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THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY
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127 - 127 - TECHNICAL SUPPORT CENTER (TSC)
COMMUNICATOR: EMERGENCY PLAN-POSITION SPECIFIC
PROCEDURE

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

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

CATEGORY: PROCEDURES TYPE: EP

ID: EP-PS-127

ADD: PCAF 2004-1031 REV: N/A

REMOVE: PCAF 2003-1641 REV: N/A

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RECEIPT OF HARD COPY. FOR ELECTRONIC MANUAL USERS,
ELECTRONICALLY REVIEW THE APPROPRIATE DOCUMENTS AND
ACKNOWLEDGE COMPLETE IN YOUR NIMS INBOX.

NRC/TSC COMMUNICATOR PHONE INFORMATION

1. Transmission Control Center

Dial 8-1-484-634-4090

Give the classification.

2. Offsite Agency Phone Numbers

INPO: 800-321-0614

**Pennsylvania Rural Electric Assn:
717-233-5704**

**American Nuclear Insurers:
860-561-3433**

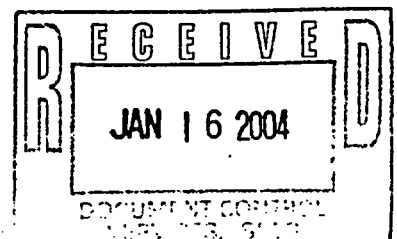
PPL Insurance Group:

- **J. Diacogiannis:
220-4961 (W)
610-865-4410 (H)**

- **T. Novatnack:
220-4962 (W)
610-867-7296 (H)**

PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. <u>2004-1031</u>	2. PAGE 1 OF <u>15</u>	3. PROC. NO. <u>EP-PS-127</u> REV. <u>16</u>
4. FORMS REVISED - <u>A R 11</u> , - <u>C R 14</u> , - <u>F R 7</u> , - <u>H R 1</u> , - <u> </u> R <u> </u> , - <u> </u> R <u> </u>		
5. PROCEDURE TITLE TSC Emergency Plan Communicator: Emergency Plan Position Specific Procedure		
6. REQUESTED CHANGE PERIODIC REVIEW ☒ NO ☐ YES INCORPORATE PCAFS ☐ NO ☒ YES # <u>2003-1641</u> # <u> </u> # <u> </u> REVISION ☐ PCAF ☒ DELETION ☐ (CHECK ONE ONLY)		
7. SUMMARY OF / REASON FOR CHANGE Incorporate PCAF 1641 Revised the reference in Section C from Tab I to Tab H. Added guidance concerning turnover of the communication function during an event escalation Revised guidance in filling out the ENR form. Revised guidance in distribution of ENR form Deleted extraneous information from section H. Adds guidance on issues that constitute significant events that should be reported to the offsite agencies. These changes are administrative clarifications that do not affect the technical content of the procedure. Continued ☐		
8. DETERMINE COMMITTEE REVIEW REQUIREMENTS (Refer to Section 6.1.4) PORC REVIEW REQ'D? ☒ NO ☐ YES	9. PORC MTG# <u>N/A</u>	
BLOCKS 11 THRU 16 ARE ON PAGE 2 OF FORM		
17. <u>T.C. Dalpiaz</u> / <u>3227</u> / <u>01/08/2004</u> PREPARER ETN DATE (Print or Type)	18. COMMUNICATION OF CHANGE REQUIRED? ☐ NO ☒ YES (TYPE) E mail notification and personal discussion	
19. <u>Jubben Giusi</u> <u>11/4/04</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>Jubben Giusi</u> <u>11/4/04</u> FUM APPROVAL DATE		
21. RESPONSIBLE APPROVER ENTER N/A IF FUM HAS APPROVAL AUTHORITY <u>MA</u> <u> </u> INITIALS DATE		



PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. 2004-1031 | 2. PAGE 2 OF 15 | 3. PROC. NO. EP-PS-127 REV. 16

11. This question documents the outcome of the 50.59 and 72.48 Review required by NDAP-QA-0726. Either 11a 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. (Attach if not previously issued). ☒ YES ☐ N/A
- 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>TO Halpern</u>	<u>1/14/04</u>
MAINTENANCE	_____	_____
RADIATION PROTECTION	_____	_____
NUCLEAR MODIFICATIONS	_____	_____
NUCLEAR DESIGN	_____	_____
CHEMISTRY	_____	_____
OTHER <u>10 CFR 50.54Q</u>	<u>TO Halpern</u>	<u>1/14/04</u>

* Required for changes that affect, or have potential for affecting core reactivity, nuclear fuel, core power level indication or impact the thermal power heat balance. ⁽⁵⁸⁾

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

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

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

OVERALL DUTY:

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

MAJOR TASKS:

TAB: — **REVISION:**

Set up the communications function in the TSC then assume control from the Control Room Emergency Plan Communicator when the TSC is activated.

