INTEROFFICE MEMORANDUM

DATE: September 24, 2007

TO: Distribution

FROM: Procedure Control, Administrative Services, (964C) *[signature]*

SUBJECT: PLANT PROCEDURES MANUAL - VOLUME SWP
PACKAGE NO. 2007-0809

REFERENCE:

Also included in this package are **EDITORIAL CHANGES**. Please replace the pages in your Controlled Copy Manual with the attached pages:

Procedure	Rev	Page/s
SWP-AIT	6	6
SWP-EPP-01	16	4,5,6,18
SWP-OPS-05	3	9, 17
SWP-PRO-03	9	43,44,45
SWP-PUR-01	7	4,5,8,18,20,21,22
SWP-PUR-02	5	18, 19
SWP-PUR-03	2	4,5,6
SWP-PUR-04	6	8, 10, 21

Should you have any questions or would like a listing of manuals assigned to you, please contact Procedure Control at: (509) 372-8202, or (509) 372-5307

To verify receipt or cancellation of the subject Procedure(s), please sign, date and return this receipt within TEN (10) WORKING DAYS of the date of this IOM. Or you may FAX to Procedure Control at (509) 377-2479.

Energy Northwest
Procedure Control (Mail Drop 901A)
PO Box 968
Richland, WA 99352

_____   _____   _____
Date   Signature of Manual Holder   Controlled Copy Number

Procedure verification may be accomplished by using the online Passport Document Management System. FYI- Curator is utilized for Full-Text Search.

Instructions for verification and searches are available to customers on the E-net under Training, Passport Training

DISTRIBUTION – SITE WIDE PROCEDURES

Control Copy	Location	Mail Drop
2	*Control Room (501) (IOM to CRS)	964C
3	*Shift Manager (501)	964C
5	Sol Orbeta	1022
6	**Simulator	1500
20	Chemistry Supervisor	927C
25	CMS Library	964F
26	Region IV, NRC (SWP-EPP-01)	-------
28	Region IV, NRC (SWP-EPP-01)	-------
30	EOF Support Engineering Library	1050
31	*TSC Emergency Response	964C
35	**NRC Resident Inspector (SWP-EPP-01)**	988C
52	**State of WA, Military Dept. (SWP-EPP-01)**	-------
55	Federal Emerg. Mgmt. Agency **(SWP-EPP-01)**	-------
57	BC Dept. of Emerg. Mgmt. **(SWP-EPP-01)**	-------
63	Emergency Training **(SWP-EPP-01)**	PE30
64	*Radwaste Control Room (467)	964C
66	**Simulator Shift Manager	1500
75	Dept. of Health Rad Prot. **(SWP-EPP-01)**	-------
87	Document Control Desk, NRC (SWP-EPP-01)	-------
+ +90	*Joint Information Center **(SWP-EPP-01)**	964C
114	EP Manager **(SWP-EPP-01, SWP-FFD-01)**	PE30
127	Licensed Training	1050
128	Licensed Training	1050
129	Licensed Training	1050
132	Licensed Training	1050
142	Hanford EOC/SMT **(SWP-EPP-01)**	-------
144	*Work Control	964C
146	FEMA RX Liaison **(SWP-EPP-01)**	-------
163	Tool Crib **(SWP-CHE-05, SWP-MAI-02)**	964C
164	Oregon St. Dept. of Energy **(SWP-EPP-01)**	-------
219	Licensed Training	1050
220	Licensed Training	1050
223	Franklin County Emerg. Mgmt. **(SWP-EPP-01)**	-------
236	Site 1 – JT Kerr **(SWP-ASU-02, SWP-CAP-01, CAP-02, CAP-05, CAP-06, CAP-07 & CAP-08, SWP-DOC-01, SWP-ENV-03, SWP-EPP-01, SWP-FFD-01, SWP-FFD-02, SWP-LIC-03, SWP-OSH-03, SWP-OSH-07, SWP-REC-01)**	817
N/A	Sharon Grunst **(SWP-PRO-01, PRO-02 & PRO-03)**	964C
N/A	M Avery **(OPS PRF & Summary of Changes Only)**	1022
N/A	Records Processing	964Y

+ + Procedure Control does the filing downtown **(KEYS)**
* Level 1 File
** Level 2 Filed next day

DATE: <u>09/24/07</u>

Pkg. 2007-0809

<u>EDITORIAL</u>

SWP-EPP-01

Page(s) 4,5,6,18

3.5   The Radiation Protection Manager is responsible for ensuring that Health Physics personnel are qualified for and aware of their emergency response responsibilities and assignments.

3.6   The Chemistry Manager is responsible for ensuring that Chemistry personnel are qualified for and aware of their emergency response responsibilities and assignments.

3.7   The Maintenance Manager is responsible for ensuring that Electrical, Mechanical, and I & C craft, and supervision is qualified for and aware of their emergency response responsibilities and assignments.

