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

200 - 200 - RECOVERY MANAGER (RM): EMERGENCY PLAN-POSITION SPECIFIC PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS DATE: 11/12/2003

ADD MANUAL TABLE OF CONTENTS DATE: 01/16/2004

CATEGORY: PROCEDURES TYPE: EP  
ID: EP-PS-200  
ADD: PCAF 2004-1032 REV: N/A

REMOVE: PCAF 2003-1639 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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**TURNOVER CHECKLIST  
CONTROL ROOM – TSC – EOF**

1. Affected Units \_\_\_\_\_  
2. Classification/EAL # \_\_\_\_\_ / \_\_\_\_\_

3. Protective Action recommendations issued \_\_\_\_\_

4. Emergency Actions Implemented:

Accountability	_____
Local area evacuation	_____
Site evacuation	_____
Issuance of KI	_____
Personal injury response	_____
Other	_____

5. Plant Conditions:

Reactor Shutdown:	_____	Rx Pressure*	_____
Cooldown I/P	_____	Rx Power*	_____
Fuel Damaged	_____	Rx Level*	_____
Plant Stable	_____	Cont. Pressure*	_____
Rad Issues	_____	Cont. Rad*	_____
Decay Heat Removal Path	_____		

\* Available from PICSY (STA Overview Screen)

6. Sequence of Events, Mitigating Actions, and Equipment Out-of-Service:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Release in progress and flow path (if known) \_\_\_\_\_  
Refer to EP-PS-100 Tab H OR EP-PS-101/200 Tab I

8. Priorities: (Control Room / TSC / EOF) (circle one):

9. Status of News Release review and approval and Status of Offsite Notifications:

10. Functions transferred:

Control Room to TSC:

- Classification
- Notification
- Dose Assessment
- Protective Action
- In-Plant Team Control

TSC to EOF:

- Classification
- Notification (Except ENS communications)
- Dose Assessment
- Protective Action

11. Turnover accepted \_\_\_\_\_ Time: \_\_\_\_\_

TSC/EOF BRIEFING CHECKLIST

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Event classification: \_\_\_\_\_  
EAL: \_\_\_\_\_

1. Changes in Plant Conditions since last Briefing:

2. RCS Heal Removal Flowpath:

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3. Release Information:

a. Release Rate: \_\_\_\_\_  $\mu\text{Ci}/\text{min}$ .

b. Field Dose Rates: \_\_\_\_\_ (TEDE-whole body)/ \_\_\_\_\_ (CDE-thyroid)

c. Dose Projection Calcs: \_\_\_\_\_ (TEDE-whole body)/ \_\_\_\_\_ (CDE thyroid)

4. Rad Release Flowpath:

5. Projected Time of Release Termination: \_\_\_\_\_

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6. Protective Actions:

Status:

- a. Accountability
- b. Site Evacuation
- c. KI

7. Plant Priorities: (Stabilize Plant/Terminate Release/etc.):

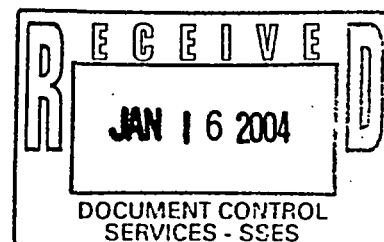
Status:

8. EOF Support Activities:

Status:

### PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. <u>2004-1032</u>	2. PAGE 1 OF <u>13</u>	3. PROC. NO. <u>EP-PS-200</u> REV. <u>16</u>
4. FORMS REVISED - <u>A R 15</u> , - <u>C R 4</u> , - <u>D R 9</u> , - <u>  R  </u> , - <u>  R  </u> , - <u>  R  </u>		
5. PROCEDURE TITLE Emergency Plan Position Specific Instruction: Recovery Manager		
6. REQUESTED CHANGE		
PERIODIC REVIEW <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES INCORPORATE PCAFS <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES # <u>2003-1639</u> # <u>      </u> # <u>      </u> # <u>      </u> REVISION <input type="checkbox"/> PCAF <input checked="" type="checkbox"/> DELETION <input type="checkbox"/> (CHECK ONE ONLY)		
CONTROLLED		
7. SUMMARY OF / REASON FOR CHANGE Incorporate PCAF 2003-1639 Added guidance in the steps that direct the Recovery Manager to contact the TSC for information prior to turnover to minimize protracted conversations that might interfere with TSC activation or event classification. Provided guidance on issues that consistute significant events that should be reported to the offsite agencies. These are administrative changes since they provide additional guidance to existing procedural steps. Added a step to notify PPL Senior management. This is an administrative change in that it clarifies existing requirements.		
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>N/A</u>
<b>BLOCKS 11 THRU 16 ARE ON PAGE 2 OF FORM</b>		
17. <u>T.C. Dalpiaz</u> / <u>3227</u> / <u>01/07/2004</u> PREPARER                      ETN                      DATE (Print or Type)		18. COMMUNICATION OF CHANGE REQUIRED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES (TYPE) E mail notification and personal discussion
19. <u>Jeffrey D. Howard</u> <u>1/14/04</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>Jeffrey D. Howard</u> <u>1/14/04</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

