



INTEROFFICE MEMORANDUM

DATE: September 17, 2007

TO: Distribution

FROM: Procedure Control, Administrative Services, (964C) *KKumbler*

SUBJECT: **PLANT PROCEDURES MANUAL - VOLUME 13**
PACKAGE NO. 2007-0788

REFERENCE:

This package contains EDITORIAL CHANGES; please replace the pages located in your manual with the attached pages

<u>Procedure</u>	<u>Rev</u>	<u>Pages</u>
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Energy Northwest
Procedure Control (Mail Drop 964C)
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Date

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Attachments:

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<u>Control Copy</u>	<u>Location</u>	<u>Mail Drop</u>
2	*Control Room (501) (IOM to CRS)	964C
6	**Simulator (PSF Rm. 235)	1500
25	CMS Library	964F
26	Region IV, NRC	---
28	Region IV, NRC	---
31	*TSC Emergency Response	964C
35	NRC Resident Inspector	988C
52	State of Washington, Military Department/Lomax	---
55	Chemical and Nuclear Preparedness and Planning Division (CNPPD)	---
57	Benton County Dept of Emergency Mgmt.	---
58	*CGS Security (SAS-CR) (13.1.1, 13.4.1, 13.5.1, 13.5.5, 13.10.8 13.11.10, 13.12.19, 13.13.4)	964C
59	*CGS Security (CAS-GSB) (13.1.1, 13.4.1, 13.5.1, 13.5.5, 13.7.5, 13.10.8 13.11.10, 13.12.19, 13.13.4)	964C
60	CGS Security	988A
63	Bill Sawyer	PE30
64	*Radwaste Control Room (467)	964C
68	*Remote Shutdown Room (467) (13.1.1, 13.2.1, 13.2.2, 13.4.1, 13.5.1, 13.10.1, 13.10.9)	964C
75	Dept. of Health Radiation Protection	---
78	*Control Room - (501) STA's Desk	964C
++83	*MUDAC	1020
86	**Simulator - STA's Desk	1500
87	Document Control Desk, NRC	---
++90	*Joint Information Center (Keys)	964C
++94	*EOF Support	1050
++97	*EOF Support	1050
114	David Holmes	PE30
127	Licensed Training (Rms. 225, 247 or 248)	1050
128	Licensed Training (Rms. 225, 247 or 248)	1050
129	Licensed Training (Rms. 225, 247 or 248)	1050
132	Licensed Training (Rms. 225, 247 or 248)	1050
++134-136(3)	*MUDAC Field Team Kits (13.9.1, 13.9.5, 13.9.8 13.13.4, 13.14.4)	1050
++137	*MPF Field Team Kit (13.7.5, 13.9.1, 13.9.5, 13.9.8, 13.13.4, 13.14.4)	964C
142	Hanford EOC/SMT	---
160	*OSC Emergency Support	964C
164	Oregon State Dept. of Energy	---
214	*Security Control Center (PAAP) (13.4.1, 13.5.1, 13.10.8, 13.11.10, 13.13.4, 13.14.1)	964C
219	Licensed Training (Rms. 225, 247 or 248)	1050
220	Licensed Training (Rms. 225, 247 or 248)	1050
223	Franklin County Emergency Management	---
236	Site 1 (JT Kerr) (13.4.1, 13.5.1, 13.5.7, 13.13.4, 13.14.9)	817
++238	*Alternate EOF (Keys)	964C
244	Ron Jorgensen	PE30
245	Paul Ziemer	PE30
208	FFD & Security Training (13.4.1, 13.5.1, 13.5.5, 13.10.8, 13.11.3, 13.11.10, 13.11.18, 13.13.4)	964A

