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PASSPORT DOCUMENT

TRANSMITTAL

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Item	Facility	Type	Sub	Document Number / Title	Sheet	Revision	Doc Date	Copy #	Media	Copies
* 0001	MP	PROC	OPS	C SP 600.4 COMMUNICATIONS - RADIOPAGING AND ENRS/ARCOS PRACTICE TEST		004			P	01

Please check the appropriate response and return form to NDS Bldg 475/3
Millstone Power Station or Fax to 860-440-2057.

- All documents received.
- Documents noted above not received (identify those not received).
- I no longer require distribution of these documents.

Date: _____ Signature: _____

Handwritten initials/signature



Technical Procedure Approval

AD-AA-100 - Attachment 2

Page 1 of 1

Instructions for completing this form are included in AD-AA-100.

1. Procedure Number C SP 600.4	2. Revision 004	3. Change Type & No. 00	4. Page of	5. Effective Date (If not approval date) 7-13-16
6. Procedure Title Communications - Radiopaging and ENRS/ARCOS Practice Test				7. Expiration Date
8. Type of Request Change:	<input type="checkbox"/> New Procedure <input type="checkbox"/> Minor Revision	<input checked="" type="checkbox"/> Revision <input type="checkbox"/> OTO - Permanent Revision Required	<input type="checkbox"/> Deletion <input type="checkbox"/> OTO - No Permanent Revision Required	<input type="checkbox"/> Vendor Procedure
9. Has a Condition Report (CR) Been Submitted?				CR No.:
10. Reason and Description of Change Deleted in step 4.1.5 ("Welcome to RosterMonster.com") Added step 4.1.13.e to save as "pdf"				

Fleet and Virginia Common Technical Procedures Require Peer Group (CFAM) Approval

11. CFAM, If Required (Print Name)	12. CFAM, If Required (Signature)	13. Date
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FSRC Approval Determination - If "Yes" to any of the following, FSRC approval required. Check item 28 and skip items 17 through 23.

14. Does this change involve a Temporary Modification that affects nuclear safety as documented in CM-AA-TCC-204?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Does this procedure require a 50.59 / 72.48 Evaluation (Form No. 730947)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16. Is this a "Special Test" procedure, an EPIP or Security procedure, a FCA, a FSG, an EOP, required by RP-AA-274, or is it an ICCE-designated procedure that requires a 50.59 / 72.48 Screen?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Change of Intent Checklist - If "Yes" to any of the following questions, Cognizant Management "B" approval required. Check item 30. If "No" to all of the following questions, Cognizant Management "A" approval required. Check item 31.

17. A new procedure or procedure deletion?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
18. A change or addition to any of the following: <input type="checkbox"/> Purpose <input type="checkbox"/> Initial Conditions <input type="checkbox"/> The method for meeting a commitment <input type="checkbox"/> Acceptance Criteria or Tolerances <input type="checkbox"/> Scaling or Setpoints <input type="checkbox"/> "Level of Use" <input type="checkbox"/> System/Component As-Left Condition(s) <input type="checkbox"/> Reactivity Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
19. A change that adds or deletes a subsection, deletes a step verification (IV, CV, or PC), adds an alternative method for performing a task, involves a less conservative method for performing a task, or affects equipment qualification?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
20. A change that decreases personnel safety or fire protection effectiveness?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
21. A change that modifies, relocates, deletes, or adds a hold point? (Review by the QIC or certified discipline QC Level II/III Inspector is required. For OTOs and MRs, QIC or Level II/III Inspector initial here _____.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
22. A change to CAUTION or WARNING statements? This does not include adding CAUTION or WARNING statements.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
23. A change to a procedure marked "Infrequently Conducted or Complex Test or Evolution"?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
24. Requestor/Writer (Printed Name) Torey Matthes / Debbie Carling	25. Date 06/23/2016	26. Reviewed By (Printed Name) N/A	27. Date

If FSRC approval is required for a Procedure Change, it is not necessary for SRO to approve the Procedure Change. Place N/A in blocks 35 and 36.

Required Approval Authority - Determination From Above

28. FSRC 29. Peer Group (CFAM) 30. Cognizant Management B 31. Cognizant Management A

Procedure Approvals Millstone North Anna Surry

32. Required Approval Authority (Print Name) Paul A Russell	33. Required Approval Authority (Signature) Paul A Russell	34. Date 7/13/2016
35. SRO Approval For Changes (Print Name) N/A	36. SRO Approval For Changes (Signature)	37. Date
38. Site Vice President Approval, If Required (Print Name) N/A	39. Site Vice President Approval, If Required (Signature)	40. Date

NOTE: The individual(s) posting a new or revised document to EDMS are responsible for ensuring Nuclear E-Forms is updated.

