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Procedure Number	Revision
SWP-MAI-03	012
SWP-0SH-08	003
SWP-PRO-01	027/001
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Procedure Number	Revision
SWP-SEC-07	017/001

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Number: SWP-EPP-01	Use Category: REFERENCE	Major Rev: 021 Minor Rev: 006 Page: 1 of 24
Title: Emergency Response Organization and Training		

SITE-WIDE PROCEDURES	PCN#: N/A
SWP-EPP-01	Effective Date: 01/22/16

DESCRIPTION OF CHANGES

Justification (required for major revision)

Page(s)	Description (including summary, reason, initiating document, if applicable)
18, 21, 23, 24	MR 001 – This minor revision is an editorial changing a position title from "Engineering General Manager" to "Assistant VP of Engineering"
5	R 21 - This revision adds verbiage to ensure ERO nominees are capable of fulfilling those duties (qualifications, driving distance, etc.).
14	R 21 - This revision adds clarification and correction to the table 6.1 for on-shift ERO. Specific changes were removing the incorrect footnote from HP Technicians, and changing the number for EO's to accurately reflect configuration and align with the e-Plan. Two notes were added; one to clarify how the Fire Brigade uses two of the four EO's and one explaining that Fire Brigade fulfills the First Aid/Rescue requirements. Also, corrected the title to "Physical Security Plan".
5, 13	Minor revision 002: Added new reference 5.13 (renumbered subsequent reference) identifying INPO IER L2 11-39. Reference 5.13 added to step 3.2.3
18, 20, and 21	Minor revision 003: Naming Manager updated from Vice President ED/CS EA to CEO/Senior EA for ERO positions of TSC Admin Support, TSC Manager Secretary, JIC Receptionist, JIC Secretary, EOF Admin Support, and EOF Manager Secretary due to reassignment of these responsibilities to the CEO/Senior EA.
5,18,20,23	Minor Rev 004, Edit titles as needed for Reorganization
5	Minor Revision 005 – step 3.3.1 – changed Vice President, Nuclear Generation/CNO to Chief Nuclear Officer; fixed numbering under 3.2.3; fixed minor formatting issues.
7,21,24	Minor Rev 006 – replaced "Manager, Nuclear Security" with new title, Emergency Services Manager per AR 339381 assignment 3
14	Minor Rev 006 – Updated ERO on shift minimum staffing table with current table from the EPlan.

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1.0 PURPOSE

This procedure lists Energy Northwest's Emergency Response Organization (ERO) and identifies responsibilities for participation by, and training of, the ERO.

2.0 DISCUSSION

2.1 ERO positions, response categories and position requirements that comply with Emergency Plan requirements and Emergency Preparedness business practices are assigned by response category as indicated in the Columbia Generating Station Emergency Plan.

2.2 Energy Northwest's ERO consists of positions that satisfy Emergency Plan requirements for initial and augmenting staffing during declared emergency events as well as positions that may be summoned as needed. The positions are arranged in the following response categories:

2.2.1 On shift

This category consists of plant positions staffed by shift personnel that satisfy FSAR, technical specification, and security plan requirements for the normal conduct of plant operations. In a declared emergency, shift personnel provide initial staffing for emergency positions identified by the Columbia Generating Station Emergency Plan. In certain cases, shift personnel may satisfy staffing requirements for more than one emergency position identified in the Plan, such as Equipment Operators performing emergency maintenance tasks as well as serving as fire brigade members.

2.2.2 Essential

This category consists of positions necessary to activate emergency centers within 90 minutes of being notified to respond. Essential ERO personnel are expected to be present in their emergency centers as soon as possible after being notified to respond (in most cases within 60 minutes or less), but within 90 minutes in all cases. Essential ERO personnel will assist on shift personnel to provide assessment and mitigation of accident conditions, notifications to offsite agencies, or provide overall direction, control and logistical support for emergency operations.

2.2.3 Augmenting

This category consists of positions expected to be present in emergency centers within 90 minutes of being notified to respond. Augmenting personnel provide additional emergency assessment, accident mitigation and logistics support to on shift and essential personnel.

2.2.4 Support

This category consists of positions which are summoned when needed to support emergency operations.

