



February 12, 2004

NG-04-0081  
10 CFR 50.54

Office of Nuclear Reactor Regulation  
U.S. Nuclear Regulatory Commission  
ATTN: Document Control Desk  
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Washington, DC 20555-0001

DUANE ARNOLD ENERGY CENTER  
DOCKET 50-331  
LICENSE No. DPR-49  
DUANE ARNOLD ENERGY CENTER EMERGENCY PLANNING DEPARTMENT  
PROCEDURE TRANSMITTAL ACKNOWLEDGEMENT MEMO (TAM-115)

Enclosed is the Duane Arnold Energy Center EMERGENCY PLANNING DEPARTMENT PROCEDURE TRANSMITTAL ACKNOWLEDGEMENT MEMO (TAM-115) which contains revisions to Emergency Planning Implementation Procedures EPIP 2.6, EPIP ORAA-01, EPIP ORAA-02, and EPIP ORAA-03. These revisions have been reviewed pursuant to 10 CFR 50.54 (q) and it has been determined they do not decrease the effectiveness of the approved emergency plan.

This letter makes no new commitments or changes to any existing commitments.

Sincerely,

Mark A. Peifer  
Site Vice President, Duane Arnold Energy Center

Enclosure: DAEC EMERGENCY PLANNING DEPARTMENT PROCEDURE TRANSMITTAL ACKNOWLEDGEMENT MEMO (TAM-115)

CC Regional Administrator, USNRC, Region III (2 copies)  
Project Manager  
NRC Resident Inspector

A045



# DAEC EMERGENCY PLANNING DEPARTMENT PROCEDURE TRANSMITTAL ACKNOWLEDGEMENT MEMO (TAM-115)

To: NRC-NRR Document Control Desk  
US NRC  
Washington DC 20555

Re: Entire EPIP Document (Copy 28)

PSM Title: n/a

Distribution Date: 01 / 29 / 2004  
Effective Date of Change: 02 / 05 / 2004  
Return by: 02 / 19 / 2004

Please perform the following to your assigned manual. If you have any questions regarding this TAM please contact Don A. Johnson at 319-851-7872.

	REMOVE	INSERT
EPIP Table of Contents Revision	Rev. 148	Rev. 149
EPIP 2.6 (PWR: 22541)	Rev. 9	Rev. 10
EPIP ORAA-01 (PWR: 23946)	Rev. 1	Rev. 2
EPIP ORAA-02 (PWR: 23939)	Rev. 0	Rev. 1
EPIP ORAA-03 (PWR: 23949)	Rev. 0	Rev. 1

PERFORMED BY:

Print Name	Sign Name	Date

Please return to: K. Dunlap  
PSC/Emergency Planning  
3313 DAEC Rd.  
Palo, IA 52324

<i>To be completed by DAEC EP personnel only:</i>	
Date TAM returned:	_____
EPTools updated:	_____

Friday, February 6, 2004

NRC-NRR Document Control Desk  
US NRC  
Washington, DC 20555

To: NRC-NRR Document Control Desk  
From: DAEC Emergency Planning Department

Re: (TAM-115) Description of changes to the following documents

EPIP 2.6 Activation and Operation of the DAEC Offsite Radiological and Analytical Laboratory (ORAL)

Step 3.2.3.5 -- change "Attachment 3" to EPIP Form ODEF-02.

Step 3.10.1.c -- delete the last sentence that is in parentheses.

Delete reference #2 (PASAP 8.12) in section 5.0 References.

Attachment 1 -- last paragraph, first sentence should say "In the event of a real emergency,...." versus a READ emergency.

EPIP ORAA-01 ORAA Supervisors Checklist

Incidental changes to the check list. A typo change, an instruction embellishment, and additional instruction for checklist clarity. Added "simulate for drills" on one step. Added some enhancing instructions about ESB connections.

EPIP ORAA-02 HP's Support for the ORAA

The changes to this checklist were to:

- 1) Clarify that a briefing is to be completed prior to leaving for the ORAA by either the ORAA Supv or HP Supv.
- 2) Delete the words describing the staging area that is no longer applicable.

