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October 6, 2003

U.S. Nuclear Regulatory Commission  
Attention: Document Control Desk  
Washington, DC 20555-0001

Subject: Duke Energy Corporation  
Catawba Nuclear Station Units 1 and 2  
Docket Nos. 50-413 and 50-414  
Emergency Plan Implementing Procedures

Please find enclosed for NRC Staff use and review the following  
Emergency Plan Implementing Procedure:

RP/0/A/5000/024 OSC Activation Procedure (Rev. 012)

This revision is being submitted in accordance with 10CFR  
50.54(q) and does not decrease the effectiveness of the  
Emergency Plan Implementing Procedures or the Emergency Plan.

There are no new regulatory commitments in this document. By  
copy of this letter, two copies of the above document are being  
provided to the NRC, Region II.

If there are any questions, please call Tom Beadle at 803-831-  
4027.

Very truly yours,

D. M. Jamil

Attachments

A045

U.S. Nuclear Regulatory Commission  
October 6, 2003  
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xc (w/attachments):

L. A. Reyes  
U.S. Nuclear Regulatory Commission  
Regional Administrator, Region II  
Atlanta Federal Center  
61 Forsyth St., SW, Suite 23T85  
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(w/o attachments):

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U.S. Nuclear Regulatory Commission  
Catawba Nuclear Site

DUKE POWER COMPANY  
CATAWBA NUCLEAR STATION  
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

VOLUME I

PROCEDURE	TITLE
RP/0/A/5000/001	Classification of Emergency (Rev. 015)
RP/0/A/5000/002	Notification of Unusual Event (Rev. 036)
RP/0/A/5000/003	Alert (Rev. 039)
RP/0/A/5000/004	Site Area Emergency (Rev. 041)
RP/0/A/5000/005	General Emergency (Rev. 041)
RP/0/A/5000/06	Deleted
RP/0/A/5000/006 A	Notifications to States and Counties from the Control Room (Rev. 016)
RP/0/A/5000/006 B	Notifications to States and Counties from the Technical Support Center (Rev. 016)
RP/0/A/5000/006 C	Deleted
RP/0/A/5000/007	Natural Disaster and Earthquake (Rev. 021)
RP/0/A/5000/08	Deleted
RP/0/B/5000/008	Spill Response (Rev. 021)
RP/0/A/5000/009	Collision/Explosion (Rev. 007)
RP/0/A/5000/010	Conducting A Site Assembly or Preparing the Site for an Evacuation (Rev. 016)
RP/0/A/5000/11	Deleted
RP/0/B/5000/12	Deleted
RP/0/B/5000/013	NRC Notification Requirements (Rev. 029)
RP/0/B/5000/14	Deleted
RP/0/A/5000/015	Core Damage Assessment (Rev. 005)
RP/0/B/5000/016	Deleted
RP/0/B/5000/17	Deleted

September 25, 2003

**DUKE POWER COMPANY  
CATAWBA NUCLEAR STATION  
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX**

**VOLUME I**

<b>PROCEDURE</b>	<b>TITLE</b>
RP/0/A/5000/018	Emergency Worker Dose Extension (Rev. 001)
RP/0/B/5000/019	Deleted
RP/0/A/5000/020	Technical Support Center (TSC) Activation Procedure (Rev. 018)
RP/0/A/5000/021	Deleted
RP/0/B/5000/022	Evacuation Coordinator Procedure (Rev. 004)
RP/0/B/5000/023	Deleted
RP/0/A/5000/024	OSC Activation Procedure (Rev. 012)
RP/0/B/5000/025	Recovery and Reentry Procedure (Rev. 003)
RP/0/B/5000/026	Site Response to Security Events (Rev. 005)
RP/0/B/5000/028	Communications and Community Relations EnergyQuest Emergency Response Plan (Rev. 001)

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EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

VOLUME II

PROCEDURE	TITLE
HP/0/B/1000/006	Emergency Equipment Functional Check and Inventory (Rev. 055)
HP/0/B/1009/001	Radiation Protection Recovery Plan (Rev. 008)
HP/0/B/1009/003	Radiation Protection Response Following a Primary to Secondary Leak (Rev. 008)
HP/0/B/1009/004	Environmental Monitoring for Emergency Conditions Within the Ten-Mile Radius of CNS (Rev. 028)
HP/0/B/1009/005	Personnel/Vehicle Monitoring for Emergency Conditions (Rev. 016)
HP/0/B/1009/006	Alternative Method for Determining Dose Rate Within the Reactor Building (Rev. 008)
HP/0/B/1009/007	In-Plant Particulate and Iodine Monitoring Under Accident Conditions (Rev. 019)
HP/0/B/1009/008	Contamination Control of Injured Individuals (Rev. 015)
HP/0/B/1009/009	Guidelines for Accident and Emergency Response (Rev. 039)
HP/0/B/1009/014	Radiation Protection Actions Following an Uncontrolled Release of Radioactive Material (Rev. 008)
HP/0/B/1009/016	Distribution of Potassium Iodide Tablets in the Event of a Radioiodine Release (Rev. 011)
HP/0/B/1009/017	Deleted
HP/1/B/1009/017	Deleted
HP/2/B/1009/017	Deleted
HP/0/B/1009/018	Deleted
HP/0/B/1009/019	Emergency Radio System Operation, Maintenance and Communication (Rev. 010)
HP/0/B/1009/024	Implementing Procedure for Estimating Food Chain Doses Under Post-Accident Conditions (Rev. 002)

**DUKE POWER COMPANY  
CATAWBA NUCLEAR STATION  
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX**

**VOLUME II**

<b>PROCEDURE</b>	<b>TITLE</b>
HP/0/B/1009/025	Deleted
HP/0/B/1009/026	On-Shift Offsite Dose Projections (Rev. 005)
SH/0/B/2005/001	Emergency Response Offsite Dose Projections (Rev. 002) (Restricted Change)
SH/0/B/2005/002	Protocol for the Field Monitoring Coordinator During Emergency Conditions (Rev. 002)
OP/0/A/6200/021	Deleted
SR/0/B/2000/001	Standard Procedure for Public Affairs Response to the Emergency Operations Facility (Rev. 004)
SR/0/B/2000/002	Standard Procedure for EOF Services (Rev. 003)
SR/0/B/2000/003	Activation of the Emergency Operations Facility (Rev. 010)
SR/0/B/2000/004	Notification to States and Counties from the Emergency Operations Facility (Rev. 006)

September 25, 2003

## PROCEDURE PROCESS RECORD

Revision No. 012

## PREPARATION

- (2) Station Catawba
- (3) Procedure Title OSC Activation Procedure
- (4) Prepared By TM Ulanie Date 09/25/03
- (5) Requires NSD 228 Applicability Determination?
- ☒ Yes (New procedure or revision with major changes)
- ☐ No (Revision with minor changes)
- ☐ No (To incorporate previously approved changes)
- (6) Reviewed By GARY L MITCHELL (QR) Date 09-25-03
- Cross-Disciplinary Review By \_\_\_\_\_ (QR) NA Gm Date 09-25-03
- Reactivity Mgmt. Review By \_\_\_\_\_ (QR) NA Gm Date 09-25-03
- Mgmt. Involvement Review By \_\_\_\_\_ (Ops. Supt.) NA Gm Date 09-25-03
- (7) Additional Reviews
- Reviewed By \_\_\_\_\_ Date \_\_\_\_\_
- Reviewed By \_\_\_\_\_ Date \_\_\_\_\_
- (8) Temporary Approval (if necessary)
- By \_\_\_\_\_ (OSM/QR) Date \_\_\_\_\_
- By \_\_\_\_\_ (QR) Date \_\_\_\_\_
- (9) Approved By Richard L Sweigert Date 09-25-03

## PERFORMANCE (Compare with control copy every 14 calendar days while work is being performed.)

- (10) Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_
- Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_
- Compared with Control Copy \_\_\_\_\_ Date \_\_\_\_\_
- (11) Date(s) Performed \_\_\_\_\_
- Work Order Number (WO#) \_\_\_\_\_

## COMPLETION

- (12) Procedure Completion Verification:
- ☐ Yes ☐ NA Check lists and/or blanks initialed, signed, dated, or filled in NA, as appropriate?
- ☐ Yes ☐ NA Required enclosures attached?
- ☐ Yes ☐ NA Data sheets attached, completed, dated, and signed?
- ☐ Yes ☐ NA Charts, graphs, etc. attached, dated, identified, and marked?
- ☐ Yes ☐ NA Procedure requirements met?
- Verified By \_\_\_\_\_ Date \_\_\_\_\_
- (13) Procedure Completion Approved \_\_\_\_\_ Date \_\_\_\_\_
- (14) Remarks (Attach additional pages, if necessary)

**Duke Power Company  
Catawba Nuclear Station**

**OSC Activation Procedure**

**Reference Use**

**Procedure No.**

**RP/0/A/5000/024**

**Revision No.**

**012**

**Electronic Reference No.**

**CN005GO2**



## 1. Symptoms

- 1.1 Conditions exist where events resulted in the activation of the Emergency Response Organization (ERO).

## 2. Immediate Actions

**NOTE:**

1. The OSC must be "ACTIVATED" within 75 minutes of the emergency declaration time. The TSC Emergency Coordinator will declare the TSC and the OSC "ACTIVATED" together.
2. This procedure is not required to be followed in step-by-step sequence. Sections of the procedure are to be implemented, as the applicable action becomes necessary.
3. Specific telephone numbers are not provided in this procedure. Telephone numbers are located in the Emergency Response Telephone Directory. A hard copy of the Emergency Response Telephone Directory is located in the OSC storage cabinet. An electronic version of the Emergency Response Telephone Directory is also available on the Catawba Nuclear Site Emergency Planning Web Page.

- 2.1 Upon notification to activate, ERO members assigned to the OSC shall report to the OSC.
- 2.2 The OPS OSC Supervisor will assume the role of OSC Coordinator until relieved by a qualified OSC Coordinator.

