOR "RapidReach Overview" screen to verify position has been accepted.
- 4.2.16 VERIFY ENRS calls control room ENRS phone and accepts response.
- 4.2.17 At "EasyView " screen, SELECT red traffic light to deactivate call-out.

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4.2.18 VERIFY the following:

- Fax is received in respective control room
- Control room ENRS phone is called by the ENRS and accepts responses

4.2.19 CLOSE “RapidReach” and “EasyView.”

4.2.20 Refer To and COMPLETE Attachment 1.

4.2.21 Go To Section 4.6 and PERFORM steps for acceptance criteria and reporting.

– End of Section 4.2 –

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4.3 ENRS Weekly Operability Test – State and Local Officials

NOTE

1. If any of the following is experienced, the ENRS should be immediately assessed for operability or function with respect to 10CFR50.72 criteria:
 - A system error occurs
 - Communication is lost with the primary server
2. It is the intent of the station that appropriate personnel are immediately called in to assess the operability or function of the ENRS and are available to assist the Shift Technician with preparations should notification of a communications failure be required using an alternate means.
3. If the Shift Technician is unable to easily perform a routine test from the applicable control room on the scheduled day, due to concurrent control room activities, the test may be performed from an alternate location with Emergency Preparedness concurrence.

①

4.3.1 IF at any time, one of the following occurs, AND a call-out has started, SELECT the red traffic light in “EasyView” to stop the call-out and Refer To Section 4.5, “Troubleshooting the ENRS:”

- A system error occurs
- Communication is lost with the primary server

4.3.2 IF the 2nd or 4th Wednesday of the month, PERFORM the following:

- Refer To Attachment 5 and TRANSFER telephone lines.
- PERFORM test using “RapidReach Backup” and “EasyView Backup.”

4.3.3 OPEN “RapidReach Primary” or “RapidReach Backup” folder, as applicable, and “RapidReach” icon.

4.3.4 At “RapidReach Login” screen, SELECT user ID and ENTER password.

4.3.5 OPEN “EasyView” icon.

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4.3.6 At "EasyView Login" screen, **SELECT** user ID and **ENTER** password.

4.3.7 **ENTER** IRF data, as follows:

- a. **OPEN** "IRF" form.
- b. Refer To Attachment 3 and **ENTER** event information into IRF template including, "This is a drill."
- c. **PRINT** IRF and **VERIFY** information is correct.

4.3.8 **TRANSMIT** weekly radiopager test message, as follows:

- a. At "Root" tree, **SELECT** "Test Call-Outs" folder, and "Weekly Pager Test - No Response Required."
- b. **LISTEN** to the "Alpha Pager Message" and **VERIFY** information is correct.
- c. **MAXIMIZE** "EasyView" screen and **SELECT** "ENRS Weekly Op. Test - S&L Officials" scenario.
- d. **SELECT** "lightning bolt" icon.
- e. **SELECT** "Set Common Message."
- f. At "Root" tree, **SELECT** "Test Call-Outs" folder, and "Weekly Pager Test - No Response Required."



CAUTION



The scenario and message must be read and verified before selecting the | ① start button.

- g. **STOP** and **VERIFY** scenario and message are accurate.
- h. At "Start of Scenario" screen, **SELECT** "Start."

4.3.9 **RECORD** IRF data, as follows:

- a. **MAXIMIZE** "RapidReach" screen.
- b. **SELECT** "microphone" icon ("Show Message Window").

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- c. At "Root" tree, SELECT "Informational Message."
- d. At "Audio Message" screen, SELECT "microphone" icon.
- e. RECORD entire IRF.
- f. VERIFY recorded information is satisfactory.

4.3.10 VERIFY radiopager sent, as follows:

- a. MONITOR "RapidReach Overview" screen to verify page sent to control room console pager.
- b. ACKNOWLEDGE page by calling into ENRS using designated call-in number.
- c. MONITOR "RapidReach Overview" screen to verify position has been accepted.
- d. VERIFY fax is received in respective control room.
- e. At "EasyView " screen, SELECT the red traffic light to deactivate call-out.

