

**MANUAL HARD COPY DISTRIBUTION
DOCUMENT TRANSMITTAL 2003-39350**

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TO: GERLACH*ROSE M 08/28/2003

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:

127 - 127 - TECHNICAL SUPPORT CENTER (TSC) COMMUNICATOR: EMERGENCY PLAN-POSITION SPECIFIC PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS DATE: 07/30/2003

ADD MANUAL TABLE OF CONTENTS DATE: 08/27/2003

CATEGORY: PROCEDURES TYPE: EP

ID: EP-PS-127

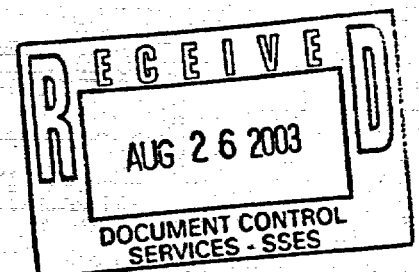
ADD: PCAF 2003-1618 REV: N/A

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.

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PROCEDURE CHANGE PROCESS FORM

1. PCAF NO <u>2003-11618</u>	2. PAGE 1 OF <u>9</u>	3. PROC. NO. <u>EP-PS-127</u> REV. <u>16</u>
4. FORMS REVISED - <u>C R 12</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 TSC-Emergency Plan 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 # <u> </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 Added clarification to section C-distribution of the ENR form to specify the distribution by copy rather than by color. This is an administrative change in that it provides a clarification of existing information.		
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> </u>
BLOCKS 11 THRU 16 ARE ON PAGE 2 OF FORM		
17. <u>T.C. Dalpiaz</u> / <u>3227</u> / <u>08/26/2003</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>T.C. Dalpiaz for SMC</u> / <u>8/26/03</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 SMC</u> / <u>8/26/03</u> FUM APPROVAL DATE		
21. RESPONSIBLE APPROVER <u>N/A</u> INITIALS DATE	ENTER N/A IF FUM HAS APPROVAL AUTHORITY	



PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. 2003-11eD | 2. PAGE 2 OF 9 | 3. PROC. NO. EP-PS-127 REV. 16

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>	<u>J. Dalry</u>	<u>7/16/03</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.

TECHNICAL SUPPORT CENTER (TSC) COMMUNICATOR: Emergency Plan-Position Specific Procedure

WHEN: Technical Support Center (TSC) is activated
HOW NOTIFIED: Paged, 24 hours/day
REPORT TO: Operations Coordinator
WHERE TO REPORT: TSC

OVERALL DUTY:

Summarize and transmit information about the emergency, until the EOF takes over communications.

MAJOR TASKS:	TAB:	REVISION:
Set up the communications function in the TSC then assume control from the Control Room Emergency Plan Communicator.	TAB A	10
When directed by the ED of a call for Personnel Accountability and/or Site Evacuation, document the calls and make the necessary notifications.	TAB B	3
Prepare, obtain approval, and distribute the "EMERGENCY NOTIFICATION REPORT."	TAB C	11 / 2
Disseminate information about the emergency to on-site and off-site emergency organizations.	TAB D	8
DELETED	TAB E	
Turn over Emergency Notification Report responsibilities at an agreed upon time.	TAB F	6
Make sure functions that are in progress during shift relief are turned over smoothly.	TAB G	2

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MAJOR TASK:

Prepare, obtain approval, and distribute the "Emergency Notification Report."

SPECIFIC TASKS:

HOW:

1. Assume responsibility for communications and the "Emergency Notification Report" upon Turnover from the Control Room Communicator.

1a. Use the following schedule for distributing the "Emergency Notification Report."

(1) **UPGRADE/DOWNGRADE:**

Within fifteen minutes of the classification or reclassification, complete the "Emergency Notification Report" and initiate the transmission to state and counties.

(2) **STATIC UPDATES:**

Every hour, complete the "Emergency Notification Report" and initiate the transmission.

(3) **SIGNIFICANT EVENTS:**

Complete and transmit the "Emergency Notification Report" when:

- (a) Directed by the Emergency Director.
- (b) TSC has assumed control of the emergency from the Control Room.
- (c) When site evacuation of non-essential personnel is initiated.

SPECIFIC TASKS:

HOW:

2. Prepare the "Emergency Notification Report" for approval when the TSC is in control of emergency.

2a. Write the Control number in the upper right corner.

(1) The control number should begin with the TSC followed by a sequential number. (Example: TSC-1)

2b. Check appropriate block under title, (is or is not a drill).