## 3. Subsequent Actions

- 3.1 Each represented group is responsible for ensuring their appropriate Enclosure is completed.
- 3.2 Contact the TSC Data Coordinator for resolution of any computer hardware/software problems, OR the OSC Nuclear Supply Chain Manager for resolution of other equipment problems.
- 3.3 The TSC Emergency Coordinator must approve the participation of personnel with training deficiencies; e.g. respiratory fit test, BBA, allowed exposure limit, specific ERO training, etc. as an ERO member.
- 3.4 Assessment and Repair Team activities shall be conducted in accordance with NSD 704, "Technical Procedure Use and Adherence".

### 3.5 Definitions:

- 3.5.1 Alternate OSC - Should the OSC become uninhabitable OSC members will relocate to the Alternate OSC, which is located in TSC. The Alternate OSC layout is provided in the Emergency Response Telephone Directory.
- 3.5.2 Critical Task – A task that must be completed as soon as possible and normally becomes the number one priority task. The Assessment and Repair Team is dispatched immediately. The OSC team dispatch paperwork is completed as soon as possible after the dispatch of the team. Examples include: SSF Startup, Fire Response, MERT or as determined by the TSC or OSC staff.
- 3.5.3 Essential Personnel - Any personnel required to assist in the performance of assigned emergency response tasks. These personnel would not evacuate in the event of Site Evacuation.

- 3.6 The following SDS Group Displays have been established for emergency response use. To access these group displays enter; GD (space) Group Display Name, in the white box at the upper right portion of the screen.

<u>Group Display Name</u>	<u>Group Display Description</u>
ERDS1	ERDS Group 1
ERDS2	ERDS Group 2
EROCONT	Selected values associated with Containment
EROCORE1	Incore temperature values
EROCORE2	Additional Incore temperature values
EROCORE3	Additional Incore temperature values
EROEMF	Selected EMF instantaneous values
EROEMF15	Selected EMF 15 minute average values
EROENV	Selected Meteorological values
EROINJCT	Selected Letdown/Charging values
EROPLEAK	Selected Primary to Containment Leakage Values
EROPRIM	Selected Primary system values
ERORD5	Raddose 5 input values
ERORXG	Reactor Engineer Data
EROSAMG	Severe Accident Management Guideline (SAMG) Parameters
EROSSECND	Selected Secondary system values
EROSLEAK	Selected Primary to Secondary Leakage Values

To access the above list in SDS, select Trends from the pulldown menu, then Group List (scroll down to ERO Listing).

3.7 The following process shall be used when calling in additional support personnel.

3.7.1 STATE: "There is a drill/emergency at Catawba Nuclear Site."

3.7.2 ASK: "Have you consumed alcohol within the past five hours?"

3.7.3 IF "NO", skip to Step 3.7.4.

**NOTE:** Employees who acknowledge consumption of alcohol within five hours must be evaluated by supervision upon reporting to work.

**IF "YES"**, ask the following questions, and use judgment to determine whether the person is fit for duty.

- A. What did you consume?
- B. How much did you consume?
- C. Can you perform your duties unimpaired?
- D. Can you drive safely?

3.7.4 Provide the person called with the following information:

- A. Where they should respond - TSC or OSC as applicable
- B. Emergency Conditions/Plant Status
- C. Areas of plant to avoid while in route to TSC/OSC
- D. Dosimeter requirements for access (TLD, Electronic Dosimeter, RWP 33, etc.)

3.7.5 Inform Security of additional personnel that will be arriving from off-site.

#### **4. Enclosures**

- 4.1 OSC Coordinator
- 4.2 RP Manager
- 4.3 RP Supervisor
- 4.4 DRC Supervisor
- 4.5 Chemistry Manager
- 4.6 OSC Operations Supervisor
- 4.7 Equipment Engineer
- 4.8 Maintenance Manager
- 4.9 Environment, Health & Safety Manager
- 4.10 Nuclear Supply Chain Manager
- 4.11 OSC Log/Status Keeper
- 4.12 Control of Assessment and Repair Teams

**Enclosure 4.1**  
**OSC Coordinator**

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Initial      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- \_\_\_\_\_ Obtain self-reading dosimeter from the Single Point Access storage rack.
- \_\_\_\_\_ Log into Electronic Dose System **OR** complete a dose card using RWP #33.
- \_\_\_\_\_ Obtain your position procedure notebook located in the OSC supply cabinet.
- \_\_\_\_\_ Put on position name badge sticker located in your position notebook.
- \_\_\_\_\_ Sign in on OSC Training/Roster Sheet.
- \_\_\_\_\_ Ensure the OSC is habitable through discussions with the RP Manager.

<b>NOTE:</b> The Alternate OSC is located in the TSC.
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- \_\_\_\_\_ **IF** the OSC is not habitable or becomes not habitable, relocate to the Alternate OSC. Consider the following when relocating to the Alternate OSC:
  - Safety of OSC personnel is always the first priority.
  - The Alternate OSC layout is provided in the Emergency Response Telephone Directory.
  - Inform OSC Managers:
    - A. When to relocate the Alternate OSC
    - B. The route to be taken to the Alternate OSC
    - C. Any hazards which may be encountered while moving to the Alternate OSC
    - D. Where to re-assemble for accountability
    - E. Take OSC position notebooks with them to the Alternate OSC
    - F. Verify accountability of OSC personnel after relocation to the Alternate OSC
  - Inform the Emergency Coordinator when the OSC relocation is completed.
- \_\_\_\_\_ Verify the OSC Log/Status Keeper position is staffed. **IF** the OSC Log/Status Keeper position is not staffed, assign someone the responsibility of performing Enclosure 4.11 until OSC Log/Status Keeper position is staffed.
- \_\_\_\_\_ Make an announcement that the following groups have required positions and should submit completed minimum staffing level forms to the OSC Log/Status Keeper.
  - Operations
  - Radiation Protection
  - Maintenance
  - Engineering
  - Chemistry

**Enclosure 4.1**  
**OSC Coordinator**

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**NOTE:** Upon completion of all minimum staffing level forms, the OSC may be declared **"OPERATIONAL."**

\_\_\_\_\_ Establish communications with the TSC Emergency Coordinator. Using the polycom phone to the left of the OSC Coordinator position, call the Emergency Coordinator at 2905. (You may want to leave this phone on speaker with it muted).

\_\_\_\_\_ Inform the Emergency Coordinator that the OSC is **"OPERATIONAL"**.  
Emergency Coordinator \_\_\_\_\_  
OSC Operational at \_\_\_\_\_

\_\_\_\_\_ Evaluate the completed OSC Team Work Sheets collected by the OSC Log/Status Keeper to determine if any in-progress work should be discontinued. This evaluation should include the following as a minimum:

- Cause of the event
- Discussion with the TSC
- Discussion with RP Manager

\_\_\_\_\_ Give all OSC Team Work Sheets that were approved for work to continue to the OSC Log/Status Keeper for assignment of OSC Assessment and Repair Team number.

\_\_\_\_\_ Verify that the appropriate OSC manager has stopped all work identified on OSC Team Work Sheets that were not approved for work to continue.

\_\_\_\_\_ IF the RP Manager issues a Blanket Dose Extension for the event, inform the TSC Emergency Coordinator.

\_\_\_\_\_ Inform the TSC Emergency Coordinator of encountered plant conditions and status of emergency actions in progress.

\_\_\_\_\_ **IF** non-essential personnel are to be evacuated from the site, announce the following to the OSC Managers:

- No "declared" pregnant females are to remain on site.
- Account for all site-essential personnel remaining on site.
- All site-essential personnel not assembled in the TSC, OSC or Control Room will be assigned an OSC R&R Team number using an OSC Team Work Sheet.
- RP Manager/Supervisor shall ensure that all areas outside of OSC/TSC/CR where site-essential personnel are located are radiologically habitable.

\_\_\_\_\_ Inform the OSC Log/Status Keeper of any items that should be documented in the OSC Log.

**Enclosure 4.1**  
**OSC Coordinator**

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initial

Perform assessments approximately every hour as necessary.

- Monitor the Emergency Coordinator "round table discussions" via videoconference system. Ensure the Emergency Coordinator presses "update" button to activate all microphones on the TSC Manager's table.
- Ensure team activities are prioritized and in agreement with TSC established priorities.
- Conduct a briefing of the OSC Managers to assess emergency conditions, radiological conditions, team status, equipment/plant conditions and available human resources.

Provide updates to OSC personnel via the OSC PA system approximately every thirty minutes. These updates provide OSC personnel with information that is in addition to the Emergency Coordinator updates. Examples are:

- OSC priorities based on the event priorities established by the Emergency Coordinator
- Personnel situations
- Radiological conditions
- Plant conditions
- Expected actions
- Any classification changes when they occur

Perform the following as necessary throughout the event:

- Call out additional OSC support personnel as needed. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

**NOTE:** During Critical Tasks, Assessment and Repair Teams should be dispatched immediately. The "OSC Team Work Sheet" will be completed as soon as possible after dispatch.

- Ensure Assessment and Repair Teams are:
  - Formed (appropriate expertise for the task)
  - Briefed
  - Dispatched
  - Status monitored
  - Debriefed
- Prior to approving work on plant equipment or systems, ensure the responsible group for that equipment or system is informed.
- Ensure OSC remains habitable.

**Enclosure 4.1**  
**OSC Coordinator**

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**NOTE:** The OSC Log/Status Keeper will maintain 24 Hr. Staffing/Essential Personnel documentation for the OSC Coordinator Position.

— Verify that the OSC Log/Status Keeper has obtained a completed 24-hour staffing/essential personnel form from each OSC Manager.

**NOTE:** Deactivation of the OSC will be implemented when the Emergency Coordinator or EOF<sup>2</sup> Director terminates emergency conditions.

— Upon termination of the emergency condition, announce the following over the OSC PA System:

- A critique will be conducted in the TSC. All OSC positions are to be represented at the critique.
- Provide all completed paperwork to the OSC Log/Status Keeper.
- Ensure OSC staff informs all Assessment and Repair Teams in the field that the emergency condition has been terminated.
- Return your work area to a state of readiness.

Initial

Date: \_\_/\_\_/\_\_

\_\_\_\_\_ Obtain self-reading dosimeter from the Single Point Access storage rack.