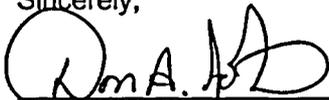
EPIP ORAA-03 Security Support for ORAA

The changes to this checklist were to:

- 1) Clarify an instruction to refer to both guards not just a single guard.
- 2) Delete an instruction about the Guards leading a procession of evacuees to the ORAA. This instruction was not the actual actions taken by the guard and therefore was deleted.

Please contact Paul Sullivan, Manager of Emergency Preparedness at DAEC, (319)851-7191, if you require further information.

Sincerely,

  
\_\_\_\_\_  
Manager, DAEC-EP

Date: 2/6/04

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CR-03	Dose Projection & ARM Data Sheet	Rev. 0	EPIP 2.5
CR-04	Control Room to TSC Transfer Checklist	Rev. 2	EPIP 2.5
EAL-01	Abnormal Rad Levels/Radioactive Effluent Table	Rev. 5	EPIP 1.1
EAL-02	Fission Barrier Table	Rev. 4	EPIP 1.1
EAL-03	Hazards & Other Conditions Affecting Plant Safety	Rev. 5	EPIP 1.1
EAL-04	System Malfunction Table	Rev. 4	EPIP 1.1
EAL-05	ISFSI Table	Rev. 0	EPIP 1.1
EOF - 02	NRC - HPN Communicator Checklist	Rev. 3	EPIP 1.5
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EOF - 04	Summary of Computer Data Backup Collection Activities	Rev. 2	EPIP 1.5
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ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADILOGICAL AND ANALYTICAL LABORATORY	Rev. 10 Page 1 of 17

Effective Date: 2-05-04

TECHNICAL REVIEW	
Prepared by: <u><i>Russell Hill</i></u>	Date: <u>1/26/04</u>
Reviewed by: <u><i>Carl Vester</i></u> Independent Reviewer	Date: <u>1-26-04</u>

PROCEDURE APPROVAL	
I am responsible for the technical content of this procedure.	
Approved by: <u><i>Paul Sellen</i></u> Manager, Emergency Planning	Date: <u>1/24/04</u>

EMERGENCY PLAN IMPLEMENTING PROCEDURES	EPIP 2.6
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ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 10 Page 4 of 17

**1.0 PURPOSE**

- (1) This procedure provides instructions for activation and operation of the Offsite Radiological and Analytical Laboratory (ORAL) located at 1017 12th Avenue S.W. in Cedar Rapids. The ORAL is intended to be utilized to radiologically analyze air filters and iodine cartridges, and environmental type samples (e.g. water, and soil) in the event of an emergency at DAEC.

**2.0 DEFINITIONS**

None

**3.0 INSTRUCTIONS**

**3.1 RESPONSIBILITIES**

**3.1.1 SITE RADIATION PROTECTION COORDINATOR**

- (1) Determine the potential need for processing samples at the ORAL.
- (2) Recommend activation of the ORAL.

**3.1.2 EMERGENCY COORDINATOR**

- (1) Authorize activation of the ORAL.

**3.1.3 ORAL/ODEF SUPERVISOR**

- (1) Verify that actions required to physically place the ORAL in operation are accomplished.
- (2) Coordinate and supervise support activities provided by personnel at the ORAL.

<b>EMERGENCY PLAN IMPLEMENTING PROCEDURES</b>	<b>EPIP 2.6</b>
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### **3.1.4 RADIOLOGICAL ASSESSMENT COORDINATOR**

- (1) The Radiological Assessment Coordinator will assume responsibility for the ORAL after the EOF is declared operational.

## **3.2 ACTIVATION**

### **3.2.1 NOTIFICATION OF ORAL PERSONNEL**

- (1) The Site Radiation Protection Coordinator upon determining the potential need for processing samples at the ORAL should take the following actions:
  - (a) Recommend activation of the ORAL to the Emergency Coordinator.

