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THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY
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212 - 212 - EOF 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-212
ADD: PCAF 2004-1030 REV: N/A

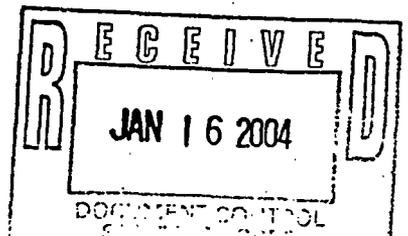
REMOVE: PCAF 2003-1637 REV: N/A

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PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. <u>2004-1030</u>	2. PAGE 1 OF <u>13</u>	3. PROC. NO. <u>EP-PS-212</u> REV. <u>18</u>
4. FORMS REVISED - <u>C R 13</u> , - <u>D R 20</u> , - <u>I R 1</u> , - <u>R</u> , - <u>R</u> , - <u>R</u>		
5. PROCEDURE TITLE Emergency Plan Position Specific Procedure: EOF Communicator		
6. REQUESTED CHANGE		
PERIODIC REVIEW <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		CONTROLLED
INCORPORATE PCAFS <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES # <u>2003-1637</u> # _____ # _____ # _____		
REVISION <input type="checkbox"/>	PCAF <input checked="" type="checkbox"/>	
7. SUMMARY OF / REASON FOR CHANGE Incorporate PCAF 1637 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 I. Added 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 <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>
BLOCKS 11 THRU 16 ARE ON PAGE 2 OF FORM		
17. <u>T.C. Dalpiaz</u> / <u>3227</u> / <u>11/25/2003</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 Hessewood</u> RESPONSIBLE SUPERVISOR <u>11/14/04</u> 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 Hessewood</u> FUM APPROVAL <u>11/14/04</u> DATE		
21. RESPONSIBLE APPROVER <u>MA</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. (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>J.P. Dalrymple</u>	<u>1/14/04</u>
MAINTENANCE	_____	_____
RADIATION PROTECTION	_____	_____
NUCLEAR MODIFICATIONS	_____	_____
NUCLEAR DESIGN	_____	_____
CHEMISTRY	_____	_____
OTHER <u>10CFR 50.54Q</u>	<u>J.P. Dalrymple</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.

EOF COMMUNICATOR:

Emergency Plan Position-Specific Procedure

WHEN: Emergency Operations Facility (EOF) is activated.
HOW NOTIFIED: Paged/Telephoned
REPORT TO: EOF Support Supervisor
WHERE TO REPORT: EOF Support Office

OVERALL DUTY:

Prepare the Emergency Notification Report and transmit information about the emergency to offsite organizations, relieving the TSC of this responsibility.

MAJOR TASKS:

	TAB:	REVISION:
Initial actions upon arrival.	TAB A	11
Verify communications equipment is working.	TAB B	9
Assume responsibility for communications and notifications when the EOF is activated.	TAB C	12 13
Prepare, obtain approval and distribute the Emergency Notification Report when the EOF is activated	TAB D	17 20
TAB E DELETED	TAB E	
Document questions and messages received, providing responses when required.	TAB F	2
Support smooth transition of the EOF during Shift Turnover.	TAB G	4
Communicate termination of the emergency.	TAB H	8
Determine if there is a Non-Routine Radiological release in Progress	TAB I	0 1

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MAJOR TASK:

Assume responsibility for communications and notifications when the EOF has been activated.

SPECIFIC TASKS:

HOW:

1. Contact the TSC Communicator and obtain off site notification status.

1a. Telephone the TSC Communicator and ask:

- (1) Number of the last ENR transmitted?
- (2) Time transmitted?
- (3) Static, upgrade or downgrade classification?
- (4) Time of next projected ENR?
- (5) Is there a release in progress?
- (6) Anything else you should know?

2. Assume control of communications and notifications WHEN the EOF is activated.

NOTE: If the TSC is in the process of making a notification, they should complete the notification.

3. Notify the following, providing an overview of the emergency condition.

3a. Telephone and telefax numbers are located in the Emergency Telephone Directory or Tab 4.

___ Transmission Power Dispatcher (TPD)

3b. Use the Emergency Notification Report to provide update.

___ Pennsylvania Rural Electric Association

3c. Provide a call-back telephone number.

___ Institute of Nuclear Power Operations (INPO)

3d. Utilize the Administrative Assistant or another communicator, (if available), to complete these notifications.

___ American Nuclear Insurers (ANI)

___ PPL Insurance Department

___ Supervisor-NEP

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SPECIFIC TASKS:

HOW:

4. **Contact Information Systems personnel and notify them to insure Nuclear/PPL Information Systems remain available for the duration of the emergency.**

5. **Notify General Electric Company, NEBO, San Jose, California**

6. **Assure the Corporate Crisis Committee has been notified by the General Office Operations Manager.**

HELP

**NOTIFICATION MATRIX
See TAB 4**

5a. **Telephone number located in the Emergency Telephone Directory.**

5b. **Request they be available for future assistance.**

5c. **Provide a call-back telephone number.**

5d. **This task can be delegated to the Administrative Assistant.**

6a. **Discuss with the General Office Operations Manager or other responsible manager in the MOC.**

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MAJOR TASK:

Prepare, obtain approval, and distribute the "EMERGENCY NOTIFICATION REPORT."
when the EOF has been activated.