\_\_\_\_\_ Log into Electronic Dose System **OR** complete a dose card using RWP #33.

\_\_\_\_\_ Obtain your position procedure notebook located in the OSC supply cabinet.

\_\_\_\_\_ Obtain your position cell phone and headset from the OSC supply cabinet.

\_\_\_\_\_ Put on position name badge sticker located in your position notebook.

\_\_\_\_\_ Sign in on OSC Training/Roster Sheet.

**NOTE:**

1. During ERO drills, radiological monitoring and controls of the OSC will be configured to have minimum impact on the day-to-day operations of the WCC. Non-drill participants are exempted from the designated restrictions of the drill and may enter the WCC area as needed.
2. During ERO drills, all personnel are allowed to access OSC/WCC area bathrooms.
3. The RP Manager (Supervisor) will coordinate the establishment of appropriate access points and/or barriers of the OSC/WCC area for both drills and events. Additional RP support may be used to accomplish these tasks.
4. Signs for the OSC/WCC area are located in the RP Manager's position notebook.

\_\_\_\_\_ Establish the appropriate access points and barriers for the OSC/WCC area per the following:

**For Drills**

\_\_\_\_\_ Place the swing gate and sign at the Portal Monitor on the Unit 1 side to facilitate use of the Portal Monitor by drill participants.

\_\_\_\_\_ Set up the Tensa barrier in the center of the OSC/WCC area to minimize drill participant traffic in the WCC area.

\_\_\_\_\_ Set up the Tensa barrier on the Unit 2 entrance to the WCC with a sign indicating that an ERO drill is in progress and the expectations of drill participants and non-drill participants regarding the use of the barriers.

**For Actual Events**

\_\_\_\_\_ Place the swing gate and sign at the Portal Monitor on the Unit 1 side to facilitate use of the Portal Monitor by all personnel entering the OSC/WCC area.

\_\_\_\_\_ Set up the Tensa barrier on the Unit 2 entrance to the WCC with a sign indicating that personnel must enter the OSC/WCC area from the Unit 1 side only.



**NOTE:** The OSC RP positions are considered Operational after submittal of the completed "Minimum Staffing Levels for Required OSC RP Personnel" form to the OSC Log/Status Keeper.

Verify that RP Supervisor has completed and provided the following forms to the OSC Log/Status Keeper.

- Minimum Staffing Levels for Required OSC RP Personnel
- "OSC Team Work Sheet" form (Refer to Enclosure 4.12, "Control of Assessment and Repair Teams")

Establish an RP Manager position log that captures as a minimum:

- Evolutions impacting this position.
- Decisions made by this position.
- Communications to/from other work groups

Obtain preliminary radiological information from Operator Aided Computer (OAC) or the Control Room, as necessary.

- Place emphasis upon determining those areas of the plant that may have increasing radiation levels.
- Initiate actions for Radiation Control Area (RCA) access.
- Request the TSC Emergency Coordinator to have Operations conduct a Site Assembly, if necessary per RP/0/A/5000/010 (Conducting a Site Assembly or Preparing the Site for an Evacuation).

Perform the following as requested by the TSC Security Manager for Security officers remaining on post(s) and as necessary throughout the event:

- Evaluate potential dose exposure.
- Recommend any needed protective actions for officers remaining on post.
- Request DRC personnel to complete OSC Dose Record form for officers remaining on post as identified by the Security Manager.
- Request DRC to issue secondary monitoring devices for officers remaining on post as identified by the TSC Security Manager.

**NOTE:** Consider wind direction to determine affected site assembly points; (e.g., staging locations which should be opposite of the plume radioactive gaseous release path), as monitored by Field Monitor Team's (FMTs) and TSC.

Recommend on-site protective action(s) for assembled personnel.

Provide protective actions for those personnel with work duties in radiological areas.

**Initial**

Coordinate in-plant monitoring to support Control Room, TSC and OSC.

- Initiate contamination control requirements, as necessary.
- Initiate "no eating or drinking" contamination control requirements, as necessary.
- Ensure that personnel monitoring equipment is available in OSC, TSC and Control Room; (e.g., hand held frisking equipment).
- Ensure contamination control equipment is used according to station procedures.

Initiate emergency procedures, as necessary.

- HP/0/B/1009/007, "In-Plant Particulate and Iodine Monitoring Under Accident Conditions"
- HP/0/B/1009/016, "Distribution of Potassium Iodine Tablets in the Event of A Radioiodine Release"

Coordinate OSC and TSC groups to ensure adequate preplanning to limit radiation exposures.

- Manage planned emergency exposures using CNS Emergency Plan and System Radiation Protection Manual.

Provide updated information to OSC Coordinator, TSC staff and EOF staff concerning plant radiological conditions, as necessary.

- Direct trending and recording of available information to support RP OSC response.

Ensure R&R Team Debriefing information is provided to the OSC Coordinator.

Coordinate RP shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

**IF Site Evacuation is required,**

- Recommend the Evacuation-Relocation Site to the TSC Emergency Coordinator based on RP/0/A/5000/010, "Conducting a Site Assembly or Preparing the Site for an Evacuation".
- Give first consideration to "declared" pregnant workers. Assembly point for pregnant workers is based upon updated radiological assessment of plume and/or other radiological conditions reported by the TSC and Field Teams.
- Ensure all Required RP positions remain staffed during and following Site Evacuation.
- Approve all assembly points outside of OSC for radiological habitability where site essential personnel are located (ex. warehouses, toolroom, etc.)
- Direct non-essential RP personnel to a staging area, considering directional movement of a plume based on information provided by TSC Dose Assessor and Field Monitor Teams; (e.g., non-essential personnel may be sent to the Administrative Building).

Initial

- \_\_\_\_\_ Communicate with TSC Dose Assessor or EOF Field Monitoring Coordinator, to provide additional instructions or directions to field monitoring teams, as appropriate.
  - **IF** an on site survey team is dispatched from OSC, (e.g., Foxtrot Team), notify TSC RP Support or EOF Field Monitor Coordinator, as appropriate.
  - Notify TSC RP Support or EOF Field Monitor Coordinator, as necessary, when survey results are from radiological surveys taken inside Protected Area Fence.
- \_\_\_\_\_ Assist OSC Coordinator as necessary in forming re-entry and recovery plans.
- \_\_\_\_\_ Ensure all survey sheets, logs, and Team Personnel List forms are completed and signed.
- \_\_\_\_\_ Provide all paperwork to the OSC Log/Status Keeper upon deactivation of the OSC.

Initial

Date: \_\_/\_\_/\_\_

\_\_\_\_\_ Obtain self-reading dosimeter from the Single Point Access storage rack.

\_\_\_\_\_ Log into Electronic Dose System OR complete a dose card using RWP #33.

\_\_\_\_\_ Obtain your position procedure notebook located in the OSC supply cabinet.

\_\_\_\_\_ Put on position name badge sticker located in your position notebook

\_\_\_\_\_ Sign in on OSC Training/Roster Sheet.

**NOTE:** The OSC RP positions are considered Operational after submittal of the completed "Minimum Staffing Levels for Required OSC RP Personnel" form to the OSC Log/Status Keeper.

\_\_\_\_\_ Complete the following forms:

- Minimum Staffing Levels for Required OSC RP Personnel
- "OSC Team Work Sheet" form (Refer to Enclosure 4.12, "Control of Assessment and Repair Teams"):
  - ◆ **IF** no Tasks are in progress for your work group write "No Tasks in progress" in Block 1.
  - ◆ **IF** Tasks are in progress fill out form with relative information and obtain necessary signatures.

\_\_\_\_\_ When requested by the TSC, activate Field Monitoring Teams (FMTs):

- Conduct a pre-job brief that includes the following:
  - ◆ Status of the plant/affected unit
  - ◆ Whether a release is in progress or expected
  - ◆ Wind direction/expected path of potential or actual plume
  - ◆ Whether teams are needed to change normal travel path to the Emergency Kit Room
  - ◆ Whether teams are needed to monitor dose during transit to Emergency Kit Room
  - ◆ Notify TSC RP support that FMTs have been dispatched to Emergency Kit Room

\_\_\_\_\_ Direct FMTs to go to SPA and sign in under RWP 98.

- FMTs should wear own ED or obtain ED from Emergency Kits
- FMTs remain under RWP 33 until that time.

\_\_\_\_\_ Provide the following completed forms to the OSC Log/Status Keeper.

- Minimum Staffing Levels for Required OSC RP Personnel
- "OSC Team Work Sheet" form.

Initial

Establish an RP Supervisor position log which captures as a minimum:

- Evolutions impacting this position.
- Decisions made by this position.
- Communications to/from other work groups
- OSC Habitability Surveys

Ensure the following OSC RP items are brought to the OSC by RP personnel:

- Respiratory Printout
- OSC Extra High Rad Master Keys
- RP Survey Instruments

**CAUTION:** Give due consideration to the fact that plant conditions may be unstable and radiological conditions unknown.

Continuously monitor plant radiological status.

- Report plant radiological status to RP Manager, OSC Coordinator or Emergency Coordinator, as necessary.

Provide immediate support and RP job coverage as necessary, for the following:

- Fire Brigade
- Contaminated Medical Injury Response
- Emergency Rescue
- Emergency Team - damage control
- RP job coverage for chemistry sampling, operations and/or maintenance activities.
- Other Emergency Response Teams, as necessary.

Coordinate dispatch of Field Monitor Teams with TSC RP Support or EOF Field Monitor Coordinator, as appropriate.

Provide RP personnel for radiation survey teams inside the security protected area boundary fence, upon request from TSC or EOF.

**NOTE:** On-Site Teams report information back to OSC RP Supervisor and report survey results and radioactive release information to TSC or EOF as directed by OSC RP Supervisor.

Coordinate RP activities for assessment and repair teams, as necessary.

- Ensure completion of OSC Team Work Sheet.
- Establish travel route to and from job to be performed.
- Establish dose limits and/or dose rate considerations for high exposure jobs.
- Post Plant Radiation Levels in the OSC for Job Planning.
- Direct assignment of additional dosimetry, as needed.
- Direct the use of protective clothing for teams to prevent the spread of contamination.

