

Dominion Nuclear Connecticut, Inc.
Millstone Power Station
Rope Ferry Road
Waterford, CT 06385



Dominion™

FEB 20 2003

Docket Nos. 50-245

50-336

50-423

B18839

RE: 10 CFR 50, Appendix E
10 CFR 50.47(b)(5)

U.S. Nuclear Regulatory Commission
Attention: Document Control Desk
Washington, DC 20555

Millstone Power Station, Unit Nos. 1, 2 and 3
Revised Emergency Plan Procedures

In accordance with 10 CFR 50, Appendix E, Dominion Nuclear Connecticut, Inc. hereby notifies the U.S. Nuclear Regulatory Commission that the following Emergency Plan procedures have been implemented.

- MP-26-EPI-FAP02-006, "Manager of Technical Support Center (MTSC)," Major Revision 0, Minor Revision 3, transmitted via Attachment 1;
- MP-26-EPI-FAP04-011, "Manager of Resources (MOR) or External Resources Coordinator (ERC)," Major Revision 1, Minor Revision 3, transmitted via Attachment 2, and
- MP-26-EPA-FAP01, "Management Program for Maintaining Emergency Preparedness," Major Revision 0, Minor Revision 3, transmitted via Attachment 3.

There are no regulatory commitments contained within this letter.

If you should have any questions concerning this submittal, please contact Mr. David W. Dodson at (860) 447-1791, extension 2346.

Very truly yours,

DOMINION NUCLEAR CONNECTICUT, INC.

Stephen P. Sarver, Director
Nuclear Station Operations and Maintenance

cc: See next page

A045

Attachments (3)

cc: H. J. Miller, Region I Administrator (2 copies)
R. J. Conte, Chief, Operational Safety Branch, Region I

cc: w/o attachments
D. G. Holland, NRC Project Manager, Millstone Unit No. 1
J. R. Wray, NRC Inspector, Region I, Millstone Unit No. 1
R. B. Ennis, NRC Senior Project Manager, Millstone Unit No. 2
V. Nerses, NRC Senior Project Manager, Millstone Unit No. 3
Millstone Senior Resident Inspector

Docket Nos. 50-245
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Attachment 1

Millstone Power Station, Unit Nos. 1, 2 and 3

Emergency Procedures Implementing (EPI) Functional Administrative Procedure (FAP)
MP-26-EPI-FAP02-006, "Manager of Technical Support Center (MTSC)"
Major Revision 0, Minor Revision 3

08/20/02
Approval Date

09/03/02
Effective Date

Procedure Action Request

Document No.: MP-26-EPI-FAP02-006	Writer: Lisa Sinopoli	Rev. No. 000	Minor Rev. 03
Title: Manager of Technical Support Center (MTSC)			
For New Documents Document is QA <input type="checkbox"/> DH Title:			
<input type="checkbox"/> Revision	<input checked="" 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-02-12603		<input type="checkbox"/> Administrative Correction FLS: _____	

Reviews		Print	Sign	Date	Department
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
E-Plan-50 54(q)	<input checked="" type="checkbox"/>	Tom RIGNEY	Tom Rigney	12/9/02	EPD
RCD	<input checked="" type="checkbox"/>	Tom RIGNEY	Tom Rigney	12/9/02	EPD
Environmental Screen	<input checked="" type="checkbox"/>	Tom RIGNEY	Tom Rigney	12/9/02	EPD
Licensing Basis (50 59 Screen Req <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No)	<input type="checkbox"/>				
Tech Independent	<input checked="" type="checkbox"/>	KE Burgess	KE Burgess	1/16/03	EPD

Validation	<input 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 checked="" type="checkbox"/> Table Top and Walk-through	<input type="checkbox"/> Comparison
(minimum of two)	Print		Sign	Date	Dept
Coordinator	Tom RIGNEY		Tom Rigney	1/15/03	EPD
Member	BOB ANDREU			1/15/03	

Training: ☐ None ☐ Nuclear Training ☒ Briefing ☐ Familiarization

<input checked="" type="checkbox"/> SQR Review and Approval	<input type="checkbox"/> SORC Review and Approval	<input type="checkbox"/> Department Head Review and Approval
Approval <input checked="" type="checkbox"/> Disapproval <input type="checkbox"/>		
Tom Gilbert <i>[Signature]</i> 1/16/03 (1) SQR Sign/Date	(1) Department Head Sign/Date	(1) Department Head Approval Sign
<i>[Signature]</i> (2) Department Head Approval Sign	(2) SORC Meeting Number	
	(3) SORC Approval Sign	

Approval Date: 1/17/03

Effective Date: 1/22/03

11/17/03
Approval Date

11/22/03
Effective Date

Manager of Technical Support Center (MTSC)

This form provides guidance to the MTSC for emergency response actions during a declared emergency that activates the SERO.

Section A: Initial Actions

- ☐ 1. Key into TSC/OSC.
- ☐ 2. Sign in on TSC Staffing Board.
- ☐ 3. Evaluate event and select plant parameters critical to monitoring plant status.
- ☐ 4. IF event is U3 based, request the Unit 3 Control Room to refer to OP3349, "Modcomp Process Computer System Operations," and perform actions to shift the process computer (SPDS) from the Computer Room II console to the TSC console. (3)

NOTE

If OFIS and SPDS are inoperable, data may be obtained by requesting the CRDC to complete and fax the following forms, as applicable, at the desired interval:

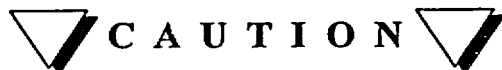
EPI-FAP15-007, "Critical Parameter Data Sheet - MP1"

EPI-FAP15-008, "Critical Parameter Data Sheet - MP2"

EPI-FAP15-009, "Critical Parameter Data Sheet - MP3"

- ☐ 5. Perform tracking and trending at 15-30 minute intervals, or as necessary.
- ☐ 6. Obtain copy of pre-event and critical plant parameter data for affected unit.
- ☐ 7. Assign staff member to perform the following:
 - Maintain a record of significant communications and events on EPI-FAP15-012, "SERO Log Sheet."
 - Record names of TSC staff in SERO Logsheet.
 - Log information, as directed by the ADTS.
- ☐ 8. Assign staff members to maintain status boards with the following information:
 - Reactor Status (power level, time of trip, etc.)
 - Chronology of key events
 - Critical parameters
 - Unit status
 - Safety related equipment out of service
- ☐ 9. Notify the ADTS when minimum staffing requirements for TSC are met.
- ☐ 10. Periodically, check TSC fax machine for incoming messages. (2)

Section B: Recurring Activities



The TSC/OSC HVAC system will change mode of operation upon a Unit 3 CBI signal. The Outside Air Supply Damper [3H WS*MOD 30] isolates for 30 minutes following a CBI.

- ☐ 1. IF CBI occurs, Direct a staff member to refer to Section C, "TSC/OSC Ventilation Alignment," and verify ventilation system operation.

NOTE

Actions for a Loss of Power and Loss of Coolant Accident are a design basis commitment for Unit 3. Similar requirements exist for Unit 2.

- ☐ 2. IF event is Loss of Off-Site Power or Loss of Coolant Accident, Direct TSC staff to provide AC power load shedding recommendations within 24 hours of LOP or LOCA.
- ☐ 3. Perform the following within 4 hours of LOP or LOCA event: ①
- IF Unit 2, evaluate need to order emergency diesel generator fuel to extend on-site capacity and direct the MOR to order fuel, as required.
 - IF Unit 3, direct MOR to place an order for emergency diesel generator fuel and specify delivery is required within 24 hours.
- ☐ 4. IF fuel oil cannot be delivered within the specified time, perform the following:
- Refer To affected unit procedures and evaluate load shedding alternatives.
 - Provide recommendations to the ADTS and MCRO.
- ☐ 5. IF requested by the MOSC, review EPI-FAP15-010, "Emergency Team Briefing Sheet" to provide additional information as necessary to teams prior to deployment.
- ☐ 6. Coordinate development of emergency repair strategies to support emergency teams, as required.
- ☐ 7. Analyze plant steady-state and dynamic behavior prior to and during the event and determine cause and course of mitigation/stabilization efforts event.
- ☐ 8. Evaluate the emergency event based on degraded plant conditions and perform the following:
- a. Review repair requirements and priorities for correcting the condition.
 - b. Recommend changes in priorities to the ADTS as required.

Section B: Recurring Activities

NOTE

EPI-FAP02-012, "TSC/OSC Emergency Repair/Procedure Change/Assessment Recommendations," does not supercede normal procedure change requirements. It allows flexibility in fast moving events.

- ☐ 9. Refer To EPI-FAP02-012, "TSC/OSC Emergency Repair/Procedure Change/Assessment Recommendations," and develop strategies and procedures.
- ☐ 10. Brief MRCA on the following:
 - Technical data/operations that may affect radiological releases or radiation levels throughout the facility.
 - Accident sequence.
 - Radiation release paths.
 - Core uncover time.
 - Performance information regarding radioactivity mitigating systems.

Prepared by: _____

Signature

Print

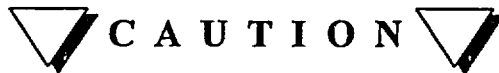
Date

Section C: TSC/OSC Ventilation Alignment

NOTE

The TSC/OSC HVAC System automatically shifts to the emergency filtered recirc mode upon receipt of a Train A or Train B signal. After 30 minutes with CBI signal still present, the system shifts to the emergency filtered intake mode.