4.3.11 RESTORE general default, as follows:

- a. OPEN "Rapid Reach."
- b. SELECT "microphone" icon ("Show Message Window").
- c. At "Root" tree, SELECT "Informational Message."
- d. At "Audio Message" screen, SELECT "microphone" icon.
- e. RECORD the following:

"THERE IS NO INFORMATION PRESENTLY
AVAILABLE FOR MILLSTONE STATION."
- f. VERIFY recorded information is satisfactory and SELECT "OK."

g. CLOSE the following:

- 1) "RapidReach"
- 2) "EasyView"
- 3) "IRF" word document

h. Refer To and COMPLETE Attachment 2.

4.3.12 IF the 2nd or 4th Wednesday of the month,
Refer To Attachment 5 and RESTORE telephone lines
to Primary.

4.3.13 Go To Section 4.6 and PERFORM steps for acceptance criteria
and reporting.

02

– End of Section 4.3 –

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4.4 Shift Technician ENRS Practice Test

NOTE

1. If any of the following is experienced, the ENRS should be immediately assessed for operability or function with respect to 10CFR50.72 criteria:
 - A system error occurs
 - Communication is lost with the primary server
2. It is the intent of the station that appropriate personnel are immediately called in to assess the operability or function of the ENRS and are available to assist the Shift Technician with preparations should notification of a communications failure be required using an alternate means.
3. If the Shift Technician is unable to easily perform a practice test from the Unit 3 control room on the scheduled day due to concurrent control room activities, the test may be performed from an alternate location with Emergency Preparedness concurrence.
4. If the Shift Technician is on vacation, the test shall be performed as early as possible upon return to work.

4.4.1 **IF** at any time, one of the following occurs, **AND** a call-out has started, **SELECT** the red traffic light in "EasyView" to stop the call-out:

- A system error occurs
- Communication is lost with the primary server

4.4.2 **IF** the call-out was stopped in step 4.4.1, **PERFORM** the following:

- a. Refer To WC 1, "Work Control Process," or MP-16-CAP-SAP01, "Condition Report Initiation," and SUBMIT CR.

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- b. IF hardware or software related problem, Refer To MP-26-EPA-REF08B, "Millstone Emergency Plan Resource Book," and PERFORM the following:
- REQUEST Information Technology repair system.
 - NOTIFY EPD of system status.
 - TERMINATE the ENRS practice test until problems have been resolved.

4.4.3 OPEN "RapidReach Primary" or "RapidReach Backup" folder, as applicable, and "RapidReach" icon.

4.4.4 At "RapidReach Login" screen, SELECT user ID and ENTER password.

4.4.5 OPEN "EasyView" icon.

4.4.6 At "EasyView Login" screen, SELECT user ID and ENTER password.

4.4.7 ENTER IRF data, as follows:

- a. OPEN "IRF" form.
- b. Refer To Attachment 3 and ENTER event information into IRF template including, "This is a drill."
- c. PRINT IRF and VERIFY information is correct.

4.4.8 SAVE IRF as follows:

- a. SELECT "File" and "Print."

NOTE

Saving the IRF form to "Print-2-Image" attaches the fax to the radiopager message.

- b. SELECT "Print-2-Image."
- c. At the "Selection Configuration" box, SELECT appropriate setup.

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- d. At the "Select Message to Fax" screen, SELECT "Root" tree.
- e. At the "Root" tree, SELECT "Test Call-Outs" folder and "Weekly Pager Test-No Response Required."
- f. MAXIMIZE "RapidReach" screen.
- g. SELECT "microphone" icon ("Show Message Window").

4.4.9 TRANSMIT radiopager practice test message, as follows:

- a. At "Root" tree, SELECT "Test Call-Outs" folder, and "Weekly Pager Test - No Response Required."
- b. LISTEN to the "Alpha Pager Message" and VERIFY information is correct.



