

MANUAL HARD COPY DISTRIBUTION

DOCUMENT TRANSMITTAL 2003-692

USER INFORMATION:

[REDACTED] EMPL#:23244 CA#: 0363
[REDACTED]
[REDACTED]

TRANSMITTAL INFORMATION:

[REDACTED] 01/06/2003

LOCATION: DOCUMENT CONTROL DESK
FROM: NUCLEAR RECORDS DOCUMENT CONTROL CENTER
(NUCSA-2)

THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY
OR ELECTRONIC MANUAL ASSIGNED TO YOU:

307 - 307 - ENGINEERING SUPPORT MANAGER: EMERGENCY
PLAN-POSITION SPECIFIC PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS DATE: 08/26/2002

ADD MANUAL TABLE OF CONTENTS DATE: 01/03/2003

CATEGORY: PROCEDURES TYPE: EP
ID: EP-PS-307
ADD: PCAF 2003-1000 REV: N/A

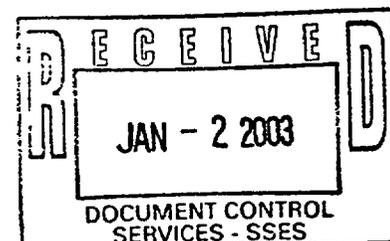
REMOVE: PCAF 2002-1443 REV: N/A

UPDATES FOR HARD COPY MANUALS WILL BE DISTRIBUTED
WITHIN 5 DAYS IN ACCORDANCE WITH DEPARTMENT
PROCEDURES. PLEASE MAKE ALL CHANGES AND
ACKNOWLEDGE COMPLETE IN YOUR NIMS INBOX UPON
RECEIPT OF HARD COPY. FOR ELECTRONIC MANUAL USERS,
ELECTRONICALLY REVIEW THE APPROPRIATE DOCUMENTS AND
ACKNOWLEDGE COMPLETE IN YOUR NIMS INBOX.

A045

PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. <u>2003-1000</u>	2. PAGE 1 OF <u>87</u>	3. PROC. NO. <u>EP-PS-307</u> REV. <u>7</u>
4. FORMS REVISED - <u>A</u> R <u>10</u> , - <u> </u> R <u> </u>		
5. PROCEDURE TITLE Engineering Support Supervisor Emergency Plan Position Specific Procedure		
6. REQUESTED CHANGE PERIODIC REVIEW <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES INCORPORATE PCAFS <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES # <u>2002-1443</u> # <u> </u> # <u> </u> # <u> </u> REVISION <input type="checkbox"/> PCAF <input checked="" type="checkbox"/> DELETION <input type="checkbox"/> (CHECK ONE ONLY)		
7. SUMMARY OF / REASON FOR CHANGE Tab A was reorganized to facilitate the activation of the EOF. Original steps 4 and 5 become 6 and 7. Original Steps 6 and 7 now become 4 and 5. This gives clearer direction to the supervisor to prioritize activation first and turnover to follow. This incorporates lessons learned from the NRC exercise.		
Continued <input type="checkbox"/>		
8. DETERMINE COMMITTEE REVIEW REQUIREMENTS (Refer to Section 6.1.4) PORC REVIEW REQ'D? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		9. PORC MTG# <u>na</u>
BLOCKS 11 THRU 16 ARE ON PAGE 2 OF FORM		
17. <u>Cynthia A. Smith</u> / <u>254-3233</u> / <u>10/28/2002</u> PREPARER ETN DATE (Print or Type)	18. COMMUNICATION OF CHANGE REQUIRED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES (TYPE) <u>memo</u>	
19. <u>Mark P. Maalbrodt</u> RESPONSIBLE SUPERVISOR <u>10/30/02</u> DATE	SIGNATURE ATTESTS THAT RESPONSIBLE SUPERVISOR HAS CONDUCTED QADR AND TECHNICAL REVIEW UNLESS OTHERWISE DOCUMENTED IN BLOCK 16 OR ATTACHED REVIEW FORMS. CROSS DISCIPLINE REVIEW (IF REQUIRED) HAS BEEN COMPLETED BY SIGNATURE IN BLOCK 16 OR ATTACHED REVIEW FORMS.	
20. <u>Jeffrey Husswood</u> FUM APPROVAL <u>11/1/02</u> DATE		
21. RESPONSIBLE APPROVER <u>UW</u> INITIALS <u>11/04/02</u> DATE	ENTER N/A IF FUM HAS APPROVAL AUTHORITY	



PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. 2003-1000 | 2. PAGE 2 OF 69 | 3. PROC. NO. EP-PS-307 REV. 7

11. This question documents the outcome of the 50.59 and 72.48 Review required by NDAP-QA-0726. Either 11a, b, c or d must be checked "YES" and the appropriate form attached or referenced.
- a. This change is an Administrative Correction for which 50.59 and 72.48 are not applicable. YES N/A
- b. This change is a change to any surveillance, maintenance or administrative procedure for which 50.59 and 72.48 are not applicable. A-01-786 YES N/A
- c. This change is bounded by a 50.59/72.48 Screen/Evaluation, therefore, no new 50.59/72.48 Evaluation is required. YES N/A
Screen/Evaluation No. _____
- d. 50.59 and/or 72.48 are applicable to this change and a 50.59/72.48 Screen/Evaluation is attached. YES N/A
12. This change is consistent with the FSAR or an FSAR change is required. YES
Change Request No. na
13. Should this change be reviewed for potential effects on Training Needs or Material? YES NO
If YES, enter an Action Item @ NIMS/Action/Gen Work Mech/PICN
14. Is a Surveillance Procedure Review Checklist required per NDAP-QA-0722? YES NO
15. Is a Special, Infrequent or Complex Test/Evolution Analysis Form required per NDAP-QA-0320? (SICT/E form does not need to be attached.) YES NO

16. Reviews may be documented below or by attaching Document Review Forms NDAP-QA-0101-1.

REVIEW	REVIEWED BY WITH NO COMMENTS	DATE
QADR	_____	_____
TECHNICAL REVIEW	_____	_____
REACTOR ENGINEERING/NUCLEAR FUELS *	_____	_____
IST **	_____	_____
OPERATIONS	_____	_____
NUCLEAR SYSTEMS ENGINEERING	_____	_____
NUCLEAR MODIFICATIONS	_____	_____
MAINTENANCE	_____	_____
HEALTH PHYSICS	_____	_____
NUCLEAR TECHNOLOGY	_____	_____
CHEMISTRY	_____	_____
OTHER <u>10CFR50.54Q</u>	<u>Cynthia Smith</u>	<u>10/28/02</u>

* Required for changes that affect, or have potential for affecting core reactivity, nuclear fuel, core power level indication or impact the thermal power heat balance. ⁽⁵⁸⁾

** Required for changes to Section XI Inservice Test Acceptance Criteria.

ENGINEERING SUPPORT SUPERVISOR

Emergency Plan Position Specific Procedure

WHEN: When the EOF is activated
HOW NOTIFIED: Paged/Telenotifications System
WHERE TO REPORT: Emergency Operations Facility
REPORT TO: Recovery Manager

OVERALL DUTY:

Act as a technical resource for plant data and information, performing assessments to support dose projections, protective action recommendations and emergency classifications.

MAJOR TASKS:

TAB:

REVISION:

Obtain information on plant status to support dose projections, protective action recommendations, emergency classifications, and information dissemination.

TAB A

7/8/9/10 | PCAF

Support dose assessment calculations, communicating results to the Dose Assessment Staff.

TAB B

5

Establish and maintain contact with the Department of Environmental Protection/Bureau of Radiation Protection (Technical), Nuclear Regulatory Commission, and the Media Operations Center.

TAB C

5

MAJOR TASK:

Obtain information on plant status to support dose projections, protective action recommendations, event classifications, and information dissemination.