3.0 RESPONSIBILITIES {R-1582, R-1583, R1604}

3.1 Senior management personnel (i.e., Energy Northwest Vice Presidents) are responsible for maintaining an ownership role of emergency facilities and functions, as follows:

3.1.1 Emergency Operations Facility (EOF) – Chief Nuclear Officer

3.1.2 Technical Support Center (TSC) - Vice President, Operations

3.1.3 Operations Support Center (OSC) - Vice President, Operations

3.1.4 Joint Information Center (JIC) - Vice President, Energy Services and Development

3.1.5 ERO Team E - Vice President, Corporate Services/Chief Financial Officer

3.2 Line management personnel (known as the "Naming Manager") are responsible to nominate ERO members as shown in Attachment 6.5. Line management will not necessarily be responsible for providing that person from their own organization, although it is expected that they first name a person from their organization if that person would logically come from that organization. In some cases, line management will name personnel to fill ERO positions by nominating personnel from another organization after coordinating with that organization.

3.2.1 IF the applicable Emergency Center Planner has a possible candidate identified for an impending ERO staff opening, THEN they will provide that recommendation to the Naming Manager.

3.2.2 Naming Managers should ensure that they have the buy-in of both the individual being nominated and their supervision prior to submitting the individual's name for consideration by EP.

3.2.3 Naming Managers should ensure that the individual being nominated is capable of fulfilling the duties of the position for which they are nominated including but not limited to: {5.13}

a. the capability to meet the qualification requirements listed in the site qualification directory and,

b. that the individual lives within a driving distance appropriate to the response timeliness requirements described in this procedure.

3.2.4 In some cases (where designated in Attachment 6.5 by "Note 2"), the ERO personnel are normally selected through succession planning for the center. This is done to ensure that the selectees have the needed skills & prior experience in the center's key functions. In these cases, the Naming Manager serves as a facilitator of the process who ensures that the succession process is implemented.

3.3 The Manager, Emergency Preparedness, is responsible for administering an EP program that fulfills the commitments and intents of the Columbia Generating Station Emergency Plan, and:

- Has overall responsibility for implementation and maintenance of the Emergency Preparedness Training Program.
- Has responsibility for approval of personnel assignment and removal from the ERO. This activity is normally delegated to the Planner assigned responsibility for that specific Emergency Center.
- Ensures program meets required internal and external program and quality requirements.
- Maintains and implements a schedule of drills and exercises.
- Is responsible for providing programmatic approval of the Emergency Preparedness Program.
- Ensures that training and qualification requirements for ERO positions are documented in the site Qualification Directory.
- Assigns an EP staff member to serve as the ERO Staffing Coordinator responsible for overseeing the ERO selection process and ensuring the accuracy of the Dialogic system database.

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

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 training and qualification requirements for ERO positions listed in the site Qualification Directory are appropriately incorporated into the Personnel Qualification Directory (PQD). 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.

- Makes available requested training content to offsite agencies in accordance with CGS Emergency Plan requirements.

3.9 The Operations Training Manager is responsible for:

- Ensuring emergency preparedness training program courses are coordinated & scheduled within initial licensed training and requalification cycles.

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

- When requested, provides resources to conduct technical reviews of lesson plans and exams applicable to licensed training.

3.10 The Manager, Nuclear Security, is responsible for providing emergency response training to security force personnel and security personnel assigned to specific emergency centers.

3.11 In order to sustain the ability to activate Emergency Centers within 90 minutes, all on call ERO members are expected to respond to their emergency center within about 60 minutes (or less) of notification.

- The pager notification is the primary notification method for all Essential positions and all on-call Augmenting positions.

- PPM 13.4.1, Emergency Notifications, provides additional details regarding notification & response expectations for ERO personnel.

3.12 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.

3.13 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.

3.14 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.

3.15 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.

3.16 The ERO Staffing Coordinator is responsible to:

3.16.1 Identify open ERO positions by monitoring Human Resources reports of worker terminations and retirement announcements.

3.16.2 Notify both the EP Center Planner and the Naming Manager (listed in Attachment 6.5) of the loss (or impending loss) of ERO staff

3.16.3 Assign Naming Managers an Action Request Assignment in Asset Suite to select ERO replacement personnel.

3.16.4 Assign Supervisors of ERO selectees an Action Request Assignment in Asset Suite to complete the training and qualification of the selected individual within the time frame specified in Attachment 6.5 (unless otherwise approved by the EP Manager).

a. Training lead times can be extended during periods when site staff have limited availability such as during a refueling outage.

3.16.5 Verify that the selectee has completed all qualification requirements for the position prior to assignment to the ERO.

