

Apr. 17, 2003

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132 - 132 - OSC COORDINATOR: EMERGENCY PLAN-  
POSITION SPECIFIC PROCEDURE

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CATEGORY: PROCEDURES TYPE: EP  
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A045

# PROCEDURE COVER SHEET

PPL SUSQUEHANNA, LLC	NUCLEAR DEPARTMENT PROCEDURE	
OSC COORDINATOR EMERGENCY PLAN-POSITION SPECIFIC INSTRUCTION		EP-PS-132 Revision 11 Page 1 of 3
<u>QUALITY CLASSIFICATION:</u> <input type="checkbox"/> QA Program <input checked="" type="checkbox"/> Non-QA Program		<u>APPROVAL CLASSIFICATION:</u> <input type="checkbox"/> Plant <input type="checkbox"/> Non-Plant <input checked="" type="checkbox"/> Instruction
EFFECTIVE DATE: <u>4-16-2003</u> PERIODIC REVIEW FREQUENCY: <u>2 YEARS</u> PERIODIC REVIEW DUE DATE: <u>4-16-2005</u>		
<u>RECOMMENDED REVIEWS:</u> ALL		
Procedure Owner: <u>Nuclear Emergency Planning</u> Responsible Supervisor: <u>Primary Damage Control Coordinator</u> Responsible FUM: <u>Manager-Nuclear Emergency Planning</u> Responsible Approver: <u>Primary TSC Emergency Director</u>		

**OSC COORDINATOR:**

Emergency Plan-Position Specific Procedure

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**WHEN:** Technical Support Center (TSC) is activated  
**HOW NOTIFIED:** Paged  
**REPORT TO:** Damage Control Team Coordinator (DCTC)  
**WHERE TO REPORT:** TSC

**OVERALL DUTY:**

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Implement maintenance-related damage control actions in the field. Provide information to the Emergency Response Organization.

**MAJOR TASKS:**

**TAB:**

**REVISION:**

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Report to the TSC	TAB A	1
Prepare to Dispatch In-Plant (India) Teams.	TAB B	5
Organize and manage people in the TSC	TAB C	1
When directed by the Damage Control Team Coordinator, assemble and dispatch In-Plant (India) Teams.	TAB D	7
Communicate significant findings, trends, and results to the Emergency Response Organization, and give necessary feedback to teams.	TAB E	2

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**SUPPORTING INFORMATION:****TAB:**

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Emergency Telephone Instructions	TAB 1
Intentionally Blank	TAB 2
India Team Tracking Sheet	TAB 3
Intentionally Blank	TAB 4
PPL Emergency Dose Assessment and Protective Action Recommendation Guide.	TAB 5
Intentionally Blank	TAB 6
Emergency Forms	TAB 7
• Emergency Exposure Extension Request	
• Potassium Iodide Tracking Form	
• Breaker Dispatch List (Deleted)	
India Team Dispatch Form	TAB 8

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**REFERENCES:**

NUREG-0654, Planning Standards and Evaluation Criteria

NUREG-0696, Functional Criteria for Emergency Response Facilities

NUREG-0731, Guidelines for Utility Management Structure and Technical  
Resources, September 1980

SSES Emergency Plan

**MAJOR TASK:**

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Report to the Technical Support Center.

**SPECIFIC TASKS:**

**HOW:**

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- |  |  |
|--|--|
| 1. Obtain background on the emergency.   | 1a. Obtain a briefing from the Damage Control Team Coordinator or the Operations Coordinator:<br><br>(1) In-Plant actions currently in progress that were directed by the Shift Manager/ED.<br><br>(2) Location of personnel in-plant performing the actions specified in (1).<br><br>(3) Immediate in-plant actions that should be initiated by the TSC.                |
| 2. Prepare to perform role as OSC Coordinator.   | 2a. Ensure that communication is established with:<br><br>(1) Damage Control Team Coordinator.<br><br>(2) Operations Coordinator.  |
| 3. Tell Damage Control Team Coordinator you're ready to take over managing the In-Plant (India) Teams. | 3a. Ensure Radio Communicator is available.  |
| 4. Ensure sufficient personnel to support in-plant teams are available or enroute to the TSC.          | 4a. Locate necessary mix of people and make sure enough of them are staged and ready. Sources include:<br><br>(1) Maintenance/I&C Coordinators should know who is available, how many, and where they are.<br><br>(2) Ops Coordinator.<br><br>(3) Chemistry Coordinator.<br><br>(4) HP Specialist.<br><br>4b. Ensure that personnel that are called in are fit for duty. |

**MAJOR TASK:**

---

Prepare to dispatch In-Plant (India) Teams.