++ Procedure Control does the filing at EOF/Downtown - Bring keys

* Level 1 File

** Level 2 Filed next day

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171	*OSC Manager (13.5.1, 13.5.5, 13.10.9, 13.13.1)	964C
172	*Craft Lead, Mechanical (13.10.9)	964C
173	*Craft Lead, Electrical (13.10.9)	964C
174	*Craft Lead, I & C (13.10.9)	964C
175	*HP Lead (13.2.1, 13.10.9)	964C
176	*Team Tracker (13.10.9)	964C
177	*OSC Information Coordinator (13.11.18)	964C
<u>TSC</u>		
178	*TSC Manager (13.1.1, 13.1.1A, 13.2.1, 13.2.2, 13.4.1, 13.5.1, 13.10.2, 13.11.1, 13.13.2)	964C
179	*Technical Manager (13.1.1, 13.2.1, 13.2.2, 13.10.3, 13.13.2)	964C
180	*Radiation Protection Manager, (13.1.1, 13.1.1A, 13.2.1, 13.2.2, 13.5.1, 13.8.1, 13.10.4, 13.10.16, 13.11.7, 13.13.2)	964C
181	*Operations Manager (13.1.1, 13.1.1A, 13.10.5, 13.13.2)	964C
182	*Plant/NRC Liaison (13.10.6)	964C
183	*Plant Admin. Manager (13.4.1, 13.5.1, 13.5.5, 13.10.7, 13.13.2)	964C
184	*Maintenance Manager (13.10.9, 13.10.14, 13.13.2)	964C
185	*TSC Information Coordinator (13.11.18)	964C
210	*TSC Manager Secretary (13.4.1, 13.10.2)	964C
211	*TSC Chemistry/Effluent Manager (13.8.1, 13.10.4, 13.10.16)	964C
230	*TSC Admin Support (13.10.7, 13.13.4)	964C
<u>EOF</u>		
++186	*EOF Manager (Rm.146) (13.1.1, 13.2.1, 13.2.2, 13.4.1, 13.5.1, 13.11.1, 13.13.2, 13.13.3)	964C
++187	*Asst. EOF Manager (Rm.146) (13.1.1, 13.2.2, 13.4.1, 13.11.1, 13.11.2, 13.13.2)	964C
++188	Site Support Manager (Rm. 146) (13.4.1, 13.5.1, 13.11.3, 13.13.2)	964C
++190	*Radiological Emergency Manager (Rm.146) (13.2.1, 13.2.2, 13.5.1, 13.8.1, 13.11.7, 13.13.3)	964C
++194	*Engineering Manager (Rm.146) (13.11.12, 13.13.2)	964C
++195	*EOF PIO (Rm.146) (13.12.19)	964C
++209	*Security Manager (13.4.1, 13.5.1, 13.5.5, 13.10.8, 13.11.10)	964C
++212	*Dose Projection HP (Rm.146) (13.2.1, 13.8.1, 13.9.1, 13.11.7)	964C
++213	*EOF Manager Secretary (Rm.146) (13.4.1, 13.11.1, 13.11.2)	964C
++237	*EOF Field Team Dispatcher (Rm.146) (13.9.1, 13.9.5, 13.9.8)	964C
<u>JIC</u>		
++199-206 (8)	*JIC Position Specific Manuals (13.12.19, 13.12.20, 13.12.21)	964C
++234	*ENOC Offsite Assembly Area (13.7.5) (Alternate EOF)	964C
++235	*Asst. JIC Manager (13.12.19, 13.12.20, 13.12.21) (Keys)	964C
++270	*JIC HP Spokesperson (13.12.19)	964C
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N/A	Procedure Control (Memo Only)	964C

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NOTIFICATION OF TRANSITORY EVENT

I. TRANSMITTAL OF INFORMATION

A. An event occurred at _____ on _____ which would have
Time Date

required the declaration of a(n):

Unusual Event Alert Site Area Emergency General Emergency

B. This event was exited at _____ on _____ prior to
Time Date

any offsite notifications. Current emergency classification at Columbia Generating Station is:

None Unusual Event Alert Site Area Emergency

C. The event was:

Approval signature for release of this information: Manager, Emergency Preparedness

Print Name	Signature	Date	Time

II. NOTIFICATION DOCUMENTATION

NOTE: This notification of Transitory Event is for information purposes only. NO RESPONSE ACTION is required on the part of the individual receiving this notification.