3.16.6 Update databases ERO Staffing Databases, and the Dialogic system to actively assign qualified selectees to their new ERO position.

a. In the rare instance where an individual is temporarily filling two separate ERO positions, the ERO Staffing Coordinator must ensure that they are listed in the Dialogic system in the highest assigned position (e.g. if the individual is filling both an Essential and Augmenting position, **then they must be listed as an Essential position in the Dialogic system)** to ensure they are properly notified of drills, exercises, and actual events. {5.13}

3.16.7 Notify new ERO members of their assignment to an ERO position, including effective date, position category (e.g. Essential, Augmenting, etc.), Team Assignment, and start date of their team's next duty cycle.

3.16.8 Generate and distribute periodic status reports of ERO Staffing to EP staff and Naming Managers.

3.16.9 EPI-11, ERO Administration Program, provides additional guidance on the ERO staffing & selection process and duties of the ERO Staffing Coordinator.

3.17 Emergency Center Planners are responsible to monitor and support the staffing needs for their center.

3.17.1 Track ERO staffing for assigned emergency center(s) and ensure appropriate actions are initiated to fill positions when needed.

3.17.2 Notify the ERO Staffing Coordinator of any impending changes affecting center personnel.

3.17.3 Recommend (when available) to Naming Managers of possible nominees to fill current or future ERO positions.

3.17.4 Approve the selection of new ERO staff by Naming Managers when delegated by the EP Manager to do so.

3.17.5 Provide assigned training to generate replacement ERO staff and keep ERO staff qualified.

3.17.6 Notify the ERO Staffing Coordinator when ERO candidates complete their qualification training.

3.17.7 EPI-11, ERO Administration Program, provides additional guidance on the ERO staffing & selection process and duties of the Emergency Center Planners.

4.0 PROCEDURE/GUIDELINES

The Qualification Directory target population description should be consulted when selecting individuals for ERO duty.

4.1 Line management names personnel for assignment to the ERO as shown in Attachment 6.5. The information contained in Attachment 6.5 is also available in organization chart format under the Inside EN web page ERO link.

- Line management designates replacement personnel as soon as practicable; ideally, three months before an expected vacancy. In addition, line management communicates names of ERO candidates to EP management.

- Line management plans and manages ERO selection and rotation to meet business needs, and needs of personnel.

4.2 Individuals selected for ERO participation must be qualified prior to ERO position assignment. Refresher training and/or participation in drills to ensure retention and familiarity with ERO duties will be administered on a calendar year basis (i.e., annually) to ERO personnel. Individuals not completing annual refresher training by December 31 of the current year will be disqualified to fill their ERO position until the training requirements are brought up-to-date.

4.3 An ERO assignment list is maintained by Emergency Preparedness that identifies personnel who have been assigned to staff emergency positions. This list is verified, published and distributed quarterly as a section of the Emergency Phone Directory.

4.4 Maintenance responsibilities may also be covered by certain members of the On-shift Crew during the initial stages of an event. These duties may involve minor mechanical, electrical, or instrumentation and control (I&C) actions, such as tightening the packing on a valve, racking in a breaker, venting a gauge, and reading blueprints or piping and instrumentation drawings. Training to support these Maintenance duties is provided by the Training Department as part of the Operator Training program. Equipment Operators who fill this role receive basic Maintenance training in accordance with the Equipment Operator Qualification Directory.

4.5 The Emergency Preparedness Training Program is a combination of classroom and performance-based training designed to provide the instruction necessary to develop and maintain ERO personnel skills and knowledge. Credit is taken for certain aspects of craft and fire brigade related skill training administered by the Training Department for ERO skills and knowledge.

4.5.1 Program Content Description {R5876}

The program consists of a combination of classroom, hands-on, and in-the-field training. Where appropriate, initial and/or refresher training can also be conducted using a seminar or workshop format when group discussion is an important benefit.

4.5.2 Initial Training {R-5875}

Initial training is designed to provide the position-specific skills and knowledge necessary for an individual to perform the functions of the emergency position.

Individuals assigned to an emergency center are scheduled for the Emergency Preparedness Overview and Emergency Center specific operations training for that center. Additional required training required for an individual's position scheduled on an as needed basis. The requirements of each emergency position and specific EP courses are listed in the Qualification Directory.

Individuals assigned to the on shift crews are scheduled for emergency response training during their normal training cycle. Some positions in the on shift emergency organization are filled by individuals who receive cross training or add on training so that they can fill multiple emergency response functions (refer to Attachment 6.1). The requirements for the on shift emergency positions are detailed in the site Qualification Directory. Some of the basic emergency response training is also provided in the General Employee Training program.