1. Check that no smoke, solvents, or other potential atmospheric contaminants have been released inside the TSC/OSC.



IF smoke, solvents, or other contaminants are present, *do not* activate the emergency filtered recirc. mode.

2. IF contaminants are present, immediately notify the ADTS and Unit 3 SM and request additional assistance and guidance to prevent activation of the emergency filtered recirc mode.
3. Verify the TSC/OSC ventilation automatically aligns to emergency filter recirc mode by referring to 3HWS-PNLVP6 panel located in the west northwest corner of the ventilation equipment room, at the head of the main TSC/OSC stairway to the outside as follows:
 - a) 3HWS-MOD29, lavatory exhaust fan damper..... closed (Green Lgt.)
 - b) 3HWS-FN1, lavatory exhaust fan..... off (Green Lgt.)
 - c) 3HWS-MOD33, outside air supply to ACU1 damper closed (Green Lgt.)
 - d) 3HWS-MOD31, recirc air from TSC/OSC to FLT1 damper..... open (Red Lgt.)
 - e) 3HWS-FLT1, TSC/OSC ventilation filter unit..... running (Red Lgt.)
 - f) 3HWS-ACU1, TSC/OSC air conditioning unit.....on (Red Lgt.)
 - g) If time since CBI is \leq 30 minutes:
3HWS-MOD30, outside air supply to FLT1 Damper closed (Green Lgt.)
 - h) If time since CBI is $>$ 30 minutes:
3HWS-MOD30, outside air supply to FLT1 Damper open (Red Lgt.)
4. Refer To blue 3HWS-PNLVP7 panel in the southeast corner of the equipment room and verify 3HWS-FLT1, TSC/OSC ventilation filter unit flow is between 1800 and 2200 cfm.

③

5. IF the system is not correctly aligned, notify the ADTS and request the U3 SM be asked to send a PEO to align the system in accordance with OP 3315E, "TSC Ventilation." (3)

6. IF estimated that the system can not be aligned within 30 to 60 minutes, complete the following actions:

- a) Notify the ADTS.
- b) Evaluate the need to reduce staffing.
- c) Consider the need to evacuate the facility.

7. WHEN 30 minutes have elapsed, Refer To step 3.h and verify the system has automatically aligned to the emergency filter intake mode.

8. WHEN conditions warrant, request ADTS contact U3 SM and ask for a PEO to restore TSC HVAC system to normal mode in accordance with OP 3315E, "TSC Ventilation." (3)

Section D: Event Termination Activities

When notified by ADTS of termination, perform the following activities:

- ☐ 1. Request ADTS contact U3 SM and ask for a PEO to restore TSC HVAC system to normal mode in accordance with OP 3315E, "TSC Ventilation." (3)
- ☐ 2. IF event was Unit 3 based, request the Unit 3 Control Room refer to OP3349, "Modcomp Process Computer System Operations," and perform actions to shift the process computer (SPDS) from the TSC console to the Computer Room II console.

Prepared by: _____
Signature Print Date

Docket Nos. 50-245
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Attachment 2

Millstone Power Station, Unit Nos. 1, 2 and 3

Emergency Procedures Implementing (EPI) Functional Administrative Procedure (FAP)
MP-26-EPI-FAP04-011, "Manager of Resources (MOR) or
External Resources Coordinator (ERC)"
Major Revision 1, Minor Revision 3

08/20/02
Approval Date

09/03/02
Effective Date

Procedure Action Request

Document No.: MP-26-EPI-FAP04-011	Writer: K. Burgess	Rev. No. 1	Minor Rev. 3
Title: Manager of Resources (MOR) or External Resources Coordinator (ERC)			
For New Documents Document is QA <input type="checkbox"/> DH Title:			
<input type="checkbox"/> Revision	<input checked="" 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: Eliminate AMTME CR-03-00211		<input type="checkbox"/> Administrative Correction FLS: _____	

Reviews		Print	Sign	Date	Department
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
E-Plan-50.54(q)	<input checked="" type="checkbox"/>	KR Burgess	KR Burgess	1/13/03	EPD
RCD	<input checked="" type="checkbox"/>	KR Burgess	KR Burgess	1/13/03	EPD
Environmental Screen	<input checked="" type="checkbox"/>	See Attached Form	KR Burgess	1/8/03	EPD
Licensing Basis (50.59 Screen Req. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No)	<input type="checkbox"/>				
Tech Independent	<input checked="" type="checkbox"/>	THOMAS DENBEL	Thom Denbel	1/14/03	EPD

Validation	<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
(minimum of two)	Print		Sign	Date	Dept
Coordinator					
Member					

Training: ☒ None ☐ Nuclear Training ☐ Briefing ☐ Familiarization

<input checked="" type="checkbox"/> SQR Review and Approval Approval <input checked="" type="checkbox"/> Disapproval <input type="checkbox"/> <i>Thomas Kigney</i> 1/15/03 (1) SQR Sign/Date <i>Gabe A. Lueky</i> 1/16/03 (2) Department Head Approval Sign	<input type="checkbox"/> SORC Review and Approval N/A (1) Department Head Sign/Date (2) SORC Meeting Number (3) SORC Approval Sign	<input type="checkbox"/> Department Head Review and Approval N/A (1) Department Head Approval Sign
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Approval Date: 1/16/03

Effective Date: 1/28/03

1/16/03

Approval Date

1/28/03

Effective Date

Manager of Resources (MOR) or External Resources Coordinator (ERC)

This form provides guidance to the MOR/ERC for emergency response actions during events that activate the SERO.

Section A: Initial Actions

NOTE

MP-26-EPA-REF08B, "Millstone Emergency Plan Resource Book," contains the phone numbers for SERO personnel, Offsite governmental officials and emergency responders, and support resources points of contact.

- ☐ 1. Sign in on the EOF Staffing Board and log date and arrival time on the SERO Log Sheet.
- ☐ 2. Notify the ADEOF of arrival and obtain a status briefing.
- ☐ 3. Maintain a log of significant events and communications on the SERO Log Sheet.
- ☐ 4. Obtain the SERO call-back verification report from the fax in the MOC's office.
- ☐ 5. Perform Assembly Area activities in accordance with EPI-FAP08, "Evacuation and Assembly."
- ☐ 6. When all of the facilities are activated and fully staffed, Refer To Section B.3 and complete a SERO Facility Shift Staffing roster for on-shift and first relief shift personnel.
- ☐ 7. Determine need for essential resources.
- ☐ 8. Notify INPO that the SERO has been activated.

Section B: Recurring Actions

- ☐ 1. Coordinate obtaining extra personnel for any emergency facility that requires additional assistance as follows:
 - Contact the necessary individuals.
 - Refer To EPI-FAP15-011, "Fitness for Duty Questionnaire," and determine if notified personnel are fit for duty.
 - IF notified personnel are determined fit for duty, request personnel to report to the EOF.
 - WHEN personnel arrive, coordinate access for the responders into the Protected Area with Security as necessary.
- ☐ 2. Transfer additional support personnel to respective ERFs as follows:
 - Consult the MRDA to determine safe access routes for transporting personnel to the station.
 - Issue an Emergency Vehicle Pass to each vehicle transporting personnel from the EOF to the station.
- ☐ 3. Prepare shift relief schedules and rosters as follows:
 - a. Consult with the DSEO and SERO managers to determine shift personnel requirements.
 - b. Notify personnel of the following:
 - Shift assignment
 - Shift duration
 - Reporting time
 - Reporting location
 - c. Record shift assignments next to the SERO position on Section D and designate as shift 1, 2, or 3.
- ☐ 4. Notify the following of the emergency:
 - Purchasing Department
 - Nuclear Maintenance Department
 - Nuclear Site Services Department
 - Nuclear Procedures and Document Administration
 - Transportation Department
 - Richmond Corporate Operations Center

Section B: Recurring Actions

- ☐ 5. Request Information Technology provide support personnel to the EOF, as necessary.
- ☐ 6. Request photocopier services provide support personnel to the EOF, as necessary.
- ☐ 7. Contact the Nuclear Maintenance Department for the following resources:
 - Craft Labor
 - Tools
 - Equipment
- ☐ 8. Contact the Purchasing Department for the following resources:
 - Consulting Services
 - Expense Account Services
 - Temporary Housing
 - Food
- ☐ 9. Contact the Nuclear Site Services Department for the following resources:
 - Supplies
 - Vehicles
 - Heavy Machinery
- ☐ 10. Contact the Transportation Department for the following resources:
 - Vehicles
 - Equipment
 - Supplies
 - Personnel
- ☐ 11. Consult the DSEO to determine the need for outside agency assistance.
- ☐ 12. Obtain DSEO approval before requesting equipment or services over \$100,000.
- ☐ 13. Contact the Richmond Corporate Operations Support for the following additional resources:
 - Additional transportation needs
 - Petty cash
 - Legal, insurance, and treasury services
 - Any other corporate resources, as necessary

Section B: Recurring Actions

- ☐ 14. Obtain additional support for services from INPO, as necessary.
- ☐ 15. Coordinate with the Regulatory Liaison to support the following, as necessary:
 - NRC site team
 - Supporting organizations

NOTE

The following events may require large amounts of bottled breathing air:

- Environmental or radiological release that threatens control room habitability
- Fire or chemical release
- Conditions projected to exhaust or restrict access to SCBA deployment on-site

- ☐ 16. IF event requires large amounts of bottled breathing air, perform the following:
 - a. Request Emergency Equipment and Services Personnel provide the following:
 - Additional bottles
 - Refills
 - Additional SCBAs for relief teams.