3.8   The Training Department Manager is responsible for ensuring that the appropriate training courses are listed in the personnel qualification directories. In addition, the Training Department Manager is responsible for EP related training for the Fire Brigade, First Responders, Health Physics and Chemistry Technicians. The Training Department Manager also:

- Provides for the development, implementation and maintenance of emergency preparedness training courses unique to control room emergency operations based on Vol. 5 of the PPMs, Emergency Operating Procedures.

- Provides for instruction of accident identification and classification training for required emergency response personnel.

3.9   The Operations Training Manager is responsible for:

- Review and sign-off of lesson plans and exams applicable to licensed training.

- Ensure emergency preparedness training schedules are coordinated with initial licensed training and requalification cycles.

- Provide simulator and scenario support for the Emergency Preparedness Drill and Exercise program.

3.10   The Manager, Nuclear Security, is responsible for providing programmatic approval of the Emergency Preparedness Program.

3.11   The Supervisor, Security Force, is responsible for providing emergency response training to security force personnel and security personnel assigned to specific emergency centers.

3.12   All on call ERO members have the responsibility to:

- Respond to their emergency centers within 90 minutes of notification to report to their emergency center.

- When on call, remain fit for duty, and remain within 90 minutes of their emergency center.

- Arrange for alternate qualified coverage when unavailable for on call duty.

- Maintain ERO qualifications.

- Participate in drills and exercises when scheduled.

3.13   All Essential category ERO members are expected to carry their pagers with them at all times, even when not on call.

3.14   All Essential ERO members have the responsibility to respond to their emergency centers as soon as possible, but within 90 minutes, when available.

3.15   Essential ERO members reporting to their emergency center should remain there until dismissed by their center manager.

- The first arrivals will assume their respective emergency center positions until relieved.

3.16   At times, extended emergency center staffing is necessary. It is expected that the ERO team responsible for the initial emergency response will be relieved by a second shift which consists of the next ERO team due for on call duty.

3.17   Drill Controllers and Evaluators (Team E)

- A core group named by line management as shown in Attachment 6.5.

- This core group

    - attends training as scheduled
    - maintains qualifications current
    - attends pre-drill preparation and briefings as scheduled.

- Members of ERO teams may provide controller/evaluator functions.

- May be augmented by subject matter experts (SMEs) peers, or others as designated by the Manager, Emergency Preparedness.

- Responsible for facilitating drill and exercise performance.

3.18 Lead Evaluators

- Responsible for providing:

  - written summary of center performance
  - completed Evaluation Criteria Checklist
  - DEP Checklist (for Control Room, Emergency Operations Facility and Technical Support Center)

- Attend post drill Lead Evaluator debriefing

  - provides written summary of center performance, including input from supporting center evaluators.

- A final center evaluation report is due to the lead Drill Controller within three working days of the Lead Evaluator Debriefing.

3.19 Lead Center Controllers

- Selected by the Manager, Emergency Preparedness.

- One controller per emergency center.

- Facilitates conduct of the drill or exercise per EPI-21.

- Attends pre- and post-drill and exercise briefings.

3.20 Drill Coordinator

- Selected by the Manager, Emergency Preparedness; may be a lead Center Controller.

- Responsible for overall drill or exercise conduct.

- Attends pre- and post-drill and exercise briefings for controllers and evaluators.

Station Personnel - EOF, continued

EOF Emergency Planner	4	Manager Emergency Preparedness
EOF State/County Tech Liaison	4	Manager, Technical Services
EOF Admin Support	12	Manager, Administrative Services
EOF PIO Technical Support	4	System Engineering Manager
EOF INPO Network Coordinator	4	Manager, Information Services

Station Personnel - Offsite Representatives

Augmenting Category Positions:	Required Number	Responsible Dept(s) *Note 1*
Energy Northwest Rep to Benton Co.	4	Engineering General Manager
Northwest Rep to Franklin Co.	4	Engineering General Manager
Support Category Position:	Required Number	Responsible Dept(s) *Note 1*
Energy Northwest Rep to WA State	4	Manager, Regulatory Programs

Other - Industrial Development

Augmenting Category Position:	Required Number	Responsible Dept(s) *Note 1*
Industrial Development Authority	4	Manager, Industrial Development

NOTE 1: Not all Station Personnel/positions that have been assigned ERO responsibilities are listed on the Generic Station Organization Chart.

Department Managers are responsible to determine assignments to ERO Positions as indicated on the Org Chart. All ERO positions must be assigned to qualified personnel.

Attachment 6.5

Page 4 of 6

NUMBER	REVISION	PAGE
SWP-EPP-01	16	18 of 20

DOCUMENT WORK REQUEST

Document Number/Title: _Swp -FPP -01_

Proposed Revision Number: _____ Editorial: ☑ Author: _W. Holmes_ Phone #: _8687_

WordPerfect ☐ MS Word ☐ Other: _____ | SCAN TO: E-Mail ☐ PDF ☐ TIF ☐ Word ☐ WordPerfect ☐

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			_JB_	_08-27.07_

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