Upon completion of training, the students may be required to pass a written exam, or to demonstrate performance-based actions, e.g., during a drill or exercise. {C-7972}

4.5.3 Refresher Training

Refresher training is required on an annual basis for all ERO personnel and is conducted through formal training, typically in conjunction with drill participation.

Successful completion of annual license requalification training for the following Control Room positions includes refresher training on Emergency Classification and Notifications:

Shift Manager
Control Room Supervisor
Control Room Operator
Shift Technical Advisor/Incident Advisor

4.5.4 EPIP Change Management

Personnel assigned to Plant emergency centers are made aware of EPIP revisions, when needed, through the change management process in which, when appropriate, procedure changes are communicated to the qualified individuals in the affected ERO positions. When changes are sufficiently complex, formal training may be provided to qualified incumbents. These processes are designed to provide emergency response personnel with information regarding procedure revisions affecting their specific positions.

4.5.5 Emergency Drill Program

The emergency drill program utilizes drills as performance based training. Participants are evaluated during the performance of their job and, when needed, on-the-spot corrections and training are conducted. Problems identified from drills may be incorporated into annual refresher training, covered during a tabletop, discussed via email or other appropriate methods.

4.6 Additional Training

4.6.1 There are additional areas where training required for emergency response is incorporated into programs maintained and presented by other training groups. These training requirements are documented in plant training records and compliance is reviewed regularly by Emergency Preparedness.

4.6.2 Cross Training for certain ERO members is provided by other training groups including, but not limited to:

- HP/Chem, General Employee Training (GET)
- Fire Brigade Training
- Respiratory Protection/Self-Contained Breathing Apparatus (SCBA) Training
- Security Emergency Response Training

5.0 REFERENCES

5.1 10 CFR 50.47, Emergency Plans {R-1582}, {R-1583}, {R-1604}

5.2 10 CFR 50.54, Conditions of Licenses

5.3 10 CFR 50, Appendix E, Emergency Planning and Preparedness for Production and Utilization Facilities {R-5706}, {R-5875}, {R-5876}

5.4 44 CFR 350, Review and Approval of State and Local Radiological Emergency Plans and Preparedness

5.5 NUREG-0654, FEMA REP-1, Revision 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants

5.6 FSAR Chapter 13.3, Columbia Generating Station Emergency Plan

5.7 PPM 1.3.1, Operating Policies, Programs and Practices

5.8 SWP-FFD-01, Fitness for Duty Program Requirements

5.9 IR 83-43 (PTL H105631) {C7972}

5.10 Columbia Generating Station site Qualification Directory

5.11 EPI-11, ERO Administration Program

5.12 EPI-21, Drill and Exercise Performance

5.13 INPO IER L2 11-39, Lack of Timely Emergency Response Organization and Emergency Facility Activation, 9/15/11.

5.14 CR 229368, Regarding the notification of an individual occupying two ERO positions temporarily in which one of the positions was Augmenting and the other was Essential

6.0 ATTACHMENTS

6.1 ERO Response Category - On Shift

6.2 ERO Response Category - Essential

6.3 ERO Response Category - Augmenting

6.4 ERO Response Category - Support

6.5 ERO Nomination Responsibility Matrix

ERO RESPONSE CATEGORY - ON SHIFT

Functional Area	Major Tasks	Emergency Positions	Analysis Shift Staffing
1. Plant Operations and Assessment of Operational Aspects	Control Room Staff	Shift Manager Control Room Supervisor[e] Reactor Operator Equipment Operator	1 1 2 2
2. Emergency Direction and Control	Command and Control	Shift Manager[f]	1[a]
3. Offsite Notification	Notification of EALs & PARs	Additional Staff	1
4. Notification & Communication	Licensee	SCC Duty Officer[b]	1[a]
	Local/ State	SCC Duty Officer[b]	1[a]
	Federal	ENS Communicator	1
5. Radiological Assessment	Dose Assessment	(STA or 3rd SRO)[e]	1[a]
	In-plant Surveys	HP Technician	1
	Chemistry	Chemistry Technician	1
6. Plant System Engineering, Repair, and Corrective Actions	Technical Support	(STA or 3rd SRO)[e]	1
	Core Damage Assessment	(STA or 3rd SRO)[e]	1[a]
	Repair and Corrective Actions	Mechanical Maintenance (EO) Elect/I&C Maintenance (EO)	2[a] 2[a]
7. In-Plant Protective Actions	Radiation Protection	HP Technician	2
8. Fire Fighting	Fire Brigade[g]	Equipment Operator[c] Plant Laborer HP Technician Chemistry Technician	2 1 1[a] 1[a]
9. 1st Aid and Rescue Ops		Fire Brigade	2[a]
10. Site Access Control and Accountability	Security & Accountability	SCC Duty Officer Security Lieutenant/Sergeant[d] Security Personnel	1 1 (d)
		TOTAL:	18

