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THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY OR ELECTRONIC MANUAL ASSIGNED TO YOU:

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

REMOVE MANUAL TABLE OF CONTENTS      DATE: 08/13/2003

ADD      MANUAL TABLE OF CONTENTS      DATE: 08/22/2003

CATEGORY: PROCEDURES      TYPE: EP

ID: EP-PS-132

ADD: PCAF 2003-1601 REV: N/A

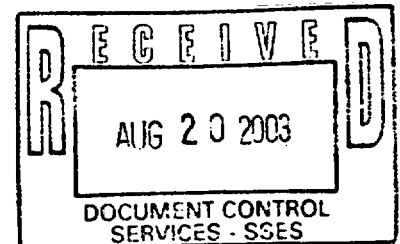
REMOVE: PCAF 2003-1576 REV: N/A

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# PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. <u>2003-1601</u>	2. PAGE 1 OF <u>9</u>	3. PROC. NO. <u>EP-PS-132</u> REV. <u>11</u>
4. FORMS REVISED - <u>D</u> R <u>9</u> , - <u>  </u> R <u>  </u> , - <u>  </u> R <u>  </u> , - <u>  </u> R <u>  </u> , - <u>  </u> R <u>  </u> , - <u>  </u> R <u>  </u>		
5. PROCEDURE TITLE Emergency Plan Position Specific Instruction: OSC COORDINATOR EMERGENCY PLAN-POSITION SPECIFIC INSTRUCTION		
6. REQUESTED CHANGE PERIODIC REVIEW <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES INCORPORATE PCAFS <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES # <u>2003-1576</u> # <u>  </u> # <u>  </u> # <u>  </u> REVISION <input type="checkbox"/> PCAF <input checked="" type="checkbox"/> DELETION <input type="checkbox"/> (CHECK ONE ONLY)		
7. SUMMARY OF / REASON FOR CHANGE Incorporate PCAF 2003-1576 Added new Sheet 3 as previous PCAF inadvertently deleted the sheet Added clarification steps to direct the OSC Coordinator to provide assistance to Control Room operations personnel in dispatching field operators when requested. This is an administrative change since it provides clarification to an existing requirement.		
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>  </u>
<b>BLOCKS 11 THRU 16 ARE ON PAGE 2 OF FORM</b>		
17. <u>T.C. Dalpiaz</u> / <u>3227</u> / <u>08/19/2003</u> PREPARER ETN DATE (Print or Type)		18. COMMUNICATION OF CHANGE REQUIRED? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (TYPE) <u>  </u>
19. <u>T.C. Dalpiaz for JNG</u> <u>8/19/03</u> RESPONSIBLE SUPERVISOR 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>T.C. Dalpiaz for JNG</u> <u>8/19/03</u> FUM APPROVAL DATE		
21. RESPONSIBLE APPROVER <u>  </u> INITIALS <u>  </u> DATE <u>  </u>		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. ☐ YES ☒ N/A  
Screen/Evaluation No. \_\_\_\_\_
- 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. <sup>(58)</sup>

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

**OSC COORDINATOR:**

Emergency Plan-Position Specific Procedure

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

**OVERALL DUTY:**

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

**MAJOR TASKS:**

**TAB:**

**REVISION:**

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

TAB A  
TAB B  
TAB C  
TAB D  
TAB E

1  
5  
1  
79  
2

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**SUPPORTING INFORMATION:**

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**TAB:**

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

**REFERENCES:**

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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

SSS Emergency Plan

**MAJOR TASK:**

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When directed by the Damage Control Team Coordinator, assemble and dispatch In-plant (India) teams.

**SPECIFIC TASKS:**

**HOW:**

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- |  |  |
|--|--|
| 1. After Technical Support Center (TSC) has assumed control, make sure you have a clear understanding of tasks and their priority. | 1a. Attend or obtain briefing on Emergency Director's (ED's) meeting.                    |
|  | 1b. Confer with Damage Control Team Coordinator.   |
|  | 1c. Obtain specific assignments and priorities from the Damage Control Team Coordinator. |
| 2. Organize teams composed of personnel qualified to carry out needed tasks.   | 2a. Include a Health Physics (HP) Technician as required.                                |
|  | 2b. In choosing the team, consider their exposures.                                      |

**NOTE:**

RWP yyyy-8000 is applicable to India Team activities.

**HELP**

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PPL Emergency Personnel Dose  
Assessment and Protective Action  
Recommendation (PAR) Guide  
See TAB 5

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**SPECIFIC TASKS:**

**HOW:**

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



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**SPECIFIC TASKS:**

**HOW:**

- |   |  |
|---|--|
| <p>3. Appoint an In-Plant (India) Team Leader to direct the on-scene activities of each team.</p> <p>4. Brief the Team Leader.</p> <p>5. Keep up-to-date on radiological and plant conditions.</p> <p>6. Direct the TSC Radio Communicator to monitor and control the activities of the team.</p> | <p>2f. Provide assistance in dispatching Operations personnel to perform in-field activities when contacted by Control Room personnel or the Field Unit Supervisor:</p> <ul style="list-style-type: none"><li>◦ Discuss the request with the Damage Control Team Coordinator and/or the Operations Coordinator to establish the appropriate priority.</li><li>◦ Dispatch the team as required providing:<ul style="list-style-type: none"><li>◦ An INDIA team designation.</li><li>◦ Required briefings.</li></ul></li></ul> <p>4a. Leader needs to know:</p> <ul style="list-style-type: none"><li>(1) Affected area/system/equipment.</li><li>(2) Anticipated actions.</li><li>(3) Special instructions, including how to approach the affected areas(s).</li><li>(4) Radio-team designation (determined by TSC Radio Communicator).</li></ul> |
|---|--|

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TAB D  
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**SPECIFIC TASKS:**

**HOW:**

7. If In-Plant (India) Team members need increased exposure limits, process exposure extension requests.

**HELP**

**Emergency Exposure Extension  
Request  
See TAB 7**

8. Make sure all In-Plant operations are conducted using ALARA principles.