The following notifications were made for the event:

	DATE	TIME	PERSON NOTIFIED
Benton County EOC			
Franklin County EOC			
WA. State EOC			
DOE-RL			
NRC			(By Control Room)

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- 4.2.2 If the event involves a shipment of Energy Northwest nuclear fuel or radioactive material, and does NOT pose a threat to the Plant site or is otherwise NOT classifiable per PPM 13.1.1, classify the event as a "Transportation Emergency" in the station log and reported as such.
- 4.2.3 Inform the on call Emergency Planner.
- 4.2.4 Refer any calls from the media to the Corporate Communications Officer.
- 4.2.5 Provide requested information to NRC and FEMA.

4.3 On-call Emergency Planner Actions

- 4.3.1 When notified of a DOE event, review the information provided on the Hanford emergency notification form. Pay particular attention to the following areas:
 - a. Emergency classification
 - b. Type and location of incident
 - c. Type of release, if any (alpha, beta, gamma, airborne, waterborne, etc.)
 - d. Wind speed and direction
- 4.3.2 Inform the Shift Manager of all event notification information so that determination of classification or reportability actions per PPM 1.10.1 or PPM 13.1.1 can be made.
- 4.3.3 Determine if the Radiation Protection Manager has been contacted by the SCC Duty Officer. Requested assistance may include logistical support for, and formation of, a response team by the RPM.
- 4.3.4 Brief the Corporate Communications Officer as appropriate.
- 4.3.5 Assist the Shift Manager with obtaining requested information for NRC and FEMA.
- 4.3.6 Maintain a log of actions taken on an Emergency Response Log form.
- 4.3.7 Complete an After Action Report and forward to the Manager, Emergency Preparedness as specified in PPM 13.13.4.

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- 4.5.6 Establish communications with the RPM as conditions allow to:
- a. Provide status reports as appropriate, and
 - b. Request additional resources as necessary.
 - c. Emergency termination and return.
- 4.5.7 Provide a written After Action Report in accordance with PPM 13.13.4 and include the following information when applicable:
- Nature and extent of emergency,
 - Actions taken,
 - Radiological hazards encountered,
 - Radiological exposure data, and
 - Injuries experienced.
- 4.5.8 Provide the written report along with any logs to the Manager, Emergency Preparedness.

5.0 ATTACHMENTS

5.1 SCC Near Site Emergency and Request for Assistance Checklist

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13.14.4



**COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL**

**REFERENCE
USE**

USE CURRENT REVISION

NUMBER 13.14.4	APPROVED BY SLS - Revision 42	DATE 08/24/04
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION SUPPORTING INFORMATION PROCEDURES		
TITLE EMERGENCY EQUIPMENT MAINTENANCE AND TESTING		

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1.0 PURPOSE

This procedure describes requirements for inspection, inventory, and functional testing of emergency equipment and supplies which are maintained for emergency operations, and are implemented using Passport Model Work Orders. {R-5928}, {R-7347}

2.0 DISCUSSION

Quantities listed in the Model Work Orders are minimum amounts. More than the minimum amount listed is acceptable. Minimum amounts are allowed to be less than specified provided that quantities in question are returned to the proper amount as soon as practicable.

The Manager, Emergency Preparedness may make determinations for changes to quantities, types of items, or functional tests as required for good emergency preparedness practices.

A Level 1 library is maintained by Administrative Services as part of the Technical Support Center. Sufficient Level 1 Procedures, drawings, and other documentation are maintained in this library to support the Technical Support Center staff.