**Enclosure 4.3**  
**RP Supervisor**

**RP/0/A/5000/024**  
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initial

- Direct RP technicians to monitor and report radiological status in support of OSC activities.

Coordinate the set up and source check of radiological monitoring equipment in OSC, TSC and Control Room, as necessary; (e.g., portal monitor, hand and foot monitor, friskers and air samplers).

Monitor dose rate in OSC.

- Establish control over OSC personnel radiation exposure.
- Limit personnel exposure to blanket dose extension levels.

Initiate discussion with RPM on the need to evacuate the OSC if General Area dose rate approaches 5 mrem/hr and is expected to continue.

- Relocate Personnel Monitoring Teams to Low dose areas (< 5 mrem/hr), appropriate to site radiological conditions; (e.g., plume directional movement).

Direct contamination survey of OSC, as appropriate to radiological conditions.

- Evaluate contamination potential in the OSC
- Initiate use of personnel monitoring equipment, as necessary; (e.g., portal monitor and friskers).
- Initiate decontamination of equipment or personnel, as appropriate.

Identify RP personnel and personnel monitoring teams as they become available, for the following locations:

- On-site assembly areas identified in Nuclear Policy Manual NSD 114, "Site Assembly/Site Evacuation"
- PAP Area
- Evacuation Facility

Provide a completed "Radiation Protection 24 Hour Staffing/Site Essential Personnel" (Enclosure 4.3, Page 7) form to the OSC Log/Status Keeper.

**IF** Site Evacuation is activated, initiate HP/0/B/1009/005, "Personnel/Vehicle Monitoring for Emergency Conditions," as necessary.

Obtain additional emergency kit items and supplies to support OSC, if needed.

Assign personnel to verify respiratory qualifications of OSC personnel, as necessary.

Coordinate radiological monitoring of food items supplied to OSC with Nuclear Supply Chain and Emergency Planning representatives, as necessary.

**Enclosure 4.3**  
**RP Supervisor**

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\_\_\_\_\_ Restore equipment to a ready state condition after a drill or event is terminated.

\_\_\_\_\_ **IF** opened during OSC/TSC activation, ensure RP OSC and TSC Emergency Kits are inventoried and sealed.

\_\_\_\_\_ Provide all paperwork to the OSC Log/Status Keeper upon deactivation of the OSC.

## Minimum Staffing Levels for Required OSC RP Personnel

Date/Time Event Declared: \_\_\_\_\_ / \_\_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME / ARRIVAL TIME	24 HOUR STAFFING RELIEF NAME
<b>ON SHIFT RESPONDERS - REQUIRED</b>		
Dose Assessment	(1) _____	N/A
Access Control, Coverage Personnel, Monitoring and Dosimetry, Countroom	(1) _____	N/A
	(2) _____	N/A
<b>45 MINUTE RESPONSE TIME - REQUIRED</b>		
Out of Plant Surveys	(1) _____	(1) _____
In-Plant Surveys	(1) _____	(1) _____
<b>75 MINUTE RESPONSE TIME - REQUIRED</b>		
Off-Site Surveys (FMT)	(1) _____	(1) _____
	(2) _____	(2) _____
	(3) _____	(3) _____
	(4) _____	(4) _____
On-Site (Out of Plant)	(1) _____	(1) _____
In-Plant Surveys	(1) _____	(1) _____

CONTINUED ON NEXT PAGE



**Minimum Staffing Levels for Required OSC RP Personnel (Continued)**

<b>JOB FUNCTION</b>	<b>INITIAL RESPONDER NAME ARRIVAL TIME</b>	<b>24 HOUR STAFFING RELIEF NAME</b>
<b>75 MINUTE RESPONSE TIME – REQUIRED - CONTINUED</b>		
Access Control, Coverage Personnel, Monitoring and Dosimetry	(1) _____	(1) _____
	(2) _____	(2) _____
	(3) _____	(3) _____
	(4) _____	(4) _____
	(5) _____	(5) _____
	(6) _____	(6) _____

All above positions Have / Have Not been filled within the allotted time frame to activate the OSC

\_\_\_\_\_  
Signature

RP Manager/Supervisor  
Title

- Submit completed form to OSC Log/Status Keeper

**Radiation Protection 24 Hour Staffing / Essential Personnel**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
<b>75 MINUTE DESIRED OSC RP PERSONNEL</b>			
(1) RP Manager	(1) _____	(1) RP Manager	(1) _____
(2) RP Supv.	(2) _____	(2) RP Supv.	(2) _____
(1) DRC Supv./ Support	(1) _____	(1) DRC Supv.	(1) _____
<b>OTHER ESSENTIAL RP PERSONNEL</b>			
Other Essential RP Personnel	(1) _____	Other Essential RP Personnel	(1) _____
(As Needed)	(2) _____	(As Needed)	(2) _____
	(3) _____		(3) _____
	(4) _____		(4) _____
	(5) _____		(5) _____
	(6) _____		(6) _____
	(7) _____		(7) _____
	(8) _____		(8) _____
	(9) _____		(9) _____
	(10) _____		(10) _____

- Submit copy of completed form to OSC Log/Status Keeper.

**Enclosure 4.4**  
**DRC Supervisor**

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Page 1 of 6

**Initial**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Obtain self-reading dosimeter from the Single Point Access storage rack.

\_\_\_\_\_ Log into Electronic Dose System **OR** complete a dose card using RWP #33.

\_\_\_\_\_ Obtain your position procedure notebook located in the OSC supply cabinet.

\_\_\_\_\_ Put on position name badge sticker located in your position notebook.

\_\_\_\_\_ Assemble the following supporting materials:

- Two copies of the Daily Dose Report (1 copy TSC, 1 copy OSC)
- Unassigned TLDs
- Applicable procedures

\_\_\_\_\_ Sign in on OSC Training/Roster Sheet

\_\_\_\_\_ Establish a DRC Supervisor position log which captures as a minimum:

- Evolutions impacting this position.
- Decisions made by this position.
- Communications to/from other work groups.

\_\_\_\_\_ Perform the following actions as required throughout the event:

- Notify team members without a TLD and SRD of dosimetry requirements.
- Communicate pertinent information to Radiation Protection Manager (RPM) for logging.

\_\_\_\_\_ Post OSC Dosimetry Requirements.

\_\_\_\_\_ Obtain OSC Dose Record forms (Enclosure 4.4 Page 5 of 6) from the Emergency Kit.

- Distribute to OSC personnel.
- Request personnel take the following actions:
  - Complete Section I
  - Return completed form to DRC area.

\_\_\_\_\_ Ensure DRC equipment is operable.

- DRC Computer
- DRC telephone
- FAX machine

**Enclosure 4.4**  
**DRC Supervisor**

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Page 2 of 6

Initial

————— Initiate Blanket Dose Extension. (Enclosure 4.4 Page 6 of 6)

- Submit to RPM for approval.
- Perform the following actions after Blanket Dose Extension is approved.
  - Advise log keeper of new limits.
  - Assist log keeper with posting limits as needed.
  - Ensure new limits are posted.
  - Route a copy to the TSC.

————— Complete Section II of the OSC Dose Record Forms.

- Obtain information using the RM&C system or Daily Dose Report.
- Alphabetize forms by personnel last name.

**WARNING:** Teams responding to Critical Tasks (e.g., fire brigade, medical emergency, SSF operation, etc.) should not be prevented from immediate response.

————— Perform the following actions prior to dispatching a team from the OSC:

- **IF** team was dispatched for an emergency situation **OR** dispatched from outside the OSC, complete the following as soon as practical using available information.
- Determine team member's name.
  - ◆ Ensure an OSC Dose Record form has been submitted for each team member.
- Obtain an OSC Team Work Sheet for each team.
  - ◆ Ensure all team members being dispatched are listed.

Initial

**NOTE:** OSC Dose Record and OSC Team Work Sheet should have identical Task # and Time Out.

- Obtain next sequential Task #.
- Complete OSC Dose Record.
  - ♦ Task #
  - ♦ Time Out
  - ♦ Dosimeter Reading Out
- Complete OSC Team Work Sheet
  - ♦ Date
  - ♦ Time Out
  - ♦ Task #
- Distribute OSC Team Work Sheet as specified by the form.

\_\_\_\_\_ File OSC Dose Records in Task # order.

\_\_\_\_\_ Perform the following actions when a team returns to the OSC:

- Obtain the following forms:
  - ♦ OSC Team Work Sheet copy from the team.
  - ♦ OSC Dose Records for returning team members.
- Obtain dose information from available team members.
- Complete OSC Dose Record
  - ♦ Time In
  - ♦ Dosimeter Reading In
  - ♦ Year To Date TEDE = (dosimeter reading in + previous YTD TEDE entry)

**NOTE:** OSC Dose Record and OSC Team Work Sheet should have identical Time In.

- Complete OSC Team Work Sheet of Reference 2.16.
  - ♦ Time In

\_\_\_\_\_ Forward OSC Team Work Sheet to log keeper.

\_\_\_\_\_ File OSC Dose Record alphabetically.

**Enclosure 4.4**  
**DRC Supervisor**

**RP/0/A/5000/024**  
**Page 4 of 6**

**Initial**

\_\_\_\_\_ Perform the following actions to deactivate Blanket Dose Extension limits:

- Submit original Blanket Dose Extension (Enclosure 4.4 Page 6 of 6) to RPM for approval of deactivation, Section V.

\_\_\_\_\_ Perform the following actions after deactivation is approved:

- Advise log keeper of new limits.
- Ensure new limits are posted.
- Assist log keeper with posting limits as needed.
- Route a copy to the TSC.

\_\_\_\_\_ Enter team member doses not captured by the electronic database, as necessary.

\_\_\_\_\_ Restore equipment to a ready state condition after a drill or event is terminated.

\_\_\_\_\_ Provide all paperwork to the OSC Log/Status Keeper upon deactivation of the OSC.

