

NP 1.7.18

UNSCHEDULED WORK PERIOD
(UWP) CALL-IN

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1.0 PURPOSE

Provide direction to ensure persons on call or called in to perform an unscheduled working tour are fit to perform the task assigned.

2.0 DISCUSSION

This procedure is written in sufficient detail to provide affected individuals with information on what is expected of them, and what consequences may result from lack of adherence to the procedure.

3.0 RESPONSIBILITIES

3.1 Individuals with Unescorted Access

3.1.1 Individuals with unescorted access are responsible to ensure they are fit for duty when reporting to work.

3.2 Supervisor

3.2.1 The supervisor calling an unscheduled worker shall ensure the person called is fit for duty.

3.3 DSS/DCS

3.3.1 The DSS or DCS shall determine if an unscheduled worker can be granted unescorted access and/or allowed to work after performing a blood alcohol concentration (BAC) test.

3.4 Collection Technician (CT) and/or Senior Security Force Member (SSFM)

3.4.1 Ensure the breath alcohol machine is working properly before testing.

3.4.2 Steps for collection are followed properly to obtain accurate test results.

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4.0 PROCEDURE

Whenever an individual with unescorted access is called in to perform unscheduled work within the PBNP protected area or at the Emergency Operations Facility (EOF), as part of an Emergency Plan activation, the following shall take place:

NOTE: Individuals are not to assume that not consuming alcohol 5 hours prior to their arrival to PBNP will reduce their BAC below 0.04%. Individuals reporting to PBNP are responsible to ensure they are fit-for-duty when reporting to work. Having consumed a considerable amount of alcohol within 12 hours of reporting to PBNP may not leave an individual fit-for-duty with just 5 hours abstinence.

4.1 Determination of Fitness

The supervisor shall ask the person being call in the following questions:

- a. Have you consumed any alcohol within the past 5 hours?
- b. Are you Fit for Duty?

4.1.1 If the individual states they **have not** consumed any alcohol and that they are fit for duty, the supervisor can have the individual report to PBNP.

4.1.2 If the individual states they **have** consumed alcohol within the past 5 hours, the supervisor will ask whether the individual reasonably believes they are fit for duty and will have a BAC less than 0.04%.

- a. If the individual reasonably believes they are fit for duty and will have a BAC less than 0.04%, the person **may report** to work. They shall immediately notify their supervisor when arriving at the gate house.
 - The supervisor shall notify security of the needed alcohol breath test prior to arrival at PBNP.
- b. If the individual reasonably believes they are **not** fit for duty. They will inform their supervisor they are **unable to report** for work or that a later report time may be required.

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- c. If no individuals are available for UWP call-in, supervisors are to refer to the WE stand by policy or red time procedure.

Additional options are:

- Hold a worker over ensuring the individual can work 16 hours in a 24 hour period and has the next day off. (Reference 5.2)
- Supervision may need to fill the available hours for UWP call-in.

4.1.3 Any individual who fails to inform their supervisor that they have consumed alcohol during the 5 hour abstinence period and reports for work shall have their authorization for unescorted access to the PBNP protected area canceled.

- a. NMC and WE employees will be subject to disciplinary action up to and including discharge.
- b. Contractors shall be barred from WE property at PBNP.

4.2 Submit To Breath Analysis

Any individual who reports for unscheduled work at PBNP and has consumed alcohol within the 5 hour abstinence period shall be required to submit to breath analysis **before** performing work.

- 4.2.1 Worker will be tested in Occupational Health depending on the availability of a collection tech (CT), or worker will be issued an "escort required" badge after arriving at the gate house and be escorted to the FFD facility in the Extension Building.
- 4.2.2 Positive identification of the worker must be established by the senior security force member (SSFM). Photo identification or identification by the supervisor is sufficient.
- 4.2.3 The Duty Shift Superintendent (DSS) or Duty Call Superintendent (DCS) will be contacted by security prior to administering a BAC test.
- 4.2.4 Worker shall complete SEC-237. Completion of SEC-237 will provide information indicating whether or not the individual being tested has had any source of mouth alcohol or other substances ingested within the 15 minutes before being tested. If there is an indication that the person being tested has had any source of mouth alcohol (e.g., breath fresheners, mouthwash, etc.) or any other substances have been ingested (e.g., eating, smoking, regurgitation of stomach contents from vomiting or burping), alcohol breath test shall be delayed for at least 15 minutes. (Reference 5.6)

