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PSEG NUCLEAR LLC
EMERGENCY PLAN IMPLEMENTING PROCEDURES
March 26, 2003
CHANGE PAGES FOR
REVISION #98

The Table of Contents forms a general guide to the current revision of each section of the Administrative EIPs. The changes that are made in this TOC Revision #98 are shown below. Please check that your revision packet is complete and remove the outdated material listed below:

ADD			REMOVE		
<u>Page</u>	<u>Description</u>	<u>Rev.</u>	<u>Page</u>	<u>Description</u>	<u>Rev.</u>
All	TOC	98	All	TOC	97
All	NC.EP-AP.ZZ-1011(Z)	03	All	NC.EP-AP.ZZ-1011(Z)	02

PSEG NUCLEAR LLC
 EMERGENCY PLAN ADMINISTRATIVE PROCEDURES
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 March 26, 2003

EMERGENCY PREPAREDNESS ADMINISTRATIVE PROCEDURES

	<u>Revision Number</u>	<u>Number Pages</u>	<u>Effective Date</u>
PLAN, EPIP, ECG ADMINISTRATION:			
NC.EP-AP.ZZ-1001(Z) Emergency Plan Document Processing	0	14	10/04/01
NC.EP-AP.ZZ-1003(Q) 10CFR50.54g Effectiveness Review Guide	1	10	08/06/02
EPIP 1005 Emergency Preparedness Deficiency/Revision Tracking.....	4	3	05/01/98
FACILITIES AND EQUIPMENT:			
NC.EP-AP.ZZ-1006 Emergency Equipment Inventory (Radiation Protection)..	0	64	05/12/00
EPIP 1008 Emergency Communications Drills.....	20	D	12/06/01
EPIP 1010 ERF Status Boards.....	6	52	10/25/96
TRAINING:			
NC.EP-AP.ZZ-1011 Maintenance of Emergency Response Organization	03	15	03/26/03
EPIP 1012 Preparation, Conduct, and Evaluation of Emergency Preparedness Annual Exercises.....	7	D	01/03/02
NC.EP-AP.ZZ-1014 Emergency Preparedness Classroom Training Administration..	4	18	02/06/02
NC.EP-AP.ZZ-1015 PC Dose Assessment Software Control	0	6	06/12/00
EMERGENCY SUPPORT EQUIPMENT:			
EPIP 1016 Test Procedures for EOF Backup Generator, Vent System and HVAC Filter Replacement.....	7	46	06/12/00
NC.EP-FT.ZZ-0004(Q) Emergency Communications Drill	1	13	08/06/02
NC.EP-FT.ZZ-0006(Q) Emergency Response Data System (ERDS) Test with NRC Salem Station	1	12	09/26/02
NC.EP-FT.ZZ-0007(Q) Emergency Response Data System (ERDS) Test with NRC Hope Creek Station	0	7	12/06/01

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NC.EP-AP.ZZ-1011(Z) Rev. 03

MAINTENANCE OF EMERGENCY RESPONSE ORGANIZATION

USE CATEGORY: II

REVISION SUMMARY:

Biennial Review Performed Yes___ No___ N/A_X_

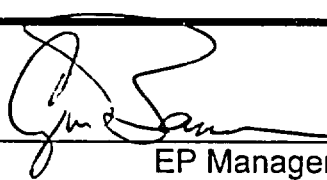
This procedure revised to:

- Added step to ensure ERO Assigning Managers consider prerequisite knowledge of individual assigned to an ERO position.
- Changed Assigning Manager from ERM to VP-OPs from Training Center Manager.
- Added step to remind Assigning Managers that they may rotate ERO members.
- Added various clarifying information
- Updated titles of Assigning Managers
- Added EP Standards for ERO qualification
- Added step for managers to contact EP if ERO member is unable to fulfill his/her assigned position
- Deleted SCBA Qualification exception for Control Room Communicators
- Added new ERO position of Site Security Coordinator
- Revised Note on Attachment 2 that required prerequisite training to be completed prior to ERO assignment

IMPLEMENTATION REQUIREMENTS

Effective Date: 3-26-03

APPROVED: _____



EP Manager

3/21/03
Date

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MAINTENANCE OF EMERGENCY RESPONSE ORGANIZATION

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1.0 PURPOSE

This procedure should be used to guide Emergency Response Organization (ERO) members, and ERO Assigning Managers through the process to ensure a fully qualified and staffed ERO is maintained.

2.0 SCOPE

- The scope of this procedure is to ensure the ERO is manned with qualified personnel at all times.