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11. This question documents the outcome of the 50.59 and 72.48 Review required by NDAP-QA-0726. Either 11a or b 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 requires a 50.59/72.48 Applicability/Screen/Evaluation.  YES  N/A  
(Attach if not previously issued).  
Reference Applicability/Screening/Evaluation No. A-01-1543
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. 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 *	_____	_____
ISI **	_____	_____
OPERATIONS	_____	_____
STATION ENGINEERING	_____	_____
EMERGENCY PLANNING	<u>R. Dalpus</u>	<u>1/14/03</u>
MAINTENANCE	_____	_____
RADIATION PROTECTION	_____	_____
NUCLEAR MODIFICATIONS	_____	_____
NUCLEAR DESIGN	_____	_____
CHEMISTRY	_____	_____
OTHER <u>10CFR 50.54Q</u>	<u>R. Dalpus</u>	<u>1/14/03</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. <sup>(58)</sup>

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

**RECOVERY MANAGER (RM):** Emergency Plan-Position Specific Procedure

**WHEN:** Emergency Plan activation or event of potential public interest

**HOW NOTIFIED:** Primary: Paged, telephone call, or Telenotifications System

**REPORT TO:** Senior Vice President - Nuclear

**WHERE TO REPORT:** Emergency Operations Facility

**OVERALL DUTY:**

As the lead company representative, contribute a prognosis, knowledge, and data to federal and state representatives. As the Recovery Manager, direct EOF managers to provide needed information.

**MAJOR TASKS:**

	<b>TAB:</b>	<b>REVISION:</b>
Respond appropriately to being notified.	TAB A	15
Coordinate PPL emergency response efforts to assure priority issues are being addressed and a common understanding of the situation exists.	TAB B	8
Represent the company in discussions with state and federal agencies, primarily PEMA, DEP/BRP, FEMA, and the NRC.	TAB C	4
Reclassify the emergency based on continuing assessment of the situation.	TAB D	9
Make a Protective Action Recommendation.	TAB E	6
Establish an ongoing EOF capability to respond to the emergency.	TAB F	3
Support termination of the emergency.	TAB G	2
Review Severe Accident Management (SAM), strategies as presented by the TSC Emergency Director.	TAB H	1
Determine if there is a non-routine Radiological Release in Progress.	TAB I	0

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<u>SUPPORTING INFORMATION:</u>	<u>TAB:</u>
Emergency Telephone Instructions	TAB 1
Emergency Organization	TAB 2
Logkeeping	TAB 3
Brief Non-Technical Description of EAL	TAB 4
Intentionally Blank	TAB 5
Emergency Classification	TAB 6
Public Protective Action Recommendation Guide	TAB 7
PPL Emergency Personnel Dose Assessment and Protective Action Recommendation (PAR) Guide	TAB 8
Response Levels for Protection Action Guides (PAG)	TAB 9
Turnover/Briefing Checklists: <ul style="list-style-type: none"><li>• TSC/EOF Turnover Checklist</li><li>• TSC/EOF Briefing Checklist</li></ul>	TAB 10
Intentionally Left Blank	TAB 11
Restoration Organization Guidelines	TAB 12
PAR State Notification Form	TAB 13

**MAJOR TASK:**

Respond appropriately to being notified.

**SPECIFIC TASKS:**

**HOW:**

1. Proceed to the EOF promptly without responding to TNS.
2. Talk to the Emergency Director for a briefing on plant status.