CAUTION



It is important that the scenario chosen for the practice test *does not* page State and Local Officials. The "Radiopager Daily Test" scenario shall be used.

- c. MAXIMIZE "EasyView" screen and SELECT "Daily Radiopager Test - Unit 3" scenario.
- d. SELECT "lightning bolt" icon.
- e. SELECT "Set Common Message."

02

1

NOTE

For purposes of the practice test, the "Weekly Pager Test-No Response Required" callout is used.

- f. At "Root" tree, SELECT "Test Call-Outs" folder, and "Weekly Pager Test - No Response Required."

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CAUTION



The scenario and message must be read and verified before selecting the start button.

g. STOP and VERIFY scenario and message are accurate.

h. At "Start of Scenario" screen, SELECT "Start."

4.4.10 RECORD IRF data, as follows:

a. MAXIMIZE "RapidReach" screen.

b. SELECT "microphone" icon ("Show Message Window").

c. At "Root" tree, SELECT "Informational Message."

d. At "Audio Message" screen, SELECT "microphone" icon.

e. RECORD entire IRF.

f. VERIFY recorded information is satisfactory and SELECT "OK."

4.4.11 VERIFY radiopager sent, as follows:

a. MONITOR "RapidReach Overview" screen to verify control room console page has been sent.

b. VERIFY that the control room console pager activates.

c. ACKNOWLEDGE page by calling into ENRS using designated call-in number.

d. VERIFY ENRS calls control room ENRS phone and accepts response.

e. MONITOR "RapidReach Overview" screen to verify position has been accepted.

f. VERIFY fax is received in respective control room and control room ENRS phone is called by the ENRS.

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- g. At "EasyView " screen, SELECT the red traffic light to deactivate call-out.

4.4.12 RESTORE general default, as follows:

- a. OPEN "Rapid Reach."
- b. SELECT "microphone" icon ("Show Message Window").
- c. At "Root" tree, SELECT "Informational Message."
- d. At "Audio Message" screen, SELECT "microphone" icon.
- e. RECORD the following:

**"THERE IS NO INFORMATION PRESENTLY
AVAILABLE FOR MILLSTONE STATION."**

- f. VERIFY recorded information is satisfactory and SELECT "OK."
- g. From "Root" tree, SELECT "Test Call-Outs" folder and "Weekly Pager Test-No Response Required."
- h. SELECT red minus button in fax box on lower right of screen.
- i. SELECT "Yes" to delete, and OBSERVE "Same as alpha pager" in fax message box.
- j. CLOSE the following:
 - 1) "RapidReach"
 - 2) "EasyView"
 - 3) "IRF" word document
- k. Refer To and COMPLETE Attachment 6.
- l. Once every month, after all Shift Technicians have completed the ENRS practice test, SEND ENRS practice test log sheet to EPD Onsite Supervisor.

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- End of Section 4.4 -

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4.5 Troubleshooting the ENRS

4.5.1 IF ENRS fails in either the primary or backup, **PERFORM** the following:

- Refer to Attachment 5 and TRANSFER telephone lines
- **PERFORM** test using the opposite server.

4.5.2 IF performing the weekly test and the primary and backup systems fail, **REQUEST** Security (SAS) (Ext. 4851) send the following message to State and Local Officials using the NUWAPS terminal:

①

“THIS IS THE MP WEEKLY PAGER TEST. NO RESPONSE REQUIRED.”

4.5.3 WHEN the ENRS has been repaired, **RESTORE** telephone lines to the primary system, as necessary.

– End of Section 4.5 –



4.6 Acceptance Criteria and Reporting

4.6.1 **IF** acceptance criteria listed on Attachment 1 or Attachment 2 are *not* met, **PERFORM** the following:

a. **NOTIFY** affected unit SM or US of system problem and **PERFORM** the following, as applicable.

- Refer To WC 1 or MP-16-CAP-SAP01, "Condition Report Initiation," and SUBMIT CR, as applicable.