SPECIFIC TASK:

HOW:

- | | |
|---|---|
| 1. Log in upon arrival. | 1a. Sign Ingress/Egress Log located at the entrance into the EOF. |
| | 1b. Clip-on the position specific name badge. |
| | 1c. Sign-in on board in conference area if you are the initial responder. |
| 2. Notify the Recovery Manager of your arrival. | NOTE:
If the Recovery Manager has not arrived, check the Telenotifications Printout posted outside the Site Support Office to determine if one has been contacted and his ETA. |
| | NOTE:
If the Recovery Manager is delayed in arriving at the EOF, prepare the facility for turnover, (reference EP-PS-200, Recovery Manager Emergency-Plan-Position Specific Instruction), but do not accept turnover until his arrival. |
| 3. Review status of staffing the Engineering Support Staff. | 3a. Check the TNS printout to determine personnel contacted and their ETA. |
| | 3b. Call the General Office if you are the initial responder. (Conference bridge telephone line may be used.) |
| | 3c. If additional support is required, request the Administrative Support Staffer or NEP Duty Planner to obtain needed disciplines. |

PCAF
2002-1443

SPECIFIC TASK:

HOW:

4. Determine readiness of Engineering Support Staff to support EOF functions for this event.

4a Verify engineering equipment is operational (phones, PICSY terminals, network terminals, Fax machine, etc.).

4b Brief Engineering Support Staff as time permits. (Staff can be briefed after EOF activation).

5. Notify Recovery Manager of Engineering Support Staff readiness to support EOF functions.

6. Obtain sufficient knowledge of event to allow assumption of duties.

6a Review data posted in the Command and Control, Site Support, and Engineering Support areas.

6b Obtain event information from Recovery Mgr., TSC, or other accurate source. Ensure knowledge of:

- (1) Affected Unit
- (2) Emergency Classification
- (3) Any Protective Action Recommendations
- (4) Source term size
- (5) Release flowpath
- (6) Review and understand status of unaffected unit.

7. Perform turnover of notification of DEP/BRP Technical from the TSC Engineering Staff to the EOF.

7a Contact the TSC Tech Support Coordinator and obtain time that next notification is due (due every 30 minutes). Accept responsibility for next notification of DEP/BRP Technical. Assign this duty as necessary.

PCAF

SPECIFIC TASK: **HOW:**

- | | |
|--|--|
| 8. Maintain ongoing awareness of plant status. | 8a. Ensure an ongoing awareness of at least the following:
(1) Status of Reactivity control
(2) Decay heat removal
(3) Backup heat removal capability
(4) Integrity of fuel cladding, Rx vessel, primary containment, and secondary containment.
(5) Hydrogen generation
(6) Status of rad release |
| 9. Review plant status with the Recovery Manager. Assist in classification and reclassification of the event, and in determining the need for Protective Action Recommendations. | 9a. Assign personnel to trend the following data, immediately advise you of significant changes:

(1). The release path:
a. Barriers breached
b. Barriers threatened, (no decay heat removal, over pressurization, etc.)
c. Mitigation in progress

(2) Source term
a. Type and amount of fuel damage
b. Mitigation in progress

(3) Present classification and bases
a. Potential for upgrade |
| 10. Establish/maintain an Engineering Support Priorities List. | 10a. Assign a staff member to maintain a list of Engineering Support "Priorities" utilizing the "white boards" or easels in the Engineering Support Office, including:

a) initial time

b) disposition (open/closed) |

SPECIFIC TASK:

HOW:

11. Update Recovery Manager as new information becomes available.
- 11a. Brief Engineering Support Staff personnel to:
- a) Advise you immediately if they become aware of information that could change the Emergency Classification or PAR.
 - b) Advise you immediately if you provide information believed to be incomplete or inaccurate in a briefing.
 - c) Use three-part communications during exchanges of critical information.
12. Succeed the Recovery Manager as required
- 12a. If the Recovery Manager becomes unable to perform his functions during the emergency and another Recovery Manager is not present, assume the duties of Recovery Manager.
- 12b. Ensure a replacement Recovery Manager is immediately called to the EOF.

PCAF
2003-1000