

**Emergency Plan
Implementing Document**

Admin Procedures

<u>Procedure No</u>	<u>Title</u>
EPIP-TMI-.06	Additional Assistance and Notification
EPIP-TMI-.16	Contaminated Injuries
EPIP-TMI-.19	Emergency Dosimetry/Security Badge Issuance
TEP-ADM-1300.01	Maintaining Emergency Preparedness
TEP-ADM-1300.02	Emergency Preparedness Training
TEP-ADM-1300.04	Administration of the TMI Initial Response and Emergency Support Organization Duty Roster
TEP-ADM-1300.05	Emergency Equipment Readiness
TEP-ADM-1300.06	Emergency Response Facility Modification Control

FOR INFORMATION ONLY

AmerGen

TMI Emergency Plan
Implementing Procedure

Number

TEP-ADM-1300.01

Title	Revision No
Maintaining Emergency Preparedness	11
Applicability/Scope	USAGE LEVEL
TMI Division	2
	Effective Date
	03/28/03

This document is within QA plan scope	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
50.59 Applicable	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

List of Effective Pages

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DOCUMENT HISTORY

REVISION	EFFECTIVE DATE	DESCRIPTION OF CHANGE	PREPARED BY: REVIEWED BY: APPROVED BY:
1	01/27/97	Revised titles, responsibilities and inventory list layout and instructions. Revisions to responsibilities to be more uniform.	N Brown
2	12/31/97	Correct inventories, provide clarification for responsibilities to enhance response, revise drill/exercise intervals to be consistent with the Emergency Plan.	N. Brown
3	11/17/98	Provides guidance as to what goes into the CAP System, corrections made to managers titles and guidance identifying that one major drill or exercise will be conducted on an annual basis	S.R. Finicle
4	03/16/99	Correct spelling, clarification, deletion of 1 monitor at EOF and surveillance procedures at TSC and transition changes GPU to TMI. Added a new exhibit identifying the communication links	N Brown
5	08/18/99	Added Emergency Plan number per biennial review requirement and corrected drawing list for the TSC.	N Brown
6	04/18/00	Change "Manager, Shift Engineering" to "Manager, System Engineering" and "Manager, Plant Training, TMI" to "Director, Training, TMI"	S.R. Finicle
7	10/26/00	Removed Procedure Index from TSC, Backup TSC Inventory revised per 1001G guidance. Removed large screen monitors at EOF.	N Brown
8	05/18/01	Changed applicability on cover page. Revised Exhibit 4A Some procedures have been added and one (1107-2) has been deleted. Deleted reference to FTS 2000. Name no longer exists for TMI	S R. Finicle
9	08/07/01	Exhibit 4, added supplies Exhibit 4A, deleted reference to ATOG 1210-7.	S R. Finicle
10	11/14/01	Revise reference to Section 6.0 (K). Changed procedure number from 1097 to LS-AA-125. Delete reference to GPU phone directory in Exhibits 2 and 2A Added the word "/Coordinator" to the end of title, "Emergency Preparedness Manager".	S R Finicle

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REVISION	EFFECTIVE DATE	DESCRIPTION OF CHANGE	PREPARED BY: REVIEWED BY: APPROVED BY:
11	03/28/03	<p><u>Section 1.0</u> Revised to reflect EP-MA-124-1001 for control of Inventories/Surveillances, EP-AA-120 (Drills / Exercises), and TQ-AA-113 (EP Training).</p> <p><u>Section 3.0:</u> Deleted definitions for EP drills/exercises, which are controlled under EP-AA-120</p> <p><u>Section 4.0</u> Changes include -</p> <ul style="list-style-type: none"> • Deleted requirements for EP drills/ exercises, which are controlled under EP-AA-120, and generic requirements for EP Training, which is controlled under TQ-AA-113. • Revises title of Emergency Control Center to Control Room • Assigns responsibility for Joint Public Information Center and Remote Assembly Areas to EP Manager. • Deletes reference to IREO and ESO • Title EP Manager/Coordinator revised to EP Manager <p><u>Section 5.0:</u> Changes include -</p> <ul style="list-style-type: none"> • Title EP Manager/Coordinator revised to EP Manager • Replaced references to IREO & ESO with Emergency response Organization (ERO). • Deleted responsibilities for EP drills/exercises, which are assigned under EP-AA-120. • Reflects transfer of responsibility for maintenance of the EOF, Emergency Plan, and implementing procedures to Corporate EP under the Standard Plan. • Deleted reference to Environmental Assessment Command Center, which is now part of TSC. • Deleted TMI Training responsibility to develop and implement training for TMI personnel and for drills/ exercises, and inserted responsibility for entry of training documentation into ETUDE and retention of records • Eliminates Medical Administrator responsibility for alcohol monitor based on relocation of EOF to Coatesville facility. 	<p>J.D Anderson R. R. Brady, Jr.</p>