**SPECIFIC TASKS:**

**HOW:**

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1. Assess what people you have available, their skills and locations.

- 1a. Assess current situation, determining the need for additional personnel.

**NOTE:**

**At a minimum, ensure the following personnel are available for In-Plant team support:**

- **Two mechanical maintenance persons**
- **Two electrical maintenance persons**
- **Two I&C technical persons**

- 1b. Contact the duty Maintenance Foreman and request call-out of additional personnel required.

**NOTE:**

**If the Duty Maintenance Foreman cannot be contacted, request the Administrative Support Coordinator to call-out additional personnel required using the "SSES" Plant Staff Employee Phone List.**

- 1c. Discuss Health Physics support with the Health Physics Specialist.

2. Assess your supplies of equipment and materials.

3. Set up radios and establish contact with the field.

- 3a. This is done by the TSC Radio Communicator.

**MAJOR TASK:**

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Organize and manage people in the OSC/TSC.

**SPECIFIC TASKS:**

**HOW:**

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- |  |  |
|--|--|
| 1. Remain aware of radiological conditions and update teams before assigning them.                         | 1a. Use:<br>(1) ARMS.<br>(2) HP Technicians.<br>(3) Present plant conditions.<br>(4) RWP YYYY-8000 RWP's for India Teams.  |
| 2. Assess the personnel you have available.  | 2a. Consider their respective:<br>(1) Job Positions.<br>(2) Dose.<br>(3) Skills.<br>(4) Capabilities.  |
| 3. Manage personnel so that teams are composed of those with the skills to complete the task successfully. |  |
| 4. Manage resources so you have enough qualified people in reserve to man future teams.                    |  |
| 5. At shift turnover, brief the person relieving you.  | 5a. Communicate:<br>(1) Plant status.<br>(2) Team deployment.<br>(3) Priorities.<br>(4) Emergency classification.<br>(5) Big picture status.<br>(6) Present and future evolutions.<br>(7) Current radiological conditions. |

**SPECIFIC TASKS:**

**HOW:**

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- 2c. Suggestions for improving the efficiency of these teams might include:
- (1) Don't be anxious to pull team back.
  - (2) Ensure that any given team is given a number of tasks to perform to increase team effectiveness.
  - (3) Have team standby in low dose waiting areas or reassign them.
  - (4) Debrief them over radio.
  - (5) Augment or replace team, as needed.
  - (6) Be sure to recall team(s) when priorities change and problems are no longer as important.
  - (7) Periodically check on Team Status, e.g., every 30 minutes or sooner depending on priority of the task.

**NOTE:**

**Priority actions as defined by the Emergency Director or Operations Coordinator should be dispatched within 20 minutes. (The time may vary and exceed 20 minutes depending on the complexity of the task and in-plant conditions.)**



**SPECIFIC TASKS:**

**HOW:**

- 2d. Complete India Team Dispatch Form for each In-Plant Team.

**NOTE:**

**Assign India Team Designators for teams already dispatched by Operators.**

**HELP**

**India Team Dispatch Form  
See TAB 8**

- 2e. When a Chemistry sample is required, your team should function this way:

- (1) Chemistry Coordinator assembles chemistry staff.
- (2) The Chemistry Coordinator specifies where to get sample.
- (3) HP support monitors personnel.

**HELP**

**India Team Dispatch Form  
See TAB 8**

3. Appoint an In-Plant (India) Team Leader to direct the on-scene activities of each team.

4. Brief the Team Leader.

- 4a. Leader needs to know:
- (1) Affected area/system/equipment.
  - (2) Anticipated actions.
  - (3) Special instructions, including how to approach the affected areas(s).
  - (4) Radio-team designation (determined by TSC Radio Communicator).