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- 4.2.5 The CT or SSFM shall complete SEC-105 if using the Intoxilyzer 5000 or SEC 105a if using the Alco Sensor (RBT IV) during the collection process.
(References 5.3 and 5.7)
 - 4.2.6 The CT or SSFM will conduct the BAC test. Results of the test will be retained for 3 years by the NMC PBNP FFD Program Manager (FFDPM).
 - 4.2.7 Worker shall have a negative test result (less than 0.04% BAC) before being granted unescorted access.
 - 4.2.8 NMC and WE employees are not subject to discipline for a BAC 0.04% or greater under the UWP call-in.
 - 4.2.9 For BAC levels at or above 0.04% for call in personnel security **SHALL** notify the FFD Program Manager.
 - 4.2.10 It is the responsibility of the DSS or DCS to determine if the worker can be granted unescorted access and/or allowed to work. The BAC results, and other pertinent information will be used to make the determination.
 - 4.2.11 If tests are positive on the confirmatory breath test then the individual shall not be allowed to report to work nor enter the protected area until their blood alcohol level falls below 0.04% (except as provided for in section 4.2.12).
 - 4.2.12 Under extreme emergency conditions, plant management may determine that the services of an individual having a BAC of 0.04% or greater are required. Under these circumstances, plant management **SHALL** establish the necessary controls, e.g., constant escort to assure that the individual performs the assignment as required.
- 4.3 Emergency (Emergency Plan) Call-In Requirements
- 4.3.1 In the event of a call in due to activation of the Emergency Plan, personnel should report to their duty station unless they feel impaired or know themselves to be unfit for duty.
 - 4.3.2 Workers who consider themselves impaired **SHALL NOT** report for work without first contacting their NMC supervisor.
 - 4.3.3 Those workers who have indicated that they have not ingested alcohol within 5 hours preceding their arrival and that they are fit for duty should be permitted access to the site.

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- 4.3.4 Workers who do not consider themselves impaired but have ingested alcohol within the five (5) hours preceding their arrival **SHALL** require a breath analysis before access to their duty station is considered. Upon arrival at the site, inform security personnel of the requirement to be tested. Security will inform the worker where breath analysis will be conducted.
- 4.3.5 If the tested individual's BAC is less than 0.04%, they shall be allowed access.
- 4.3.6 Personnel having a BAC, as confirmed by breath alcohol analysis, of 0.04% or greater **SHALL** wait until the BAC is below 0.04% before reporting to their duty station (except as provided in section 4.3.7).
- 4.3.7 Under extreme emergency conditions, plant management may determine that the services of an individual having a BAC of 0.04% or greater are required. Under these circumstances, plant management **SHALL** establish the necessary controls, e.g., constant escort to assure that the individual performs the assignment as required.

4.4 On-Call Personnel

- 4.4.1 Personnel on call **SHALL** be expected to remain Fit-for-Duty. In the event that a person on call is required to report to the site and has consumed alcohol within the 5 hour period prior to their arrival at PBNP, they will be required to inform their supervisor of the alcohol consumption.
- 4.4.2 The supervisor **SHALL** notify security of the needed alcohol breath test prior to arrival at PBNP.
- 4.4.3 A breath analysis **SHALL** be completed in accordance with section 4.2.
- 4.4.4 For BAC levels at or above 0.04% for on call personnel security **SHALL** notify the FFD Program Manager.
- 4.4.5 The FFDPM **SHALL** contact the site VP, or designee, and obtain guidance on follow-up activity.

5.0 REFERENCES

- 5.1 10 CFR 26.20(c) Fitness For Duty Programs.
- 5.2 NP 1.6.6, Work Duration Restrictions.
- 5.3 SEC-105, Intoxilyzer 5000 Breathalyzer Test, Unscheduled Worker.
- 5.4 SEC-234, WE Nuclear Permanent Record Book.

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5.5 SEC-234a, Permanent Record Book Instructions.

5.6 SEC-237, Nuclear Drug And Alcohol Screening Program Instructions And Authorization

5.7 SEC-105a, Alco-Sensor (RBT IV), Breathalyzer Test, Unscheduled Worker

6.0 BASES

None