- 1a. The first Recovery Manager responding to TNS should report to the EOF promptly to ensure activation within the ninety minute requirement.

**NOTE:**

This can be done before, during, or after travel to the EOF.

**HELP**

**TSC/EOF BRIEFING CHECKLIST**

See TAB 10

- 2a. Contact the TSC Emergency Director if you have not talked during call-out. Minimize protracted conversations that would interfere with TSC activation or classification.

- 2b. Obtain the following data:
  - (1) Affected Unit(s)
  - (2) Classification, if any
  - (3) Overview of the situation
  - (4) Prognosis
  - (5) Who will notify senior management
  - (6) Interaction with off-site agencies
  - (7) Protective Action Recommendation made
  - (8) What Emergency Response Facilities have or should be activated

**NOTE:**

EOF staffing is automatic at declaration of an ALERT or higher classification. Otherwise, you or the Emergency Director may call for activation.



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**SPECIFIC TASKS:**

**HOW:**

3. Upon arrival at the EOF, prepare to assume responsibility for off-site communications and radiological activities, public information, and overall command and control of the Emergency Response Organization from the TSC.

**NOTE:** When the NERO is called out, the EOF should be activated regardless of the classification level.

**NOTE:** The activation process is the same regardless of classification level

**HELP**

**TSC/EOF TURNOVER CHECKLIST**

See TAB 10

- 3a. Verify that an adequate staff has responded. The following are required for EOF Activation.
- Recovery Manager
  - Engineering Support Supervisor
  - Dose Assessment Supervisor
  - Dose Assessment Staffer
  - Field Team Director
  - Radiation Monitoring Team personnel-2
  - EOF Support Supervisor
  - EOF Communicator
- 3b. Review all available status information, pertinent data, and press releases.
- 3c. Obtain staff input on readiness for turnover.
- 3d. When staff is ready for turnover, place ED on speaker and have staff available to participate.
- 3e. Complete TSC/EOF Turnover Checklist.
- 3f. Solicit questions from staff.

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**SPECIFIC TASKS:**

**HOW:**

**NOTE: IF AN EAL DECLARATION HAS JUST BEEN MADE IN THE TSC, ENSURE THE TSC ALSO MAKES THE OFFSITE NOTIFICATIONS AND PAR NOTIFICATIONS (if a General Emergency was declared)**

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4. Inform the Emergency Director that you are prepared to assume control of the PPL Nuclear Emergency Response.

5. Take control of PPL emergency response.

5a. Ensure a PA announcement is made:

(1) The EOF has assumed control from the TSC.

(2) Provide a brief summary of the emergency status.

5b. Notify the Public Information Manager you have assumed control from the TSC.

6. Consider contacting other PPL line managers who can support the emergency effort.

7. Call out additional personnel as required.

7a. Request the EOF Support Supervisor or Administrative Assistant to make the contacts.

8. When required, request Federal assistance to augment NERO capabilities.

8a. Coordinate with PEMA and/or DEP/BRP.

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**SPECIFIC TASKS:**

**HOW:**

9. Send a representative to the State  
Emergency Operations Center.

9a. Coordinate with PEMA.

9b. Dispatch another Recovery Manager to  
perform this function.

10 Notify Senior vice-president Nuclear  
and Chief Nuclear Officer or Vice-  
president Nuclear Operations.

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**MAJOR TASK:**

Represent the company in discussions with federal and state agencies, primarily NRC and DEP/BRP.

**SPECIFIC TASKS:**

**HOW:**

- |  |   |
|--|---|
| <p>1. Contact the state Emergency Operations Center.</p>                                       | <p>1a. Brief the PEMA Director, or his representative, on any significant changes and establish ongoing communications.</p>   |
| <p>2. Initiate contact with the federal, state, and local agencies represented in the EOF.</p> |   |
| <p>3. Receive information from the agencies.</p>   | <p>3a. Look for:</p> <ul style="list-style-type: none"><li>(1) State and federal field monitoring results.</li><li>(2) Actions being taken by non-PPL organizations.</li><li>(3) Sense of agencies' concerns and questions.</li></ul> |
| <p>4. Take appropriate action to clear up differences you feel should be resolved.</p>         | <p>4a. Get the needed information:</p> <ul style="list-style-type: none"><li>(1) Resolve open questions.</li><li>(2) Fill in information gaps</li><li>(3) Technical discrepancies</li></ul>   |

**SPECIFIC TASKS:**

**HOW:**

5. Maintain an open dialogue with the off-site agencies.

5a. Ensure the Liaisons/EOF Support Supervisor:

- (1) Provide the agencies with continuous updates
- (2) Continue to solicit information and updates from agencies
- (3) Promote a consensus decision making environment for off-site Protective Action Recommendations.