3.0 REFERENCES

- 3.1 FSAR Appendix F, Table F.03-01, B.5, Administrative Procedures, Controls, and Fire Brigade {R-7347}
- 3.2 Columbia Generating Station Final Safety Analysis Report (FSAR), Section 13.3, Emergency Plan
- 3.3 NUREG-0654, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans And Preparedness In Support Of Nuclear Power Plants, Section H (10)
- 3.4 CVI 1025-00,1, ERDS Datapoint Library
- 3.5 10CFR50, Appendix E {R-5756, R-5928, R-5942, R-5943}
- 3.6 10CFR50, Appendix R {R-6917, R-6918, R-10307, R-10309, R-10311}
- 3.7 GO2-92-257, letter to NRC regarding ERDS Data Point Library, 11-24-92
- 3.8 GO2-02-016, letter to NRC regarding level of protection afforded lessees within Columbia Generating Station exclusion area, 01-28-02 {3.8}
- 3.9 Columbia Generating Station Final Safety Analysis Report, Appendix F, Table F.3-2, Section III.H
- 3.10 PPM 2.9.5, Plant Communications Systems

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4.3 Manager, Operations Responsibilities

- 4.3.1 Ensure activities supporting Emergency Preparedness listed in Attachment 5.2, Operations Supporting Activities, are performed per the process identified in the attachment.
- 4.3.2 Completed work order packages should be forwarded to the permanent plant file in accordance with SWP-REC-01.

4.4 Manager, Nuclear Security Responsibilities

- 4.4.1 Ensure activities supporting Emergency Preparedness listed in Attachment 5.5, Nuclear Security Supporting Activities, are performed per the process identified in the attachment.
- 4.4.2 Completed work order packages should be forwarded to the permanent plant file in accordance with SWP-REC-01.

4.5 Manager, Information Services/CIO Responsibilities

- 4.5.1 Ensure activities supporting Emergency Preparedness listed in Attachment 5.6, Information Services/CIO Supporting Activities, are performed per the process identified in the attachment.
- 4.5.2 Completed work order packages should be forwarded to the permanent plant file in accordance with SWP-REC-01.

4.6 Manager, Construction and Maintenance Services Responsibilities

- 4.6.1 Ensure activities supporting Emergency Preparedness listed in Attachment 5.7, Construction and Maintenance Services Supporting Activities, are performed per the process identified in the attachment.
- 4.6.2 Completed work order packages should be forwarded to the permanent plant file in accordance with SWP-REC-01.

4.7 Manager, Emergency Preparedness Responsibilities

- 4.7.1 Ensure activities supporting Emergency Preparedness listed in Attachment 5.3, Emergency Preparedness Supporting Activities are performed per the process identified in the attachment. {3.13}
- 4.7.2 Ensure that hardware or software changes that affect transmitted ERDS data points are provided to NRC within 30 days after the change is made. {R-5942}
- 4.7.3 Ensure that hardware or software changes, except data point modifications, that could affect ERDS data transmission format or computer communication

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protocol with ERDS are provided to NRC at least 30 days prior to implementing the modification. {R-5943}

4.7.4 Monitor compliance with this procedure's requirements, take action to ensure discrepancies are documented using the corrective action process and corrected.

4.7.5 Completed work order packages should be forwarded to the permanent plant file in accordance with SWP-REC-01.

4.8 Supervisor, Industrial Safety & Occupational Health

4.8.1 Ensure activities supporting Emergency Preparedness listed in Attachment 5.4, Industrial Safety & Occupational Health Supporting Activities, are performed per the process identified in the attachment.

4.8.2 Completed work order packages should be forwarded to the permanent plant file in accordance with SWP-REC-01.

4.9 Manager, Maintenance Responsibilities

4.9.1 Ensure activities supporting Emergency Preparedness listed in Attachment 5.8, Maintenance Supporting Activities, are performed per the process identified in the attachment.

4.9.2 Completed work order packages should be forwarded to the permanent plant file in accordance with SWP-REC-01.

4.10 Manager, Administrative Services Responsibilities

4.10.1 Ensure Emergency Preparedness related forms are maintained and distributed to emergency centers, as identified in each emergency center inventory work instruction.