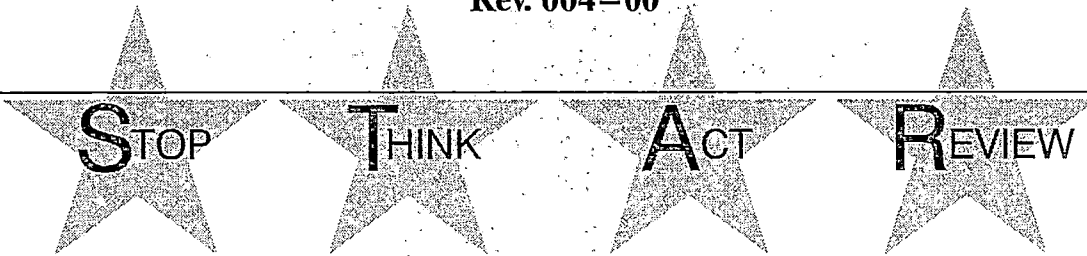
41. Nuclear E-Forms Updated for Site(s)? MP <input type="checkbox"/> NA <input type="checkbox"/> SU <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	42. Nuclear E-Forms Updated Print Name/Signature	43. Date
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MILLSTONE POWER STATION
SURVEILLANCE PROCEDURE



**Communications – Radiopaging and
ENRS/ARCOS Practice Test**

C SP 600.4
Rev. 004-00



Approval Date: 7/13/16

Effective Date: 7/13/16

Level of Use
Reference

**Millstone All Units
Surveillance Procedure**

Communications – Radiopaging and ENRS/ARCOS Practice Test

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ATTACHMENTS AND FORMS

C SP 600.4-001, "ENRS Practice Test Log"

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1. PURPOSE

1.1 Objective

This procedure provides instructions for performing the practice tests to ensure the operability of the Emergency Notification and Response System (ENRS/ARCOS) and radiopager systems and to maintain satisfactory performance levels.

Performance of this procedure ensures these ENRS/ARCOS components are OPERABLE and can satisfy the requirements of 10CFR50 Appendix E.

1.2 Discussion

ENRS components (human and system) are tested to ensure operational readiness to notify State and Local Officials within the EPZ as well as SERO personnel in the event of an actual emergency.

The practice test is to be performed by each qualified Emergency Communicator once per shift sequence (3 nights, 3 days, 4 nights, 4 days) for shift personnel. The practice test is to be performed by each qualified Emergency Communicator once per week for off shift personnel. Performance of the practice test is not required during training weeks. Performance of any of the following satisfies the requirement for completion of the practice test for a shift sequence for an individual:

- ENRS Practice Test
- Monthly radiopager test
- Drill messages
- Real events

During plant outages and declared emergencies, only the designated Shift Emergency Communicator for the affected unit needs to perform the practice test. Any other qualified Emergency Communicators on shift for the affected unit do *not* have to perform the practice test. All qualified Emergency Communicators for the unaffected unit will still need to complete the practice test during their shift.

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The ENRS practice test activates only the control room console pager, sends a test fax to the Control Room and calls the control room ENRS phone. A monthly log is maintained in each Control Room for individuals to record completion of their practice test. A copy of the completed log is forwarded to the Emergency Planning group at the end of each month.

1.3 Applicability

This procedure is performed in all MODEs.

1.4 Frequency

1.4.1 Practice tests C SP 600.4-001, "ENRS Practice Test Log" shall be performed by each qualified Emergency Communicator once per shift sequence.

2. PREREQUISITES

2.1 General

2.1.1 Unit SM or US has authorized practice testing for the entire month by signing and dating C SP 600.4-001

2.1.2 Personnel performing this procedure are familiar with equipment operation.

2.1.3 Forms are maintained in the respective control rooms.

2.1.4 The affected/unaffected unit control room has been notified prior to performing the test on the ENRS/ARCOS terminal.

2.2 Documents

2.2.1 MP-26-EPA-REF08B, "Millstone Emergency Plan Resource Book"

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2.3 Definitions

- 2.3.1 ARCOS – Automated Roster Callout System
- 2.3.2 ASFC – “Accepts Summary for Callout” Report
- 2.3.3 EPD – Emergency Preparedness Department
- 2.3.4 MAXIMIZE – To restore
- 2.3.5 Callout Results screen – Allows visual observation of past or present callout status.

