



Washington State University

Nuclear Radiation Center

PO Box 641300
Pullman, WA 99164-1300
509-335-8641
FAX 509-335-4433

Marvin M. Mendonca, Senior Project Manager
Research and Test Reactors Section
New, Research and Test Reactors Program (RNRP)
Division of Regulatory Improvement Programs
Office of Nuclear Reactor Regulation
Docket No. 50-27
License No. R-76

Mr. Mendonca,

This letter is in response to a request for more information sent September 30, 2003, regarding Emergency Plan changes at the Washington State University Nuclear Radiation Center.

Enclosed are copies of our Administrative Requirement Schedule, which is used to ensure timely completion of maintenance and training, Standard Operating Procedure 32, which details training requirements, and the Emergency Procedure detailing requirements for conduct of training and drills.

Since the proposed change deals with periodicity, these procedures and schedules will be updated to reflect the new timeliness requirements upon implementation of the Emergency Plan changes.

Please feel free to contact me should you have any questions or comments either by email at ssharp@mail.wsu.edu or by telephone at (509) 335-7669. Thank You for your help in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stephanie Sharp-Dugar'.

Stephanie Sharp-Dugar,
Reactor Supervisor, WSUNRC

ADMINISTRATIVE REQUIREMENT SCHED

For Year: 2004

For

ADMINISTRATIVE REQUIREMENT	****	JAN-FEB-MAR	APR-MAY-JUN	JUL-AUG-SEP	OCT-NOV-DEC	*
Inventory Emergency Kits	Date/Int					D
Material Status Report to NRC	Date/Int	N.A.		N.A.		D
NRC Staff Em Proc/Security Review	Date/Int	N.A.	N.A.		N.A.	D
W.S.U. Police Security Review	Date/Int	N.A.	N.A.	N.A.		D
Facility Emergency Drill	Date/Int		N.A.	N.A.	N.A.	D
Special Nuclear Materials Inventory	Date/Int	N.A.		N.A.	N.A.	D
Annual Report to the NRC	Date/Int	N.A.		N.A.	N.A.	D
Core Pulsing Limit Calculation	Date/Int	N.A.	N.A.	N.A.		D
RSC Review of Rad Protect Program	Date/Int	N.A.	N.A.	N.A.		D
P.M.H. Em Service Agreemt Renew	Date/Int	N.A.	N.A.	N.A.	N.A.	D
RSC Review of S.O.P.'s	Date/Int	N.A.	N.A.	N.A.	N.A.	D
RSC Review of Emergency Plan	Date/Int	N.A.	N.A.	N.A.	N.A.	D
RSC Review of Security Plan	Date/Int	N.A.	N.A.	N.A.	N.A.	D
201 Ventilation System Filter Change (2yr.)	Date/Int	N.A.	N.A.	N.A.	N.A.	D
Radioactive Material Inventory	Date/Int					D
C.A.A. Security Key/Lock Change	Date/Int	N.A.	N.A.	N.A.		D
Key Safe Combination Change	Date/Int	N.A.	N.A.	N.A.		D
Neutron Radiation Survey	Date/Int	N.A.		N.A.		D
Hazmat Refresher Training (3yr.)	Date/Int	N.A.		N.A.	N.A.	D
WSU Hospital / FD Training	Date/Int	N.A.	N.A.		N.A.	D
Security System Code Change	Date/Int	N.A.	N.A.	N.A.		D
Update Co-60 Log	Date/Int					D
	NOTE:					N

11/18/97

W.S.U. NUCLEAR RADIATION CENTER

Standard Operating Procedure No. 32

**STANDARD PROCEDURE FOR SECURITY AND EMERGENCY PLAN
TRAINING FOR NUCLEAR RADIATION CENTER, RADIATION
SAFETY OFFICE AND CAMPUS POLICE PERSONNEL**

TABLE OF CONTENTS

	Page
A. GENERAL.....	1

W.S.U. NUCLEAR RADIATION CENTER

Standard Operating Procedure No. 32

**STANDARD PROCEDURE FOR SECURITY AND EMERGENCY PLAN TRAINING
FOR NUCLEAR RADIATION CENTER, RADIATION SAFETY OFFICE AND
CAMPUS POLICE PERSONNEL**

A. GENERAL

The Nuclear Radiation Center's Security Plan and Emergency Plan both require that the Campus Police Officers and the Center's staff, experimenters and Radiation Safety Office staff review the facility's security requirements and review emergency procedures on an annual basis. The reactor staff will conduct the annual training in such a way that each individual required to attend the training session has an opportunity to do so and that they understand their responsibilities to the overall requirements for security and safe operating procedures of the facility. The specific training outlines and material covered in the training sessions can be found in their respective Security Plan or Emergency Plan.

TRAINING AND DRILLS

1. Training. The Reactor Supervisor in cooperation with the Radiation Safety ^{Director} ~~Supervisor~~ shall conduct an annual emergency response training program. X
The training program should include sessions that foster the participants' abilities to perform assigned functions during an emergency situation. The program shall be designed to provide appropriate training for the following groups of individuals:
 - a. The entire Radiation Center staff and associated graduate students.
 - b. Radiation Safety Office personnel.
 - c. W.S.U. Campus Police Department personnel.
 - d. W.S.U. Fire Department and ambulance service personnel.
 - e. Memorial Hospital emergency room personnel.
2. Conduct of Drills and Exercises. An onsite emergency drill will be conducted annually to test the adequacy of emergency procedures and to insure that emergency organization personnel are familiar with their duties. The drill will be executed as realistically as possible and will include the use of appropriate emergency equipment. Biennially these drills shall include coordination with offsite emergency personnel and a test of the communication links and notification procedures with these offsite agencies and support organizations.

Accident scenarios shall be varied with each drill such that over a 2-year period the following emergency aspects are tested:

- a. Medical emergency involving a simulated contaminated individual.
- b. Radiological monitoring including contamination control methods, dose rate measurements, non-essential personnel evacuation and recordkeeping.

- c. Communication tests designed to insure reliability of the system(s) and correct transmission and receipt of messages.
- 3. Critique of Drills and Exercises. At the conclusion of each drill, a critique to identify deficiencies in the emergency response plan shall be held and shall include the participating support and emergency groups. Observers' and participants' comments on those areas needing improvement shall be evaluated and consideration may be given to possible changes in the plan and procedures.