2c. Fill in your name and a call back telephone number.

NOTE:

Fill in the time block when you initiate the "191" call.

2d. Check the Emergency Classification.

2e. Write in unit involved, the time and date current classification was declared by the Emergency Director.

2f. Check if "Initial," "Escalation," or "NO Change in classification."

2g. Under "BRIEF NON-TECHNICAL DESCRIPTION OF THE EVENT," write the EAL number only (including static updates).

NOTE:

Significant Events would be added to this section of the ENR.

HELP

**BRIEF NON-TECHNICAL
DESCRIPTION OF THE EAL
See TAB 6**

SPECIFIC TASKS:

HOW:

HELP

**EMERGENCY ACTION LEVEL OFFSITE
REFERENCE MANUAL**

- 2h. Check one of the "NON-ROUTINE RADIOLOGICAL RELEASE IN PROGRESS" information blocks.
NOTE:
Verify release data with the Radiation Protection Coordinator or TSC Dose Calculator.
- 2i. Fill in the wind speed and direction using ten meter tower met data obtained from PICSY. (E-Plan Menu, Met Vent Display).
- 2j. Check appropriate block for "THIS IS A DRILL" or "THIS IS NOT A DRILL."
- 3. Edit the "Emergency Notification Report."
 - 3a. Ensure the form is clear and easy to understand.
 - 3b. Avoid the use of abbreviations and acronyms.
 - 3c. Ensure the Protective Action Recommendation is not included on the form.
- 4. Obtain approval of the "Emergency Notification Form."
 - 4a. Review the completed form with the Emergency Director, ensuring agreement with the technical content.
 - 4b. Have the Emergency Director sign the form, filling in the time and date he approved it.

SPECIFIC TASKS:

HOW:

5. Distribute the Emergency Notification Report.

5a. Distribute the three part form:

NOTE: In lieu of using a three-part colored form, distribution can be made using copies of the original form

- (1) White copy to the TSC Runner for distribution to:
 - (a) Operations Coordinator
 - (b) TSC Coördinator
 - (c) EOF (via telecopier)
 - (d) MOC (via telecopier)
- (2) Pink copy to the TSC Communicator maintaining the ENS Telephone.
- (3) Yellow copy is retained by the TSC Communicator making offsite agency notifications.

6. Transmit the "Emergency Notification Report" to PEMA, CCDPS and LCEMA.

NOTE:
Transmission of the ENR must be initiated within fifteen minutes of an emergency declaration.

HELP

TSC NOTIFICATION MATRIX
See TAB 9

6a. Dial "191" conference bridge from the TSC Communicator's telephone. (X 4936 or 4937).

NOTE:
If the "191" conference bridge is unavailable, the following back-up methods are available:

- (1) Conference bridge "196"

SPECIFIC TASKS:

HOW:

(2) Individual agency telephone numbers

PEMA	CCDPS	LCEMA
X 4960	X 4955	X4906
X 4961	X 4956	X 4906

OR

PEMA 8-1-(717)-651-2001/2148

CCDPS 8-1-(570)-389-5720

LCEMA 8-1-(800)-821-3715

(3) VHF radio located on the Health Physics Radioman's desk, using channel one.

6b. Identify yourself as each party answers.

6c. Record time and contact(s) in your log.

NOTE:

If the MOC Communicator fails to answer, do not wait, begin the ENR transmission.

6d. Inform the responders you will be transmitting the Emergency Notification Report.

6e. Transmit the Emergency Notification Report.

6f. Request one of the counties to read back the transmitted report.

7.. Notify the Transmission Control Center (TCC).

7a. After transmitting the ENR form, call the TCC and give the emergency classification.

* 8-1-484-634-4090

PCAF # 2003-1618
PAGE 9 OF 9

TAB C
EP-PS-127-C
Revision 11/2
Page 6 of 6

PCAF

SPECIFIC TASKS:

HOW:

- | | |
|---|---|
| 8. Notify the Institute of Nuclear Power, (INPO). | 9a. Within two hours after emergency classification, call INPO and give the emergency classification.

* 8-1-800-321-0614 |
| 9. Notify the American Nuclear Insurers, (ANI) | 9a. Within two hours after emergency classification, call ANI and give the emergency classification.

* 8-1-860-561-3433 |
| 10. Notify Pennsylvania Rural Electric Assn. | 10a. Within 2 hours after emergency classification, call Pennsylvania Rural Electric Assn. and give the emergency classification.

* 8-1-717-233-5704 |