3.0 RESPONSIBILITIES

- It is the responsibility of all ERO candidates and current members to complete and maintain all prerequisite training and qualification requirements for their ERO assignment, as listed in step 5.4.2.
- EP Standards:
 1. If an ERO member's qualification expires and re-qualification is not completed within four (4) weeks a notification will be written to the Department Manager.
 2. If a new ERO member is not trained and qualified within 12 weeks of assignment to an ERO position a notification will be written to the Department Manager.
 3. If an ERO open position does not have an individual assigned within two (2) weeks a notification will be written to the Assigning Manager.

4.0 BACKGROUND, PROCESS DESCRIPTION OR REQUIREMENTS

- There is a requirement for some ERO positions to carry ERO pagers. It is expected that pagers will be carried at all times, not just when you are on a duty team. If your pager appears to be malfunctioning, contact the Nuclear Services Team pager representative on extension 1144 to have your pager tested, repaired, or replaced as needed.

5.0 PROCEDURE

5.1 Vice President – Operations Shall:

- 5.1.1 Approve or disapprove requests for exemptions to the ERO; per ERO Change Form, Attachment 2 of this procedure.

5.2 Assigning Managers for Staffing ERO Positions Should:

NOTE

- Additional personnel may be assigned to ensure additional qualified persons are available to assume duty or support responder positions as needed. These persons would be assigned to the "X" Team.
- There are four Duty and four Support teams ("A", "B", "C", & "D").

5.2.1 Ensure all personnel assigned to the ERO have adequate background, training and experience to perform tasks required for their assigned ERO position.

5.2.2 If adequate staffing levels permit, rotate personnel on and off the ERO during the annual open enrollment period. Personnel assigned to the ERO should maintain their ERO position for a 3-year period before rotation is considered. This step is only a guideline and the decision concerning when and who can be rotated lies with the ERO Assigning Manager.

5.2.3 ENSURE yearly review (during ERO open enrollment in February of each year) of ERO positions meet minimum staffing goals. Contact Emergency Preparedness (EP) if you are aware of any personnel contact phone numbers that have changed.

5.2.4 The below chart is a guidance to be used for staffing requirements for Duty and Support Emergency Response positions.

Required Number Of Positions Needed To Be Filled In Accordance With The Organizational Chart	Minimum Staffing Goal for Duty Responders	Minimum Staffing Goal for Support Responders
1	4	3
2	8	5
3	12	8
4	16	10

5.2.5 ENSURE replacements are provided when an ERO member is terminated or reassigned. Submit requests for ERO changes in accordance with Attachment 2, (ERO Change Form) of this procedure. ERO Change Form is also available on the Emergency Preparedness web page.

5.3 Department Managers for Staffing ERO Positions Shall:

5.3.1 ENSURE all ERO candidates and current members complete and maintain all training and qualification requirements for ERO assignment, as listed in step 5.4.2, or 5.5.2, as appropriate.

5.3.2 Notify EP if an ERO member is unable to fulfill an ERO assignment due to:

- Medical restriction
- Leave of absence

5.4 **ERO Duty Responders:**

5.4.1 SHALL:

- Reside within 60 minutes of your assigned Emergency Response Facility,
- Remain fit for duty, and
- Remain within 60 minutes of their assigned emergency response facility (ERF) during their duty week, or when providing coverage for another Duty responder.

5.4.2 SHALL maintain their ERO/access type training current.

- All onsite and offsite ERO members shall maintain their current emergency response training for their specific position and complete the qualification guide for their assigned ERO position annually.
- All onsite ERO positions, and offsite monitoring team members shall maintain current Radiation Worker (RWT) qualification.
- All onsite ERO positions, with the exception of the OSC Clerk and personnel assigned to the TSC, shall be SCBA qualified.
- All PSEG Nuclear ERO members, with the exception of Emergency News Center (ENC) personnel, will be Fitness For Duty (FFD) qualified.

5.4.3 SHALL attend scheduled drills/tabletops. If you are unable to attend a scheduled drill/tabletop you must get prior approval from your designated emergency response facility lead, and contact EP. You are required to find a qualified replacement for scheduled drills/tabletops, and should attend a make-up tabletop/drill.

5.4.4 SHALL ensure that their current home, office, and pager numbers are accurate in SAP to guarantee that the ERO callout system has correct contact information.

5.4.5 SHALL, if unavailable during on-call duty period, arrange for a qualified replacement and inform EP as follows:

- Complete and forward (FAX) to EP, Attachment 3, Notice of Temporary Exchange of Duty (available on the EP website).