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REVISION	EFFECTIVE DATE	DESCRIPTION OF CHANGE	PREPARED BY: REVIEWED BY: APPROVED BY:
		<p><u>Section 6.0:</u> Updated references to include -</p> <ul style="list-style-type: none"> • Replaced TMI Emergency Plan (1092) with Standard plan (EP-AA-1000) and TMI Annex (EP-AA-1009) references. • Included (EP-AA-11X Series) next to E-Plan Implementing Procedure reference. • TEP-SUR-1310.13 superseded by EP-AA-122 for drills/exercises • TEP-ADM-1300.02 superseded by TQ-AA-113. • TEP-ADM-1300.04 superseded by EP-AA-1102. • Deleted reference to TEP-SUR-1310 02 (Verification of Emergency Phone), which is controlled under recurring task. • Added reference to EP-AA-124-1001 (Facility Inventories and Equipment Tests) <p><u>Section 7 0 / Exhibits:</u> Revised Exhibits to address the following and updated inventories accordingly –</p> <ul style="list-style-type: none"> • (Exhibit 1) ECC title to Control Room. • Consolidation of Drawing List into TSC and Backup TSC exhibits. • Backup TSC Inventory re-titled Exhibit 3 • Deleted EOF Inventory and associated procedure / drawing lists, which are transferred to Corporate EOF. • Included Exhibit 5 for Harrisburg (Commerce Park) JPIC inventory. • Consolidated EACC inventory into Exhibit 2 (TSC). • Deleted Exhibit 6 (Communications Links) • Incorporated EP user aids and consumables (forms) under appropriate facility checklists 	

Maintaining Emergency Preparedness

1.0 PURPOSE

This procedure delineates the requirements for maintaining an adequate level of emergency preparedness at TMI in accordance with Attachment 4 to EP-MA-124-1001, "Facility Inventories and Equipment Tests"

Specific details defining and outlining the requirements for Emergency Preparedness related drills and exercises are governed under EP-AA-120, "Drills and Exercises".

Requirements for the conduct and documentation of Emergency Preparedness Training are governed under TQ-AA-113.

2.0 APPLICABILITY/SCOPE

This procedure applies to all organizations supporting emergency preparedness at TMI.

3.0 DEFINITIONS

None

4.0 PROCEDURE

a. Emergency Response Facilities Inventories

- The responsible department head, or his/her designee, shall ensure that inventories are properly performed and documented for facilities under their control

i) Inventories are required at the following frequency.

a Quarterly

b Following a drill or declared emergency, which resulted in activation of the facility.

NOTE

An inventory completed following a drill or actual emergency may also satisfy the quarterly requirement for the quarter in which it was performed.

ii) Facility activation inventories shall be completed by the end of the next working day following the day in which the closeout of the emergency or drill that activated the facility occurred

iii) Quarterly inventories should be scheduled such that they can be completed, and forwarded to Emergency Preparedness for review at least 10 days before the end of the quarter

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NOTE

This will ensure that the Emergency Preparedness personnel have sufficient time to review the inventories before the end of the quarter and take any action necessary to ensure that the program remains in compliance with the Emergency Plan requirements

- Inventories shall be documented by filing out the appropriate inventory form (Exhibits 1 through 5).
- Completed documentation shall be sent to the Emergency Preparedness Department in accordance with the instructions on the inventory form.
- The following is a list of emergency response/additional support facilities and the department head responsible for maintaining the facility and performing the required inventories:
 - i) Control Room (CR) - Plant Operations Director, TMI.
 - ii) Technical Support Center (TSC) - Emergency Preparedness Manager, TMI
 - iii) Simulator - Emergency Preparedness Manager, TMI
 - iv) Operations Support Center (OSC) - Director, Radiological Health & Safety, TMI
 - v) Joint Public Information Center (JPIC) - Emergency Preparedness Manager, TMI
 - vi) Remote Assembly Areas - Emergency Preparedness Manager, TMI.

5.0 RESPONSIBILITIES

5.1 All Department Heads are responsible for the following:

- Provide assistance to the Emergency Preparedness Department by supplying Drill Evaluators and scenario development assistance.
- Provide assistance to the Emergency Preparedness Department by supplying Drill Evaluators and scenario development assistance.
- Provide assistance, as necessary, to the Emergency Preparedness Manager, TMI in performance of communications tests required by Reference h.
- Provide qualified personnel for positions on the Emergency Response Organization to meet the requirements in Reference b
- Provide Subject Matter Experts (SMEs) to assist in the required Emergency Preparedness Training Program.

