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TO: GERLACH*ROSE M 07/15/2003
LOCATION: DOCUMENT CONTROL DESK
FROM: NUCLEAR RECORDS DOCUMENT CONTROL CENTER (NUCSA-2)
THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY OR ELECTRONIC MANUAL ASSIGNED TO YOU:

135 - 135 NRC COMMUNICATOR

REMOVE MANUAL TABLE OF CONTENTS DATE: 07/02/2003

ADD MANUAL TABLE OF CONTENTS DATE: 07/14/2003

CATEGORY: PROCEDURES TYPE: EP
ID: EP-PS-135
ADD: PCAF 2003-1491 REV: N/A

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

A045

PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. <u>2003-1491</u>	2. PAGE 1 OF <u>6</u>	3. PROC. NO. <u>EP-PS-135</u> REV. <u>0</u>
4. FORMS REVISED - <u>A R 01</u> , - <u>B R 0</u> , <u>no</u> R___, - ___ R___, - ___ R___, - ___ R___		
5. PROCEDURE TITLE NRC Communicator: Emergency Plan Position Specific Instruction		
6. REQUESTED CHANGE PERIODIC REVIEW <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES INCORPORATE PCAFS <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES # _____ # _____ # _____ # _____ REVISION <input type="checkbox"/> PCAF <input checked="" type="checkbox"/> DELETION <input type="checkbox"/> (CHECK ONE ONLY)		
7. SUMMARY OF / REASON FOR CHANGE Administrative changes-corrected a Typographical Error and added a format step 4a.		
Continued <input type="checkbox"/>		
8. DETERMINE COMMITTEE REVIEW REQUIREMENTS (Refer to Section 6.1.4) PORC REVIEW REQ'D? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		9. PORC MTG# <u>ND</u>
BLOCKS 11 THRU 16 ARE ON PAGE 2 OF FORM		
17. <u>T.C. Dalplaz</u> / <u>3227</u> / <u>07/01/2003</u> PREPARER ETN DATE (Print or Type)	18. COMMUNICATION OF CHANGE REQUIRED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES (TYPE) <u>E Mail Notification</u>	
19. <u>Jeffrey Hessewood</u> RESPONSIBLE SUPERVISOR <u>7/02/03</u> DATE	SIGNATURE ATTESTS THAT RESPONSIBLE SUPERVISOR HAS CONDUCTED QADR AND TECHNICAL REVIEW UNLESS OTHERWISE DOCUMENTED IN BLOCK 16 OR ATTACHED REVIEW FORMS. CROSS DISCIPLINE REVIEW (IF REQUIRED) HAS BEEN COMPLETED BY SIGNATURE IN BLOCK 16 OR ATTACHED REVIEW FORMS.	
20. <u>Jeffrey Hessewood</u> FUM APPROVAL <u>7/02/03</u> DATE		
21. RESPONSIBLE APPROVER <u>N/A</u> INITIALS _____ DATE	ENTER N/A IF FUM HAS APPROVAL AUTHORITY	

PROCEDURE CHANGE PROCESS FORM

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

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

REVIEW	REVIEWED BY WITH NO COMMENTS	DATE
QADR	_____	_____
TECHNICAL REVIEW	_____	_____
REACTOR ENGINEERING/NUCLEAR FUELS *	_____	_____
IST **	_____	_____
OPERATIONS	_____	_____
NUCLEAR SYSTEMS ENGINEERING	_____	_____
NUCLEAR MODIFICATIONS	_____	_____
MAINTENANCE	_____	_____
HEALTH PHYSICS	_____	_____
NUCLEAR TECHNOLOGY	_____	_____
CHEMISTRY	_____	_____
OTHER <u>10 CFR 50.54Q</u>	_____	_____

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

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

NRC COMMUNICATOR

Emergency Plan-Position Specific Procedure

WHEN: Emergency Plan is activated
HOW NOTIFIED: Assigned while on duty
REPORT TO: Shift Manager/ED
WHERE TO REPORT: Control Room

OVERALL DUTY:

Communicate information on emergency to the Nuclear Regulatory Commission, implement activation of NERO, activate the ERDS System and perform other Emergency Plan actions as directed by the Shift Manager/ED.

MAJOR TASKS:

TAB:

REVISION:

As directed by the Shift Manager/ED initiate activation of the NERO or notification of Key Managers and perform other communications.

TAB A

0/1

Activate the ERDS system and obtain information of the nature and status of the event, perform notifications to the NRC resident inspector (s) and provide detailed information to the NRC on a continuing basis.

TAB B

0

PCAF

MAJOR TASK:

As directed by the Shift Manager initiate activation of the NERO or notification of Key Managers.

SPECIFIC TASKS:

HOW:

1. Initiate Activation of NERO.

- 1a. Ask Shift Manager/ED if NERO is to be activated.
- 1b. If NERO is to be activated perform step 1c. If only Key Manager Notification is required proceed to step 2.

NOTE:

NERO activation is required for an Alert and higher classification.

- 1c. Activation of NERO pagers using the telephone Hot Button-Green Button.
 - (1) Remove the telephone handset from the twenty button telephone on the center console.
 - (2) Press the green activation button, (the fifth button in the first row of ten.)
 - (3) After approximately 30 seconds reset the Green button by pressing any other button and hanging up the telephone handset.

NOTE:

If the green button is not reset, the pagers will activate again when the handset is picked up again.

- (4) Contact the ASCC at CTN 4918:
- (5) Verify pager activation
- (6) Request TNS activation of NERO

SPECIFIC TASKS:

HOW:

2. If NERO is not activated at the Unusual Event, contact the ASCC and request notification of Key Managers.

3. If the TSC is not activated at the Unusual Event Level, perform additional notifications as directed by the Emergency Director.

3a. Within 2 hours of event declaration transmit the emergency classification to other off-site agencies:

- (1) Institute of Nuclear Power Operations (INPO)
- (2) Pennsylvania Rural Electric Cooperative
- (3) American Nuclear Insurers (ANI)
- (4) PPL Insurance Group

HELP

NRC Communicator Phone Information Matrix
See TAB 4

4. If directed by the Shift Manager/ED activate ALTERNATE NERO.

4a. Perform the following:

- (1) Obtain password from Shift Manager key locker.
- (2) Dial 1-570-440-1014.
- (3) When prompted, enter password XXXX.
- (4) When prompted (voice or rapid three tone signal), enter "99999."
- (5) Listen for corroboration or depress # key.
- (6) Return password to SM key locker.
- (7) Instruct Security to:
 - Validate "99999" pager activation.
 - Activate the NERO using TNS.

P(A)

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TAB A
EP-PS-135-A
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SPECIFIC TASKS:

HOW:

- | SPECIFIC TASKS: | HOW: |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. If directed by Shift Manager/ED, announce Evacuation of non-essential personnel from site. | 4a-
5a Make the following Page announcement twice "Attention all personnel, a security emergency has been declared. All non-essential personnel evacuate the site." |
| 6. When TSC Communicator announces he or she is taking over, report to the Shift Manager/ED to provide help where you're needed. | |
| 7. If an Unusual Event was declared and the NERO was not activated, then when your job is completed because the emergency has been terminated, give all documentation and records, including your log to the STA. | |

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