5b. Maintain direct contact with the state EOC, (PEMA Director or his representative).

5c. Maintain direct contact with senior agency representatives located in the EOF.

6 Insure emergency information is provided to the offsite agencies

6a. Direct the EOF Communicator to generate an ENR form for significant events:

- When the EOF has taken control of the Emergency.
- Initiation of a site evacuation
- Emergency classification at the current level but due to an unrelated EAL.
- Change in radiological release status.
- Medical transport of a contaminated individual.
- Fire requiring assistance from offsite fire companies.
- Other significant events as determined by the Recovery Manager.

**MAJOR TASK:**

Reclassify the emergency based on continuing assessment of the situation.

**SPECIFIC TASKS:**

**HOW:**

- |   |  |
|---|--|
| <p>1. Monitor conditions to determine if the classification should change.</p>        | <p>1a. You must reclassify within fifteen minutes of receiving information indicating the need to reclassify.</p>  |
| <p>2. Evaluate current and projected off-site radiological and plant information.</p> | <p>2a. Obtain and evaluate the following data:</p> <ul style="list-style-type: none"><li>(1) Plant conditions and prognosis received from the Emergency Director.</li><li>(2) Field radiation data received from the Dose Assessment Supervisor or Field Team Director.</li><li>(3) Plant conditions, prognosis and release status received from the Engineering Support Supervisor.</li><li>(4) Fuel integrity and prognosis received from the Fuels Lead Engineer.</li></ul> |
| <p>3. Assess if there is a non-routine Radiological release in progress.</p>          | <p>3a. Refer to Tab I for assistance in determining if there is a non-routine Radiological release in progress.</p> <p>3b. If there is a non-routine Radiological release in progress, insure the EOF Communicator indicates that on the ENR form.</p> <p>3c. Insure that information is communicated to EOF personnel.</p>  |

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**SPECIFIC TASKS:**

**HOW:**

4. Reclassify the emergency.

- 4a. If the emergency action level is a specific, measured value, reclassify the emergency.
- 4b. Refer to EAL Bases document for additional guidance.
- 4c. If no EAL's are applicable to the current situation, be sure to renew the General Criteria EAL 4.
- 4d. If the emergency action level is based on an assessment and is judgmental:
  - (1) Coordinate an evaluation of the situation among the ED, RM and, if present, the NRC, PEMA, and DEP/BRP.
  - (2) Determine the change in classification.

**NOTE:**

If you upgrade to a **GENERAL EMERGENCY**, you must make a **Protective Action Recommendation** within fifteen minutes. (see TAB E)

4e. If downgrading from a Site Area or General Emergency, you must obtain concurrence from:

- (1) NRC \_\_\_\_\_
- (2) DEP/BRP \_\_\_\_\_
- (3) PPL Senior Management \_\_\_\_\_

5. Ensure changes in classification are communicated to all off-site agencies.

- 5a. Identify the specific number used to reclassify the emergency.
- 5b. Sign, (date and time), the Emergency Notification Report to document your decision.

**NOTE:**

Refer to Tab I for guidance in assessing if there is a non-routine Radiological Release in progress. (ENR form Block 4)

**NOTE:**

The Recovery Manager can delegate ENR approval responsibility to another qualified RM located in the facility.

He can also delegate approval responsibility to the EOF Support Supervisor except for a change in classification.

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**SPECIFIC TASKS:** **HOW:**

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- |   |   |    |   |
|---|---|----|---|
| 6 | Ensure changes in classification are communicated to the PPL emergency organizations. | 5c | Return the Emergency Notification Report to the EOF Support Supervisor or EOF Communicator for required notification to off-site agencies:<br>(1) PEMA<br>(2) LCEMA<br>(3) CCDPS<br>(4) NRC |
|   |   | 6a | Notify the:<br>(1) Emergency Director<br>(2) Public Information Manager<br>(3) EOF Staff<br>(4) Off-site agencies present in the EOF  |