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**TEAM #** \_\_\_\_\_

Date: \_\_\_\_\_

**Social Security #** \_\_\_\_\_

Work Group: \_\_\_\_\_

Exposure Class: \_\_\_\_\_ MAE: \_\_\_\_\_ mrem

[illegible]

## BLANKET DOSE EXTENSION

**To: TSC Emergency Coordinator/OSC Coordinator:**

- Section I - Extended exposure limits of your work group personnel.
- Section II - Blanket Dose Extension Approval
- Section III - Deactivation of Blanket Dose Extension Approval
- Section IV - Deactivation of Blanket Dose Extension Information

### Section I

**Exposure Limits have been extended to:**

Exposure Class 1 - 2000 mrem/year  
Exposure Class 2 - 50 mrem/month; 450 mrem/gestation period; no extension  
Exposure Class 3&9 - 4500 mrem/year  
Exposure Class 7 - Fixed limit/worker specific dose limit

**NOTE:** Declared pregnant workers shall leave the site upon site evacuation.

### Section II

Activated By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
(RPM or designee)

OSC Coordinator or designee

Notified By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Emergency Coordinator or designee

Notified By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Section III

Deactivated By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
(RPM or designee)

OSC Coordinator or designee

Notified By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Emergency Coordinator or designee

Notified By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Section IV

Maximum Allowable Exposure (MAE) limits are reset to normal pre-emergency limits. Workers who received emergency response exposure that exceeds pre-emergency MAE limits must see RP prior to resuming work.



**Enclosure 4.5**  
**Chemistry Manager**

**RP/0/A/5000/024**  
**Page 1 of 4**

**Initial**      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- \_\_\_\_\_ Obtain self-reading dosimeter from the Single Point Access storage rack.
- \_\_\_\_\_ Log into Electronic Dose System **OR** complete a dose card using RWP #33.
- \_\_\_\_\_ Obtain your position procedure notebook located in the OSC supply cabinet.
- \_\_\_\_\_ Obtain your position cell phone and headset from the OSC supply cabinet.
- \_\_\_\_\_ Put on position name badge sticker located in your position notebook.
- \_\_\_\_\_ Sign in on OSC Training/Roster Sheet.

**NOTE:** The OSC Chemistry positions are considered Operational after submittal of the completed "Minimum Staffing Levels for Required OSC Chemistry Personnel" form to the OSC Log/Status Keeper.

- \_\_\_\_\_ Complete the following forms:
  - Minimum Staffing Levels for Required OSC Chemistry Personnel
  - "OSC Team Work Sheet" form (Refer to Enclosure 4.12, "Control of Assessment and Repair Teams"):
    - ◆ **IF** no Tasks are in progress for your work group write "No Tasks in progress" in Block 1.
    - ◆ **IF** Tasks are in progress fill out form with relative information and obtain necessary signatures.
- \_\_\_\_\_ Provide the following completed forms to the OSC Log/Status Keeper.
  - Minimum Staffing Levels for Required OSC Chemistry Personnel
  - "OSC Team Work Sheet" form.
- \_\_\_\_\_ Establish a Chemistry Manager position log, which captures as a minimum:
  - Evolutions impacting this position.
  - Decisions made by this position.
  - Communications to/from other work groups
- \_\_\_\_\_ Verify operability of Chemistry Manager equipment:
  - Chemistry computer
  - Chemistry telephone

**Enclosure 4.5**  
**Chemistry Manager**

**RP/0/A/5000/024**  
**Page 2 of 4**

**Initial**

\_\_\_\_\_ Perform the following as necessary throughout the event:

- Provide Chemistry technical content in Assessment and Repair Team briefings.
- Ensure Chemistry teams dispatched to obtain samples (primary, secondary, etc.), operate radwaste equipment, etc., are properly dispatched using "OSC Team Work Sheet" form (Refer to Enclosure 4.12, "Control of Assessment and Repair Teams").
- Provide the necessary Chemistry information needed for emergency Assessment and Repair Teams.
- Provide Chemistry teams in the field with available information on changing plant conditions.
- Ensure R&R Team Debriefing information is immediately provided to the OSC Coordinator.

**NOTE:**

1. The Operations Bridge Line phone number is contained in the Emergency Response Telephone Directory.
2. The Chemistry Manager telephone headset shall be muted when not in use.

- Dial into the Operations Bridge Line to monitor communications on the Operations Communication Loop.
- Establish communications with the Corporate Office Chemistry Section.
- Coordinate Chemistry shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

\_\_\_\_\_ Provide a completed "Chemistry 24 Hour Staffing/Site Essential Personnel" (Enclosure 4.5, Page 4) form to the OSC Log/Status Keeper.

**NOTE:** Required Chemistry positions must remain staffed following a site evacuation.

\_\_\_\_\_ Inform the OSC RP Manager of any locations outside the OSC where Chemistry personnel are located following a site evacuation.

\_\_\_\_\_ Provide all paperwork to the OSC Log/Status Keeper upon deactivation of the OSC.

Enclosure 4.5  
Chemistry Manager

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**Minimum Staffing Levels for Required OSC Chemistry Personnel**

Date/Time Event Declared: \_\_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	24 HOUR STAFFING RELIEF NAME
<b>ON SHIFT RESPONDERS - REQUIRED</b>		
Chemistry Technician	(1) _____	N/A
<b>75 MINUTE RESPONSE TIME - REQUIRED</b>		
Radwaste Chemistry Operator	(1) _____	(1) _____

All above positions Have / Have Not been filled within the allotted time frame to activate the OSC.

\_\_\_\_\_  
Signature

Chemistry Manager  
Title

- Submit completed form to OSC Log/Status Keeper

## Chemistry Manager

## Chemistry 24 Hour Staffing / Site Essential Personnel

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
<b>(75 MINUTE) DESIRED OSC CHEMISTRY PERSONNEL</b>			
CHEMISTRY MANAGER	(1) _____	CHEMISTRY MANAGER	(1) _____
<b>OTHER ESSENTIAL CHEMISTRY PERSONNEL</b>			
CHEMISTRY TECHNICIANS  (As Needed)	(1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____ (7) _____ (8) _____ (9) _____ (10) _____	CHEMISTRY TECHNICIANS  (As Needed)	(1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____ (7) _____ (8) _____ (9) _____ (10) _____

- 24 hour staffing for **Required** Chemistry Positions must be maintained until termination of event.
- Submit copy of completed form to OSC Log/Status Keeper.

**Enclosure 4.6**  
**OSC Operations Supervisor**

**RP/0/A/5000/024**  
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Initial

Date: \_\_/\_\_/\_\_

\_\_\_\_\_ Obtain self-reading dosimeter from the Single Point Access storage rack.

\_\_\_\_\_ Log into Electronic Dose System **OR** complete a dose card using RWP #33.

\_\_\_\_\_ Obtain your position procedure notebook located in the OSC supply cabinet.

\_\_\_\_\_ Obtain your position cell phone and headset from the OSC supply cabinet.

\_\_\_\_\_ Put on position name badge sticker located in your position notebook.

\_\_\_\_\_ Sign in on OSC Training/Roster Sheet.

\_\_\_\_\_ Assume the OSC Coordinator position until properly relieved by a qualified OSC Coordinator.

- Refer to Enclosure 4.1.

**NOTE:** The OSC Operations positions are considered Operational after submittal of the completed "Minimum Staffing Levels for Required OSC Operations Personnel" form to the OSC Log/Status Keeper.

\_\_\_\_\_ Complete the following forms:

- Minimum Staffing Levels for Required OSC Operations Personnel
- "OSC Team Work Sheet" form (Refer to Enclosure 4.12, "Control of Assessment and Repair Teams":
  - ◆ **IF** no Tasks are in progress for your work group write "No Tasks in progress" in Block 1.
  - ◆ **IF** Tasks are in progress fill out form with relative information and obtain necessary signatures.

\_\_\_\_\_ Provide the following completed forms to the OSC Log/Status Keeper.

- Minimum Staffing Levels for Required OSC Operations Personnel
- "OSC Team Work Sheet" form.

\_\_\_\_\_ Establish an OSC Operations Supervisor position log, which captures as a minimum:

- Evolutions impacting this position.
- Decisions made by this position.
- Communications to/from other work groups

\_\_\_\_\_ Verify operability of Operations equipment.

- Operations computer
- Operations telephone equipment
- Operations radio equipment

**Enclosure 4.6**  
**OSC Operations Supervisor**

RP/0/A/5000/024  
Page 2 of 5

Initial

- NOTE:**
1. The Operations Bridge Line phone number is contained in the Emergency Response Telephone Directory.
  2. Instructions for the Ericsson phone and Operations Bridge Line are provided at the phone location and in the Emergency Response Telephone Directory.

\_\_\_\_\_ Call the Control Room/Simulator and instruct the Control Room/TSC Communicator to dial into the Operations Bridge Line.

\_\_\_\_\_ Establish communications with Control Room/Simulator, TSC and EOF with the Ericsson phone/headset via the Operations Bridge Line.

\_\_\_\_\_ Perform the following as necessary throughout the event:

- NOTE:** Assessment and Repair Teams should be dispatched immediately for Critical Tasks (Fire Brigade, MERT, SSF Startup, etc.) immediately. The "OSC Task Work Sheet" will be completed as soon as possible after team dispatch.

- Establish Fire Brigade radio communications with Control Room/Simulator using the OSC Operations Fire Brigade radio base station (communication established to Simulator during drills only).
- Assist OSC Coordinator in making recommendations for OSC Assessment and Repair Team task priorities.
- Ensure OSC Coordinator/staff is kept current on status of plant equipment and is immediately notified of changes affecting the plant or plant personnel.
- Ensure OSC Coordinator/staff is kept current on the status of any Fire Brigade and HazMat team activities.
- Ensure Operations teams are properly dispatched using "OSC Team Work Sheet" form (Refer to Enclosure 4.12, "Control of Assessment and Repair Teams").
- **IF** EH&S Manager representative is not present, evaluate OSC Team task safety concerns and sign OSC Team Work Sheet Line 4, "EH&S Approval".
- Provide the necessary Operations information needed for emergency Assessment and Repair Teams.
- Provide Operations teams in the field with available information on changing plant conditions.
- Ensure R&R Team Debriefing information is immediately provided to the OSC Coordinator.
- Coordinate Operations shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

\_\_\_\_\_ Provide a completed "Operations 24 Hour Staffing/Site Essential Personnel" form to the OSC Log/Status Keeper.