**NOTE**

The ORAL shall be activated for a SITE or GENERAL EMERGENCY, but may be activated for events of lower classification, at the discretion of the Emergency Coordinator.

- (b) Subsequent to receiving authorization from the Emergency Coordinator, contact the HP Supervisor and advise him/her of the impending activation of the ORAL and to notify the ORAL/ODEF Supervisor and OSC Supervisor.
- (c) Request the HP Supervisor to contact the ORAL/ODEF Supervisor to staff the ORAL.

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### 3.2.2 ACCESS TO ORAL

- (1) The ORAL is located on the second floor of the IE Systems Protection Warehouse located at 1017 12th Avenue S.W. (Reference EPIP Form ODEF-03))
- (2) Entry to the Offsite Radiological and Analytical Laboratory should only be made from the exterior entryway on the 12th Avenue side of the building (see Attachment 1, "Entrance/Exit Instructions for ORAL").

<b><u>NOTE</u></b>
The keys for the ORAL/ODEF are maintained at the Security Control Point (SCP), Chemistry Department, and in the Access Control office.

- (3) All personnel delivering samples to the ORAL should ring the doorbell to obtain access. The samples should be delivered to the Sample Receipt and Preparation Laboratory.

<b><u>NOTE</u></b>
All samples shall be received by an HP or Chemistry Technician only.

- (4) Personnel should not take any samples directly into the Counting Room.

### 3.2.3 SETUP OF THE ORAL

- (1) The ORAL Facility Supervisor will make necessary arrangements to have all laboratory counting equipment made operational as soon as possible.
- (2) Existing commercial telephone communications between the ORAL and the DAEC and EOF will be verified.

<b><u>NOTE</u></b>
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ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 10 Page 7 of 17

The use of portable radio communication equipment (e.g., walkie-talkies) will not be permitted within the ORAL since such radiowave frequencies will interfere with the proper operation of the Radiation Detection systems.

- (3) The doorbell should be tested for operability. If it is not working, ensure the Offsite Teams are aware of this by contacting the EOF or OSC and having them inform the Offsite Teams.
- (4) The Offsite Decontamination Facility (ODEF) Health Physics Technicians will verify the operability of all portable radiation survey meters in use at the ORAL.
- (5) The ODEF Health Physics Technician will prepare a "Contaminated Area" within the Sample Receipt and Preparation Laboratory such that there is access from the hallway leading into the facility to the Counting Room, refer to ODEF-02 for area set up location.
- (6) When performing work in the hood, crack open an outside window and open the office room door to ensure an adequate supply of air to the lab area.

### 3.2.4 NOTIFICATION OF ORAL OPERABILITY

- (1) The ORAL/ODEF Facility Supervisor should notify the HP Supervisor at the DAEC and the Radiological Assessment Coordinator at the EOF when the ORAL is staffed and the laboratory and counting room equipment is operational. Denote this on the Electronic Status Board.

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### 3.3 ORAL OPERATING PROCEDURES

#### 3.3.1 RECEIPT OF SAMPLES

**NOTE**

The sample runner should at all times avoid handling samples and should maintain good ALARA practices through the use of shielding including distance from the samples and limiting the amount of time in the sample area.

- (1) In accordance with EPIP 3.2, "Field Radiological Monitoring," personnel collecting samples are responsible for assuring that each sample is packaged in a plastic bag and sealed to prevent potential spread of radioactive contamination.
- (2) Also, in accordance with EPIP 3.2, personnel collecting samples are responsible for properly identifying each sample; to include the following information:
  - (a) Sample description
  - (b) Sample collection location
  - (c) Date and time of sampling
  - (d) Beta/Gamma radiation level at contact with sample container.
- (3) All samples shall be received by an HP or Chemistry Technician only.
- (4) In the case of milk samples, if spoilage could become a problem, add approximately 40 grams of sodium bisulfate to each gallon of milk.