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5.2 Specific Department Head Responsibilities

a. Emergency Preparedness Manager/Coordinator, TMI

- Plan, schedule and coordinate all Emergency Plan related drill and exercise activities listed in Reference a.
- Maintain the following items current:
 - a. Drill Scenario File
 - b. Emergency Response Organization (ERO) Duty Roster
 - c. Emergency Preparedness Surveillance Records
- Log all deficiencies in the CAP System and trend in accordance with references.
- Maintain the Harrisburg (Commerce Park) Joint Public Information Center in readiness per Exhibit 4.
- Maintain the Technical Support Center in readiness per Exhibit 2.
- Maintain the Simulator Room in readiness per Exhibit 3

b. Plant Manager

- Maintain the Emergency Response Organization (ERO) Duty Roster in accordance with Reference f

c. Director, Operations, TMI

- Maintain the Control Room (CR) in readiness per Exhibit 1.

d. Director, Radiological Health & Safety TMI

- Maintain the Operation Support Center in readiness per Exhibit 4

e. Director Training, TMI

- Ensure the documentation of conducted Emergency Preparedness Training and entry into ETUDE in accordance with References i and j

f. TMI NOS Manager

- Audit, at least on an annual basis, the TMI Emergency Preparedness Program and Implementing documents to verify compliance with the Quality Assurance Plan and other appropriate requirements (e.g., 10CFR50.54[t])

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g. Manager Information Management Center

- Provide controlled copies of procedures and the Emergency Plan as required to the emergency facilities

6.0 **REFERENCES**

- a. Exelon Nuclear Standardized Radiological Emergency Plan (EP-AA-1000)
- b. Exelon Nuclear Radiological Emergency Plan Annex for Three Mile Island Station (EP-AA-1009)
- c. Emergency Plan Implementing Documents (EP-AA-11X Series)
- d. Drills and Exercises (EP-AA-120)
- e. Emergency Preparedness Training (TQ-AA-113)
- f. ERO Fundamentals (EP-AA-1102)
- g. Fire Protection Program Plan (AP 1038)
- h. Emergency Communications Test Procedure (TEP-SUR-1310 01)
- i. Training Division Records (3500-ADM-1210.01)
- j. Record Retention (1000-ADM-1210 02)
 - j 1 TMI Records Management Program (1064)
- k. Corrective Action Program (CAP) (LS-AA-125)
- l. Facility Inventories and Equipment Tests (EP-MA-124-1001)

7.0 **EXHIBITS**

- 7.1 Exhibit 1 - Control Room Inventory
 - Exhibit 1A - Control Room EP User Aids/Consumables
- 7.2 Exhibit 2 - Technical Support Center Inventory
 - Exhibit 2A - TSC EP User Aids/Consumables
- 7.3 Exhibit 3 - Simulator Inventory
 - Exhibit 3A - Simulator EP User Aids/Consumables
- 7.4 Exhibit 4 - Operations Support Center Inventory
 - Exhibit 4A - OSC EP User Aids/Consumables

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- 7.5 Exhibit 5 - Joint Public Information Center Inventory
- Exhibit 5A - JPIC EP User Aids/Consumables

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EXHIBIT 2
Technical Support Center Inventory

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The following equipment shall be maintained in the Technical Support Center:

Item:	Minimum Quantity Required:	Quantity Present
TSC Emergency Position Badges	Station Emergency Director 1 TSC Director – 1 Logistics Coordinator – 1 State/Local Communicator 1 Security Coordinator - 1 Operations Manager –1 ENS Communicator – 1 Operations Communicator - 1 Technical Manager –1 Technical Communicator – 1 TSC Engineer – 4 Maintenance Manager – 1 Damage Control Comm – 1 Rad Protection Manager – 1 Rad Controls Coordinator - 1 HPN Communicator	
CRT Terminal w/Printer (Engrg Area)	1	
Personal Computer (Engrg Area)	1	
Plant/System Drawing Per Exhibit 2A	1 each	
Xetron (Radio)	1 each	
Auto Dialer	1	
Ops Procedures - 1100 Series	1 each	
Emergency Procedures - 1202 Series	1 each	
Abnormal Ops Procedures - 1203 Series	1 each	
Abnormal Transient Procedures - 1210 Series	1 each	
Emergency Plan	1	
TMI Annex	1	
Emergency Plan Implementing Procedures	1 set	
ERO Procedure Binders	Station Emergency Director TSC Director Logistics Coordinator State/Local Communicator Security Coordinator Operations Manager ENS Communicator Operations Communicator Technical Manager Technical Communicator Core / Hydraulic Engineer Maintenance Manager Damage Control Comm Rad Protection Manager Rad Controls Coordinator HPN Communicator	