OR

- If FAX machine is not available or not working properly, call voice mail box 856-339-2200 with equivalent information as requested on Attachment 3, Notice of Temporary Exchange of Duty.

5.4.6 SHALL, if unavailable during on-call duty period because of sudden illness or a personnel emergency, attempt to find a replacement. If a replacement cannot be found, contact your supervisor or EP for assistance. Paper work for a duty exchange should be filled out as soon as possible after locating a replacement and forwarded to EP.

5.4.7 SHALL, if your specific ERO position requires you to make manual ERO call-out in the event of a call-out system failure, maintain a current copy of EPIP 204S and/or 204H at your home and implement your portion when directed.

5.5 ERO Support Responders:

5.5.1 SHALL reside within 90 minutes of your assigned emergency response facility (ERF).

5.5.2 SHALL maintain your ERO/Access training current, as follows:

- All onsite and offsite ERO members shall maintain their current emergency response training for their specific position. Complete qualification guide for your assigned ERO position annually.
- All onsite ERO positions, and offsite monitoring team members shall maintain current Radiation Worker (RWT) qualification.
- All onsite ERO positions, with the exception of the OSC Clerk and personnel assigned to the TSC, shall be SCBA qualified.
- All PSEG Nuclear ERO members, with the exception of Emergency News Center (ENC) personnel, shall be FFD qualified.

5.5.3 SHALL attend scheduled drills/tabletops. If you are unable to attend a scheduled drill/tabletop you must get prior approval from your designated emergency response facility lead, and contact EP. You may be required to find a qualified replacement for scheduled drills/tabletops, and should attend a makeup tabletop/drill.

5.5.4 SHALL ensure that their current home, office, and pager numbers are accurate in SAP to guarantee that the ERO callout system has correct contact information.

5.5.5 SHALL, if your specific ERO position requires you to make manual ERO call-out in the event of a call-out system failure, maintain a current copy of EPIP 204S and/or 204H at your home and implement your portion when directed.

5.6 EP Supervisor or Designee Should:

5.6.1 Provide oversight of the "Maintenance of the ERO" process including:

- Quarterly contact number verifications
- Annual open enrollment elicitation and revisions
- Reviews/revisions to assigning managers list per Attachment 1, ERO Duty/Support Responders and Assigning Managers ERO Staffing Responsibilities
- Assigning managers trained and provided guidance
- Revision and distribution of callout procedures
- Periodic assessments of assignment process and ERO qualifications.
- Attendance at EP drills, tabletop sessions and training.

5.7 Technical Analyst Emergency Preparedness or Designee:

5.7.1 ERO Review and Update

- Should notify all ERO members or DACs to verify that their home, office, and pager numbers are correct in SAP.
- Should distribute Emergency Personnel Assignment Forms (PAF) during open enrollment month (February of each year) to ERO Assigning Managers for review of ERO position assignments and verify/update all contact phone numbers.
- Should maintain on file for 12 months all PAFs, ERO change forms, and medical notifications returned from designated ERO Assigning Managers, PSEG Nuclear Managers, and the Medical Department.
- Should ensure the EP Training and Drill/Tabletop schedule for ERO personnel is published in an acceptable manner (EP Web Page, etc.).
- Should update the ERO assignment database in SAP and the callout system based on feedback received from the assigning managers.
- Shall update the ERO callout and Personnel Recall procedures (EPIP 204S/H) and the Administrative and Bargaining Unit Callout lists each quarter.

5.7.2 REVISE, publish and distribute EPIP 204S/H at least quarterly to the following:

- ERO Personnel with manual callout responsibilities.
- Control Room, Technical Support Center, & Emergency Operations Facility confidential envelope, located in each of these facilities. A copy of the revised Administrative and Bargaining Unit Callout lists shall also be

included.

- TSC Emergency Preparedness Advisors (EPA) should also be provided with a current revision of the administrative and bargaining units call-out procedure and list quarterly.

6.0 RECORDS

ENSURE copies of appropriate completed ERO change forms are forwarded to EP per FAX number provided on the form.

7.0 DEFINITIONS

Refer to Attachment 1, ERO Duty/Support Responders and Assigning Managers ERO Staffing Responsibilities, of this procedure.