**Enclosure 4.6**  
**OSC Operations Supervisor**

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initial

<b>NOTE:</b> Required Operations positions must remain staffed following a site evacuation.
---

\_\_\_\_\_ Inform the OSC RP Manager of any locations outside the OSC where Operations personnel are located following a site evacuation.

\_\_\_\_\_ Provide all paperwork to the OSC Log/Status Keeper upon deactivation of the OSC.

## OSC Operations Supervisor

## Minimum Staffing Levels for Required OSC Operations Personnel

Date/Time Event Declared: \_\_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	24 HOUR STAFFING RELIEF NAME
<b>ON SHIFT RESPONDERS - REQUIRED</b>		
Auxiliary Operators - NLO	(1) _____  (2) _____	N/A
OPS OSC Supervisor (Nuclear Shift Supervisor)	(1) _____	N/A
Fire Brigade Team  (Fire Fighting)	(1) _____ (FIRE BRIGADE LEADER)  (2) _____  (3) _____  (4) _____  (5) _____	N/A

All above positions Have / Have Not been filled within the allotted time frame to activate the OSC

\_\_\_\_\_  
Signature\_\_\_\_\_  
OSC OPS Supervisor  
Title

Submit completed form to OSC Log/Status Keeper



## OSC Operations Supervisor

## Operations 24 Hour Staffing / Essential Personnel

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
<b>OTHER ESSENTIAL OPERATIONS PERSONNEL</b>			
Essential Operations Personnel  (As Needed)	(1) _____	Essential Operations Personnel  (As Needed)	(1) _____
	(2) _____		(2) _____
	(3) _____		(3) _____
	(4) _____		(4) _____
	(5) _____		(5) _____
	(6) _____		(6) _____
	(7) _____		(7) _____

- 24 hour staffing for Required Operations Positions must be maintained until termination of event.
- Submit copy of completed form to OSC Log/Status Keeper.

**Enclosure 4.7**  
**Equipment Engineer**

**RP/0/A/5000/024**  
**Page 1 of 4**

**Initial**

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Obtain self-reading dosimeter from the Single Point Access storage rack.

\_\_\_\_\_ Log into Electronic Dose System **OR** complete a dose card using RWP #33.

\_\_\_\_\_ Obtain your position procedure notebook located in the OSC supply cabinet.

\_\_\_\_\_ Put on position name badge sticker located in your position notebook.

\_\_\_\_\_ Sign in on OSC Training/Roster Sheet.

\_\_\_\_\_ Complete the following forms:

- Minimum Staffing Levels for Required OSC Engineering Personnel
- "OSC Team Work Sheet" form (Refer to Enclosure 4.12, "Control of Assessment and Repair Teams"):
  - ◆ **IF** no Tasks are in progress for your work group write "No Tasks in progress" in Block 1.
  - ◆ **IF** Tasks are in progress fill out form with relative information and obtain necessary signatures.

\_\_\_\_\_ Provide the following completed forms to the OSC Log/Status Keeper.

- Minimum Staffing Levels for Required OSC Engineering Personnel
- "OSC Team Work Sheet" form.

\_\_\_\_\_ Establish an Equipment Engineer position log, which captures as a minimum:

- Evolutions impacting this position.
- Decisions made by this position.
- Communications to/from other work groups

\_\_\_\_\_ Verify operability of Equipment Engineer equipment.

- Equipment Engineer computer
- Equipment Engineer telephone

**Enclosure 4.7**  
**Equipment Engineer**

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Initial

\_\_\_\_\_ Perform the following as necessary throughout the event:

- Ensure any Engineering team dispatched from the OSC is properly briefed on the task to be performed and communications are established.
- Ensure OSC Coordinator/staff is kept current on status of plant equipment and is immediately notified of changes affecting the plant or plant personnel.
- Ensure Engineering teams (appropriate expertise for the task) are properly dispatched from the "OSC Team Work Sheet" form (Refer to Enclosure 4.12, "Control of Assessment and Repair Teams").
- Provide Engineering teams in the field with available information on changing plant conditions.
- Ensure R&R Team Debriefing information is immediately provided to the OSC Coordinator.
  
- Coordinate Equipment Engineer shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

\_\_\_\_\_ Provide a completed "Equipment Engineer 24 Hour Staffing/Site Essential Personnel" form to the OSC Log/Status Keeper.

\_\_\_\_\_ Inform the OSC RP Manager of any locations outside the OSC or TSC where Engineering personnel are located following a site evacuation.

\_\_\_\_\_ Provide all paperwork to the OSC Log/Status Keeper upon deactivation of the OSC.

**Enclosure 4.7**  
**Equipment Engineer**

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**Minimum Staffing Levels for Required OSC Engineering Personnel**

Date/Time Event Declared: \_\_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	24 HOUR STAFFING RELIEF NAME
<b>75 MINUTE RESPONSE TIME - REQUIRED</b>		
Equipment Engineer	(1) _____	(1) _____

All above positions Have / Have Not been filled within the allotted time frame to activate the OSC

\_\_\_\_\_  
Signature

OSC Equipment Engineer  
Title

Submit completed form to OSC Log/Status Keeper

## Equipment Engineer

## Equipment Engineer 24 Hour Staffing / Essential Personnel

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
<b>OTHER ESSENTIAL EQUIPMENT ENGINEERING PERSONNEL</b>			
<b>ESSENTIAL EQUIPMENT ENGINEERING PERSONNEL</b>  (As Needed)	(1) _____	<b>ESSENTIAL EQUIPMENT ENGINEERING PERSONNEL</b>  (As Needed)	(1) _____
	(2) _____		(2) _____
	(3) _____		(3) _____
	(4) _____		(4) _____
	(5) _____		(5) _____

- Submit copy of completed form to OSC Log/Status Keeper.

**Enclosure 4.8**  
**Maintenance Manager**

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Initial \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- \_\_\_\_\_ Obtain self-reading dosimeter from the Single Point Access storage rack.
- \_\_\_\_\_ Log into Electronic Dose System **OR** complete a dose card using RWP #33.
- \_\_\_\_\_ Obtain your position procedure notebook located in the OSC supply cabinet.
- \_\_\_\_\_ Put on position name badge sticker located in your position notebook.
- \_\_\_\_\_ Sign in on OSC Training/Roster Sheet.

**NOTE:** The OSC Maintenance positions are considered Operational after submittal of the completed "Minimum Staffing Levels for Required OSC Maintenance Personnel" form to the OSC Log/Status Keeper.

- \_\_\_\_\_ Complete the following forms:
  - Minimum Staffing Levels for Required OSC Maintenance Personnel
  - "OSC Team Work Sheet" form (Refer to Enclosure 4.12, "Control of Assessment and Repair Teams"):
    - ◆ **IF** no Tasks are in progress for your work group write "No Tasks in progress" in Block 1.
    - ◆ **IF** Tasks are in progress fill out form with relative information and obtain necessary signatures.
- \_\_\_\_\_ Provide the following completed forms to the OSC Log/Status Keeper.
  - Minimum Staffing Levels for Required OSC Maintenance Personnel
  - "OSC Team Work Sheet" form.
- \_\_\_\_\_ Establish a Maintenance Manager position log, which captures as a minimum:
  - Evolutions impacting this position.
  - Decisions made by this position.
  - Communications to/from other work groups
- \_\_\_\_\_ Verify operability of Maintenance equipment.
  - Maintenance computer
  - Maintenance telephone

**Enclosure 4.8**  
**Maintenance Manager**

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Initial

\_\_\_\_\_ Perform the following as necessary throughout the event:

- Ensure any Maintenance team dispatched from the OSC is properly briefed on the task to be performed and communications are established.
- Ensure OSC Coordinator/staff is kept current on status of plant equipment and is immediately notified of changes affecting the plant or plant personnel.
- Ensure Maintenance teams (appropriate expertise for the task) are properly dispatched from the OSC using "OSC Team Work Sheet" form (Refer to Enclosure 4.12, "Control of Assessment and Repair Teams").
- Provide Maintenance teams in the field with available information on changing plant conditions.
- Ensure R&R Team Debriefing information is immediately provided to the OSC Coordinator.
- Coordinate Maintenance shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

\_\_\_\_\_ Provide a completed "Maintenance 24 Hour Staffing/Site Essential Personnel" form to the OSC Log/Status Keeper.

<b>NOTE:</b> Required Maintenance positions must remain staffed following a site evacuation.
--

\_\_\_\_\_ Inform the OSC RP Manager of any locations outside the OSC where Maintenance personnel are located following a site evacuation.

\_\_\_\_\_ Provide all paperwork to the OSC Log/Status Keeper upon deactivation of the OSC.