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**EXHIBIT 2A
TSC User Aids/Consumables**

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POSITION	PROCEDURE	ATT./TABLE	TITLE	COPIES	REV.
Main Room (Wall File, or equivalent)	EP-AA-112	3	FFD Call Out Record	10	
	EP-AA-112	4	FFD Verification Form	10	
	EP-AA-112	7	Information Request / Message Form	50	
	EP-AA-112-200	2	OSC Team Request Form	25	
	EP-MA-114-100	1	State/Local Event Notification Form	10	
	LS-AA-1150	--	NRC Emergency Notification Worksheet	10	
Station Emergency Director	EP-AA-112-201	1	Station Emergency Director Checklist	1	
	EP-AA-112	1	Command & Control Turnover Briefing	2	
	EP-AA-1009	Table 3-1	EAL Matrix	1 set	
TSC Director	EP-AA-112-202	1	TSC Director Checklist	1	
Logistics Coordinator	EP-AA-112-202	2	Logistics Coordinator Checklist	1	
Security Coordinator	EP-AA-112-202	3	Security Coordinator Checklist	1	
	EP-AA-1009	Table 3-1	EAL Matrix	1 set	
State / Local Communicator	EP-AA-112-202	4	State / Local Communicator Checklist	1	
Operations Manager	EP-AA-112-203	1	Operations Manager Checklist	1	
	EP-AA-112	1	Command & Control Turnover Briefing	2	
	EP-AA-1009	Table 3-1	EAL Matrix	1 set	
ENS Communicator	EP-AA-112-203	2	ENS Communicator Checklist	1	
Operations Communicator	EP-AA-112-203	3	Operations Communicator Checklist	1	
Technical Manager	EP-AA-112-204	1	Technical Manager Checklist	1	
	EP-AA-112-204	4	Emergency Special Procedure Form	2	
	EP-AA-1009	Table 3-1	EAL Matrix	1 set	
Technical Communicator	EP-AA-112-204	2	Technical Communicator Checklist	1	
Technical Support Area (Wall File, or equivalent)	EP-AA-112-204	3	Core / Hydraulic Engineer Checklist	1	
	EP-AA-112-204	4	Emergency Special Procedure Form	2	
	EP-AA-112	7	Information Request / Message Form	25	
	EP-AA-112-200	2	OSC Team Request Form	10	
Maintenance Manager	EP-AA-112-205	1	Maintenance Manager Checklist	1	
	EP-AA-112-200	2	OSC Team Request Form	5	
Damage Control Communicator	EP-AA-112-205	2	Damage Control Communicator Checklist	1	
Radiation Protection Manager	EP-AA-112-206	1	Radiation Protection Manager Checklist	1	
	EP-AA-113	2	Authorization for Emergency Exposure	5	
	EP-AA-113	6	Thyroid Blocking Agent Authorization Form	5	
	EP-AA-1009	Table 3-1	EAL Matrix	1 set	
Radiation Controls Coordinator	EP-AA-112-206	2	Radiation Controls Coordinator Checklist	1	
Radiation Controls Engineer	EP-AA-112-206	3	Radiation Controls Engineer Checklist	1	
IPN Communicator	EP-AA-112-206	4	HPN Communicator Checklist	1	
	EP-AA-112-206	Table 4-1	HPN Communicator Worksheet	5	

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**EXHIBIT 3
Simulator Inventory**

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The following emergency equipment shall be maintained in the Simulator Room:

Item:	Minimum Quantity Required:	Quantity Present
ERO Procedure Binders	Shift Emergency Director Shift Communicator Damage Control Communicator Operations Communicator	
Headsets	3	
Telecopier	1	

**EXHIBIT 3A
Simulator Room EP User Aids/Consumables**

POSITION	PROCEDURE	ATT./TABLE	TITLE	COPIES	REV.
Shift Emergency Director	EP-AA-112-100	1	Shift Emergency Director Checklist	1	
	EP-AA-112	1	Command & Control Turnover Briefing	1	
	EP-MA-114-100	1	State/Local Event Notification Form	5	
	EP-AA-1009	Table 3-1	EAL Matrix	1 set	
Shift Communicator	EP-AA-112-100	6	Shift Communicator Checklist	1	
	EP-AA-112	7	Information Request / Message Sheet	5	
	EP-MA-110-200	6	DAPAR Input Sheet	1	
Shift Dose Assessor	EP-AA-112-100	3	Shift Dose Assessor Checklist	1	
	EP-AA-112	5	Dose Assessment Turnover Sheet	1	
	EP-MA-110-200	6	DAPAR Input Sheet	1	
Damage Control Communicator	EP-AA-112-100	5	Damage Control Communicator Checklist	1	
	EP-AA-112	7	Information Request / Message Sheet	5	
Operations Communicator	EP-AA-112-100	4	Operations Communicator Checklist	1	
	EP-AA-112	7	Information Request / Message Sheet	5	