8.0 REFERENCES

- 8.1 PSEG Nuclear LLC – Emergency Plan
- 8.2 10CFR 50 Appendix E, Emergency Planning and Preparedness for Production and Utilization Facilities.
- 8.3 NUREG-0654, Revision 1, November 1980, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants.
- 8.4 NUREG-0737, October 1, 1980, Clarification of TMI Action Plan Requirements.
- 8.5 Supplement 1 to NUREG-0737, December 17, 1982.

ATTACHMENT 1
ERO DUTY/SUPPORT RESPONDERS AND
ASSIGNING MANAGERS ERO STAFFING RESPONSIBILITIES
Page 1 of 6

Definition and Responsibilities:

Emergency Response Organization (ERO) Member - All personnel designated to respond to emergency events at Hope Creek or Salem Generating Stations.

Duty Responder - Duty responders are key ERO members assigned to be on call based on a duty rotation to fill critical positions in their assigned ERFs. Duty Responders will be available to respond as soon as possible, but no longer than 60 minutes after notification. (See below for identification of Duty Responders by ERF.) Duty Responders will rotate there on call duty to another duty responder on a weekly basis.

Support Responder - All other ERO members who are required to report to their ERF as soon as possible, but no longer than 90 minutes after notification. Support responders do not serve an on-call duty responsibility.

Shift Responder – Members of the ERO that fill a normal on-shift position that is manned 24 hours a day, seven days a week. Shift responders will respond to emergencies based on plant page announcements or internal phone calls.

CONTROL ROOM			
E.P. Code	ERO Position	Duty/Support /Shift	Responsibility for Staffing
A-04	Operations Superintendent (OS)	Shift	Hope Creek Operations Manager Salem Operations Manager
B-01	Nuclear Shift Technical Advisor (NSTA)	Shift	Hope Creek Operations Manager Salem Operations Manager
B-02	Control Room Supervisor (CRS)	Shift	Hope Creek Operations Manager Salem Operations Manager
B-03	Reactor Operator/Plant Operator (RO/PO)	Shift	Hope Creek Operations Manager Salem Operations Manager
B-04	Control Room Communicators (CM1/CM2)	Shift	Hope Creek Operations Manager Salem Operations Manager
B-04A	Communicator - Ops Advisor (Hope Creek Only)	Support	Hope Creek Operations Manager

ATTACHMENT 1

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OPERATIONS SUPPORT CENTER

E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
B-05	Equipment Operators (EO)	Shift	Hope Creek Operations Manager Salem Operations Manager
C-01	Operations Support Center Coordinator (OSCC)	Duty	Hope Creek Operations Manager Salem Operations Manager
C-02	Scheduled Controls Technician Instrument and Controls (I&C)	Shift	Superintendent- HC WIN/12-hr. Shifts Superintendent- Salem WIN/12-hr. Shifts
C-03	Shift Controls Technician Electrical	Shift	Superintendent- HC WIN/12-hr. Shifts Superintendent- Salem WIN/12-hr. Shifts
C-04A	OSC Operations Supervisor	Call out	Hope Creek Operations Manager Salem Operations Manager
C-04B	OSC Maintenance Supervisor (Mechanical)	Support	Maintenance Manager-Mechanical
C-04C	OSC Shift Maintenance Supervisor (Controls)	Shift	Superintendent- HC WIN/12-hr. Shifts Superintendent- Salem WIN/12-hr. Shifts
C-05A	OSC Radwaste Operator	Shift	Hope Creek Chemistry Superintendent Salem Operations Manager
C-05B	Nuclear Tech – Mechanical	Support	Maintenance Manager Mechanical
C-05D	Controls Tech – Electrical	Support	Maintenance Manager-Controls & Power Dist.
C-05E	Controls Tech - I&C	Support	Maintenance Manager-Controls & Power Dist.
C-06	Fire Brigade	Shift	Fire Protection Superintendent
C-08	Planner	Support	SWIM LTP&S Manager
C-10	OSC Clerk	Support	Hope Creek Operations Manager Salem Operations Manager
E-02B	Radiation Protection Supervisor – Exposure Control	Duty	Manager – Radiation Protection
E-03	Radiation Protection Technicians	Shift	Manager – Radiation Protection

ATTACHMENT 1

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CONTROL POINT

E.P. Code	ERO Position	Duty/Support /Shift	Responsibility for Staffing
E-04	Shift Radiation Protection Technician (SRPT)	Shift	Manager – Radiation Protection
E-03	Radiation Protection Technician	Shift	Manager – Radiation Protection
E-05	Chemistry Supervisor - CP/TSC	Duty	HC Chemistry Superintendent Salem Chemistry Superintendent
E-06	Chemistry Technician (CT)	Support	HC Chemistry Superintendent Salem Chemistry Superintendent