**Enclosure 4.8**  
**Maintenance Manager**

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**Minimum Staffing Levels for Required OSC Maintenance Personnel**

Date/Time Event Declared: \_\_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	24 HOUR STAFFING RELIEF NAME
<b>ON SHIFT RESPONDERS - REQUIRED</b>		
Repair and Corrective Actions (Mech. Maint. Technician)	(1) _____  	(1) _____  
Repair and Corrective Actions (IAE Maint. Technician)	(1) _____ (2) _____	(1) _____ (2) _____
<b>75 MINUTE RESPONSE TIME - REQUIRED</b>		
Repair and Corrective Actions (Mech. Maint. Technician)	(1) _____  	(1) _____  
Repair and Corrective Actions (IAE Maint. Technician)	(1) _____ (2) _____	(1) _____ (2) _____
Technical Support (Maintenance Manager)	(1) _____  	(1) _____  

All above positions Have / Have Not been filled within the allotted time frame to activate the OSC

\_\_\_\_\_  
Signature

OSC Maintenance Manager  
Title

Submit completed form to OSC Log/Status Keeper



**Mechanical Maintenance 24 Hour Staffing/ Essential Personnel**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
<b>OTHER ESSENTIAL MAINTENANCE PERSONNEL</b>			
<b>Essential Mechanical Maintenance Personnel</b>  <b>(As Needed)</b>	(1) _____	<b>Essential Mechanical Maintenance Personnel</b>  <b>(As Needed)</b>	(1) _____
	(2) _____		(2) _____
	(3) _____		(3) _____
	(4) _____		(4) _____
	(5) _____		(5) _____
	(6) _____		(6) _____
	(7) _____		(7) _____
	(8) _____		(8) _____
	(9) _____		(9) _____
	(10) _____		(10) _____
<b>Essential IAE Maintenance Personnel</b>  <b>(As Needed)</b>	(1) _____	<b>Essential IAE Maintenance Personnel</b>  <b>(As Needed)</b>	(1) _____
	(2) _____		(2) _____
	(3) _____		(3) _____
	(4) _____		(4) _____
	(5) _____		(5) _____
	(6) _____		(6) _____
	(7) _____		(7) _____
	(8) _____		(8) _____
	(9) _____		(9) _____
	(10) _____		(10) _____

- 24 hour staffing for **Required Mechanical Maintenance/IAE** Positions must be maintained until termination of event.
- Submit copy of completed form to OSC Log/Status Keeper.

Initial

Date: \_\_/\_\_/\_\_

\_\_\_\_\_ Obtain self-reading dosimeter from the Single Point Access storage rack.

\_\_\_\_\_ Log into Electronic Dose System OR complete a dose card using RWP #33.

\_\_\_\_\_ Obtain your position procedure notebook located in the OSC supply cabinet.

\_\_\_\_\_ Put on position name badge sticker located in your position notebook

\_\_\_\_\_ Sign in on OSC Training/Roster Sheet.

\_\_\_\_\_ Establish an Environment, Health & Safety Manager (EH&S) position log, which captures as a minimum:

- Evolutions impacting this position.
- Decisions made by this position.
- Communications to/from other work groups

\_\_\_\_\_ Verify operability of EH&S Manager's telephone.

\_\_\_\_\_ Call back to EH&S Office (Site Assembly location) and give them your telephone and fax number.

\_\_\_\_\_ Evaluate working conditions in the OSC by:

- Touring the OSC (obtain air monitor and flashlight if needed)
- Identification of unsafe working conditions or hazards
- Corrective action initiated for any unsafe working condition or hazard identified

<p><b>NOTE:</b> OSHA requires verbal notification within 8 hours of gaining knowledge of an incident involving a fatality or the hospitalization of 3 or more employees.</p>
--

\_\_\_\_\_ Evaluate recordable incidents using Catawba Safe Work Practice 1.1.

initial

Perform the following as necessary throughout the event:

- Immediately report any injury/illness or significant near miss to the OSC Coordinator.
- Inform the appropriate supervisor of any injury/illness or significant near miss to complete and submit an Incident Investigation Report.
- Incorporate significant safety information into the R&R Team briefings.
- Review and sign OSC Team Work Sheets.
- Ensure any EH&S personnel dispatched from the OSC is properly briefed on the task to be performed and communications are established.
- Ensure OSC Coordinator/staff is kept current on safety issues even if there have been no changes.
- Ensure EH&S personnel (appropriate expertise for the task) are properly dispatched from the OSC using the "OSC Team Work Sheet" form (Refer to Enclosure 4.12, "Control of Assessment and Repair Teams").
- Provide EH&S personnel in the field with available information on changing plant conditions.
- Ensure safety hazard information obtained from R&R Team Debriefing information is immediately provided to the OSC Coordinator.

**NOTE:** An additional EH&S professional is helpful to assist with R&R team dispatch from the OSC. This additional EH&S professional should remain at or near the "staging area" to consult with teams being dispatched.

- Coordinate EH&S Manager shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

Provide a completed "EH&S Manager 24 Hour Staffing/Site Essential Personnel" form (Enclosure 4.9, Page 3 of 3) to the OSC Log/Status Keeper.

Inform the OSC RP Manager of any locations outside the OSC where EH&S personnel are located following a site evacuation.

Provide all paperwork to the OSC Log/Status Keeper upon deactivation of the OSC.

**Enclosure 4.9**

RP/0/A/5000/024

**Environment, Health & Safety Manager**

Page 3 of 3

**EH&S Manager 24 Hour Staffing / Essential Personnel**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>JOB FUNCTION</b>	<b>INITIAL RESPONDER NAME ARRIVAL TIME</b>	<b>JOB FUNCTION</b>	<b>24 HOUR STAFFING RELIEF NAME</b>
<b>75 MINUTE DESIRED OSC EH&amp;S MANAGER PERSONNEL</b>			
<b>EH&amp;S MANAGER</b>	(1) _____	<b>EH&amp;S MANAGER</b>	(1) _____
<b>OTHER ESSENTIAL EH&amp;S MANAGER PERSONNEL</b>			
<b>OTHER ESSENTIAL EH&amp;S PERSONNEL (As Needed)</b>	(1) _____	<b>OTHER ESSENTIAL EH&amp;S PERSONNEL (As Needed)</b>	(1) _____
	(2) _____		(2) _____
	(3) _____		(3) _____
	(4) _____		(4) _____
	(5) _____		(5) _____

- Submit copy of completed form to OSC Log/Status Keeper.

**Enclosure 4.10**  
**Nuclear Supply Chain Manager**

**RP/0/A/5000/024**  
**Page 1 of 3**

Initial

Date: \_\_/\_\_/\_\_

\_\_\_\_\_ Obtain self-reading dosimeter from the Single Point Access storage rack.

\_\_\_\_\_ Log into Electronic Dose System OR complete a dose card using RWP #33.

\_\_\_\_\_ Obtain your position procedure notebook located in the OSC supply cabinet.

\_\_\_\_\_ Put on position name badge sticker located in your position notebook.

\_\_\_\_\_ Sign in on OSC Training/Roster Sheet.

\_\_\_\_\_ Turn on the OSC PA system and give one of the wireless microphones to the OSC Coordinator.

\_\_\_\_\_ Establish a Nuclear Supply Chain Manager position log which captures as a minimum:

- Evolutions impacting this position.
- Decisions made by this position.
- Communications to/from other work groups

\_\_\_\_\_ Verify operability of Nuclear Supply Chain equipment.

- Nuclear Supply Chain computer
- Nuclear Supply Chain telephone

\_\_\_\_\_ Verify copy of Nuclear Supply Chain OSC Manual is available.

<b>NOTE:</b> The TSC Data Coordinator is responsible for the repair of OSC computer equipment.
--

\_\_\_\_\_ Assist OSC responders in repair of OSC communications or other equipment.

**Enclosure 4.10**  
**Nuclear Supply Chain Manager**

**RP/0/A/5000/024**  
**Page 2 of 3**

Initial

Perform the following as necessary throughout the event:

- Provide coordination between the warehouses and the OSC.
- Utilize computer programs to verify availability of needed material/parts and take action to obtain.
- Provide material as expeditiously as possible for emergency response activities.
- Contact appropriate work group to provide heavy equipment support.
- Contact Site Services duty person to make arrangements to provide food/meals for TSC/OSC/Control Room.
- Provide facility support to OSC and TSC as needed/requested.
- Ensure any Nuclear Supply Chain team dispatched from the OSC is properly briefed on the task to be performed and communications are established.
- Ensure OSC Coordinator/staff is kept current on status of material issues and is immediately notified of changes affecting the plant or plant personnel.
- Ensure Nuclear Supply Chain teams (appropriate expertise for the task) are properly dispatched from the OSC using the "OSC Team Work Sheet" form (Refer to Enclosure 4.12, "Control of Assessment and Repair Teams").
- Provide Nuclear Supply Chain teams in the field with available information on changing plant conditions.
- Coordinate Nuclear Supply Chain shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.
- Communicate with EOF Services Manager.

Provide a completed "Nuclear Supply Chain 24 Hour Staffing/Site Essential Personnel" form (Enclosure 4.10, Page 3 of 3) to the OSC Log/Status Keeper.

Inform the OSC RP Manager of any locations outside the OSC where Nuclear Supply Chain personnel are located following a site evacuation.

Assist Emergency Planning in assuring facility is placed back to a state of readiness.

Perform the following upon deactivation of the OSC:

- Provide all paperwork to the OSC Log/Status Keeper.

<p><b>NOTE:</b> PT/0/B/4600/004 may be utilized as a reference for performing the OSC equipment inventory. (PT/0/B/4600/004 is located in procedure drawer).</p>
--

- Inventory OSC equipment and supplies following OSC activation.

## Nuclear Supply Chain Manager

## Nuclear Supply Chain 24 Hour Staffing / Essential Personnel

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
<b>75 MINUTE DESIRED NUCLEAR SUPPLY CHAIN PERSONNEL</b>			
NSC MANAGER	(1) _____	NSC MANAGER	(1) _____
<b>OTHER NUCLEAR SUPPLY CHAIN ESSENTIAL PERSONNEL</b>			
INSIDE WHSE	(1) _____ (2) _____	INSIDE WHSE	(1) _____ (2) _____
RECEIVING	(1) _____	RECEIVING	(1) _____
OUTSIDE WHSE	(1) _____	OUTSIDE WHSE	(1) _____
OTHER NSC PERSONNEL (As Needed)	(1) _____ (2) _____ (3) _____	OTHER NSC PERSONNEL (As Needed)	(1) _____ (2) _____ (3) _____

- Submit copy of completed form to OSC Log/Status Keeper.