Notes

(a) Provided by shift personnel assigned other functions.
(b) SCC Duty Officer can be assisted by the SCC Responder.
(c) One Equipment Operator will be the Fire Brigade Leader.
(d) Per CGS Security Plan.
(e) On Shift as required by Technical Specifications in Modes 1, 2, and 3. Available within 90 minutes for call-in for Modes 4 and 5.
(f) Shift Manager initially assumes the responsibility for Emergency Direction and Control, then is relieved by the TSC Manager or the EOF Manager
(g) See FSAR Chapter 13 for additional Fire Brigade Requirements

END

ERO RESPONSE CATEGORY - ESSENTIAL

NOTE: Essential Category personnel listed here are additional personnel to augment on-shift capability.

	Title	Staffing Level
1)	OSC Manager	1
2)	OSC HP Lead	1[6]
3)	OSC Chemistry Technician	1
4)	OSC Mechanic/Rad Waste Operator	2
5)	OSC Electrician/I&C Technician	3
6)	OSC Health Physics Technician	5
7)	TSC Manager	1
8)	TSC Operations Manager	1
9)	TSC Radiation Protection Manager	1
10)	TSC Core Thermal Engineer	1
11)	TSC Technical Manager	1
12)	TSC Mechanical Engineer	1
13)	TSC Electrical Engineer	1
14)	TSC Plant/NRC Liaison	1
15)	EOF Manager	1
16)	EOF Radiological Emergency Manager	1
17)	EOF Field Team Members	6
18)	EOF Field Team Coordinator	1
19)	EOF Telecommunications Manager	1
20)	JIC Manager	1

[6] The OSC HP Lead fills one of the six Health Physics Technician positions credited in the Eplan as being available within 90 minutes.

END

ERO RESPONSE CATEGORY - AUGMENTING

NOTE: Augmenting Category personnel listed here are additional personnel to augment on-shift and Essential Category personnel.

	Title	Staffing Level
1)	Control Room Information Coordinator	1
2)	OSC Repair Team Coordinator	1
3)	OSC Electrical Lead	1
4)	OSC I&C Lead	1
5)	OSC Mechanical Lead	1
6)	OSC Team Tracker	1
7)	TSC Maintenance Manager	1
8)	TSC Plant Admin Manager	1
9)	TSC Chemistry/Effluent Manager	1
10)	TSC Information Coordinator	1
11)	Assistant EOF Manager	1
12)	EOF Manager's Secretary	1
13)	EOF Site Support Manager	1
14)	EOF Manpower Scheduler	1
15)	EOF Engineering Manager	1
16)	EOF Security Manager	1
17)	EOF Radiation Detection Systems Engineer	1
18)	EOF Dose Projection Health Physicist	1
19)	EOF Information Coordinator	1
20)	EOF PIO	1
21)	Energy Northwest Representatives to the County EOCs	2
22)	Assistant JIC Manager	2
23)	JIC Media Coordinator	1
24)	JIC Support Manager	1
25)	JIC Information Manager	1
26)	JIC Spokesperson	1
27)	JIC Technical Spokesperson	1
28)	JIC Phone Team Supervisor	2
29)	JIC News Release Editor	1
30)	Industrial Development Authority (IDA)	1

END

ERO RESPONSE CATEGORY - SUPPORT

NOTE: Positions listed are called in, unless noted. Support Category personnel listed here are additional personnel to augment On-Shift, Essential, and Augmenting Category personnel.

	Title	Staffing Level
1)	TSC Administrative Support	2
2)	TSC Manager's Secretary	1
3)	TSC Computer Engineer	1
4)	EOF PIO Technical Support	1
5)	EOF PDIS Analyst	1
6)	EOF State/County Technical Liaison	1
7)	Energy Northwest Representative to the State	1
8)	EOF Administrative Support	3
9)	EOF INPO Network Coordinator	1
10)	EOF Field Team Dispatcher	1
11)	JIC HP Spokesperson	1
12)	JIC Distribution Team Supervisor	1
13)	JIC Distribution Team Members	3
14)	JIC Media Phone Team Members	4
15)	JIC Public Phone Team Members	4
16)	JIC Audio/Visual	1
17)	JIC Receptionist	1
18)	JIC Secretary	1