5.0 ATTACHMENTS

5.1 Radiation Protection Supporting Activities

5.2 Operations Supporting Activities

5.3 Emergency Preparedness Supporting Activities

5.4 Industrial Safety & Occupational Health Supporting Activities

5.5 Nuclear Security Supporting Activities

5.6 Information Services/CIO Supporting Activities

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NUCLEAR SECURITY SUPPORTING ACTIVITIES

Process Method	Activity	Frequency	Document
PTL R256984	SCC Inventory	Quarterly	PTL Instructions
MWO 01046141 PMID 21020	Roadblock/Sweeper Kit Inventory	Quarterly	WO Instructions
MWO 01046142 PMID 21014	Offsite Communications Test	Monthly (FSAR)	WO Instructions
MWO 01051745 PMID 21015	TSC/OSC Card Reader Test	Monthly	WO Instructions

Attachment 5.5

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3.0 PROCEDURE

An important part of emergency preparedness is the ability to train personnel in an environment similar to what they might see during an actual emergency. This type of training is conducted in a "drill" format. Participants in a drill can be assisted and coached to reinforce appropriate measures that would need to have been taken had it been a real emergency.

The ability to evaluate the capabilities of these personnel is a requirement of both the Nuclear Regulatory Commission and the Federal Emergency Management Agency. An evaluation is conducted in an "exercise" format, which is similar to a drill, but where participants can NOT be assisted or coached. Participants in an exercise must demonstrate that they can take the appropriate emergency response actions on their own.

3.1 Manager, Emergency Preparedness

3.1.1 Prepare an annual drill and exercise program proposal which outlines the tentative schedule, desired organization/agency participation, and scope for each intended drill and exercise.

3.1.2 Schedule and coordinate the annual drill/exercise program with the following:

a. Energy Northwest

- Manager, Nuclear Security
- Plant General Manager

b. Offsite Agencies

- 1) Inform offsite agencies at least 180 days in advance of dates for scheduled drills or exercises.
 - Directors of any potentially participating agencies, normally the Division of Emergency Management for Washington;
 - Benton County and Franklin County Emergency Management for bi-county response agencies;
 - Department of Energy - Richland Operations for Hanford response organizations, and individually for any other involved federal agencies; and
 - For ingestion zone participation, the Department of Energy for the State of Oregon and the ingestion zone counties response agencies.

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3.0 DISCUSSION

The Emergency Preparedness (EP) Program for Columbia Generating Station has many facets which require ongoing review and assessment to ensure that the Program is maintained. Many of these are attended to by groups outside of the Emergency Preparedness Department. For example, field survey instruments are checked and calibrated by Radiological Services, field team vehicles and emergency diesel generators are maintained by Construction and Maintenance Services, pagers and sirens are maintained by Network Services, etc. If organizations that assist in the process of maintaining the EP Program are not diligent in performing their portion of the effort, the Program could be adversely affected. For this reason, the Emergency Preparedness Department will maintain an oversight role to ensure that all program maintenance requirements are being performed.

4.0 PROCEDURE

4.1 Manager, Emergency Preparedness

- 4.1.1 Coordinate, as appropriate, with Energy Northwest managers to implement the requirements of Attachment 5.1, Topics Requiring Periodic Review or Action.
- 4.1.2 Maintain, prepare, and archive records generated as a result of Emergency Preparedness program implementation in accordance with SWP-REC-01. {R-2878}
- 4.1.3 Notify the Manager, Nuclear Security, of any condition which would preclude or interfere with the ability of Energy Northwest to implement the requirements of the Columbia Generating Station Emergency Plan.

4.2 Applicable Energy Northwest Managers

- 4.2.1 Coordinate, as appropriate, with the Manager, Emergency Preparedness to implement the requirements of Attachment 5.1, Topics Requiring Periodic Review or Action.
- 4.2.2 Notify the Manager, Emergency Preparedness of any condition which would preclude or interfere with the ability of Energy Northwest to respond to emergency conditions.