- **IF** hardware or software related problem, Refer To MP-26-EPA-REF08B, "Millstone Emergency Plan Resource Book," and **PERFORM** the following: | ①

- **REQUEST** Information Technology repair system.

- **NOTIFY** EPD of system status. | ①

- **IF** telephone line problems are detected or reported, Refer To MP-26-EPA-REF08B, "Millstone Emergency Plan Resource Book," and **NOTIFY** Telecommunications personnel. | ①

4.6.2 At the end of each month, **SEND** copy of the surveillances to EPD. | ①

4.6.3 Refer To MP-17-NDM-SAP01, "Turnover and Retrieval of Nuclear Plant Records," and **SEND** original packages to Nuclear Document Services. | ②

— End of Section 4.6 —

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5. REVIEW AND SIGNOFF

5.1 The review and signoff for this procedure is contained in the following:

- Attachment 1, "ENRS Daily Radiopager Operability Test"
- Attachment 2, "ENRS Weekly Operability Test"

6. REFERENCES

6.1 Developmental Documents

- 6.1.1 10CFR50, Appendix E, "Emergency Planning and Preparedness for Production and Utilization Facilities"
- 6.1.2 EPAP 1.15, "Management Program for Maintaining Emergency Preparedness"

6.2 Supporting Documents

- 6.2.1 MP-26-EPA-REF08B, "Millstone Emergency Plan Resource Book" | ①
- 6.2.2 MP-17-NDM-SAP01, "Turnover and Retrieval of Nuclear Plant Records" | ②
- 6.2.3 MP-16-CAP-SAP01, "Condition Report Initiation"
- 6.2.4 WC 1, "Work Control"

7. SUMMARY OF CHANGES

Rev 003-03

- 7.1 Administrative. Updated MPI title to Public Information Technical Advisor (PITA).

Rev 003-02

- 7.2 Added step at the beginning of Section 4.2 to perform a weekly re-boot of the ENRS computers for Unit 2 and Unit 3 (Ref 02003907-02).
- 7.3 Added step at end of Section 4.3 to restore telephones lines if test was performed on 2nd or 4th Wednesday. Tests on these days are performed using the backup line and the system needs to be restored to the primary (Ref AR 02005593-02).

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- 7.4 Updated NDM 1 to MP-17-NDM-SAP01 which has superseded it.
- 7.5 Retitled Daily Test Section to reflect that Control Room pager and not Shift Technician pager is activated.

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- 7.6 Added new objective in step 1.1 for the Shift Technician to perform a practice test of the ENRS.
- 7.7 Added step 1.4.1 and 1.4.9 to establish a frequency for performing the test from Unit 3. Only the control room console pager will be activated.
- 7.8 Updated document designators and definitions in steps 2.2.1 and 2.3.
- 7.9 Added new Section 4.4, "Shift Technician ENRS Practice Test – Shift Technician Pager Only."
- 7.10 Reordered steps 4.3.8 and 4.3.9.
- 7.11 Modified procedure designators in step 4.6.1.
- 7.12 Developed Attachment 6, "ENRS Practice Test," for logging purposes.
- 7.13 Changed "Emergency Planning" to "Emergency Preparedness" throughout this procedure.
- 7.14 Minor editorial changes throughout.

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- 7.15 Revision bars were not used due to a major revision to reformat the procedure.
- 7.16 Reformatted procedure, as follows:
- Created new Section 4.4. "Troubleshooting the ENRS System," using conditional steps from procedure to streamline actions for activating and operating the ENRS.
 - Moved informational notes to the discussion to focus on steps for operating ENRS.
 - Added new Attachment 4, "Scenario Chart."



7.17 Added the following to the procedure's frequency section:

- **Performance of the monthly radiopager test, drill messages, or real events on the scheduled test day satisfies requirements for the weekly and daily tests (if they occur between 0800–1600).**
- **Performance of the weekly radiopager test (State and Local Officials) satisfies requirements of the daily test.**
- **Weekly tests performed on the 4th Wednesday of the month shall be performed using the "RapidReach Backup" system.**

7.18 Added step 3.5 to the Precautions Section to clarify that no system maintenance or activities are to be performed concurrent with testing performed by this procedure.