END

ERO NOMINATION RESPONSIBILITY MATRIX

Station Personnel - Control Room

Augmenting Category Position:	Required Number	HTFP* / Desired #	Naming Manager *Note 1*	Lead Time **
CR Information Coordinator	4	N/A	Manager, Operations Training	3 mos.
--- *End of Control Room Entry* ---				

Station Personnel –TSC

Essential Category Position:	Required Number	HTFP* / Desired #	Naming Manager *Note 1*	Lead Time **
TSC Manager	4	**Y / 5**	Plant General Manager	6 mos.
TSC Operations Manager	4	**Y / 5**	Operations Manager	9 mos.
TSC Radiation Protection Manager	4	**Y / 5**	Radiological Services Manager	6 mos.
TSC Technical Manager	4	**Y / 5**	Assistant VP Engineering	9 mos.
TSC Core Thermal Engineer	4	**Y / 5**	Assistant VP Engineering	6 mos.
TSC Mechanical Engineer	4	**Y / 5**	Assistant VP Engineering	6 mos.
TSC Electrical Engineer	4	**Y / 5**	Assistant VP Engineering	6 mos.
TSC Plant/NRC Liaison	4	N/A	Licensing Manager	3 mos.
Augmenting Category Positions:	**Required Number**	**HTFP* / Desired #**	**Naming Manager *Note 1***	**Lead Time ** **
TSC Maintenance Manager	4	**Y / 5**	Maintenance Manager	3 mos.
TSC Plant Admin Manager	4	**Y / 5**	Records and Information Management Manager	3 mos.
TSC Chemistry/Effluent Manager	4	**Y / 5**	Chemistry Manager	3 mos.
TSC Information Coordinator	4	N/A	Operations Training Manager	3 mos.
Support Category:	**Required Number**	**HTFP* / Desired #**	**Responsible Dept(s) *Note 1***	**Lead Time ** **
TSC Computer Engineer	4	**Y / 5**	Information Services Manager	3 mos.
TSC Admin Support	8	N/A	CEO/Senior EA	3 mos.
TSC Manager Secretary	4	N/A	CEO/Senior EA	3 mos.
--- *End of TSC Entry* ---				

* HTFP "Hard-To-Fill-Positions" have a minimum desired staffing of at least one more qualified persons than the number of team positions. When so designated, the desired staffing number is listed for the position.

** "Lead Time" indicates the approximate nominal time (in months) required from selection to qualification in an ERO position. Includes ERO training only. Assumes all pre-requisites & regular position quals are complete.

NOTE 1: Not all Station Personnel/positions that have been assigned ERO responsibilities are listed on this ERO Nomination Responsibility Matrix. Department Managers / Supervisors are responsible to nominate individuals to fill ERO Positions as indicated on this ERO Nomination Responsibility Matrix.

Station Personnel – OSC

Essential Category Position:	**Required Number**	**HTFP* / Desired #**	**Naming Manager *Note 1***	**Lead Time** **
OSC Manager	4	**Y / 5**	Maintenance Manager	6 mos.
OSC HP Lead	4	N/A	Radiological Services Manager	3 mos.
Augmenting Category Positions:	**Required Number**	**HTFP* / Desired #**	**Naming Manager *Note 1***	**Lead Time** **
OSC I&C Craft Lead	4	N/A	Maintenance Manager	3 mos.
OSC Electrical Craft Lead	4	N/A	Maintenance Manager	3 mos.
OSC Mechanical Craft Lead	4	N/A	Maintenance Manager	3 mos.
OSC Team Tracker	8	**Y / 9**	Maintenance Manager	6 mos.
OSC Repair Team Coordinator	4	**Y / 5**	Maintenance Manager	6 mos.
--- End of OSC Entry ---				

* HTFP "Hard-To-Fill-Positions" have a minimum desired staffing of at least one more qualified persons than the number of team positions. When so designated, the desired staffing number is listed for the position.

** "Lead Time" indicates the approximate nominal time (in months) required from selection to qualification in an ERO position. Includes ERO training only. Assumes all pre-requisites & regular position quals are complete.

NOTE 1: Not all Station Personnel/positions that have been assigned ERO responsibilities are listed on this ERO Nomination Responsibility Matrix. **In particular, Mechanical, Electrical, and I&C craft positions, Equipment Operators, Chemistry Technicians, and Health Physics Technicians are appointed separately from this process and are not listed in the OSC chart above.** Department Managers / Supervisors are responsible to nominate individuals to fill ERO Positions as indicated on this ERO Nomination Responsibility Matrix.