CAUTION

Refills are usually provided from a cascade system of storage tanks replenished by a compressor. Running the compressor at a facility on or near the site during a radiological release may contaminate the air in the cascade system.

- b. IF radiological event is in progress and the Fire Training cascade system requires filling by compressor, request off-site organizations refill bottles.
- c. Coordinate bottle transport between points of use and refill facilities.

Section C: Termination

- ☐ 1. IF directed by the DSEO to terminate the SERO, perform the following:
- Notify departments, corporate, and agencies supporting the site with resources that the event has been terminated.
 - Cancel any orders for resources no longer needed as a result of the termination.

Prepared by: _____

Signature

Print

Date

Section D: SERO Facility Shift Staffing

TSC/OSC Combined Facility

☐ Shift 1 ☐ Shift 2 ☐ Shift 3

Shift From: _____ (hrs) To: _____ (hrs)

POSITION	NAME	PHONE	PAGER
<i>Minimum Staffing - 60 Minute Response</i>			
MRCA			
TSCRE			
UADTS			
UADTS			
UMOSC			
UMTSC			
UMTSC			
UTSCEE			
UTSCEE			
UTSCME			
UTSCME			
<i>Full Staffing</i>			
AMTL			
AMT TH			
MOS			
RAD COM			
UOSCMA			
UTSC SM			

Any route restrictions: ☐ No ☐ Yes

Section D: SERO Facility Shift Staffing

OSC Assembly Area

☐ Shift 1 ☐ Shift 2 ☐ Shift 3

Shift From: _____ (hrs) To: _____ (hrs)

POSITION	NAME	PHONE	PAGER
<i>Minimum Staffing - 60 Minute Response</i>			
ARPS			
GES			
RMT #2A			
RMT #2B			
RMT #2C			
RMT #2D			
UELEC			
UELEC			
UI&C Tech			
UI&C Tech			
UMECH			
UMECH			
UMOSC			
<i>Full Staffing</i>			
CBETS Operator			
UI&C OSC			
UI&C OSC			
UOSCMA			
UTSC SM			

Any route restrictions: ☐ No ☐ Yes

Section D: SERO Facility Shift Staffing

Unit 1 Event (Unit 2 Control Room)

☐ Shift 1 ☐ Shift 2 ☐ Shift 3

Shift From: _____ (hrs) To: _____ (hrs)

POSITION	NAME	PHONE	PAGER
SM/Certified Fuel Handler			
PEO (Unit 2 PEO/RO/SRO)			

Unit 2 or Unit 3 Control Room (Circle One)

☐ Shift 1 ☐ Shift 2 ☐ Shift 3

Shift From: _____ (hrs) To: _____ (hrs)

POSITION	NAME	PHONE	PAGER
SM/MCRO			
US			
STA			
CO			
CO			
PEO			
PEO			

Station Shift Support

☐ Shift 1 ☐ Shift 2 ☐ Shift 3

POSITION	NAME	NUMBER	PAGER
SDO			
Shift Tech			
RMT #1			
RMT #1			
RMT #1			
Chem Technician			
Chem Technician			
UCRDC			
UCRDC			

Any route restrictions: ☐ No ☐ Yes

Section D: SERO Facility Shift Staffing

EOF

☐ Shift 1 ☐ Shift 2 ☐ Shift 3

Shift From: _____ (hrs) To: _____ (hrs)

POSITION	NAME	PHONE	PAGER
<i>Minimum Staffing - 60 Minute Response</i>			
ADEOF			
DSEO			
EOF HP			
EOF Shift Technician			
MOR			
PITA			
MRDA			
RMT #3			
RMT Driver			
RMT #4			
RMT Driver			
RMT #5			
RMT Driver			
UMOC			
UTIC			
<i>Full Staffing</i>			
AMRDA			
AMRDA			
ERC			
FTDC			
MET Assistant			
RAD COMM			
RAE			
Regulatory Liaison			
Station EP Representative			
State EP Representative			
UMOC			
UTIC			

Any route restrictions: ☐ No ☐ Yes

Section D: SERO Facility Shift Staffing

State EOC

☐ Shift 1 ☐ Shift 2 ☐ Shift 3

Shift From: _____ (hrs) To: _____ (hrs)

POSITION	NAME	PHONE	PAGER
<i>Minimum Staffing - 90 Minute Response</i>			
Chief Technical Spokesperson (CTS)			
NNM			
<i>Full Staffing</i>			
Media Liaison			
Rad Briefer			
Rumor and Inquiry Control			
Technical Briefer			
Technical Assistant			

Any route restrictions: ☐ No ☐ Yes

Simulator Foyer

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Rev. 001-03
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50-423
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Attachment 3

Millstone Power Station, Unit Nos. 1, 2 and 3

Emergency Procedures Administrative (EPA) Functional Administrative Procedure (FAP)
MP-26-EPA-FAP01, "Management Program for Maintaining Emergency Preparedness"
Major Revision 0, Minor Revision 3

08/20/02
Approval Date

09/03/02
Effective Date

Procedure Action Request

Document No.: MP-26-EPA-FAP01	Writer: Patti Luckey	Rev. No. 0	Minor Rev. 03
Title: Management Program for Maintaining Emergency Preparedness			
For New Documents Document is QA <input type="checkbox"/> DH Title:			
<input type="checkbox"/> Revision	<input checked="" 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-03-00211		<input type="checkbox"/> Administrative Correction FLS: _____	

Reviews	Print	Sign	Date	Department
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
RCD	<input checked="" type="checkbox"/> K. Burgess	<i>KBurgess</i>	1/23/03	EPD
E-Plan-50.54(q)	<input checked="" type="checkbox"/> K. Burgess	<i>KBurgess</i>	1/23/03	EPD
Environmental Screen	<input checked="" type="checkbox"/> K. Burgess	<i>KBurgess</i>	1/23/03	EPD
Licensing Basis (50.59 Screen Req. <input type="checkbox"/> Yes <input type="checkbox"/> No)	<input type="checkbox"/>			
Tech Independent	<input checked="" type="checkbox"/> T. Rigney	<i>T. Rigney</i>	1/27/03	EPD

Validation	<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
(minimum of two)	Print	Sign	Date	Dept	
Coordinator					
Member					

Training: ☒ None ☐ Nuclear Training ☐ Briefing ☐ Familiarization

<input checked="" type="checkbox"/> SQR Review and Approval Approval <input checked="" type="checkbox"/> Disapproval <input type="checkbox"/> <i>KBurgess</i> 1/27/03 (1) SQR Sign/Date <i>P.A. Luckey</i> 1/28/03 (2) Department Head Approval Sign	<input type="checkbox"/> SORC Review and Approval N/A (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
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Approval Date: 1/28/03 Effective Date: 1/31/03

**Functional
Administrative
Procedure**



Millstone Station

**Management Program for Maintaining Emergency
Preparedness**

MP-26-EPA-FAP01

Rev. 000-03

Approval Date: 1/28/03

Effective Date: 1/31/03



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1. PURPOSE

1.1 Objective

This procedure describes sources of information, responsibilities, organization, and actions necessary to maintain the Millstone Station Emergency Plan.

1.2 Applicability

This procedure is applicable to Station Emergency Response Organization (SERO) Position Owners, Station Management, SERO station personnel, and Emergency Preparedness Department (EPD) individuals who support/administer the Millstone Station Emergency Plan.

1.3 Supporting Documents

1.3.1 TQ 1, "Personnel Qualification and Training"

1.3.2 NTP 7.212, "Training Program Description"

1.3.3 RPM 4.8.5, "Emergency Radiological Equipment Maintenance and Inspection."

1.3.4 OA 8, "Ownership, Maintenance, and Housekeeping of Site Buildings and Facilities and Equipment"

1.3.5 QAP, MP-02-OST-BAP01, "Quality Assurance Program Topical Report"

1.3.6 MP-05-DC-SAP01, "Administration of Manuals, Procedures, Guidelines, Handbooks, and Forms"

1.3.7 MP-26-EPA-REF04, "Offsite Programs"

1.3.8 Developmental Documents

- a. Millstone Station Emergency Plan
- b. NUREG-0654, Revision 1, "Criteria for Preparation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants"
- c. NUREG-0737, "Clarification of TMI Action Plan Requirements, Supplement 1, Requirements for Emergency Response Capability"
- d. MP-28-MET-PRG, "Meteorological Monitoring"
- e. EP 6-year objective schedule
- f. SERO Training Qualification Record (TQR)

1.4 Discussion

MP-26-EPA-FAP01, "Management Program for Maintaining Emergency Preparedness," provides instructions and information for the Station Emergency Response Organization (SERO). The roles and responsibilities for the Emergency Preparedness Department (EPD) are defined. SERO position owners and station management actions are specified to ensure an effective SERO is maintained. The procedure also establishes the method for adding and removing individuals from SERO. Clarification and instructions are provided for SERO minimum staffing, full staffing, and on shift position requirements. ②

Additional personnel may be required to support the SERO in an emergency. These personnel are integrated into the organization as required by SERO Position Owners.

Station personnel may also be required to participate in station evacuation drills. Advance notification will be provided via station information notices.

Department requirements for drills, exercises, and maintaining emergency response facilities (ERFs) are discussed.