7.19 Added notes prior to steps 4.2.1 and 4.3.1 to clarify the following:

- **The ENRS should be immediately assessed for operability or function with respect to 10CFR50.72 criteria if a system error occurs or communication is lost with the primary server.**
- **Appropriate personnel are immediately called in to assess the operability or function of the ENRS and are available to assist the Shift Technician with preparations should notification of a communications failure be required using an alternate means.**
- **The test may be performed from an alternate location with Emergency Planning concurrence if the Shift Technician is unable to easily perform a routine test from the applicable control room on the scheduled day, due to concurrent control room activities.**

7.20 Added step 4.2.1 and 4.3.1 to select the red traffic light to stop the call-out if a system error occurs or communications is lost with the primary server and a call-out has started.

7.21 Added caution notes to steps 4.2.10 and 4.3.9.g to read and verify the scenario and message for accuracy prior to selecting the "start" button.

7.22 Added steps 4.2.10, and 4.3.9.g to stop and verify the scenario message for accuracy.



Attachment 1

ENRS Daily Radiopager Operability Test

(Sheet 1 of 2)

Generic Information

Form Title ENRS Daily Radiopager Operability Test		Rev. No. 003-03
Reference Procedure C-OP 608	Applicable Tech. Spec. N/A	Frequency D
<p>This form is being used for the following:</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Tech Spec Surveillance <input type="checkbox"/> Maintenance Restoration (Retest) </div> <div> <input type="checkbox"/> System Alignment <input checked="" type="checkbox"/> Non-Tech Spec Surveillance (PM) </div> <div> <input type="checkbox"/> Other _____ _____ _____ </div> </div>		

Specific Information

Schedule Date	Applicable Mode ALL		Partial Surveillance <input type="checkbox"/>
Test Authorized By (SM or US)	Date		
Prerequisites Completed (Initials)	Precautions Noted (Initials)		
Performed By		Date	
Accepted By (SM)		Date	
Approved By (Department Head or Designee)		Date	Acceptance Criteria Satisfied <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments			
Surveillance Information			
Test Equipment Type	QA Number	Calibration Due Date	
N/A	N/A	N/A	
<p>Comments</p> <p>The ENRS radiopager is tested daily between 0800 and 1600 hours.</p> <p>The Shift Technician performs this test from Unit 2 terminal on Tuesday, Thursday and Saturday and from Unit 3 terminal on Monday, Wednesday, and Friday. There is no daily test on Sunday.</p> <p>Send copy to EPD _____</p> <p style="text-align: center;">Initials</p>			

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LOG SHEET

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Attachment 2
ENRS Weekly Operability Test
(Sheet 1 of 2)

General Information

Form Title ENRS Weekly Operability Test		Rev. No. 003-03
Reference Procedure C-OP 608	Applicable Tech. Spec. N/A	Frequency W
<p>This form is being used for the following:</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Tech Spec Surveillance <input type="checkbox"/> Maintenance Restoration (Retest) </div> <div> <input type="checkbox"/> System Alignment <input checked="" type="checkbox"/> Non-Tech Spec Surveillance (PM) </div> <div> <input type="checkbox"/> Other _____ _____ _____ </div> </div>		

Specific Information

Schedule Date	Applicable Mode ALL	Partial Surveillance <input type="checkbox"/>
Test Authorized By (SM or US)	Date	
Prerequisites Completed (Initials)	Precautions Noted (Initials)	
Performed By		
Accepted By (SM)		Date
Approved By (Department Head or Designee)	Date	Acceptance Criteria Satisfied <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments		

Surveillance Information

Test Equipment Type	QA Number	Calibration Due Date
N/A	N/A	N/A

Comments:

The ENRS is tested weekly on Wednesday at 1000. The Shift Technician performs this test from Unit 3 on the 1st and 3rd Wednesday of each month, and from Unit 2(using "EasyView" and "RapidReach Backup") on the 2nd and 4th Wednesday of the month.