TECHNICAL SUPPORT CENTER

E.P. Code	ERO Position	Duty/Support /Shift	Responsibility for Staffing
A-03	Emergency Duty Officer (EDO)	Duty	Director – Operations
E-01	Radiological Assessment Coordinator (RAC)	Duty	Manager – Radiation Protection
E-02A	Radiation Protection Supervisor – Offsite (TSC)	Duty	Manager – Radiation Protection
E-03	Radiation Protection Technicians (RPT)	Support	Manager – Radiation Protection
F-01	Technical Support Supervisor (TSS)	Duty	Hope Creek Operations Manager Salem Operations Manager
F-02	Technical Support Team Leader (TSTL)	Support	VP – Engineering
F-03	Engineer – Electrical	Duty	Reliability Engineering Manager (Sal) Production Engineering Manager (HC)
F-04	Engineer – Mechanical	Duty	Reliability Engineering Manager (Sal) Production Engineering Manager (HC)
F-05	Engineer – Controls	Duty	Reliability Engineering Manager (Sal) Production Engineering Manager (HC)
F-06A	Core-Thermal Hydraulics Engineer	Duty	Manager Nuclear Fuels/Reactor Engineering
F-07	Emergency Preparedness Advisor (EPA) – TSC	Support	EP Manager

ATTACHMENT 1
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TECHNICAL SUPPORT CENTER

E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
F-08	TSC Communicator	Duty	Hope Creek Operations Manager Salem Operations Manager
F-08B	Ops Advisor – TSC	Support	Hope Creek Operations Manager Salem Operations Manager
I-01	Security Liaison (TSC)/Security Operations Supervisor Main Guard House (MGH)	Shift	Manager – Emergency Services
J-03	Administrative Support Supervisor (ADMSS)	Support	Director – Business Support
J-04	TSC Administrative Staff	Support	Director – Business Support
J-04A	TSC Administrative Support – TDR	Support	Director – Business Support

EMERGENCY OPERATIONS FACILITY

E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
A-01	Emergency Response Manager (ERM)	Duty	VP – Operations
A-02	Site Support Manager (SSM)	Duty	Nuclear Training Manager
A-05	Emergency Preparedness Coordinator (EPC)	Support	EP Manager
D-01	Radiological Support Manager (RSM)	Duty	Rad Pro – Superintendent – HC
D-02A	Radiological Assessment Duty	Duty	Rad Pro – Superintendent – HC
D-02B	Radiological Assessment Support	Support	Rad Pro – Superintendent – HC
D-02C	Radiological Assessment Support	Support	Rad Pro – Superintendent – HC
D-03	Field Team Communicator	Support	Rad Pro – Superintendent - HC
D-04A	Offsite Team Monitor	Duty	Rad Pro – Superintendent – HC
D-04B	Offsite Team Driver	Duty	Rad Pro – Superintendent – HC
F-09	Technical Support Manager (TSM)	Support	VP – Engineering
G-13	Public Information Liaison (PIL)	Duty	Manager – Nuclear Communications

ATTACHMENT 1

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EMERGENCY OPERATIONS FACILITY

E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
I-04	Security Force Member	Shift	Manager – Emergency Services
I-05	EOF Communicators	Duty	Nuclear Training Manager
I-05A	Site Support Staff-Ops Advisor	Support	Nuclear Training Manager
J-01	Administrative Support Manager (ASM)	Duty	Director – Business Support
J-02A	Admin Support Staff-Personnel Supv	Support	Director – Business Support
J-02B	Admin Support Staff – Purchasing	Support	Manager-Supply Chain Management
J-02D	Admin Support Staff-Administrative	Support	Director – Business Support
J-02E	IT Support Supervisor	Support	IT Business Partner

EMERGENCY NEWS CENTER

E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
G-01	Company Spokesperson (CS)	Duty	Manager - Nuclear Communications
G-02	Emergency News Center Manager (ENCM)	Duty	Manager - Nuclear Communications
G-05	Industry/Government Affairs Coordinator	Support	Manager - Nuclear Communications
G-06	Rumor Control Coordinator (RCC)	Support	Manager - Nuclear Communications
G-07B	Media Monitors	Support	Manager - Nuclear Communications
G-08A	Staff Writer Duty	Duty	Manager - Nuclear Communications
G-08B	Staff Writer Support	Support	Manager - Nuclear Communications

