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IPEC SITE  
MANAGEMENT  
MANUAL

QUALITY RELATED  
ADMINISTRATIVE PROCEDURE

IP-SMM-AD-103 Revision 0

INFORMATIONAL USE

Page 13 of 21

ATTACHMENT 10.1

SMM CONTROLLED DOCUMENT TRANSMITTAL FORM

**SITE MANAGEMENT MANUAL CONTROLLED DOCUMENT TRANSMITTAL FORM - PROCEDURES**

Page 1 of 1



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CONTROLLED DOCUMENT  
TRANSMITTAL FORM - PROCEDURES

TO: DISTRIBUTION

DATE: 8/18/2003

TRANSMITTAL NO: 28488

FROM: IPEC DOCUMENT CONTROL: EEC or IP2 53'EL

(Circle one)

PHONE NUMBER: 271-7057

The Document(s) identified below are forwarded for use. In accordance with IP-SMM-AD-103, please review to verify receipt, incorporate the document(s) into your controlled document file, properly disposition superseded, void, or inactive document(s). Sign and return the receipt acknowledgement below within fifteen (15) working days.

AFFECTED DOCUMENT:

EMERGENCY PLANNING PROCEDURE:

IP3

DOC #

REV #

TITLE

INSTRUCTIONS

NOTE: REPLACE CURRENT INDEX WITH ATTACHED REVISED INDEX.

\*\*\*\*\* FOLLOW ATTACHED INSTRUCTIONS \*\*\*\*\*

\*\*\*\*\*PLEASE NOTE EFFECTIVE DATE\*\*\*\*\*

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AO45

## DISTRIBUTION CONTROL LIST

Document Name: EMER PLAN

CC_NAME	NAME	DEPT	LOCATION
2	EP/TRAINING ADMINISTRATOR	TRAINING (ALL EP'S)	#48
3	RES DEPARTMENT MANAGER	RES (UNIT 3/IPEC ONLY)	45-4-A
4	REFERENCE LIBRARY	REC/TRN(UNT 3/IPEC ONLY)	BLDG/17
9	JOINT NEWS CENTER	EMER PLN (ALL EP'S)	EOF
10	SHIFT MGR. (LUB-001-GEN)	OPS (UNIT 3/IPEC ONLY)	IP3
11	CONTROL ROOM & MASTER	OPS(3PT-D001/6(U3/IPEC)	IP3(ONLY)
14	EOF	E-PLAN (ALL EP'S)	EOF
16	AEOF/A.GROSJEAN(ALL EP'S)	E-PLAN (EOP'S ONLY)	WPO-12D
19	NUC ENGINEERING LIBRARY	DOC (UNIT 3/IPEC ONLY)	WPO/7A
21	TSC	RECORDS	45-3-F
22	RESIDENT INSPECTOR	US NRC(UNIT 3/IPEC ONLY)	45-2-B
23	SILK DAVID	NRC (ALL EP'S)	OFFSITE
24	SILK DAVID	NRC (ALL EP'S)	OFFSITE
25	DOCUMENT CONTROL DESK	NRC (ALL EP'S)	OFFSITE
28	AVRAKOTOS N	J A(UNIT 3/IPEC ONLY)	OFFSITE
29	E-PLAN STAFF	E-PLAN (ALL EP'S)	EOF
30	E-PLAN STAFF	E-PLAN (ALL EP'S)	EOF
31	BARANSKI J(VOLUME I ONLY)	ST. EMERG. MGMT. OFFICE	OFFSITE
32	SUTTON A -(VOLUME I ONLY)	DISASTER & EMERGENCY	WESTCHESTR
33	LONGO N (VOLUME I ONLY)	EMERGENCY SERVICES	ROCKLAND
34	GREENE D (VOLUME I ONLY)	DISASTER & CIVIL DEFENSE	ORANGE
35	RAMPOLLA M(VOLUME I ONLY)	OFFICE OF EMERG MANAGE	PUTNAM
41	SIMULATOR	TRAIN(UNIT 3/IPEC ONLY)	48-2-A
107	QA MANAGER	QA (UNIT 3/IPEC)	K-IP2-4302
319	C.STELLATO(NRQ-OPS TRN)	NRQ (UNIT 3/IPEC ONLY)	#48
354	L.GRANT(LRQ-OPS/TRAIN)	LRQ (UNIT 3/IPEC ONLY)	#48
376	E-PLAN STAFF	E-PLAN (ALL EP'S)	EOF
424	J.CHIUSANO(OPS INSTR)	(UNIT 3/IPEC ONLY)	#48
510	L.GRANT(LRQ-OPS/TRAIN)	LRQ (UNIT 3/IPEC ONLY)	#48
511	L.GRANT(LRQ-OPS/TRAIN)	LRQ (UNIT 3/IPEC ONLY)	#48
512	C.STELLATO(NRQ-OPS TRN)	NRQ (UNIT 3/IPEC ONLY)	#48
513	C.STELLATO(NRQ-OPS TRN)	NRQ (UNIT 3/IPEC ONLY)	#48
517	PLANT MANAGER'S OFFICE	ADMIN/(UNIT 2/IPEC ONLY)	IP2
518	DOCUMENT CONTROL	UNIT 2(UNIT 2/IPEC ONLY)	IP2
520	CONTROL ROOM (UNIT 2)	OPS (UNIT 2 & IPEC ONLY)	IP2
521	SIMULATOR	TRAIN (UNIT 2/IPEC ONLY)	IP2
522	NRC RESIDENT	US NRC(UNIT 2/IPEC ONLY)	IP2
523	ROBERT VOGLE (UNIT 2)	TRAIN/LIB (ALL EP'S)	TODDVILLE
524	JOHN MCCANN (UNIT 2)	NUC SAFETY/LIC(ALL EP'S)	IP2