**Enclosure 4.11**  
**OSC Log/Status Keeper**

**RP/0/A/5000/024**  
**Page 1 of 4**

Initial

Date: \_\_/\_\_/\_\_

- \_\_\_\_\_ Obtain self-reading dosimeter from the Single Point Access storage rack.
- \_\_\_\_\_ Log into Electronic Dose System OR complete a dose card using RWP #33
- \_\_\_\_\_ Obtain your position procedure notebook located in the OSC supply cabinet.
- \_\_\_\_\_ Put on position name badge sticker located in your position notebook.
- \_\_\_\_\_ Sign in on OSC Training/Roster Sheet.
- \_\_\_\_\_ Obtain the timer cube from the OSC supply cabinet (to assist the OSC Coordinator in scheduling facility briefings).
- \_\_\_\_\_ Verify operability of OSC Log/Status Keeper equipment.
  - OSC Log/Status Keeper computer
  - OSC Log/Status Keeper telephone

<b>NOTE:</b> Handwritten logs will be utilized when the electronic log software is not available.
---

- \_\_\_\_\_ Establish an OSC log, which captures as a minimum:
  - Time OSC declared Operational
  - OSC R&R Team status
  - OSC task priorities
  - Any significant event requested by the OSC Coordinator
- \_\_\_\_\_ Verify the staffing of the following required OSC manager positions:
  - Equipment Engineer
  - Maintenance Manager

**IF** these positions are not staffed, inform OSC Coordinator
- \_\_\_\_\_ Collect completed minimum staffing level forms from the following:
  - OSC Operations Supervisor (Enclosure 4.6, Page 4 of 5)
  - Radiation Protection Supervisor (Enclosure 4.3, Pages 5 and 6 of 7)
  - Maintenance Manager (Enclosure 4.8, page 3 of 4)
  - Equipment Engineer (Enclosure 4.7, Page 3 of 4)
  - Chemistry Manager (Enclosure 4.5, Page 3 of 4)
- \_\_\_\_\_ **WHEN** all completed minimum staffing level forms have been collected:
  - Inform the OSC Coordinator that all OSC required positions have been staffed



**Enclosure 4.11**  
**OSC Log/Status Keeper**

**RP/0/A/5000/024**  
**Page 2 of 4**

initial

Collect completed OSC Team Work Sheets from the following OSC positions:

- OSC Operations Supervisor
- Radiation Protection Supervisor
- Maintenance Manager
- Equipment Engineer
- Chemistry Manager

As necessary, use the timer cube (or other method) to assist in reminding the OSC Coordinator when to perform scheduled facility briefings.

Provide completed OSC Team Work Sheets to the following:

- OSC Coordinator
- TSC Security Manager for Site Assembly Accountability

Ensure a OSC R&R Team number is assigned for all OSC Team Work Sheets approved by the OSC Coordinator for work to continue.

<b>NOTE:</b> Desired OSC positions are not required to be staffed to declare the OSC Operational.
---

Verify the staffing of the following desired OSC positions:

- OSC Operations Supervisor
- Radiation Protection Manager
- Radiation Protection Supervisor
- DRC Supervisor
- Chemistry Manager
- Nuclear Supply Chain Manager
- Environmental, Health & Safety Manager
- OSC Coordinator

Inform the OSC Coordinator when all desired OSC positions are staffed.

Perform the following as necessary throughout the event:

- Maintain OSC R&R Team Status Board to display team status and other pertinent information.
- Maintain the emergency classification posting current as emergency classifications change.
- Use "Control of Assessment and Repair Teams" sheets to log R&R Teams in and out of the OSC.
- Coordinate OSC Log/Status Keeper shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

Complete the "OSC Coordinator / OSC Log/Status Keeper 24 Hour Staffing/Site Essential Personnel" form (Enclosure 4.11, Page 4 of 4).

**Enclosure 4.11**  
**OSC Log/Status Keeper**

**RP/0/A/5000/024**  
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Initial

**NOTE:** The TSC may request a copy of the 24 Hour Staffing/Site Essential Personnel forms

\_\_\_\_\_ Collect completed 24 Hour Staffing/Site Essential Personnel forms from the following OSC positions:

- OSC Operations Supervisor (Enclosure 4.6, Page 5 of 5)
- Radiation Protection Supervisor (Enclosure 4.3, Page 6 of 7)
- Maintenance Manager (Enclosure 4.8, Page 4 of 4)
- Chemistry Manager (Enclosure 4.5, Page 4 of 4)
- Nuclear Supply Chain Manager (Enclosure 4.10, Page 3 of 3)
- Environmental, Health & Safety Manager (Enclosure 4.9, Page 3 of 3)
- Equipment Engineer (Enclosure 4.7, Page 4 of 4)

\_\_\_\_\_ Collect all paperwork from the following OSC positions upon deactivation of the OSC.

- OSC Operations Supervisor
- Radiation Protection Supervisor
- Maintenance Manager
- Chemistry Manager
- Nuclear Supply Chain Manager
- Environment, Health & Safety Manager
- Equipment Engineer

\_\_\_\_\_ Submit collected paperwork to Emergency Planning.

Enclosure 4.11  
OSC Log/Status Keeper

RP/0/A/5000/024  
Page 4 of 4

OSC Coordinator / OSC Log/Status Keeper 24 Hour Staffing / Essential Personnel

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
<b>75 MINUTE DESIRED OSC ESSENTIAL PERSONNEL</b>			
OSC COORDINATOR	(1)_____	OSC COORDINATOR	(1)_____
OSC LOG/STATUS KEEPER	(1)_____	OSC LOG/STATUS KEEPER	(1)_____
<b>OTHER OSC ESSENTIAL PERSONNEL</b>			
OSC LOG/STATUS KEEPER(S) (As Needed)	(1)_____ (2)_____ (3)_____ (4)_____	OSC LOG/STATUS KEEPER(S) (As Needed)	(1)_____ (2)_____ (3)_____ (4)_____

Submit copy of completed form to OSC Log/Status Keeper.

## 1. OSC Team Work Sheets will be used to:

- NOTE:**
1. Use the process described in NSD114, "Site Assembly/Site Evacuation," to account for personnel assembled in designated Site Assembly Areas.
  2. Teams should be immediately dispatched for Critical Tasks (SSF Startup, MERT, Fire, Security, HazMat, or as determined by the OSC Coordinator) that occur either before or after a site assembly. An OSC Team Work Sheet must still be completed as quickly as possible after the team has been dispatched.

- 1.1 Track critical path work and account for personnel when the workers are instructed to remain on the job during site assembly.
- 1.2 Account for any personnel not assembled in a designated Site Assembly Area.
- 1.3 Track Assessment and Repair Teams dispatched from the OSC.

## 2. Process for Assessment and Repair Team Dispatch

- 2.1 Team Manager or designee completes OSC Team Work Sheet Block 1.
- 2.2 OSC Coordinator approves the task to be planned and performed in OSC Team Work Sheet Block 2.
- 2.3 Team Manager or designee performs the following:
  - 2.3.1 Assembles team in staging area
  - 2.3.2 Conducts pre-job briefing
  - 2.3.3 Ensures RP and/or EH&S Manager's involvement in pre-job briefing
  - 2.3.4 Records pertinent information in Pre-Job Briefing Comments section of OSC Team Work Sheet Block 3
  - 2.3.5 Complete OSC Team Work Sheet Block 3
- 2.4 Environmental, Health & Safety Manager (EH&S) representative signs OSC Team Work Sheet Block 4. If an EH&S representative is not available, the OSC Operations Supervisor may sign this block.
- 2.5 Radiation Protection management signs OSC Team Work Sheet Block 5.
- 2.6 DRC Supervisor performs the following:
  - 2.6.1 Complete OSC Team Work Sheet Block 6
  - 2.6.2 Distribute copies of OSC Team Work Sheet as detailed in OSC Team Work Sheet Block 6

**Enclosure 4.12**  
**Control of Assessment and Repair Teams**

**RP/0/A/5000/024**  
**Page 2 of 3**

**3. Process for Assessment and Repair Team Return to OSC**

- 3.1 OSC Log/Status Keeper obtains OSC Team Work Sheet (Pink copy) from DRC.
- 3.2 OSC Log/Status Keeper logs team as "IN" on status board and OSC Log using the time entered on the team leader's OSC Team Work Sheet Block 6 by DRC.
- 3.3 Team Leader OR Team Manager completes OSC Team Work Sheet Block 7 on White copy of OSC Team Work Sheet
- 3.4 Team is debriefed by Team Manager.
- 3.5 "White" copy of OSC Team Work Sheet with completed Block 7 is routed to the OSC Log/Status Keeper.

## Control of Assessment and Repair Teams

Page 3 of 3

## OSC Team Work Sheet

**~~SAMPLE ONLY!! USE PRE-PRINTED FORMS!!!~~**

1 TEAM MANAGER \_\_\_\_\_ WORK GROUP \_\_\_\_\_

☐ TEAM IN FIELD PRIOR TO RESPONDING TO OSC☐ TEAM BEING DISPATCHED FROM OSC

TASK DESCRIPTION: \_\_\_\_\_

TASK LOCATION: \_\_\_\_\_ UNIT \_\_\_\_\_

COMPONENT: \_\_\_\_\_ TRAIN \_\_\_\_\_

2 OSC COORDINATOR APPROVAL: \_\_\_\_\_  
Signature

3 TEAM MANAGER

Name	Work Grp.	
Team Leader: _____	_____	OSC Call Back Phone # _____
Team Members: _____	_____	<b>Call-back instructions:</b> 1. Call OSC upon arrival at job location. 2. Call as necessary or as requested by Team Manager thereafter.
_____	_____	
_____	_____	
_____	_____	
Pre-Job Briefing Comments: <i>After task completion, notify Team Mgr. And report to debriefing area in the OSC.</i>		
_____		
_____		
_____		

4 SAFETY APPROVAL: \_\_\_\_\_  
Signature5 RADIATION PROTECTION APPROVAL: \_\_\_\_\_  
Signature

6 DRG SUPERVISOR \_\_\_\_\_

DATE: ____/____/____	TIME OUT: _____	TEAM # _____
	TIME IN: _____	
Distribute Copies:    White - Team Manager            Yellow - Logkeeper            Pink - Team Leader		

7 TEAM LEADER or TEAM MANAGER

Post-Job Briefing Conducted By: _____	DATE/TIME: _____
Summary of work performed: _____	
_____	
_____	

\*\*\*\*\*AFTER TASK COMPLETION, RETURN COMPLETED ("white copy") OSC TEAM WORK SHEET TO OSC LOGKEEPER\*\*\*\*\*