Send copy to EPD _____
Initials

①

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Attachment 3

Drill Announcement Message for IRF Template

(Sheet 1 of 1)

- Please Check Appropriate Boxes -			
1	IRF#		
2	This report concerns an incident at: <input checked="" type="checkbox"/> Millstone Site <input type="checkbox"/> Millstone Unit 1 <input type="checkbox"/> Millstone Unit 2 <input type="checkbox"/> Millstone Unit 3		
3	This is: <input type="checkbox"/> NOT a Drill <input checked="" type="checkbox"/> A Drill - Report <input type="checkbox"/> A Utility Drill - Report <input type="checkbox"/> A Drill - Not Report <input type="checkbox"/> A Utility Drill - Not Report <input checked="" type="checkbox"/> Not Update <input type="checkbox"/> An Update		
4	INCIDENT CLASS This is: <input checked="" type="checkbox"/> A Communications Drill <input type="checkbox"/> A Radioactive Materials Incident <input type="checkbox"/> A General Interest Event <input type="checkbox"/> An Unusual Event <input type="checkbox"/> An Alert <input type="checkbox"/> A Site Area Emergency <input type="checkbox"/> A General Emergency	POSTURE CODE <input checked="" type="checkbox"/> A Communications Drill <input type="checkbox"/> Golf <input type="checkbox"/> Fox <input type="checkbox"/> Echo <input type="checkbox"/> Delta-One (No radiological release) <input type="checkbox"/> Delta-Two (Radiological Release) <input type="checkbox"/> Charlie-One <input type="checkbox"/> Charlie-Two <input type="checkbox"/> Bravo <input type="checkbox"/> Alpha	
5	The event was classified on: Date _____ At _____ hrs (Military Time)		
6	The event involves: <input checked="" type="checkbox"/> No release of radioactivity <input type="checkbox"/> Potential release of radioactivity <input type="checkbox"/> Ongoing release of radioactivity <input type="checkbox"/> Terminated release of radioactivity		
7	Current Site Wind: At _____ hours (Military time) wind at the site is from _____° into the _____° at _____ mph (#n degrees) (#n degrees) <input checked="" type="checkbox"/> Meteorological data is unavailable at this time.		
8	Forecast Site Wind: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> The wind is expected to shift at _____ hours (Military time) and blow from the _____° into the _____° at _____ mph. (#n degrees) (#n degrees)		
9	The plant status is: <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Degrading <input type="checkbox"/> Improving <input type="checkbox"/> Unchanged since last report		
10	Access to the site: <input type="checkbox"/> Has been restricted <input checked="" type="checkbox"/> Has not been restricted		
11	The following onsite services have been requested: <input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Ambulance <input checked="" type="checkbox"/> None <input type="checkbox"/> Other		
12	A further report: <input type="checkbox"/> Will be given <input checked="" type="checkbox"/> Will not be given		
13	Additional information: THIS IS A DRILL. THIS IS A TEST OF THE MILLSTONE EMERGENCY NOTIFICATION AND RESPONSE SYSTEM. THIS IS A DRILL.		
14	Name (person giving out report):		
15	Authorization Signature (SM for release of message):	Date:	Time:
16	And is being reported on: _____ (Use Military time) Date/Time: _____		

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Attachment 4
Scenario Chart
 (Sheet 1 of 1)