2. INSTRUCTIONS

2.1 Responsibilities of the Manager, Emergency Preparedness Department (EPD) for Maintaining Emergency Preparedness

The Manager, EPD, has overall responsibility for the Nuclear Emergency Preparedness Program and is the Chair of the Emergency Preparedness Training Review Board (TRB). ② Responsibilities are defined below and in the Millstone Station Emergency Plan.

- 2.1.1 Ensure the maintenance and readiness of the on-site emergency response facilities and equipment.
- 2.1.2 Maintain the Station Emergency Plan and implementing procedures.
- 2.1.3 Prepare and conduct Emergency Preparedness drills and exercises.
- 2.1.4 Ensure training of offsite emergency response personnel.
- 2.1.5 Review the development of Emergency Preparedness training curriculum.
- 2.1.6 Assist station management to ensure effective Millstone Station Emergency Plan implementation.
- 2.1.7 Collect and review additional EP-related information such as severe accident management research, NRC regulations, and industry research for incorporation into the EP Program.
- 2.1.8 Coordinate with offsite agencies and local officials to ensure the offsite Emergency Preparedness Program is maintained and areas of responsibility are effectively carried out.
- 2.1.9 Coordinate license, state and local emergency plans and procedures.
- 2.1.10 Ensure station personnel correct identified emergency preparedness conditions adverse to quality and areas for improvement.

2.2 Responsibilities of the Supervisor, Emergency Preparedness Department (EPD), for Maintaining Emergency Preparedness

- 2.2.1 Respond to emergency preparedness audits and evaluations.
- 2.2.2 Assign personnel to develop and conduct station emergency preparedness drills and exercises.
- 2.2.3 Ensure biennial review of station procedures in accordance with the QAP, MP-02-OST-BAP01, "Quality Assurance Program Topical Report," and MP-05-DC-SAP01, "Administration of Manuals, Procedures, Guidelines, Handbooks, and Forms," and review additional changes for impact on the Millstone Station Emergency Plan.
- 2.2.4 Coordinate the development and distribution of emergency preparedness documents.
- 2.2.5 Establish SERO Position Owners and reference in Attachment 4, "SERO Qualification and Reporting Location (3)."
- 2.2.6 Routinely provide SERO qualification status to SERO Position Owners.
- 2.2.7 Routinely provide a list of personal information on SERO to SERO Position Owners for verification.
- 2.2.8 Review the development of emergency preparedness training curriculum.
- 2.2.9 Refer To Attachment 2, "Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance," and ensure responsible position owners maintain emergency response in a state of readiness at all times.
- 2.2.10 Refer To Training Qualification Record (TQR) for each specific position, and coordinate completion of qualifications for each new SERO member.
- 2.2.11 Maintain Millstone Station Emergency Plan in accordance with regulatory requirements.
- 2.2.12 Refer To Attachment 5, "Roles and Responsibilities for Emergency Preparedness Dose Assessment," and ensure responsibilities are carried out.
- 2.2.13 Ensure training of offsite emergency response personnel.
- 2.2.14 Coordinate with offsite agencies and local officials in accordance with MP-26-EPA-REF04, "Offsite Programs," to ensure the offsite Emergency Preparedness Program is maintained and areas of responsibility are effectively carried out.

2.3 Responsibilities of the Emergency Preparedness Specialists for Maintaining Emergency Preparedness

- 2.3.1 Develop and conduct the station emergency preparedness drills and exercises.
- 2.3.2 Biennially review the Emergency Plan Implementing procedures for changes and revise.
- 2.3.3 Annually identify changes to the Millstone Station Emergency Plan and revise.
- 2.3.4 Develop SERO staffing qualification reports.
- 2.3.5 Maintain the SERO database.
- 2.3.6 Provide technical review of Emergency Preparedness Training lesson material.
- 2.3.7 Perform emergency preparedness facility surveillances to ensure Emergency Response Facility (ERF) readiness.
- 2.3.8 Prepare drill participant comment responses following comment resolution and coordinate the issuance of responses to both onsite and offsite organizations.
- 2.3.9 Conduct training of offsite emergency response personnel.
- 2.3.10 Refer To MP-26-EPA-REF04, "Offsite Programs," and coordinate with offsite agencies and local officials to ensure the offsite Emergency Preparedness Program is carried out.

2.4 SERO Position Owner Actions for Maintaining Emergency Preparedness

NOTE

At least two qualified persons are required in any position in order to support extended event periods with at least two shifts (12 hours each). It is recommended that for minimum staffing and full staffing positions, six individuals be qualified to maintain adequate depth for all call coverage.

②

SERO Position
Owners

- 2.4.1 Maintain a six-deep rotation for SERO positions.
- 2.4.2 IF coverage for any minimum staffing position drops below four, establish an on-call rotation for remaining personnel and inform individuals of rotational assignment and FFD/60-minute requirements.
- 2.4.3 IF vacancies exist, ensure adequate coverage is provided by remaining position holders during reduced staffing periods, and perform the following:
 - a. Coordinate with the following to fill existing or potential vacancies:
 - Emergency Preparedness Department
 - EP Training
- 2.4.4 WHEN choosing a new SERO position holder, consider the following:
 - a. Review normal position/title against the associated emergency position.
 - b. Ensure potential candidate has additional prerequisite knowledge/skills for the position.
 - c. Determine if "upper" management is required to fill the position (i.e., VP, Director, Manager).
 - d. IF position requires plant/system knowledge (ADTS, TIC, CRDC), determine if SRO license/certification (past or present) is required.
- 2.4.5 Refer To the SERO TQRs and initiate the position specific TQR.
- 2.4.6 Ensure adequate station support is provided for emergency preparedness functions (i.e., drill support, controller, exercise development, etc.).
- 2.4.7 Ensure personnel are scheduled for drills and provide EPD with the name and dates when SERO will participate in each scheduled drill.
- 2.4.8 Ensure adequate coverage for holiday and peak vacation periods.
- 2.4.9 To initiate removal of SERO personnel, Refer To and complete MP-26-EPA-FAP01-001, "SERO Removal Form,"
- 2.4.10 Refer to Attachment 4, "SERO Qualifications and Reporting Location," and review for assigned SERO position owners.

②

②

2.5 Station Management Actions for Maintaining Emergency Preparedness

Directors

- 2.5.1 Ensure personnel are provided to support emergency preparedness activities.
- 2.5.2 Refer To Attachment 2, "Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance," and provide a point of contact to the Manager, EPD, for listed organizations.

Managers and Supervisors

- 2.5.3 Ensure personnel within reporting chain who are assigned to SERO maintain their SERO qualifications.
- 2.5.4 Refer To Attachment 2, "Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance," and perform the following:
 - a. Assign personnel to perform applicable SERO functions as requested.
 - b. Verify actions are scheduled and documented as complete via one of the following:
 - AITTS
 - PMMS
 - Automated work order
 - Completion of inventory from RPM 4.8.5, "Emergency Radiological Equipment Maintenance and Inspection." (copy to EPD)
 - c. At least once each quarter and after each use, verify emergency equipment and instruments are operationally available.
 - d. Prior to conducting work in the Emergency Response Facility, notify the Emergency Preparedness Department and the Unit 3 Control Room.
- 2.5.5 Ensure personnel are briefed on extent of drill participation.

NOTE

A SERO vacancy could occur when an individual leaves the company, training qualifications lapse, or an individual is unable to meet the requirements of the position.

- 2.5.6 IF a SERO vacancy occurs, notify the following:
 - SERO Position Owner
 - Manager, EP
- 2.5.7 Provide personnel to participate in emergency response scenario development, drills, and exercises.

2.5.8 Maintain SERO on-call independent rotation schedules for the following positions:

- Electricians
- Mechanics
- RMTs
- GTS
- I&C Technicians

②

2.5.9 Refer To MP-26-EPA-FAP01-001, "SERO Removal Form," and complete all information including the following:

- Individual being removed
- Replacement named to fill vacancy
- Approval and concurrences, as appropriate

NFSA

2.5.10 Refer To Attachment 5, "Roles & Responsibilities for Emergency Preparedness Dose Assessment," and ensure areas of responsibility are performed.

RDAC

2.5.11 Refer To and implement Attachment 6, "Radiological Dose Assessment Committee."

2.6 SERO Personnel

NOTE

If an emergency event occurs, pagers will display the following:

- Affected unit
- NRC classification
- State posture code
- Major EAL heading

SERO Members

2.6.1 Refer To Attachment 4, "SERO Qualifications and Reporting Location," and maintain qualifications and proficiency for initial qualification of emergency response duties as follows:

- Refer To the SERO position specific TQR and complete the required SERO Training.
- Maintain "Fitness for Duty" program requirements, as required.
- Maintain station access required by assigned position.
- Maintain job specific requirements including license or certification, as appropriate.

②

2.6.2 Maintain qualifications and proficiency for annual requalification by performing one of the following:

NOTE

Exceptions to participation in drills may be made by the Position Owner in consultation with EP Management on a case-by-case basis.

②

- Perform as the designated responder (not a called-in back-up) in at least one drill annually in accordance with Attachment 4, "SERO Qualifications and Reporting Location."
- IF requested, support drills in the following capacity:
 - Drill controller
 - Evaluator
 - Position coach or mentor

②

2.6.3 Refer To Attachment 4, "SERO Qualifications and Reporting Location," and identify reporting location.

2.6.4 IF pager fails to operate properly, obtain a replacement from one of the following:

- During normal working hours, request Manager, EPD, provide replacement pager.
- After normal working hours, request Security Shift Supervisor provide replacement pager from NAP Security Office.