5. Keep up-to-date on radiological and plant conditions.

**SPECIFIC TASKS:**

**HOW:**

6. Direct the TSC Radio Communicator to monitor and control the activities of the team.
7. If In-Plant (India) Team members need increased exposure limits, process exposure extension requests.
8. Make sure all In-Plant operations are conducted using ALARA principles.

**HELP**

**Emergency Exposure Extension  
Request  
See TAB 7**

**MAJOR TASK:**

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Communicate significant findings, trends, and results to the Emergency Response Organization, and give necessary feedback to teams.

**SPECIFIC TASKS:**

**HOW:**

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- |    |   |   |
|----|---|---|
| 1. | Tell the Damage Control Team Coordinator about any conditions or survey results that may help when evaluating the emergency conditions or suggest shifts in priorities. |   |
| 2. | Get information to and feedback from the Ops and Technical Support Coordinators and/or staffs.  |   |
| 3. | Notify and, if necessary, adjust teams when priorities change.  |   |
| 4. | Record maintenance items on the Damage Control Board.   |   |
| 5. | Keep a log of what was done and why.  |   |
| 6. | Debrief teams as they complete their assignments.   | 6a. To save time, you may want to:<br><br>(1) Debrief some teams in the field by radio. Teams can be standing by in low dose waiting areas or their shops.<br><br>(2) Augment, replace, recall or reassign teams, as necessary.               |
| 7. | When shift turns over, brief your replacement.  | 7a. Review India Team Dispatch Forms to obtain status of work and teams in the field.<br><br>7b. Review current plant status and radiological conditions.<br><br>7c. Review problems and priorities.<br><br>7d. Evaluate available resources. |

**SPECIFIC TASKS:**

**HOW:**

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8. When emergency is terminated,  
collect logs and other documentation  
and turn them over to Admin.  
Coordinator.

## INDIA TEAM TRACKING SHEET

1. RADIO FREQUENCY IN USE:

☐ Operations 1      ☐ Operations 2      ☐ Sec Primary      ☐ Sec Backup      ☐ E-Plan A      ☐ E-Plan B

2. TEAMS DISPATCHED: \_\_\_\_\_

[illegible]

### EMERGENCY EXPOSURE EXTENSIONS

EXTENSION		APPROVAL	ACTIONS
FROM mrem (TEDE)	TO mrem (TEDE)		
4000	<25000	ED and RPC/RM and RSM	ALL OF THE LISTED APPROVALS AND APPLY EMERGENCY EXPOSURE CONSIDERATIONS
>25000		ED and RPC/RM and RSM	ALL OF THE LISTED APPROVALS, APPLY EMERGENCY EXPOSURE CONSIDERATIONS AND BRIEFING ON RISKS



## ALARA REVIEW

Check ☒

### A. PERSON-REM ESTIMATION

- |   |  |
|---|--|
| <p>_____ 1. Assess the number of workers required.</p> <p>2. Evaluate the use of fewer workers.</p> <p>3. Investigate experience of workers selected.</p> | <p>4. Assure all workers have essential, productive tasks.</p> <p>5. Assure workers have available exposure.</p> <p>6. Evaluate criteria for emergency exposure.</p> |
|---|--|

### B. PLANNING

- |  |   |
|--|---|
| <p>_____ 1. Preplanning meeting with supervisors and/or workers required.</p> <p>2. Access to and exit from work are planned.</p> <p>3. Evaluate staging/setup in accessible low dose rate area.</p> | <p>4. Prefabrication considered.</p> <p>5. Evaluate use of remote handling devices or other special tools.</p> <p>6. Cold equipment "mockups", rehearsals, or other practical exercise.</p> |
|--|---|