Remarks/Deficiencies/Resolutions:

Signed

Date

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**EXHIBIT 4
Operations Support Center Inventory**

The following equipment shall be maintained in the Operations Support Center.

Item:	Minimum Quantity Required:	Quantity Present
OSC Emergency Position Badges	OSC Director - 1 Assistant OSC Director - 1 OSC Operation Group Lead - 1 OSC RP Group Lead - 1 OSC Chemistry Group Lead - 1 OSC Mechanical Group Lead - 1 OSC Electrical Group Lead - 1 OSC I&C Group Lead - 1 Damage Control Communicator - 1 Shift Dose Assessor - 1	
OSC Log Book	1	
Headsets	2	
Status Boards: OSC Manning	1	
Team Tracking	1	
OSC Priorities	1	
Intercom System	1	
Telecopier	1	
ERO Procedure Binders	OSC Director Assistant OSC Director OSC Operation Group Lead OSC RP Group Lead OSC Chemistry Group Lead OSC Mechanical Group Lead OSC Electrical Group Lead OSC I&C Group Lead Damage Control Communicator Shift Dose Assessor	
Verify placement of User Aids & Consumables	Exhibit 4A	

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**EXHIBIT 4A
OSC EP User Aids/Consumables**

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POSITION	PROCEDURE	ATT./TABLE	TITLE	COPIES	REV.
Main Room (Wall File, or equivalent)	EP-AA-112	3	FFD Call Out Record	10	
	EP-AA-112	4	FFD Verification Form	10	
	EP-AA-112	7	Information Request / Message Form	50	
	EP-AA-112-200	5	OSC Team Briefing Form	50	
	EP-AA-112-200	6	OSC Team Debriefing Form	50	
	EP-AA-112-200	7	OSC Staffing Guidelines	50	
	EP-AA-113	1	On-Site Habitability Checklist	10	
	EP-AA-113	2	Authorization for Emergency Exposure Form	10	
	EP-AA-113	6	Thyroid Blocking Agent Authorization Form	10	
	OSC Director	EP-AA-112-300	1	OSC Director Checklist	1
EP-AA-112-300		Table 4-9	TMI OSC Suggested Configuration	1	
Assistant OSC Director	EP-AA-112-300	2	Assistant OSC Director Checklist	1	
	EP-AA-112-300	Table 4-9		1	
Damage Control Communicator	EP-AA-112-300	8	Damage Control Communicator Checklist	1	
OSC Operations Group Lead	EP-AA-112-300	3	OSC Group Lead Checklist	1	
OSC RP Group Lead	EP-AA-112-300	3	OSC Group Lead Checklist	1	
OSC Chemistry Group Lead	EP-AA-112-300	3	OSC Group Lead Checklist	1	
OSC Mechanical Group Lead	EP-AA-112-300	3	OSC Group Lead Checklist	1	
OSC Electrical Group Lead	EP-AA-112-300	3	OSC Group Lead Checklist	1	
OSC I&C Group Lead	EP-AA-112-300	3	OSC Group Lead Checklist	1	

Remarks/Deficiencies/Resolutions:

Signed

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EXHIBIT 5
Joint Public Information Center Inventory

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The following equipment shall be maintained in the Emergency Operations Facility:

Item:	Minimum Quantity Required:	Quantity Present
Position Badges	Corporate Spokesperson - 1 JPIC Director - 1 JPIC Administrator Coordinator - 1 JPIC Coordinator - 1 Technical Spokesperson - 1 Radiation Protection Spokesperson - 1 Clerical - 4 Access Controller - 1	
Plant Computer Terminal	1	
Telecopiers	2 minimum	
Emergency Plan	1	
Emergency Plan Implementing Procedures	1 set	
ERO Procedure Binders	Corporate Spokesperson JPIC Director JPIC Administrator Coordinator JPIC Coordinator Technical Spokesperson Radiation Protection Spokesperson Access Controller	
Verify placement of User Aids & Consumables	Exhibit 5A	