5.0 ATTACHMENTS

5.1 Topics Requiring Periodic Review or Action

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TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
1. Columbia Generating Station Emergency Plan Review (R156728)	Manager, Emergency Preparedness (R-1605)	Annually	<p>A. Utilize guidance from SWP-LIC-03, to coordinate review, revision, approval, and issuance of the plan to incorporate changes resulting from new regulations, critiques of drills/exercises, audit findings, and comments from personnel or agencies inside and outside Energy Northwest.</p> <p>B. For Emergency Plan changes that involve changes to the EAL scheme, ensure that the Washington State Emergency Management, the Benton and Franklin County Departments of Emergency Management, and the Department of Energy-Richland Operations are contacted early in the review/revision process and that their comments are solicited and considered for input into the process. Document this portion of the review.</p> <p>C. Ensure a Licensing Basis Impact review is performed as required by SWP-LIC-03.</p> <p>D. Ensure the supporting documentation is submitted for POC review consistent with the proposed change.</p> <p>E. Ensure a report of Emergency Plan changes is sent to the NRC per 10CFR50.4(b)(5) within 30 days of making the changes and/or per 10CFR72.44(f) within six months after the change is made. {R-1700, R-5930, R11222}</p> <p>F. Ensure Emergency Plan is reviewed, revised, and approved per 10CFR50 Appendix E, V. {R-5928}</p>

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	<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
2.	Columbia Generating Station Emergency Plan Implementing Procedures (EIPs)	Manager, Emergency Preparedness	As Necessary	<p>A. Utilize guidance from SWP-PR0-02 to coordinate reviews, revisions, and deviations required by revisions to the Emergency Plan or other requirements.</p> <p>B. Ensure Licensing Basis Impact reviews are completed as required by SWP-LIC-02.</p> <p>C. Ensure documentation is submitted for POC review, as required and approved changes are placed in locations where they are likely to be used. {R-1368}</p> <p>D. Ensure that revisions affecting offsite response are coordinated with the appropriate agencies.</p>
3.	Columbia Generating Station EIPs Telephone Numbers (WO 01046211)	Manager, Emergency Preparedness	Quarterly	<p>A. Review telephone numbers listed in the Emergency Phone Directory and EIPs, and change as required.</p>
4.	National Weather Service (WO 01046212)	Manager, Emergency Preparedness	Monthly	<p>A. Check communications with the NWS first order station and NWS forecasting station to ensure routine meteorological observations and forecasts can be accessed. Refer to NUREG-0654, Annex 1 to Appendix 2, (3)(i).</p>
5.	Emergency Action Level (EAL) Review (WO 01047076)	Manager, Emergency Preparedness	Annually {R-5730}	<p>A. Ensure officials from the State of Washington, Benton and Franklin Counties, and DOE-RL are afforded the opportunity to review EAL classification scheme. {R-5728}</p>
6.	Letters Of Agreement	Manager, Emergency Preparedness	Annually	<p>A. Refer to Emergency Plan Appendix 4 for the list of Letters of Agreement.</p>

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	<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
7.	Plans And/Or Contracts	Manager, Emergency Preparedness	Annually	A. Refer to Emergency Plan Appendix 1 for the list of Supporting Plans And/Or Contracts.
8.	Emergency Response Organization (ERO) Assignment List (WO 01046282)	Manager, Emergency Preparedness	Quarterly (or after substantial change)	A. Maintain and coordinate an Emergency Response Organization position assignment list that meets Emergency Plan Section 2 requirements for review, revision, approval, and issuance of current list.
9.	ERO Training (R158645, R146889; WO 01047291)	Manager, Emergency Preparedness	Monthly	A. Review status of Emergency Response Organization personnel in the training database to ensure emergency position qualifications are being met by assigned personnel.
			As Necessary	B. Review and approve new or revised Emergency Training lessons.
			Annually	C. Ensure that a radiological training program is made available to local services personnel such as fire company and hospital personnel. {R-5896}
			Annually	D. Ensure that a radiological training program is made available to state and county agencies, and personnel involved with the emergency preparedness effort, at least annually.
			Annually	E. Conduct a review of GET materials and provide comments, forward to Technical Training.