TAB A

10 11

When directed by the ED of a call for Personnel Accountability and/or Site Evacuation, document the calls and make the necessary notifications.

TAB B

3

Prepare, obtain approval, and distribute the "EMERGENCY NOTIFICATION REPORT."

TAB C

11 14

Disseminate information about the emergency to on-site and off-site emergency organizations.

TAB D

8

DELETED

Turn over Emergency Notification Report responsibility to the EOF when the EOF is activated.

TAB E

TAB F

8 7

Make sure functions that are in progress during shift relief are turned over smoothly.

TAB G

2

Determine if there is a non-routine Radiological release in Progress

TAB H

8 1

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MAJOR TASK:

Set up the communications function in the TSC, then assume control from the Control Room Emergency Plan Communicator when the TSC is activated.

SPECIFIC TASKS:

HOW:

1. Inform the Security Coordinator or Administrative Coordinator of your arrival.
2. Obtain a copy of the "Emergency Action Level Reference Manual."
3. If not done by the TSC NRC Communicator, call the designated agencies to ensure telephones are operational.

NOTE:

Only the TSC NRC Communicator is required for TSC activation. The TSC E-Plan Communicator is required within 60 minutes.

2a. Located on shelf in the TSC Library.

3a. Log all calls in the TSC E-Plan Communicator's Log, listing:

- (1) Time of telephone check(s).
- (2) Organization(s) contacted.
- (3) Name of person(s) spoken to.

HELP

TSC NOTIFICATION MATRIX
See TAB 9

HELP

EMERGENCY TELEPHONE DIRECTORY

- 3b. Using one of the TSC communicator's telephones, (X 4936/4937), dial conference bridge "191" to verify conferencing communications are available with PEMA, CCDPS, LCEMA and MOC.

SPECIFIC TASKS:

HOW:

NOTE:

Do not wait for the MOC
Communicator to answer; the
facility may not be staffed yet.

NOTE:

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

- (1) Conference bridge "196"
- (2) Individual agency telephone
numbers

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

OR

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

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

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

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

3c. Tell the answering party:

"This is _____ your name _____, in
the Susquehanna SES Technical
Support Center. Please state your
name and agency. (Log the name,
time, and agency, continuing with) "I am
testing our communications line, no
information will be relayed at this
time."

3d. Inform the TSC NRC Communicator and
Operations Coordinator that
communications have been established,
and you are ready to assume control.

SPECIFIC TASKS:

HOW:

4. Obtain a status report from the Emergency Plan and NRC Communicator.

4a. Contact the E-Plan Communicator in the Control Room and obtain the following information:

- 1) Latest ENR Form (Pink copy)
- 2) Status of the emergency
- 3) Copy of Senior State Official Notification form if one was issued.

4b. Attend the Emergency Director's briefing

5. Provide the other TSC Communicator with a status report.

6. Assume control of communications WHEN the TSC has been activated

NOTE: If the TSC has been activated and the Control Room Communicator is in the process of making a notification, he should complete those notifications.

7. When you assume control of communications, notify the Emergency Director, the Operations Coordinator, and the NRC Communicator:

NOTE: Assume control AFTER the TSC is activated.

8. Within 2 hours of Event Declaration, make additional notifications

8a. Notify the following of the event classification:

- Institute of Nuclear Power Operation (INPO)
- Pennsylvania Rural Electric Assn.
- American Nuclear Insurers
- PPL Insurance Group

HELP

NRC/TSC Communication Phone Information
See TAB 7

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TAB C
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Revision 11 14
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MAJOR TASK:

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

SPECIFIC TASKS:

HOW:

1. Assume responsibility for the Emergency Notification Report when the TSC is activated.

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

(1) UPGRADE/DOWNGRADE:

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

(2) STATIC UPDATES:

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

(3) SIGNIFICANT EVENTS:

Complete and transmit the "Emergency Notification Report" when:

1. When the TSC has taken control of the emergency
2. Initiation of a site evacuation
3. Emergency classification at the current level but under an unrelated EAL
4. Change in radiological release status (See Tab H for guidance)
5. Medical transport of a contaminated individual
6. Fire requiring assistance from offsite Fire Companies
7. Other significant events as determined by the Emergency Director

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TAB C
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PCAF

SPECIFIC TASKS:

HOW:

2. Prepare the "Emergency Notification Report" for approval when the TSC is activated.

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

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

2b. Check appropriate block under call status

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

NOTE:

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

2d. Check the Emergency Classification.