SPECIFIC TASKS:

HOW:

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

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

- **UPGRADE/DOWNGRADE:**

Complete and transmit the ENR within fifteen minutes of classification or reclassification.

- **STATIC UPDATES:**

Complete and transmit the ENR every hour.

- **SIGNIFICANT EVENTS:**

Complete and transmit the ENR when:

1. When the EOF 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 I 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 Recovery Manager

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TAB D

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SPECIFIC TASKS:

HOW:

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

- 4) When directed by the EOF Support Supervisor or Recovery Manager.
5) When the emergency event is terminated.

Write the Control number in the top right hand corner.

NOTE:

The "Control Number" should include the EOF followed by a sequential number: (EOF-1)

- 2b. Check the appropriate block under Section 1 of the form:

2c. LINE 2

Fill in your name, call-back telephone number and military time you started off-site notification.

NOTE:

Record the time in section 2 on the form at the same moment you are making the call.

2d. LINE 3

Check emergency classification block, Unit Involved, (Unit I, UII or Units I and II) time and date of current classification declaration, and appropriate classification status block.

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SPECIFIC TASKS:

HOW:

2e. LINE 4

Under "Brief Non-Technical Description of the Event," write:

(1) For SIGNIFICANT EVENT:

Information provided by the EOF Support Supervisor or Recovery Manager.

(2) For STATIC UPDATE:

"Provide the current applicable EAL number only."

(3) For CHANGE IN CLASSIFICATION:

"current applicable EAL number only"

HELP

BRIEF NON-TECHNICAL DESCRIPTION OF EAL:
See TAB 7

Line 5

2f. Check one of the "Non-Routine Radiological Release in Progress" blocks.

NOTE refer to Tab I for guidance in making this determination

2g. Confirm your assessment with the Dose Assessment Supervisor or designee.

Line #6:

Fill in Wind Direction and Speed, using data obtained from ten meter primary meteorological tower

NOTE:
Ten meter met tower data available on PICSY, (E-Plan menu. Met vent Display)

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SPECIFIC TASKS:

HOW:

Line #7:

Check appropriate block

Obtain ENR signature approval, providing time (military), and date form was approved.

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3. Edit the Emergency Notification Report.

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

3b. Avoid use of abbreviations and acronyms.

4. Obtain approval of the Emergency Notification Report.

4a. Review the completed form with the EOF Support Supervisor, or Recovery Manager.

4b. Assure agreement on technical content.

4c. Obtain signature approval, filling in the time and date of his approval.

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:

5. Transmit the Emergency Notification Report CCOPS, LCEMA and PEMA

HELP

NOTIFICATION MATRIX
See TAB 4

- 5a. Dial "191" on the EOF Communicator's telephone.
- 5b. Identify yourself as each party answers.
- 5c. Record time and contact(s) in your log.

NOTE:

If the MOC fails to answer, do not wait, begin notification.

- 5d. Inform the responders you will be transmitting an Emergency Notification Report.
- 5e. Transmit the report.
- 5f. Request one of the counties to read back the transmitted report.

NOTE:

If the "191" conference capability is not available, use one of the following backup telephone numbers.

<u>PEMA</u>	<u>LCEMA</u>	<u>CCDPS</u>
CTN-4960	CTN-4906	CTN-4956
CTN-4961	CTN-4907	CTN-4956
CTN-4908		

or

PEMA 8-1-(717)-651-2001/2148
CCDPS 8-1-570-389-5720
LCEMA: 8-1-800-821-3715

or

Transmit the ENR via VHF radio, channel one.

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SPECIFIC TASKS:

HOW:

6. **Distribute the Emergency Notification Report.**

6a

Distribute the ENR form as follows:

- One copy is retained by the EOF communicator
- One copy is posted outside the EOF support office by the Administrative Assistant.
- One copy is faxed to the TSC and MOC

"Within two hours," transmit a change in the emergency classification to:

- ___ Institute of Nuclear Power
- ___ Transmission Power Dispatcher
- ___ PA Rural Electric Association
- ___ American Nuclear Insurers
- ___ PPL Insurance Department

7a.

Log time and contact in the "EOF Communicator's Log."

7b.

Telephone and telefax numbers are located in the "Emergency Telephone Directory" located at each work station.

7c.

Use the "Emergency Notification Report" to provide information for the update.

7d.

Provide a call-back telephone number.

7e.

Utilize the Administrative Assistant, or another communicator, (if available), to complete these notifications.

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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 I
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SPECIFIC TASKS:

HOW:

2. If there is a non-routine Radiological release in progress, ensure performance of the following actions.
- 2a. Provide that information to the EOF Communicators to transmit the information to offsite agencies.
- 2b. Direct Dose Assessment personnel to initiate dose calculations and field monitoring.
- (6) Initiation of SGBT System due to Radiological release.

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