Scenario Name	Who is Paged	Who is Faxed	Who is called (automatic)	Who Should Call-In
Daily Radiopager Test – Unit 2	Unit 2 Control Room pager only	Unit 2 Control Room	Unit 2 Control Room	Shift Technician
Daily Radiopager Test – Unit 3	Unit 3 Control Room pager only	Unit 3 Control Room	Unit 3 Control Room	Shift Technician
ENRS Weekly Op. Test – S&L Officials	State & Local Officials (all)	No One	No One	No One
ENRS Monthly Op. Test – S&L Officials	State & Local Officials (all)	SERO State & Local Officials (all)	New London, Ledyard	14 required S & L Officials
SERO Monthly Communications Test	SERO	No One	SERO (after 15 minutes)	SERO (all)
SERO Activated – Send Add'l Messages	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	New London, Ledyard SERO (after 15 minutes)	14 required S & L Officials
Echo, Fox, Golf	NNM Waterford Dispatch State DEP State OEM	Waterford Dispatch State DEP State OEM Unit 2 & 3 Control Rooms Other State & Local Agencies (courtesy call)	NNM	NNM Waterford Dispatch State DEP
Unusual Event	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	NNM, MRDA, PITA Unit 1, 2, & 3 ADTS New London, Ledyard	14 required S & L Officials NNM, MRDA, PITA Unit 1, 2, & 3 ADTS
Alert	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	New London, Ledyard SERO (after 15 minutes)	14 required S & L Officials SERO (all)
Site Area Emergency	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	New London, Ledyard SERO (after 15 minutes)	14 required S & L Officials SERO (all)
General Emergency	SERO State & Local Officials (all)	State & Local Officials (all) Unit 2 & 3 Control Rooms	New London, Ledyard SERO (after 15 minutes)	14 required S & L Officials SERO (all)

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Attachment 5
Switching Telephone Lines
(Sheet 1 of 2)

NOTE

If the ENRS primary phone server is down, a communication failure has occurred. Telephone lines will need to be switched to the secondary phone server.

1. **IF** primary system is down, **PERFORM** the following:
 - 1.1 **LIFT** the dedicated ENRS handset.
 - 1.2 **PRESS** position "g" (blue button) labelled "Press for SERO Transfer."
 - 1.3 **DIAL** "2724."
 - 1.4 **WAIT** for confirmation tone (3 beeps).
2. **IF** confirmation tone is *not* heard, Go To step 1.

NOTE

The light will stay on to indicate the successful transfer of telephone lines.

3. **HANG** up handset and **OBSERVE** light on position "g" (blue button) illuminates, indicating transfer of SERO telephone lines.
4. **LIFT** the dedicated ENRS handset again.
5. **PRESS** position "i" (red button) labelled "Press for Transfer of State/Local to Back up."
6. **OBSERVE** the following:
 - 6.1 Light on position "i" (red button) will illuminate for a few seconds and then turn off.
 - 6.2 Light on position "h" (yellow button) labelled "Light "ON" State/Local on Back up" will illuminate and stay on, indicating transfer of State/Local lines.
7. **HANG** up handset.
8. **IF** either OR both lights fail to illuminate, Go To step 5.

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Attachment 5
Switching Telephone Lines
(Sheet 2 of 2)

NOTE

If the ENRS phone server is on the secondary system, green lights will be illuminated on the telephone.

9. RESTORE phone server from secondary to primary, as follows:

- 9.1 PRESS** position “g” (blue button) labelled “Press for SERO Transfer.”
- 9.2 OBSERVE** light on position “g” (blue button) is *not* lit, indicating transfer of SERO lines.

10. RESTORE State/Local line to primary server, as follows:

- 10.1 LIFT** the dedicated ENRS handset.
- 10.2 PRESS** position “j” (green button) labelled “Press to Restore State/Local to Primary,” and **OBSERVE** the following:
 - 10.2.1 Light** on position “j” (green button) labelled “Press to Restore State/Local to Primary,” is lit.

NOTE

Lights on position “h” and position “j” will go out after illumination.

- 10.2.2 Light** on position “h” (yellow button) labelled “Light “ON” State/Local on Back up,” is *not* lit.
- 10.2.3 Light** on position “j” (green button) labelled “Press to Restore State/Local to Primary,” is *not* lit.
- 10.3 HANG UP** the dedicated ENRS handset.

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MONTH*:

Note: Test is “Sat” if the following occur:

- Acceptance Criteria**
(See note)

***Every month, after all Shift Technicians have completed the ENRS practice tests, SEND this attachment to the On-Site Supervisor, EPD.**



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