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ACTIVATION AND OPERATION OF THE DAEC OFFSITE RADIOLOGICAL AND ANALYTICAL LABORATORY	Rev. 10 Page 9 of 17

### 3.3.2 SAMPLE PREPARATION

- (1) The following actions should be taken by the ORAL Chemistry Technician:
  - (a) All sample identification information should be recorded on the appropriate form, in accordance with the requirements of PASAP 8.20 ("Offsite Lab and Decontamination Facility (ORAL/ODEF)").
  - (b) All sample preparation or aliquoting for counting should be completed in the chemical fume hood.
  - (c) Each sample prepared for counting should be repackaged in a "clean" plastic bag. Care must be taken to mark the sample's DATA ID number on the new plastic bag.
- (2) As necessary, the chemical preparation of a sample will be completed using standard chemistry procedures as described in the DAEC Plant Chemistry Procedures.
- (3) All samples prepared for counting should temporarily be stored in the shielded storage cabinet located in the Sample Receipt and Preparation Laboratory. Samples prepared for counting should not be stored in the Counting Room.

### 3.4 SAMPLE ANALYSIS

- (1) The ORAL Chemistry Technician should complete sample analysis as described in the following instructions:
  - (a) PASAP 8.10, "Alpha/Beta Analysis of Samples Using the Tennelec LB 1000 at the ORAL".
  - (b) PASAP 8.13, "Gamma Isotopic at the ORAL"
- (2) If it is desirable to save a sample for any reason, such samples should be marked "SAVE," and should be placed inside the shielded storage cabinet located in the Sample Receipt and Preparation Laboratory.

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- (3) After a sample has been counted and all results have been determined to be satisfactory, the sample should be marked for "DISPOSAL," and then the sample should immediately be returned to the Sample Receipt and Preparation Laboratory for disposal. Samples should not be stored or kept in the Counting Room. Disposal of any sample should not be completed unless authorized by the ORAL/ODEF Facility Supervisor.
- (4) After a solid sample (e.g., air filter, swipe, iodine cartridge, etc.) has been counted and satisfactory results have been obtained, the solid sample may be placed in the approved waste container located in the Sample Receipt and Preparation Laboratory for disposal.
- (5) All liquid samples may be disposed of by pouring the liquid into the chemical fume hood drain which is connected directly to a high integrity polyethylene storage bottle. Under no circumstances should any liquids be put into the solid waste container.
  - (a) An HP must periodically survey waste container to ensure dose is maintained ALARA.

### 3.5 DOCUMENTATION OF RESULTS:

- (1) All counting data and sample analysis results should be recorded on the appropriate form, in accordance with the requirements of PASAP 8.20 ("Offsite Lab and Decontamination Facility (ORAL/ODEF)"). In addition, the printout for each sample analysis should be kept on file in the ORAL.
- (2) All sample results will be verbally communicated to the Radiological Assessment Coordinator at the EOF, or as necessary, to the Site Radiation Protection Coordinator or HP Supervisor at the DAEC, as soon as possible.

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### 3.6 LIQUID WASTE TRANSFER

- (1) Liquid radioactive waste will be generated as liquid samples or from the preparation of samples for counting in the ORAL. Such radioactive liquid waste should be discarded only in the chemical fume hood drain. This drain is connected directly to a 10 gallon high-integrity polyethylene storage bottle located directly underneath the fume hood.
- (2) Radioactive liquid wastes should not be disposed of in the sink or toilet located in the restroom outside of the ORAL.
- (3) As necessitated by the volume of emergency operations involving liquid samples, the ORAL Chemistry Technicians will monitor and record the liquid waste levels in both ten (10) gallon storage tanks; i.e.:
  - (a) The 10 gallon bottle for the laboratory sink,
  - (b) The 10 gallon bottle for the chemical fume hood.
- (4) As the smaller 10 gallon storage bottles become full, the radioactive liquid may either be:
  - (a) Poured down the shower drain, or
  - (b) Properly packaged as required by DAEC Radwaste for transport to DAEC for ultimate processing and disposal.

