

**MANUAL HARD COPY DISTRIBUTION
DOCUMENT TRANSMITTAL 2003-40970**

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TRANSMITTAL INFORMATION:

TO: ~~GERLACH*ROSE M~~ 09/10/2003
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:

222 - 222 - OFFSITE EMERGENCY MONITORING TEAM: EMERGENCY PLAN-POSITION SPECIFIC PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS DATE: 06/26/2003

ADD MANUAL TABLE OF CONTENTS DATE: 09/09/2003

CATEGORY: PROCEDURES TYPE: EP

ID: EP-PS-222

REPLACE: REV:9

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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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INSTRUMENT CHECKOUT INSTRUCTIONS

Obtain a blank **Signout Sheet (EP-AD-000-172)**. Enter required data on form as corresponding sections of this procedure are completed. Leave the completed form on the clipboard inside the WB/EOF Storage Room.

1. Enter team designation, date, and time.
2. Enter team members names and TLD numbers.
3. SRD Checkout
 - a. Check calibration due dates for high and low range SRDs. (If calibration is past due **DO NOT USE**. Obtain replacement.) Record SRD S/N and calibration due date on **Signout Sheet**.
 - b. Zero SRDs as follows:
 - Place the end of the SRD which houses the contact pin on the charging contact and press down firmly.
 - While keeping the SRD firmly depressed on the contact pin (the scale is illuminated) adjust the hairline to zero by turning the zeroing knob.
 - Release the SRD from the charging contact and re-read the scale to ensure that the hairline has not moved from zero.
 - If the hairline does not read zero, repeat above steps.

NOTE: Do not re-zero the SRD in the field unless authorized to do so by the HP Radioman or Field Team Director.

4. Instrument Checkout
 - a. Check each instrument's calibration due date. If calibration is past due **DO NOT USE**, obtain a replacement.
 - b. Enter each instrument's HP# and calibration due date on the corresponding line on the **Signout Sheet**.
 - c. Perform checkout of each instrument as described below. If an instrument fails any of its checks, **DO NOT USE**. Obtain replacement from the HP Equipment Room. If all instrument checks are successful, initial corresponding **Checked By** column on **Signout Sheet**.
 - d. The source block for instrument operational checks is located in a posted, sealed box inside the WB/EOF Storage Room.

SURVEY METER

- **Battery Check**
Turn selector switch to "BAT" position. The meter should read in the "BAT OK" range.
- **High Voltage**
Turn selector switch to "HV" position. The meter should read between 850 and 950 on the bottom scale (HV x 100).
- **X10 Scale Check**
Turn the selector switch to the "x10" scale and the speaker switch on.

With the GM tube shield closed and the INTEGRATE/SLOW/FAST switch in the "SLOW" position, set the detector horizontally on the source block.

Ensure meter reads (on the top scale) within the parameters specified on the source block and speaker functions.

Turn the selector switch to the "OFF" position.

FRISKER

- **Battery Check**
Place the "ON/OFF" switch to the "OFF" position.

Press red "BAT TEST" button located next to the "ON/OFF" switch.

Meter should deflect to "BATT OK" region of scale.

- **Confidence Check**
Turn "ON/OFF" switch to the "ON" position.

Turn up volume.

Set RANGE to x100 scale.

Place frisker probe near source block. Meter should deflect, with continuous annunciation.

Turn RANGE back to x1 position.

Turn frisker to "OFF" position.

AIR SAMPLER

- Load air sampler head.
Obtain the following items from your kit:
 - Air sampler head
 - Sealed silver zeolite cartridge
 - Particulate filter
 - Disposable gloves
 - Flexible sample line

Place the particulate filter in the air sample head with the cross hatched side down.

Mark the outer (fuzzy) surface with a soft tipped marker.

Remove the silver zeolite cartridge from the bag and place in the air sampler head with the arrows on the cartridge pointed in the direction of air flow.

Load the head onto the flexible sample line attached to the air sampler.

- Plug air sampler cord into wall outlet, verify that motor and air sampler are operable.
- Check that flow meter ball is visible within the window of the flow check sticker.
- Turn off and unplug air sampler and cover sample head with rubber glove.

GARDS UNIT

Setup

- Open GARDS case door, turn power switch OFF, (located on left side of case), unplug power cord.
- Locate/install the TEL-12A module, tightening the end screws.
- Close case door. Locate GPS and radio antennae, and prepare for monitoring vehicle loading.

Shutdown

- Turn power switch OFF, disconnect antennae, remove TEL-12A module and store inside case.
- Plug unit into 120 volt receptacle, turn power switch to ON.
- Press TEST. (AC light must illuminate as a minimum.)

If any startup test on GARDS fails, notify the HPR/FTD for further instructions. This equipment supplies supplemental data and can be shutdown without affecting the capabilities of the Monitoring Team.