2.6.5 NOTIFY Manager, EPD, of any changes to the following:

- Work extension
- Pager number
- Home phone number
- Home address
- Employment status

②

2.6.6 Refer To Attachment 4, "SERO Qualifications and Reporting Location," and NTP 7.212, "Training Program Description," and maintain job specific and SERO qualifications current.

2.7 Minimum Staffing Positions

Minimum Staffing Positions

②

2.7.1 Perform the following:

- Ensure pagers are on at all times and worn or in the immediate vicinity to be heard.
- Comply with the fitness for duty policies, as applicable to your position.
- Remain within appropriate plant proximity to ensure facility activation within 60 minutes from pager notification, as applicable to your position.

②

②

NOTE

Once the ERFs are staffed and operational, SERO members shall not call back into the Emergency Notification and Response System (ENRS).

- IF in close proximity to a phone, promptly acknowledge initial pager activation.
- IF not near a phone, report directly to your designated ERF.
- WHEN indicating your ETA, identify a realistic time to report to your designated ERF based upon your current location.
- IF notification is received of an emergency event AND you are not successful in acknowledging initial pager activation, report directly to designated emergency response facility and dial into ENRS.

②

2.7.2 IF not available for duty (applicable only to positions remaining on-call in accordance with Attachment 4), notify the Position Owner and obtain a replacement.

②

NOTE

1. For open positions, the caller will be instructed to report. For filled positions, subsequent callers should report immediately even if the system indicates the position is full. ②
2. Once you have contacted the call-in system and the line is ringing, your call is in the queue. Do not hang up until the call is completed and ENRS instructs you to hang up.
3. If a position is not acknowledged, the ENRS will automatically page and dial the home telephone number of all personnel assigned to a position until the position is filled.
4. You will be asked to enter a realistic ETA. If you cannot report to your ERF within 60 minutes of notification, *do not* accept the position.

Minimum Staffing
Positions

2.7.3 Perform the following:

- a. Ensure pagers are on at all times and worn or in the immediate vicinity to be heard.
- b. IF fit for duty AND within appropriate plant proximity to ensure facility activation within 60 minutes from pager notification, promptly acknowledge initial pager activations.
- c. IF not fit for duty and contacted by the MOR, comply with the instructions provided.
- d. IF a real event notification is received (not a test, drill, or exercise), dial the toll-free telephone number and comply with the instructions provided.
 - 1) Enter individual identification (PIN) code.
 - 2) IF position is open, listen to the information and respond appropriately.
 - 3) IF position has been filled, report to the site. ②
 - 4) WHEN calling into ENRS, wait for ENRS instruction. *Do not* hang up.
- e. IF a real event notification is received (not a test, drill, or exercise) AND acknowledgement can *not* be made via telephone, report to assigned emergency response facility.

NOTE

If Unit Event codes are received, the ENRS is not available to provide any information to callers. MP-26-EPA-FAP01-002 provides information on unit event backup codes.

- f. IF a unit event code for an Alert or higher (e.g., ID 102, 202, 302) is received, immediately report to assigned emergency response facility.

②

2.8 Full Staffing Positions

②

NOTE

Once the ERFs are staffed and operational, SERO members shall not call back into the ENRS.

- 2.8.1 IF fit for duty AND able to respond to your reporting location, acknowledge initial pager activations.

NOTE

1. Full staffing position holders are expected to fill their position as soon as possible.
2. If a position is vacant, the DSEO may elect to fill the position by appointment until a fully qualified individual is available.

②

- 2.8.2 IF not fit for duty and contacted by the MOR, comply with the instructions provided.

NOTE

For open positions, the caller will be instructed to report. For filled positions, subsequent callers will be informed that the position is filled. Response to the station is still required.

②

- 2.8.3 Using SERO call-in card, dial the toll-free telephone number and comply with the instructions provided.

2.9 On-Shift Positions

- 2.9.1 Refer To Attachment 4, "SERO Qualifications and Reporting Location (3)," and identify reporting location.

*Shift Technician
and Station Duty
Officer*

- 2.9.2 WHEN notified of an Unusual Event or higher, report to affected unit control room.

*All On-shift
SERO Positions*

- 2.9.3 WHEN notified of an Alert, Site Area Emergency, or General Emergency, report to the designated reporting location.

2.10 SERO Assembly Areas

2.10.1 IF an Alert or higher classification has been declared during normal business hours, perform the following:

- Report to your designated Emergency Response Facility.
- IF on-shift AND *not* on duty (i.e., off-duty ROs, COs, PEOs, etc.), report to the OSC Assembly Area (AA) in Bldg 475 cafeteria.

NOTE

The Simulator Foyer will be used as needed to retain SERO members who may be needed in the near term to support the event. This would be available to positions responding to the EOF.

②

2.10.2 IF an Alert or higher classification has been declared during the off-hours, perform the following:

- IF on-shift AND not on duty, report to the OSC AA in Bldg 475 cafeteria.
- IF reporting from off-site, report to your designated Emergency Response Facility (i.e., TSC, EOF, affected unit control room, etc.).

2.11 Drills and Exercises

NOTE

1. Drills provide a training opportunity to enhance and maintain effective emergency response capabilities.
2. Major objectives of the Millstone Station Emergency Plan are exercised annually. Exercises differ from drills in that the primary result of an exercise is a critical assessment of emergency response capability.
3. In order to fully evaluate SERO performance capability, back-up staffing (e.g., trainees) will normally not be allowed during evaluated drills or exercises.
4. "Hands-On/OJT" drills will be conducted when it is determined that additional training or experience will enhance an individual, selected group, facility staff or the SERO's ability to respond to emergency conditions. This training evaluation may take the form of a walkthrough or a tabletop discussion of an evolution or operation. This type of training evaluation is distinct from those described in Section 2.11.1 because the focus is limited and will generally not include an integrated response.
5. Actual emergency plan activations may be credited in place of selected drills if the Manager, EP, deems it appropriate. Generally an Alert or higher level emergency may be substituted for a drill. Such events may also replace an exercise with NRC approval.

Manager, EP

2.11.1 Refer To the EP 6 year objectives schedule and conduct the following drills and tests, as appropriate:

- Health Physics Drills
- Radiological Monitoring Drills
- Medical Emergency Drills
- Communication Tests
- Emergency Preparedness Training Drills
- Exercises
- Off-site Public Alerting Siren Tests
- Off-hour and Unannounced Drills
- Assembly, Accountability, and Evacuation of OCA Personnel Drills

②

2.11.2 Request drill support from other departments, as applicable.

2.11.3 Ensure Protective Services Department conducts fire and security drills.

2.11.4 Conduct formal critique after each of the following:

- Drill
- Exercise

2.12 Emergency Response Facilities (ERFs) and Equipment

NOTE

1. Each ERF has equipment in place to perform functions assigned in the Millstone Station Emergency Plan. The Manager, EPD, is authorized to perform unannounced, periodic walk-through inspections of ERFs.
2. Additional facility and equipment responsibilities are detailed in OA 8, "Ownership, Maintenance, and Housekeeping of Site Buildings and Facilities, and Equipment," and MP-26-EPA-FAP05, "EP Facility Maintenance."

*Station
Personnel*

- 2.12.1 Refer To Attachment 2, "Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance," and ensure facilities are maintained, as assigned.
- 2.12.2 Perform equipment check or maintenance at required intervals and after each use.
- 2.12.3 Provide documentation of completed activities to the Manager, EP.
- 2.12.4 Promptly report problems to the Manager, EP.
- 2.12.5 IF alteration or modification of ERF or equipment is required, notify the Manager, EPD, before alteration or modification is performed.

*Unit Chemistry
Technicians and
RAE*

- 2.12.6 Refer To Attachment 3, "Documentation of Testing of Dose Assessment Computer Program," and test dose assessment computer program.

2.13 Severe Accident Management

Manager, EP

- 2.13.1 Develop Severe Accident Management (SAM) documents, ensuring Unit Operations Department and Nuclear Fuel Engineering Support provides technical expertise.
- 2.13.2 Conduct SAM Guideline (SAM-G) drills as part of the schedule 6-year objective for each operating unit, including the following:
 - Test and evaluate the unit SAM response capabilities.
 - Develop a drill scenario to challenge the development of multiple SAM strategies.
 - Refer To MP-26-EPA-FAP03, "Drill and Exercise Manual," and include drill core objectives.
- 2.13.3 Ensure SAM-G training is conducted every 2 years for continuing training.

3. SUMMARY OF CHANGES

3.1 Revision 000-03

3.1.1 Deleted Accident Management Team Mechanical Engineer from Attachment 4.

3.2 Revision 000-02

3.2.1 Changed "on-call" to minimum staffing and "subject-to-call" to full staffing throughout the procedure.

3.2.2 Deleted responsibility (step 2.2.2) to implement SERO on-call schedules. Not applicable.

3.2.3 Changed 4-team rotation to 6-deep rotation in step 2.4.1.

3.2.4 Added new step 2.4.2 to state that if minimum staffing drops below 4, an on-call rotation needs to be established. Individuals need to be informed of assignments and FFD/60-minute requirements.