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

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

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

NOTE:

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

HELP

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

PCAF

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SPECIFIC TASKS:

HOW:

HELP

**EMERGENCY ACTION LEVEL OFFSITE
REFERENCE MANUAL**

- 2h. Check one of the "NON-ROUTINE
RADIOLOGICAL RELEASE IN
PROGRESS" information blocks.

NOTE:

Refer to Table 1 for guidance in
assessing if there is a non-routine
Radiological Release in progress.
(ENR form Block 4)

NOTE:

Verify release data with the
Radiation Protection Coordinator
or TSC Dose Calculator.

- 2i. Fill in the wind speed and direction using
ten meter tower met data obtained from
PICSY. (E-Plan Menu, Met Vent
Display).

- 2j. Check appropriate block for line 7

3. Edit the "Emergency Notification
Report."

- 3a. Ensure the form is clear and easy to
understand.

- 3b. Avoid the use of abbreviations and
acronyms.

4. Obtain approval of the "Emergency
Notification Form."

- 4a. Review the completed form with the
Emergency Director, ensuring
agreement with the technical content.

- 4b. Have the Emergency Director sign the
form, filling in the time and date he
approved it.

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SPECIFIC TASKS:

HOW:

5. Distribute the Emergency Notification Report. 5a.

Distribute the ENR form as follows:

- One copy is retained by the TSC E plan Communicator making offsite agency notifications.
- One copy is provided to the TSC NRC Communicator maintaining the ENS telephone line
- A copy is distributed to:
 - The Operations Coordinator
 - The Technical Support Coordinator
 - The EOF (via telecopier)
 - The MOC (via telecopier)

NOTE: the copies can be distributed by TSC clerical support if available.

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

NOTE:

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

HELP

TSC NOTIFICATION MATRIX

See TAB 9

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

NOTE:

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

- (1) Conference bridge "196"

PCAF

SPECIFIC TASKS:

HOW:

- (2) Individual agency telephone numbers

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

OR

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

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

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

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

6b. Identify yourself as each party answers.

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

NOTE:

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

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

6e. Transmit the Emergency Notification Report.

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

7. Notify the Transmission Control Center (TCC).

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

* 8-1-484-634-4090

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TAB C
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SPECIFIC TASKS:

HOW:

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

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

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

* 8-1-717-233-5704 |

MAJOR TASK:

Turn over Emergency Notification report responsibility to the EOF when the EOF is activated.

SPECIFIC TASKS:

HOW:

1

Transfer Control of
communications to the EOF
WHEN the EOF is activated

1a.

NOTE:
If you are in the process of
making a notification, you
should complete those
notifications.

PCAF

MAJOR TASK:

Determine if there is a non-routine Radiological Release in Progress.

SPECIFIC TASKS:

HOW:

1. Determine if there is a non-routine Radiological release in progress.

- 1a. There is a release in progress if ANY of the following are true:

- (1) Any release rates above Technical Specifications or Technical Requirements Manual limits, OR
- (2) Entry into the Emergency Plan for the listed EALs:
 - 3 fuel Clad Degradation
 - 15 Radiological Effluents
 - 17 Spent Fuel Related Incident
 - 18 Steam Line Break
- (3) Any radiological release to the environment, detected by effluent monitors or environmental monitoring, above normal levels and is attributable to a declared event, OR

NOTE:

Normal levels are the highest reading in the last 24 hours prior to the emergency, excluding the current peak value.

- (4) If the Shift Manager/ED/RM has reason to believe that an Unmonitored release is in progress even though plant indications are otherwise normal, OR
- (5) Entry into the E Plan under EAL 21 Dry Fuel Storage or EAL 16 Security Event, AND the Dry Storage Cask has been breached.

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TAB H
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Revision 1
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SPECIFIC TASKS:

HOW:

- (6) Initiation of SSGT System due to Radiological release.

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