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### 3.7 LIQUID WASTE STORAGE AND DISCHARGE

- (1) As the 500 gallon storage tank becomes full, sampling and analysis of the contents will be completed in accordance with PASAP 8.11, "Radioactive Waste Control and Disposal from the DAEC Lab and the Decontamination Facility."

**NOTE**

Radioactive liquid wastes should not be discharged into the Cedar Rapids sanitary sewage system unless written authorization has been granted by the Site Radiation Protection Coordinator.

### 3.8 SOLID WASTE PACKAGING AND DISPOSAL

- (1) Solid radioactive waste will be packaged and disposed of as detailed in PASAP 8.11, "Radioactive Waste Control and Disposal from the DAEC Offsite Lab and the Decontamination Facility."
- (2) Unless otherwise specified by DAEC Radwaste, all solid radioactive waste will be packaged in approved DOT specification containers (e.g., 55-gallon steel drum).
- (3) A radiation survey will be completed, and the contact and 3 foot from container radiation levels should be recorded on a label and affixed to the container, as required.
- (4) A loose contamination swipe of the container should be completed, and counted for both alpha and beta/gamma radiation. All swipe results should be recorded on the appropriate form, in accordance with the requirements of PASAP 8.20 (Offsite Lab and Decontamination Facility (ORAL/ODEF)).
- (5) The waste container may then be moved out of the Sample Receipt and Preparation Laboratory via the warehouse freight elevator and temporarily stored in the designated area in the basement of the facility.

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- (6) The storage area will be designated as a temporary "Radioactive Materials Storage Area" and properly posted, as required in 10CFR Part 20.

<p><b>NOTE</b></p> <p>This temporary storage area should be established in close proximity to the Offsite Decontamination Facility 500 gallon storage tank.</p>
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- (7) DAEC Radwaste will be requested to have the waste containers properly labeled, and then picked up for transport back to DAEC for ultimate disposal.

**3.9 RADIOLOGICAL MONITORING OF THE ORAL**

- (1) Radiological surveys for both radiation levels and for loose contamination (i.e., both alpha and beta/gamma radiation) should be conducted as necessary during the operation of the ORAL. Air sampling should be performed as necessary to ensure habitability of the facility.
- (2) During the emergency operation of the ORAL, such radiological surveys should be completed at least once a day.
- (3) All radiological survey results should be recorded, and kept on file in the Offsite Radiological and Analytical Laboratory.

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### 3.10 DEACTIVATION OF THE ORAL

#### (1) Deactivation Responsibility

- (a) The ORAL/ODEF Supervisor will deactivate the Offsite Radiological and Analytical Laboratory upon authorization of either the Site Radiation Protection Coordinator at the DAEC or the Radiological Assessment Coordinator in the EOF.
- (b) Prior to returning counting room equipment to normal status, a "background" count should be taken to monitor for any potential detector contamination.
- (c) The ORAL Chemistry Technicians will then proceed to return the counting room equipment to its normal status.

#### (2) Resupply of the Offsite Radiological and Analytical Laboratory

- (a) The ORAL/ODEF Supervisor will be responsible for assuring the completion of the resupply of the Offsite Radiological and Analytical Laboratory, as necessary.
  - i) Chemical and laboratory supplies must be reinventoried and restocked, as necessary.
  - ii) P-10 Counting Gas for the Tennelec LB 1000 Detector System must be inventoried. At least one extra full tank should be available.
  - iii) Liquid Nitrogen (LN:12.) for the HPGe Detector System must be inventoried and resupplied as necessary.
  - iv) Miscellaneous supplies and forms must be reinventoried and restocked, as necessary.

#### (3) Summary Report of Offsite Radiological and Analytical Laboratory Activities

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- (a) The ORAL/ODEF Supervisor will be responsible for preparing a summary report of ORAL Activities conducted during the emergency activation period.
- (b) This summary report should include all sample results as processed in the ORAL, including sample log forms and all reporting forms.