3.2.5 Deleted Team DSEO from step 2.4.3. Teams do not exist.

3.2.6 Added new step 2.4.7 to ensure EPD receives a schedule of names and dates when SERO members will participate in drills.

3.2.7 Added new step 2.4.8 to ensure positions are available for holiday and vacation periods.

3.2.8 Deleted Team DSEO activities (original step 2.5.10) for monitoring team activities. Not applicable.

3.2.9 Modified step 2.6.2, bullet 2, for SERO to support drills as a controller, evaluator, or coach. This is not an annual drill requirements.

3.2.10 Added home address in step 2.6.5.

3.2.11 Modified step 2.7.1 to be performed "as applicable" to the SERO position. Added acknowledge page if in close proximity to phone. If not, report directly to the applicable ERF.

3.2.12 Deleted information in steps 2.7.1 and 2.7.2 that referred to on-call and not available for duty. The person to notify is the Position Owner.

3.2.13 Modified Note prior to step 2.7.3 to clarify that if your position is filled, report immediately. In step 2.7.3, deleted on-call and not on duty.

3.2.14 Modified step 2.7.3.d.3 to state if position is full, respond to the site.

3.2.15 Modified unit event codes in step 2.7.3.f.

3.2.16 Modified Note prior to step 2.8.3 to state respond to the site even if the position is filled.

3.2.17 Deleted on-call, on duty, not on duty from step 2.10.1 and deleted locations for SERO response. Added a Note to designate the Simulator Foyer is available to EOF responders.

3.2.18 Corrected acronym in Attachment 2 for GES.

3.2.19 Modified Attachment 4 columns for Category (MS, FS, OS, MS-OC, MS-AC).

3.2.20 Added footnote #10, Attachment 4, for some SERO positions.

3.3 Revision 000-01

3.3.1 Deleted bullet "Chemistry Drills" from Section 2.11, Drills and Exercises.

3.3.2 Removed unit-specific designators for the MTSC, TSC-ME, TSC-EE, and MOSC in Attachment 4, "SERO Qualifications and Reporting Location."

3.4 Revision 000

3.4.1 This documents contains information previously contained in EPAP 1.15.

3.4.2 Added Section 2.2, "Responsibilities of Supervisor, Emergency Preparedness (EP), for Maintaining Emergency Preparedness."

3.4.3 Added Section 2.3, "Responsibilities of the Emergency Preparedness Specialists for Maintaining Emergency Preparedness."

Attachment 1

Emergency Preparedness Abbreviations and Definitions

(Sheet 1 of 1)

1. ADEOF - Assistant Director Emergency Operations Facility
2. ADTS - Assistant Director Technical Support
3. AMRDA - Assistant Manager of Radiological Dose Assessment
4. EPD - Emergency Preparedness Department
5. ERC - External Resources Coordinator
6. ERDS - Emergency Response Data System
7. IDA - Initial Dose Assessment
8. MIDAS - Meteorological Information and Dose Assessment Model
9. NFSA - Nuclear Fuels and Safety Analysis
10. RAE - Radiological Assessment Engineer
11. RDAC - Radiological Dose Assessment Committee
12. RES - Radiological Engineering Section
13. SAM-G - Severe Accident Management Guidelines
14. Millstone Station Emergency Plan: The Millstone Station Emergency Plan contains requirements and organizational responsibilities and serves as the license commitment document for emergency preparedness.
15. Emergency Plan Administrative (EPA)/Functional Administrative Procedure (FAP): Procedures that implement the Station Emergency Plan.

Attachment 2

Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance

(Sheet 1 of 4)

Organization	Item	Task	Freq ¹	Reference
Generation Technical Services (GTS)	Public Alerting System	Inspect and Conduct Testing	Q, A	MP-26-EPA-FAP08 MP-26-EPA-FAP09
Chemistry	EOF Multi Channel Analyzer	Inspect and Conduct Testing	AN	RPM; ANSI
Computer Services	ERF Computer Hardware, Software, and Connections	Maintenance, Surveillance, and Control	AN	Help Desk DC 11 MP-26-EPA-FAP05
Telecommunication Services	Pagers, Radios, ENRS	General Support and Testing	AN	
Document Administration	FSAR, Tech Specs, Aperture Cards	Maintain Control Copies in ERFs	AN	GRITS
Document Administration	Unit - Specific Procedures	Maintain Control Copies in EOF	AN	Passport
Document Administration	EOF and TSC Aperture Card Readers	Update and Check	Q	NDM 04
U-3 Operations	SERO Notification System	Test and Maintain	M	MP-26-EPA-FAP05 C-OP 606
Emergency Preparedness	ERF Phone and Fax Equipment	Perform Operability Check	Q	MP-26-EPA-FAP05
Emergency Preparedness	ERF Radios	Perform Operability Check	Q	MP-26-EPA-FAP05
Emergency Preparedness	ERF Support Equipment, Furniture, and Supplies	Maintain and Conduct Inventories	Q, AEU	MP-26-EPA-FAP05
Emergency Preparedness	ERF Communications	Surveillance	M	MP-26-EPA-FAP05

Attachment 2

Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance

(Sheet 2 of 4)

Organization	Item	Task	Freq ¹	Reference
Health Physics Support	Emergency Response HP Supplies and Equipment	Maintenance, Surveillance, and Calibration	Q, AEU	RPM 4.8.5
Health Physics Support (Respiratory Protection)	Respiratory Protection Equipment	Maintenance	Q	RPM 2.3.5
Motor Pool	RMT Vehicles	Mechanical and Operational Inspection and Maintenance	Q	
RAE, Chemistry Technicians	ERF Dose Assessment Computers	Check Operability	W,M	MP-26-EPA-FAP01 MP-26-EPA-FAP10
Document Administration	Unit - Specific Procedures	Maintain Control Copies in TSC	AN	Passport
Document Administration /EPD	Emergency Preparedness FAPs	Maintain Document Distribution and Control; Audit	AN	Passport
Unit 2 I&C	Meteorological Equipment	Inspect, Calibrate, and Confirm Operability	Q	C-SP-400.2
Protective Services	Station Page and Evacuation Siren	Monitor Outside Speakers when Units Conduct Test.	M/Q	C-SP 600.1
Protective Services	CR/Security Hot Links	Phone Checks	D	Security Procedure
Site Facilities	Emergency Response Facilities	Building Services (Janitorial, Plumbing, Lighting)	AN	OA 8
Emergency Preparedness	Millstone EPlan Resource Book	Update	Q	MP-26-EPA-REF08B

Attachment 2
Summary of Department Responsibilities for Facilities, Equipment, and
Material Maintenance

(Sheet 3 of 4)

Organization	Item	Task	Freq ¹	Reference
I&C; SAB	Radiation Monitors	Maintenance and Calibration; Documentation		
U-2 Operations	Meteorological Tower Generator	Test ²	M	C-SP 600.12
U-2 Operations	U-1 PA Speakers	Test	M	C-SP 600.1
Station Maintenance	Emergency Operations Facility	Electrical and Mechanical Maintenance of HVAC	Q	Vendor Support Provided
U-2 Operations	EOF Airlock	Test ²	Q	SP 2678C
U-2 Operations	EOF Emergency Diesel Generator	Test ² Operation	M	SP 2678B OP 2399A
U-2 Operations	EOF Fire Detection System	Test ² Operation	Q	SP 2678D OP 2399B
U-2 Operations	EOF Vent (RAD) Filter Systems	Test ²	R	SP 2678A
U-2 Operations	U-2 PA Speakers and Evacuation Alarms	Test	M	C-SP 600.1
Station Maintenance	Technical Support Center (TSC)	Electrical and Mechanical Maintenance of HVAC	Q	AWO on 3TS-3900J
Station Maintenance	Technical Support Center (TSC)	Emergency Lights	Q	MP 3780AE
U-3 Operations	TSC Emergency Power (TSC)	Test ²	Q	SP 3666.2
U-3 Operations	TSC Vent (RAD) Filter System	Test ²	R	SP 3666.1
U-3 Operations	U-3 PA Speakers and Evacuation Alarms	Test	M	C-SP 600.1

Attachment 2

Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance

(Sheet 4 of 4)

Organization	Item	Task	Freq ¹	Reference
Unit Engineering (U-2, 3)	Drawings	Maintain Control Copies in ERFs.	AN	Master Control Index
Unit Operations (U-2, 3)	Radio Communications (Waterford, State, Tri-Town)	Test ²	D	C-SP 600.3
Unit Operations (U-3)	Radiopaging ENRS Daily/Weekly Test	Test ²	D, W	C-OP 608
Unit Operations (U-3)	Radiopaging ENRS Monthly Test	Test ²	M	C-OP 606
IT	ERDS, OFIS	General Support and Testing	Q	MP-26-EPA-FAP05 MP-26-EPA-GDL05

NOTE

1. D = Daily, W = Weekly, M = Monthly, Q = Quarterly, R = Refuel Outage, A = Annual (not to exceed 25% of surveillance period) AN = As Necessary, AEU = After Each Use. All are also as required by drills, audits, revisions, etc.
2. Maintenance, repair, and test follow up is passed to applicable Unit Maintenance Departments.

Attachment 3

Documentation of Testing of Dose Assessment Computer

(Sheet 1 of 1)

NOTE

MIDAS is installed in the EOF and IDA is installed in the control rooms. MIDAS, IDA, and other approved dose assessment models such as RASCAL may also be installed on computers in the EOF, TSC, or other ERFs.