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	<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
10.	Emergency Equipment and Supplies (Passport and PTL tasks)	Manager, Emergency Preparedness	Monthly, Quarterly, Semi-Annually, or Annually (as required) Annually	A. Ensure tasks are performed as required by PPM 13.14.4. B. Review EP maintenance and testing activities in Passport and PTL. Verify that Emergency Plan and EPIP maintenance and testing activities are effectively scheduled and tracked in either system.
11.	Emergency Facilities (WO 01046164, 01046158, 01046161, 01046162)	Manager, Emergency Preparedness ¹	As Necessary	A. Ensure facilities are maintained and that modifications to any of Energy Northwest's Emergency Centers are documented and approved by the Supervisor, Emergency Preparedness.
12.	Emergency Phone Directory/ERO Phone List/Duty Rosters (for pager carriers) (WO 01046211)	Manager, Emergency Preparedness	Quarterly	A. Verify listed numbers in the emergency phone directory are current. Ensure Parts A & C phone numbers are correct. Revise as needed and make appropriate distribution. Verify phone numbers in EPIPs are accurate. If changes are made, inform SCC to ensure Parts A & C are updated.
13.	EP Program Audit (R159956)	Manager, Emergency Preparedness	Biennially, or more frequently if required	A. Ensure an audit is conducted that meets the OQAPD requirements and includes the Emergency Plan and Implementing Procedures, training, readiness testing, equipment, and interfaces with state and local governments. (R-1712, R-4114) B. Ensure the Audit Report is submitted to the applicable Vice President for evaluation of findings and resolutions.

¹ And other Energy Northwest managers, such as Health Physics, Operations, Chemistry, Security, Administrative Services, Telecommunications, and Maintenance.

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<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
		As Necessary	<ul style="list-style-type: none"> C. Ensure that findings requiring Energy Northwest corrective action are tracked to completion. D. Ensure the results of the review and recommendations are forwarded to appropriate Corporate and Plant Managers, and that portions pertinent to interface with the state and counties are made available to those jurisdictions.
		Annually	<ul style="list-style-type: none"> E. Ensure that the EP program audit includes an evaluation of the emergency evacuation notification of individuals in the Owner Controlled Area (i.e., IDC, et al) and their response.
14. Drill/Exercise Program	Manager, Emergency Preparedness	Annually	<ul style="list-style-type: none"> A. Prepare and conduct a drill/exercise program schedule in accordance with Emergency Plan, Section 8, and 10CFR50, Appendix E, Section IV F requirements. B. Coordinate drill/exercise controllers and evaluators to control and evaluate the ability of emergency responders to perform their Emergency Plan responsibilities. C. Ensure that drill/exercise evaluation and critique findings are formally documented, and management controls are established to ensure that needed corrective actions are implemented.

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	<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
15.	Emergency Planning Staff qualifications	Manager, Emergency Preparedness	As Necessary	A. Ensure Emergency Planning staff members maintain their professional qualifications by periodic attendance at industry seminars, training courses, and through observation of, or participation in, emergency exercises conducted at other facilities.
16.	Population Study and Evacuation Time Estimate (WO 01047162)	Manager, Emergency Preparedness	Annually	A. Review Emergency Plan Section 5, and update as necessary.
17.	Media Briefing (WO 01046892)	Manager, Emergency Preparedness	Annually	A. Ensure annual media briefing is conducted in accordance with Emergency Plan, Section 9.
18.	Public Information (WP 01046891)	Manager, Emergency Preparedness	Annually or As Needed	A. Ensure preparation and distribution of public information instructions on essential actions to be taken during emergencies in accordance with Emergency Plan Section 9.
19.	Energy Northwest Alert & Notification System Tests (WO 01046213, 01046214, 01046918)	Manager, Emergency Preparedness	Annually or As Required	A. Schedule and conduct operational tests of the Energy Northwest Emergency Alert and Notification System described in Emergency Plan, Section 6. B. Document and transmit reports of test results as required by FEMA Guidance Memorandum for offsite activities.
20.	Severe Accident Guidelines (R149871)	Reactor/Fuels Engineering Manager	Annually	A. Review and update Technical Support Guidelines as necessary.
21.	IDC Implementation of Columbia Generating Station Eplan (R186159)	Manager, Emergency Preparedness	Annually	A. Conduct an annual assessment of the IDC implementation of the Columbia Generating Station Emergency Plan.