#### **4.0 RECORDS**

All records generated by this procedure shall be maintained iaw DAEC QA Record Retention requirements.

#### **5.0 REFERENCES**

- (1) Duane Arnold Energy Center Emergency Plan
- (2) PASAP 8.10, "Alpha/Beta Analysis of Samples Using The Tennelec LB 1000 at the ORAL"
- (3) PASAP 8.11, "Radioactive Waste Control and Disposal from the DAEC Offsite Lab and the Decontamination Facility"
- (4) PASAP 8.13 "Gamma Isotopic at the ORAL"
- (5) PASAP 8.20, "Offsite Lab and Decontamination Facility (ORAL/ODEF)"
- (6) RWH 3403.4 - "Waste Segregation and Handling"
- (7) PCP 6.12 - "Gross Water Activity"
- (8) PCP 6.11 - "Gross Gamma Activity"
- (9) PCP 6.2 - "Sample Preparation for the Counting Room"
- (10) PCP 6.1 - "General Considerations for Counting Radioactive Samples and Recording Results"

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- (11) PCP 2.8 - "Collection and Analysis of Particulate and Iodine Filters From the Gaseous Effluent Monitors"
- (12) PCP 7.5 - "Tennelec Low Background Counter Model LB 1000"
- (13) HPP 3103.02 - "Radiation and Contamination Survey Performance and Documentation"
- (14) Manual of Protective Action Guides and Protective Actions for Nuclear Incidents" (EPA 520/1-75-001A Dated January 1990)
- (15) Operating License

## 6.0 ATTACHMENTS

Attachment 1, "ENTRANCE/EXIT INSTRUCTIONS FOR ORAL"

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**ATTACHMENT 1**  
**ENTRANCE/EXIT INSTRUCTIONS FOR ORAL**

**Entrance Instructions:**

Deactivate door locking mechanism by holding your Alliant Tower security badge to the card reader outside door of facility. If access has been granted to your badge it will click and allow you to open door.

After entering the door, immediately to your right, will be another card reader. Present your badge to this card reader. The system will click and the yellow light will disappear and the green light will flash. This allows you to proceed upstairs and unlock the doors. An alarm will sound if you attempt to unlock the doors without having presented your badge to disarm the system. If entering the building with a group, only the first person in the group needs to swipe. Unlike DAEC security systems, it is not necessary for each person to swipe their card.

If you should lose your badge between the outside card reader and the inside card reader, entering CMD/ENT-21-8517-CMD/ENT will also disarm the system and allow you to proceed.

**Exit Instructions:**

Upon exiting the building, ensure lab and holding area doors have been shut. The system will not arm if these two doors are not secure.

Press CMD/ENT twice on the keypad. Reactivate door locking mechanism by holding your Alliant Tower security badge to the card reader inside door of facility. You will get the message to EXIT NOW. It is not necessary for each individual to swipe out - only the last person.

If alarm does not set (message EXIT NOW) you will get a message. Pressing CMD/ENT - 31-8517 - CMD/ENT will tell you what zones within the building faulted.

If you have any questions or concerns about arming or disarming the system, please call Tower Security at 398-3506 for assistance.

**IN THE EVENT OF A REAL EMERGENCY, OR DURING DRILL PLAY, UPON ENTERING THE FACILITY PLEASE CALL THE GUARD DESK AT THE TOWER, 398-3506 AND REPORT YOUR ACTIVITIES. THEY CAN THEN DISARM THE SYSTEM, ALLOWING INDIVIDUALS WITHOUT ACCESS TO THE BUILDING TO ENTER WITHOUT SWIPING AT THE OUTSIDE DOOR.**