Station Personnel – JIC

Essential Category Position:	**Required Number**	**HTFP* / Desired #**	**Naming Manager *Note 1***	**Lead Time** **
JIC Manager	4	**Y / 5**	Manager, Emergency Preparedness (***Note 2***)	9 mos.
Augmenting Category Positions:	**Required Number**	**HTFP* / Desired #**	**Naming Manager *Note 1***	**Lead Time** **
Assistant JIC Manager – Press Conference Moderator	4	**Y / 5**	Manager, Emergency Preparedness (***Note 2***)	6 mos.
Assistant JIC Manager – News Release Coordinator	4	N/A	Manager, Emergency Preparedness (***Note 2***)	3 mos.
JIC Media Coordinator	4	N/A	Manager, Emergency Preparedness (***Note 2***)	3 mos.
JIC Support Manager	4	N/A	Manager, Supply Chain Services	3 mos.
JIC Technical Spokesperson	4	N/A	Manager, Operations Training	3 mos.
JIC News Release Editor	4	N/A	Public Affairs Mgr./PIO	3 mos.
JIC Phone Team Supervisor	8	N/A	Public Affairs Mgr./PIO	3 mos.
JIC Information Manager	4	N/A	Public Affairs Mgr./PIO	3 mos.
JIC Spokesperson	4	N/A	Manager, Emergency Preparedness (***Note 2***)	6 mos.
Support Category:	**Required Number**	**HTFP* / Desired #**	**Naming Manager *Note 1***	**Lead Time** **
JIC HP Spokesperson	4	N/A	Radiological Services Manager	3 mos.
JIC Distribution Team Supervisor	4	N/A	Records and Information Management Mgr.	3 mos.
JIC Distribution Team Members	12 (4 teams of 3 each)	N/A	Records and Information Management Manager	3 mos.
JIC Media Phone Team Members	16 (4 teams of 4 each)	N/A	Public Affairs Mgr./PIO	3 mos.
JIC Public Phone Team Members	16 (4 teams of 4 each)	N/A	Public Affairs Mgr./PIO	3 mos.
JIC Audio Visual	4	N/A	Manager, Information Services	3 mos.
JIC Receptionist	4	N/A	CEO/Senior EA	3 mos.
JIC Secretary	4	N/A	CEO/Senior EA	3 mos.
--- End of JIC Entry ---				

* HTFP "Hard-To-Fill-Positions" have a minimum desired staffing of at least one more qualified persons than the number of team positions. When so designated, the desired staffing number is listed for the position.

** "Lead Time" indicates the approximate nominal time (in months) required from selection to qualification in an ERO position. Includes ERO training only. Assumes all pre-requisites & regular position quals are complete.

NOTE 1: Not all Station Personnel/positions that have been assigned ERO responsibilities are listed on this ERO Nomination Responsibility Matrix. Department Managers / Supervisors are responsible to nominate individuals to fill ERO Positions as indicated on this ERO Nomination Responsibility Matrix.

NOTE 2: Positions designated as "Note 2" are normally filled through succession planning for the center due to the need for these positions to have previous experience in the center or its functions.

Station Personnel – EOF

Essential Category Positions:	**Required Number**	**HTFP* / Desired #**	**Naming Manager *Note 1***	**Lead Time** **
EOF Manager	4	**Y / 5**	Plant General Manager	9 mos.
EOF Radiological Emergency Manager	4	**Y / 5**	Radiological Services Manager	6 mos.
EOF Field Team Coordinator	4	**Y / 5**	Training Manager	9 mos.
EOF Environmental Field Teams	24 (4 teams of 6 individuals each)	**Y / 30**	Radiological Services Manager	6 mos.
EOF Telecommunications Manager	4	N/A	Information Services Manager	3 mos.
Augmenting Category Positions:	**Required Number**	**HTFP* / Desired #**	**Naming Manager *Note 1***	**Lead Time** **
Assistant EOF Manager	4	**Y / 5**	Plant General Manager	9 mos.
EOF Site Support Manager	4	N/A	Manager, Supply Chain Services	3 mos.
EOF Engineering Manager	4	N/A	Assistant VP Engineering	3 mos.
EOF Security Manager	4	**Y / 5**	Manager, Nuclear Security	6 mos.
EOF Radiation Detection Sys Engineer	4	N/A	Assistant VP Engineering	3 mos.
EOF Dose Projection HP	4	N/A	Radiological Services Manager	3 mos.
EOF Information Coordinator	4	N/A	Manager, Operations Training	3 mos.
EOF Manager Secretary	4	N/A	CEO/Senior EA	3 mos.
EOF Public Information Officer	4 (Matrixed From JIC)	N/A	Public Affairs Mgr./PIO	3 mos.
EOF Manpower Scheduler	4	N/A	Manager, Finance	3 mos.
Support Category Positions (cont.):	**Required Number**	**HTFP* / Desired #**	**Naming Manager *Note 1***	**Lead Time** **
EOF Field Team Dispatcher	4	N/A	Training Manager	3 mos.
EOF PDIS Analyst	4	N/A	Information Services Manager	3 mos.
EOF State/County Tech Liaison	4	N/A	Assistant VP Engineering	3 mos.
EOF Admin Support	12	N/A	CEO/Senior EA	3 mos.
EOF PIO Technical Support	4	N/A	Assistant VP Engineering	3 mos.
EOF INPO Network Coordinator	4	N/A	Manager, Information Services	3 mos.
--- End of EOF Entry ---				