### C. EXPOSURE REDUCTION CONTROLS

- |   |   |
|---|---|
| <p>_____ 1. Evaluate need for timekeeping.</p> <p>2. Consider use of water bucket shielding for carrying hot parts.</p> <p>3. Consider use of shielded drums or lead "pigs" for carrying hot parts.</p> <p>4. Consider use of temporary shielding such as lead wool blankets, lead sheets, or lead bricks.</p> <p>5. Consider use of shadow shields utilizing a portable curtain shield.</p> <p>6. System or equipment to be filled with water.</p> | <p>7. System or equipment to be drained and flushed.</p> <p>8. Assess exposure reduction by permitting decay of radiation sources during reactor shutdown or system isolation.</p> <p>9. Assess the need of communication devices such as head sets, TV cameras, others.</p> <p>10. Assess practicality of removing component from radiation area.</p> <p>11. Evaluate use of photographs of "as installed equipment" to aid in worker briefings.</p> |
|---|---|

### D. AIRBORNE/CONTAMINATION CONTROL

- |  |  |
|--|--|
| <p>_____ 1. Assess need for respiratory protection usage against effectiveness of engineering controls.</p> <p>2. Assess individual's history of internal DAC-Hr exposure to airborne contamination.</p> | <p>3. Assess necessity of area decon before commencement of work.</p> <p>4. Containment structure (tent) required.</p> <p>5. Portable ventilation system required.</p> <p>6. Assess need for flooding or draining rooms.</p> <p>7. Assess hot particle or fuel fragment migration.</p> |
|--|--|

Performed by \_\_\_\_\_



Provided below are the instructions on how to retrieve an individual's occupational exposure information.

1. Log into NIMS, go to RPDPERX screen.
2. Query the individual.
3. Click on DOSE SUMMARIES button.
4. The screen in Figure 1 will appear.
5. The individual's YEAR-TO-DATE (YTD) dose will be provided as 'NRC PERIOD EXPOSURE' for the current calendar year.

The screenshot displays the 'Radiation Protection Management [PPL TATS]' application window. The 'RPDPERX' menu is open, and the 'Dose Summaries' option is selected. The 'Person Related Information' section shows the individual's name as MORRISSEY\*MARISA, ID as 139560837, and Type as SSN. Below this, the 'Dose Summaries' tab is active, showing a table of exposure data. The table includes columns for MP, Type, DDE (mrem), LDE (mrem), SDE.WB (mrem), SDE.ME (mrem), CEDE (mrem), CDE (mrem), TEDE (mrem), and TODE (mrem). The data rows show lifetime exposure levels and NRC period exposure for the year 2002.

MP	Type	DDE (mrem)	LDE (mrem)	SDE.WB (mrem)	SDE.ME (mrem)	CEDE (mrem)	CDE (mrem)	TEDE (mrem)	TODE (mrem)
	Lifetime Exposure	52	52	62	62	0	0	52	52
	Lifetime Level							45000	
2002	NRC Period Available	2000	12000	40000	40000			2000	2000
2002	NRC Period Exposure	0	0	0	0	0	0	0	0
2002	NRC Period Level	2000	12000	40000	40000			2000	2000
2002	non SSES Exposure								
2002	SSES Exposure	0	0	0	0	0	0	0	0

Identifier for monitoring period: 2002-2002

Figure 1

**INDIA TEAM DISPATCH FORM**

INDIA TEAM NO. \_\_\_\_\_ (Assigned by Radio Person)

Dispatch Time: \_\_\_\_\_ Hr. Return Time: \_\_\_\_\_ Hr.

	<b><u>Name (print)</u></b>	<b><u>SRD READING</u></b>	<b><u>DOSE AVAIL</u></b>
1) Team Leader:	_____	_____	mR _____
Members:	_____	_____	mR _____
	_____	_____	mR _____
	_____	_____	mR _____
	_____	_____	mR _____

NOTE: INDIA Team Members are to sign in on RWP# YYYY-8000.

2) Job Location: Unit # \_\_\_\_\_ Bldg. \_\_\_\_\_ Elev(s) \_\_\_\_\_ Ft.  
(0,1,2)

Job Site: \_\_\_\_\_  
(e.g. HPCI Room, RHR Pump Room, ESW Pump House, etc)

3) Job Description (Brief): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) Radiological Review: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5) Job Progress/Debrief: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form Completed by: \_\_\_\_\_  
(I&C/Maint. Coord. Initial)