ATTACHMENT 1

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EMERGENCY NEWS CENTER

E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
G-09B	Media Information Line Operator	Support	Manager - Nuclear Communications
G-10A	Lead Technical Advisor (LTA)	Duty	Manager - Nuclear Communications
G-10B	Media Technical Advisor (MTA)	Support	Manager - Nuclear Communications
G-10C	Communications Technical Advisor (CTA)	Support	Manager - Nuclear Communications
G-11	ENC Operation Supervisor (ENCOS)	Support	Manager - Nuclear Communications
J-05	ENC Administrative Support	Support	Director – Business Support
J-06	Audio/Visual Services Coordinator	Support	Manager - Nuclear Communications

G-14 Public Information Manager (PIM) is the on-call staff member of Nuclear Communications who is responsible for representing PSEG as the Company Spokesperson until activation of the ENC.

Main Guard House

E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
I02	Site Security Coordinator (SSC)	Support	Manager – Emergency Services

Offsite – Delaware Facility

E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
Z03	Delaware Offsite Representative	Support	EP Manager

**ATTACHMENT 2
ERO CHANGE FORM**

Assigning Manager Name: _____ COST CTR.: _____ MC: _____ Date: _____

NOTE
FAX this form to 1349 or send to MC N37.

PLEASE PROCESS THIS ERO CHANGE CONCERNING THE FOLLOWING INDIVIDUAL:

Name: _____ COST CTR.: _____ MC _____ EMPLOYEE # _____

<p><u>New Assignments:</u> Assign the above employee to:</p> <p>_____ ERO DUTY/SHIFT Responder (60 minute response time)</p> <p>_____ ERO Support Responder (90 minute response time)</p> <p>Position #: _____ (EP Code – see Att. 1)</p> <p>Position Name: _____</p> <p>Station: _____ (Salem/Hope Creek/Common)</p> <p>Team: _____ (A, B, C, D, or X)</p> <p>Company Phone: _____</p> <p>Home Phone: _____</p> <p>Car Phone: _____</p>	<p><u>Reassign the above ERO member to: **</u></p> <p>_____ ERO DUTY/SHIFT Responder (60 minute response time)</p> <p>_____ ERO Support Responder (90 minute response time)</p> <p>Position #: _____ (EP Code – see Att. 1)</p> <p>Position Name: _____</p> <p>Station: _____ (Salem/Hope Creek/Common)</p> <p>Team: _____ (A, B, C, D, or X)</p> <p>Company Phone: _____</p> <p>Home Phone: _____</p> <p>Car Phone: _____</p>
<p><u>Delete the above ERO member from: **</u></p> <p>_____ ERO DUTY/SHIFT Responder (60 minute response time)</p> <p>_____ ERO Support Responder (90 minute response time)</p> <p>Position #: _____ (EP Code – see Att. 1)</p> <p>Position Name: _____</p> <p>Station: _____ (Salem/Hope Creek/Common)</p> <p>Team: _____ (A, B, C, D, or X)</p> <p>(Complete Replacement section also) →</p>	<p><u>Replacement for deletion (if applicable)</u></p> <p>Name: _____</p> <p>_____ City _____ State</p> <p>Cost Center: _____ Mail Code: _____</p> <p>EMPL. I.D. # _____</p> <p>Company Phone: _____</p> <p>Home Phone: _____</p> <p>Car Phone: _____</p>

** Reason For Change _____

Reason for exemption: _____
 Exemption approval _____ Disapproval: _____ Date: _____
 (VP – Ops) (VP – Ops)

ATTACHMENT 3
NOTICE OF TEMPORARY EXCHANGE OF DUTY

NOTE

EMERGENCY DUTY OFFICER (EDO)

For EDO Duty Exchange, it is your responsibility to ensure Operations Superintendent (OS) is informed so that the Control Room Duty Roster is updated.

FROM: _____ ERO POSITION: _____

PRINT NAME

I will be unable to fulfill my Duty Responder assignment during the period:

_____ / _____ to _____ / _____
(Date) (Time) (Date) (Time)

And have arranged an exchange of duty with the following qualified individual to perform my duties during this time period.

Team: A B C D
(Circle Appropriate Team)

(Name of Replacement)

(Signature)

Person Accepting Duty: I certify that I am fully qualified and will remain within one-hour response of my assigned facility until properly relieved.

(Employee Number)

(Date)

(Signature)

NOTE

FAX Number 1349 or 856-339-1349 OR if FAX is not available, call into voice mail number 856-339-2200 and provide exchange of duty information.