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** "Lead Time" indicates the approximate nominal time (in months) required from selection to qualification in an ERO position. Includes ERO training only. Assumes all pre-requisites & regular position quals are complete.

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Station Personnel - Offsite Representatives

Augmenting Category Positions:	**Required Number**	**HTFP* / Desired #**	**Naming Manager *Note 1***	**Lead Time** **
Energy Northwest Rep to Benton Co.	4	N/A	Regulatory Affairs Program Mgr.	3 mos.
Energy Northwest Rep to Franklin Co.	4	N/A	Regulatory Affairs Program Mgr.	3 mos.
Support Category Position:	**Required Number**	**HTFP* / Desired #**	**Naming Manager *Note 1***	**Lead Time** **
Energy Northwest Rep to WA State	4	N/A	Regulatory Affairs Program Mgr.	3 mos.
--- End of Offsite Reps. Entry ---				

Other - Industrial Development Complex

Augmenting Category Position:	**Required Number**	**HTFP* / Desired #**	**Naming Manager *Note 1***	**Lead Time** **
Industrial Development Authority	4	N/A	Manager, Industrial Development	3 mos.
--- End of IDC Entry ---				

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** "Lead Time" indicates the approximate nominal time (in months) required from selection to qualification in an ERO position. Includes ERO training only. Assumes all pre-requisites & regular position quals are complete.

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ERO Position Assignment Responsibility
Evaluator/Controller
Team E

Control Cell

Position	Required Number	Naming Manager *Note 1*
NRC ENS	2	Regulatory Affairs Program Manager
Industry & Corporate	2	Performance Management Manager
Engineering Controller	2	Assistant VP Engineering
Phone Caller	12	Information Services Manager

Emergency Operations Facility

Position	Required Number	Naming Manager *Note 1*
Lead Evaluator	2	Plant General Manager
Administrative Evaluator	2	Records and Information Management Manager
MUDAC Controller/Evaluator	2	Radiological Services Manager
Field Team Controller/Evaluator	4	Radiological Services Manager

Joint Information Center

Position	Required Number	Naming Manager *Note 1*
Lead Evaluator	2	Emergency Preparedness Manager
Evaluator	2	Emergency Preparedness Manager
Media Actor	5	Public Affairs Mgr./PIO
County PIO Actor	4	Human Resources Manager

Industrial Development

Position	Required Number	Naming Manager *Note 1*
Controller/Evaluator	2	Manager, Industrial Development

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Operations Support Center

Position	Required Number	Naming Manager *Note 1*
Lead Evaluator	2	Maintenance Manager
Craft Lead Evaluator	2	Maintenance Manager
Repair Team Controller	10	Maintenance Manager
OSC HP Lead Controller	2	Radiological Services Manager
Fire Drill Controller/Evaluator	2	Assistant VP Engineering

Security

Position	Required Number	Naming Manager *Note 1*
SCC Controller/Evaluator	2	Manager, Nuclear Security
CAS Controller/Evaluator	2	Manager, Nuclear Security

Simulator

Position	Required Number	Naming Manager *Note 1*
Lead Evaluator	2	Manager, Operations Training
Simulator Operator	2	Manager, Operations Training

Technical Support Center

Position	Required Number	Naming Manager *Note 1*
Lead Evaluator	2	Plant General Manager
Engineering Evaluator	2	Assistant VP Engineering

NOTE 1: Not all Station Personnel/positions that have been assigned ERO responsibilities are listed on this ERO Nomination Responsibility Matrix. Department Managers / Supervisors are responsible to nominate individuals to fill ERO Positions as indicated on this ERO Nomination Responsibility Matrix.

END