Radiological Assessment Engineer (RAE)

1. Monthly, VERIFY operability of the Emergency Operations Facility dose assessment computer program and printer and ENSURE results match test case.
2. COMPLETE surveillance log.
3. IF test results are *not* satisfactory, NOTIFY EPD.

Unit Chemistry Technicians

Unit 3

1. Monthly, VERIFY operability of the Technical Support Center Initial Dose Assessment computer and ENSURE results match test case.

Unit 2 and 3

2. Weekly, VERIFY operability of control room initial dose assessment computer program and printer and ENSURE results match test case.
3. COMPLETE surveillance log.
4. IF test results are not satisfactory, NOTIFY EPD.

Attachment 4

SERO Qualifications and Reporting Location (3)

(Sheet 1 of 7)

Position	Code	CAT	LOC	RESP	RAD	SERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial ⁽⁴⁾ Drill/OJT/Walk-Thru ⁽⁵⁾
Assistant Director Emergency Operations Facility	ADEOF	MS-AC	EOF	No	No	Director, Nuclear Safety and Licensing	Yes	Drill
Assistant Manager of Radiological Dose Assessment	AMRDA	FS	EOF	No	No	Manager, Radiological Protection and Chemistry	Yes	Drill
Accident Management Team Thermal and Hydraulic Engineer	AMT/TH	FS	TSC/OSC	No	Yes	Manager, Nuclear Fuel Engineering	Yes	OJT
Accident Management Team Lead	AMTL	FS	TSC/OSC	No	Yes	Manager, Nuclear Fuel Engineering	Yes	OJT/SAM (8)
Assistant Radiation Protection Supervisor	ARPS	MS-AC	OSC AA	No	Yes	Manager, Radiological Protection and Chemistry	Yes	OJT
Director of Station Emergency Operations	DSEO	MS-AC	EOF	No	No	Director, Operations and Maintenance	Yes	Drill
EOF Health Physics Technician	EOFHP	MS-OC	EOF	Yes	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
EOF Shift Technician	EOFST	MS-OC	EOF	Yes	Yes	Manager, Nuclear Operations	No	Walk-Thru
External Resource Coordinator	ERC	FS	EOF	No	No	SCM Site Manager	Yes	Walk-Thru
Chief Technical Spokesperson	CTS	MS-AC	Media Cntr	No	No	Director, Nuclear Safety and Licensing	Yes	Walk-Thru
Fire Brigade/EMT	FB	OS	OSC AA	Yes	Yes	Manager, Nuclear Protection Services	No	Drill (6)
Field Team Data Coordinator	FTDC	FS	EOF	No	No	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Generations Technical Services Specialist	GTS	MS-OC	OSC AA	No	Yes	Manager, Nuclear Maintenance	No	Walk-Thru

Category Key:

MS-AC = Minimum Staffing All Call Positions FS = Full Staffing
 MS-OC = Minimum Staffing Oncall Positions OS = On Shift

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Attachment 4
SERO Qualifications and Reporting Location (3)
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Position	Code	CAT	LOC	RESP	RAD	SERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial ⁽⁴⁾ Drill/OJT/Walk-Thru ⁽⁵⁾
Meteorological Assistant	MET	FS	EOF	No	No	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Manager of Operational Support Center ⁽¹⁰⁾	MOSC	MS-AC, FS	TSC/OSC	No	Yes	Manager, Nuclear Maintenance	Yes	Drill
Manager of Resources	MOR	MS-AC	EOF	No	No	SCM Site Manager	Yes	Drill
Manager of Security	MOS	FS	TSC/OSC	No	Yes	Manager, Nuclear Protection Services	Yes	Drill
Public Information Technical Advisor	PITA	MS-AC	EOF	No	No	Manager, Emergency Preparedness	Yes	Drill
Manager Radiological Consequence Assessment	MRCA	MS-AC	TSC/OSC	No	Yes	Manager, Radiological Protection and Chemistry	Yes	Drill
Manager of Technical Support Center ⁽¹⁰⁾	MTSC	MS-AC, FS	TSC/OSC	No	Yes	Director, Nuclear Engineering	Yes	Drill
Nuclear News Manager	NNM	MS-AC	Media Cntr	No	No	Director, Nuclear Safety and Licensing	Yes	Drill
CBETS Operator	CBETS	FS	OSC AA	No	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Radiological Communicator	RADCOM	FS	EOF OSC AA	No	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Radiological Assessment Engineer	RAE	FS	EOF	No	No	Manager, Nuclear Fuel Engineering	Yes	Drill
Radiological Monitoring Team 3 Lead	RMT3	MS-OC	EOF	Yes	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Radiological Monitoring Team Driver*	RMTDRV	MS-AC	EOF	Yes	Yes	Manager, Nuclear Oversight	Yes	Walk-Thru
Radiological Monitoring Team 4 Lead	RMT4	MS-OC	EOF	Yes	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Radiological Monitoring Team Driver*	RMTDRV	MS-AC	EOF	Yes	Yes	Manager, Nuclear Oversight	Yes	Walk-Thru

*All RMT Drivers are in one group with three people on call at all times.

Category Key:

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Attachment 4

SERO Qualifications and Reporting Location (3)

(Sheet 3 of 7)

Position	Code	CAT	LOC	RESP	RAD	SERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial ⁽⁴⁾ Drill/OJT/Walk-Thru ⁽⁵⁾
Radiological Monitoring Team 5 Lead	RMT5	MS-OC	EOF	Yes	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Radiological Monitoring Team Driver*	RMTDRV	MS-AC	EOF	Yes	Yes	Manager, Nuclear Oversight	Yes	Walk-Thru
NAP Radiological Monitoring Team	RMTA	MS-OC	NAP	Yes	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
NAP Radiological Monitoring Team	RMTB	MS-OC	NAP	Yes	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
SAP Radiological Monitoring Team	RMTC	MS-OC	SAP	Yes	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
SAP Radiological Monitoring Team	RMTD	MS-OC	SAP	Yes	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Station Duty Officer	SDO	OS	CR	Yes	Yes	Manager, Nuclear Operations	No	OJT
Technical Support Center Electrical Engineer ⁽¹⁰⁾	TSCEE	MS-AC, FS	TSC/OSC	No	Yes	Director, Nuclear Engineering	Yes	OJT
Technical Support Center Mechanical Engineer ⁽¹⁰⁾	TSCME	MS-AC, FS	TSC/OSC	No	Yes	Director, Nuclear Engineering	Yes	OJT
Technical Support Center Reactor Engineer	TSCRE	MS-AC	TSC/OSC	No	Yes	Manager, Nuclear Fuel Engineering	Yes	Walk-Thru
Technical Assistant	TA	FS	State EOC	No	No	Director, Nuclear Safety and Licensing	Yes	Walk-Thru
Chemistry Technician	CHEM TECH	OS	CR	Yes	Yes	Manager, Radiological Protection and Chemistry	No	Walk-Thru

*All RMT Drivers are in one group with three people on call at all times.

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SERO Qualifications and Reporting Location (3)

(Sheet 4 of 7)

Position	Code	CAT	LOC	RESP	RAD	SERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial ⁽⁴⁾ Drill/OJT/Walk-Thru ⁽⁵⁾
RMT #1	HPTECH	OS	CR	Yes	Yes	Manager, Radiological Protection and Chemistry	No	Walk-Thru
Unit 1 Technical Support Center Shift Manager	U1 TSCSM	FS	TSC/OSC	No	Yes	Manager, Nuclear Operations	No	OJT
Unit 2 Assistant Director Technical Support	U2ADTS	MS-AC	TSC/OSC	No	Yes	Manager, Nuclear Operations	Yes	Drill
Unit 2 Control Room Data Coordinator	U2CRDC	FS	CR	No	Yes	Manager, Nuclear Training	Yes	Walk-Thru
Unit 2 Electrician	U2ELEC	MS-OC	OSC AA	Yes	Yes	Manager, Nuclear Maintenance	No	Walk-Thru
Unit 2 Instrument & Control Operational Support Center	U2I&C OSC	FS	TSC/OSC	No	Yes	Manager, Nuclear Maintenance	Yes	Drill
Unit 2 Instrument & Control Technician	U2I&C TECH	MS-OC	OSC AA	Yes	Yes	Manager, Nuclear Maintenance	No	Walk-Thru
Unit 2 Mechanic	U2MECH	MS-OC	OSC AA	Yes	Yes	Manager, Nuclear Maintenance	No	Walk-Thru
Unit 2 Manager of Communications	U2MOC	MS-AC	EOF	No	No	Manager, Nuclear Training	Yes	Walk-Thru
Unit 2 Operational Support Center Maintenance Assistant	U2 OSCMA	FS	TSC/OSC	No	Yes	Manager, Nuclear Maintenance	Yes	Drill
Unit 2 PEO	U2PEO	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 2 Control Operator	U2CO	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 2 STA	U2STA	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 2 Technical Information Coordinator	U2TIC	MS-AC	EOF	No	No	Manager, Nuclear Training	Yes	Walk-Thru
Unit 2 Technical Support Center Shift Manager	U2 TSCSM	FS	TSC/OSC	No	Yes	Manager, Nuclear Operations	No	OJT

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Attachment 4

SERO Qualifications and Reporting Location (3)

(Sheet 5 of 7)