## OFFSITE RELOCATION AND ASSEMBLY AREA SUPERVISOR'S CHECKLIST

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- \_\_\_ Coordinate with the HP Supervisor in assigning two Health Physics Technicians to assist in activating the ORAA.
- \_\_\_ Coordinate with the Security Shift Supervisor in assigning two Security Force Members to assist in the evacuation of personnel from DAEC.
- \_\_\_ When directed by the OSC Supervisor, the ORAA Supervisor, Health Physics Technicians, and Security Force Members should go to the ORAA to commence set up.
- \_\_\_ Advise the Palo Mayor of the planned evacuation from the DAEC to the Palo School (phone number in the ETB). (Simulate for Drills).
- \_\_\_ Inform OSC Supervisor when the ORAA setup is complete, and the facility is activated.
- \_\_\_ Log on to Electronic Status Board (ESB) in accordance with EPIP Form TSC-43.
- \_\_\_ Periodically contact the HP Supervisor or OSC Supervisor regarding changes in the continued habitability of the ORAA.
- \_\_\_ Contact the OSC Supervisor to report the status of evacuated personnel and to determine the disposition of those personnel assembled.
- \_\_\_ If personnel are to be released, advise those personnel of the location of the plume; if any, and areas to avoid within the EPZ.
- \_\_\_ If additional vehicles are needed to facilitate release of personnel, contact the Security and Support Supervisor in the TSC to make necessary arrangements.
- \_\_\_ Upon a request from TSC/OSC or EOF select an individual who evacuated to the ORAA to act as a sample runner, dispatch this sample runner(s) to meet a field team at some location and deliver an environmental sample(s) to the ORAL.
  1. The sample runner person selected shall have a valid driver license and good directions to the locations of pickup and delivery.
- \_\_\_ Upon authorization of OSC Supervisor deactivate and return facility to original condition.

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The HP Supervisor shall provide at least two Health Physics technicians to activate and provide Health Physics support at the ORAA. The following actions are required by the ORAA Health Physics Technicians:

- \_\_\_ Obtain a briefing on the situation from the ORAA Supervisor, or HP Supervisor.
- \_\_\_ Upon receiving direction from the ORAA Supervisor, proceed to the ORAA.
- \_\_\_ After entering ORAA gymnasium, provide access through the southeast ORAA door (see Form ORAA-04 for location).
- \_\_\_ Activate the ORAA by performing the following:
  - \_\_\_ Establish a controlled area in the southeast hallway entrance. Position step-off pads and contamination survey equipment in designated locations.
  - \_\_\_ Conduct initial habitability monitoring if appropriate.
  - \_\_\_ Inform ORAA Supervisor when facility activation is complete.
- \_\_\_ Perform incoming vehicle radiological monitoring at the ORAA parking lot entrance (see Form ORAA-05).
- \_\_\_ Direct contaminated vehicles to be parked in a designated area as appropriate.
- \_\_\_ Supervise personnel monitoring operations and perform supplemental monitoring, personnel decontamination and habitability surveys as necessary.
- \_\_\_ Advise ORAA Supervisor on the status of personnel monitoring and personnel decontamination.

SECURITY SUPPORT FOR THE OFFSITE RELOCATION AND ASSEMBLY AREA

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- \_\_\_ Obtain the ORAA key from the SCP key box.
- \_\_\_ Obtain briefing concerning the situation from the ORAA Supervisor.
- \_\_\_ Both Security Guards will, upon receiving direction from the ORAA Supervisor, coordinate with the ORAA Health Physics Personnel, and proceed to the ORAA. After entering the ORAA, the Security Guards will open the southeast ORAA Door (see Form ORAA-04 for location).
- \_\_\_ Set up and test two telephones by performing a phone check with the OSC. Advise ORAA Supervisor when set up is complete.
- \_\_\_ Upon receipt of site evacuation notification, establish a traffic control check point at the ORAA parking lot entrance and prepare to direct traffic (see Form ORAA-05).
- \_\_\_ Direct traffic into the ORAA parking lot as appropriate. Coordinate with the Health Physics technician assigned to survey incoming vehicles.
- \_\_\_ Contaminated vehicles should be parked in designated areas as appropriate.
- \_\_\_ Upon arrival at the ORAA, begin an accountability check of personnel reporting to the facility.