TO: Nuclear Regulatory Commission

25  
#28485

FROM: IPEC Emergency Planning

SUBJECT: Emergency Planning Document Update

Date: 08/13/03

Please update your controlled copy of the documents listed below as specified with the copy(s) attached.

Document #	Document Name	New Rev. #/ Date	Old Rev. #/ Date	Instructions
Unit 3 Vol. II	Emergency Plan Implementing Procedures			
Index	EP – Forms Index	8/13/03	7/02	Replace old with new
	Part I <i>Form</i>	8/13/03	7/02	Remove
	Part II <i>Form</i>	8/13/03	7/02	Remove

EMERGENCY PLAN - VOLUME II  
EMERGENCY RESPONSE ACTIVATION

EP-FORMS INDEX

<u>EP-FORM #</u>	<u>EP-FORM TITLE</u>	<u>CORRESPONDING PROCEDURE</u>	<u>DATE</u>
4	Control Room Emergency Staffing Chart	N/A	10/00
5	Environmental TLD and Air Sample Readout	N/A	02/98
6	Emergency Exposure Summary Sheet	N/A	03/93
7	Authorization for Personnel to Receive Emergency Exposure Above 10CFR20 Limits	N/A	12/95
8	EOF to AEOF Relocation Information	N/A	07/96
9	TSC Staffing Chart	N/A	06/99
10	OSC Staffing Chart	N/A	3/00
12	Ambulance and Attendant Survey Form	IP-1021	10/94
13	Fire Fighter Exposure Record	IP-1055	05/96
14	Personnel Contamination Check	IP-1060	02/98
15	Skin Decontamination Record	IP-1060	02/96
16	Vehicle Contamination Check	N/A	10/95
17	Equipment Contamination Check	N/A	10/95
18	OSC Emergency Briefing Form	IP-1025	10/94
19	NYPAs Communications Message Form	N/A	08/93
20	OSC/TSC Survey Map	N/A	04/95
21	Air Sample Counting Instrument Data Sheet	N/A	01/95

EMERGENCY PLAN - VOLUME II  
EMERGENCY RESPONSE ACTIVATION

EP-FORMS INDEX  
 (CONT'D)

<u>EP-FORM #</u>	<u>EP-FORM TITLE</u>	<u>CORRESPONDING PROCEDURE</u>	<u>DATE</u>
22	Determination of Radioactive Airborne Concentrations	N/A	04/96
23	Team Status Form	N/A	02/98
27	Offsite Survey Team Data	N/A	02/98
Part I	New York State Radiological Emergency Data Form, Part I - General Information (Voided see IPEC IP-EP-115, Form EP-1)		
Part II	New York State Radiological Emergency DataForm, Part II - Radiological Assessment Data (Voided see IPEC IP-EP-115 Form EP-1)		
31a	Plant Status Log (measurements)	N/A	02/97
31b	Plant Status Log (rad. monitors)	N/A	09/99
31c	Plant Status Log (equipment status)	N/A	02/97
40	Manual Dose Projection Worksheet	N/A	12/93
42	EOF Radiological Survey Form	N/A	11/94
45	EOF Personnel Dosimetry Record	N/A	02/98
47	Visitors Log	N/A	11/94
48	RADCOM Worksheet	N/A	02/98
361	(NRC Form) Event Notification Worksheet	IP-1038	03/90