Position	Code	CAT	LOC	RESP	RAD	SERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial ⁽⁴⁾ Drill/OJT/ Walk-Thru ⁽⁵⁾
Unit 3 Assistant Director Technical Support	U3ADTS	MS-AC	TSC/OSC	No	Yes	Manager, Nuclear Operations	Yes	Drill
Unit 3 Control Room Data Coordinator	U3CRDC	FS	CR	No	Yes	Manager, Nuclear Training	Yes	Walk-Thru
Unit 3 Electrician	U3ELEC	MS-OC	OSC AA	Yes	Yes	Manager, Nuclear Maintenance	No	Walk-Thru
Unit 3 Instrument & Control Operational Support Center	U3I&C OSC	FS	TSC/OSC	No	Yes	Manager, Nuclear Maintenance	Yes	Drill
Unit 3 Instrument & Control Technician	U3I&C TECH	MS-OC	OSC AA	Yes	Yes	Manager, Nuclear Maintenance	No	Walk-Thru
Unit 3 Mechanic	U3MECH	MS-OC	OSC AA	Yes	Yes	Manager, Nuclear Maintenance	No	Walk-Thru
Unit 3 Manager of Communications	U3MOC	MS-AC	EOF	No	No	Manager, Nuclear Training	Yes	Walk-Thru
Unit 3 Operational Support Center Maintenance Assistant	U3 OSCMA	FS	TSC/OSC	No	Yes	Manager, Nuclear Maintenance	Yes	Drill
Unit 3 PEO	U3PEO	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 3 Control Operator	U3CO	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 3 STA	U3STA	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 3 Technical Information Coordinator	U3TIC	MS-AC	EOF	No	No	Manager, Nuclear Training	Yes	Walk-Thru
Unit 3 Technical Support Center Shift Manager	U3 TSCSM	FS	TSC/OSC	No	Yes	Manager, Nuclear Operations	No	OJT
Unit 2 Unit Supervisor	U2US	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 3 Unit Supervisor	U3US	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Security Guard	SECGRD	OS	POST	Yes	Yes	Manager, Nuclear Protection Services	No	(9)

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SERO Qualifications and Reporting Location (3)

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Position	Code	CAT	LOC	RESP	RAD	SERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial ⁽⁴⁾ Drill/OJT/Walk-Thru
Security Shift Supervisor	SSS	OS	CAS	No	Yes	Manager, Nuclear Protection Services	No	(9)
Manager Radiological Dose Assessment	MRDA	MS-AC	EOF	No	No	Manager, Radiological Protection and Chemistry	Yes	Drill
Unit 3 Shift Technician	U3ST	OS	CR	Yes	Yes	Manager, Nuclear Operations	Yes	OJT
Unit 1 CFH/MCRO	CFH	OS	CR	Yes	Yes	Manager, Nuclear Operations	No	Walk-Thru
Unit 2 Shift Manager	U2SM	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 3 Shift Manager	U3SM	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Alarm Station Supervisor	SECSUP	OS	CAS/SAS	Yes	Yes	Manager, Nuclear Protection Services	No	(9)
Regulatory Liaison (7)	RL	FS	EOF	No	No	Manager, Licensing	No	Walk-Thru
State Emergency Planning Liaison (7)	SEPL	FS	State EOC	No	No	Manager, Emergency Preparedness	No	Walk-Thru
Station Emergency Planning Representative (7)	SEPR	FS	EOF	No	No	Manager, Emergency Preparedness	No	Walk-Thru
Media Center Liaison (7)	MCL	FS	Media Center	No	No	Director, Nuclear Safety and Licensing	No	Walk-Thru
Rumor and Inquiry Control Liaison (7)	RICL	FS	Media Center	No	No	Director, Nuclear Safety and Licensing	No	Walk-Thru
Technical Briefer (7)	TB	FS	Media Center	No	No	Director, Nuclear Safety and Licensing	No	Walk-Thru
Radiological Briefer (7)	RB	FS	Media Center	No	No	Director, Nuclear Safety and Licensing	No	Walk-Thru

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SERO Qualifications and Reporting Location (3)

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- (1) Credit will be taken for drill completion when performed as part of Licensed Operator Initial Training (LOIT), Licensed Operator Requalification Training (LORT), Shift Technical Advisor (STA) Program, and Plant Equipment Operator (PEO) Training.
- (2) Deleted
- (3) Additional qualification requirements are contained in NTP 7.212.
- (4) Participation in a drill may satisfy the walk-thru qualifications for initial training.
- (5) Walk-thrus include use of any equipment, identification and location of reference materials, and a knowledge of the facility layout. Training, Emergency Planning, or job incumbents qualify for conducting walk-thrus.
- (6) Tracked by Fire Training Department
- (7) Supplemental positions
- (8) SAM required for initial qualifications
- (9) Security Guard, Security Shift Supervisor (SSS), and Alarm Security Supervisor training is provided by Protective Services personnel.
- (10) One position is minimum staffing, a second position is full staffing.

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Attachment 5

Roles and Responsibilities For Emergency Preparedness Dose Assessment

(Sheet 1 of 2)

Area	Manager, EPD	NFSA
Emergency Plan (Includes Ingestion Pathway Plan)	Manager, EPD, shall: <ul style="list-style-type: none"> • Develop the Emergency Plan • Ensure compliance to regulatory requirements • Request technical support for input and review • Process changes and obtain necessary approvals • Perform necessary 50.54(q) reviews 	NFSA shall: <ul style="list-style-type: none"> • Provide radiological technical expertise requested • Provide compliant support • Support the review and approval process
Radiological Dose Assessment Committee (RDAC)	Manager, EPD, shall: <ul style="list-style-type: none"> • Chair the committee • Develop a charter • Schedule meetings • Develop meeting minutes for RDAC members and upper management • Provide expertise specific to regulatory compliance • Provide input and make contacts to benchmark against the industry • Process change requests 	NFSA shall: <ul style="list-style-type: none"> • Co-chair the committee • Provide input to charter • Provide technical member(s) to the RDAC • Develop technical justification for software / procedure changes • Provide radiological expertise specific to subject matter
Procedures	Manager, EPD, shall: <ul style="list-style-type: none"> • Maintain overall approval or veto of proposed procedures and changes • Ensure compliance to regulatory requirements • Maintain procedures current / schedule biennial reviews if required • Process procedure change requests • Process procedure typing requests • Facilitate writer's guide review by Procedures Group • Perform necessary 50.54(q) reviews • Provide V&V support as necessary • Facilitate scheduling of SORC by Procedures Group • Set effective implementation dates 	NFSA shall: <ul style="list-style-type: none"> • Provide radiological technical content • Write procedure steps • Provide bases documents • Lead V&V process • Provide V&V input and approvals • Support necessary 50.54(q) review • Present technical changes to SORC for approval

Attachment 5 Roles and Responsibilities For Emergency Preparedness Dose Assessment

(Sheet 2 of 2)

Area	MANAGER, EPD	NFSA
Tools and Software	<p>Manager, EPD, shall:</p> <ul style="list-style-type: none"> • Own required tools and software • Budget new purchases • Fund upgrades and revisions • Ensure compliance to regulatory requirements and intent • Obtain approvals for selected tools and software through RDAC (user) members before committing to a solution, purchase, or change • Own Quality Software (QS) and associated documentation 	<p>NFSA shall:</p> <ul style="list-style-type: none"> • Produce requirements document specifying needs, acceptance criteria and process bids • Recommend the selection of tools and software through the RDAC • Develop internal software (as necessary or as appropriate) • Provide development support • Provide testing • Provide QS documentation • Provide overall radiological technical support
Scenario Development	<p>Manager, EPD, shall:</p> <ul style="list-style-type: none"> • Define scenario radiological package requirements (Memo of Understanding) • Develop overall scenario • Provide long-range schedule to allow support resource planning • Define deliverable date for completed package • Provide sufficient lead time as defined in the Memo of Understanding for radiological package development 	<p>NFSA shall:</p> <ul style="list-style-type: none"> • Provide an experienced technical lead to develop radiological data packages • Provide support to scenario development meetings • Produce radiological data packages fully meeting Memo of Understanding expectations • Provide completed radiological data package by the defined deliverable date

Attachment 6
Radiological Dose Assessment Committee

(Sheet 1 of 1)

1. Purpose:

Ensure a regulatory compliant, effective dose assessment capability is maintained at Millstone facilities.

2. Membership:

The following functions shall be represented as members of this committee:

- Emergency Preparedness - Manager, EPD - Chairperson
- Radiological Engineering - Supervisor, Radiological Engineering - Co-chairperson
- Station Health Physics
- Training - EPD Training, Chem/HP training, as available
- Computer Support - Information Technology, as available
- Station Chemistry - as available
- State Department Environmental Protection - as available
- Environmental Services - as available

3. Responsibilities:

This committee is responsible to provide the technical, regulatory based review and recommendations for all changes to calculations methodologies, procedures, software or other tools as applicable to performing the function of off-site dose assessment during emergency situations.

4. Meetings:

This committee shall meet as necessary to review functional status. Meeting notes shall be published and maintained on file in the Emergency Preparedness Department.

5. Authority:

This committee will forward recommended assignments to the Manager, EPD, to assign work to the appropriate organization in order to maintain the full capability of emergency dose assessment. The assigned members shall be sufficiently conversant in the issues to have acceptance authority for their respective organizations.

6. Disposition of Issues:

Issues identified shall be dispositioned through the use of the AITTS assignments. Where disagreement of assignment exist, this issue shall be raised to EPD and NFE management for disposition.