3. PRECAUTIONS

- 3.1 Failure to select the correct activation may result in an unwarranted callout or the release of misinformation.
- 3.2 An actual event takes precedence over testing. The practice test shall be postponed until after the release or termination of the real event.
- 3.3 No system maintenance or activities are to be performed concurrent with testing performed by this procedure.
- 3.4 If at any time, an error occurs and a call-out has been initiated, check the “Stop” box and click “Submit” to stop the call-out.

4. INSTRUCTIONS

4.1 ENRS Practice Test

NOTE

1. If any of the following is experienced, the ENRS should be immediately assessed for operability or function with respect to 10CFR50.72 criteria:
 - A system error occurs.
 - Communication is lost with Internet service.
2. It is the intent of the station that appropriate personnel are immediately called in to assess the operability or function of the ENRS/ARCOS and are available to assist the ENRS Operator with preparations should notification of a communications failure be required using an alternate means.

- 4.1.1 IF at any time, an error occurs AND a call-out has started, PERFORM the following:
 - a. SELECT “View” tab to return to the “View Open Callouts” screen to end the callout.
 - b. CLICK in the “Stop” box.
 - c. CLICK on “Submit.”
- 4.1.2 LOG-IN to ENRS/ARCOS terminal using your standard MBULOGIN ID and password.
- 4.1.3 OPEN ARCOS icon.
- 4.1.4 At ARCOS Login screen, ENTER user login and password.
- 4.1.5 CLICK on “Login” button. At the main screen, SELECT the “Callout” tab.
- 4.1.6 Minimize the ARCOS screen.
- 4.1.7 OPEN shortcut to IRF.DOTX form icon.

NOTE

Practice Test IRFs are *not* assigned IRF numbers.

- 4.1.8 To prevent IRF number assignment, SELECT “CANCEL” and then “OK.”
- 4.1.9 SELECT “Drill” on IRF line 2.

NOTE

The Daily ENRS Practice Session Worksheets book contains various practice scenarios, one for each day of the month (i.e., number 3 is used on the third of the month). The scenarios are designed to make the user utilize the various pull-downs in the ENRS/ARCOS system to become familiar and proficient with the various system options.

- 4.1.10 Refer To Daily ENRS Practice Session Worksheets book and ENTER event information into IRF template from the worksheet for the particular day of the month.
- 4.1.11 PRINT IRF form to local printer.
- 4.1.12 COMPARE printed IRF form with the practice session worksheet for the day and ENSURE information is correct.
- 4.1.13 SAVE IRF as follows:
 - a. CLICK “Office Button.”
 - b. SELECT “Save As.”
 - c. In “Save in” drop down, SELECT IRF folder.
 - d. In “File name” in Incident Report Form, ADD date (month, day, year) and IRF authorized time (e.g., Incident Report Form 020613.1600).
 - e. In “Save as type” select PDF (*.pdf) from the drop down menu.
 - f. CLICK “Save.”
 - g. CLOSE IRF.

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4.1.14 TRANSMIT radiopager practice test message, as follows:

- a. SELECT the maximize button on the ARCOS screen.
- b. CLICK on the “Activations” button to display list of activations.
- c. LOCATE appropriate activation.



CAUTION



It is *extremely* important that the scenario chosen for the practice test does *not* include State and Local Officials. Only the appropriate unit practice test activation shall be used.

- d. Only *one* of these scenarios *should* ever be selected for practice test:
 - Unit 2 Practice Test (4402)
 - Unit 3 Practice Test (4403)
 - EOF Practice Test (4400)
- e. SELECT “Activate” under “Actions Column.” (this will display Callout Edit Page)
- f. In “Trouble Location,” SELECT Unit/Site.
- g. In “Reason” SELECT, correct classification.
- h. In “Custom Message,” SELECT minor EAL heading.
- i. At “IRF Form,” CLICK on “Attach.”
- j. CLICK on “Browse.”
- k. In IRF folder, LOCATE IRF with proper date and time.
- l. Double CLICK on appropriate IRF.



CAUTION



The callout fields must be read and verified prior to selecting the “Initiate Callout” button.

4.1.15 STOP and ENSURE all fields are accurate:

- Reason = Correct classification
- Trouble Location = Correct unit/site
- Custom Message = Correct EAL heading
- IRF Form Title = Incident Report Form, Date, and Authorized Time.

4.1.16 In “Manual Bypass” section, CLICK on “Initiate Callout.”

4.1.17 Refer To MP-26-EPI-FAP07-001, “Incident Report Form (IRF)” and RECORD the following in box 15:

- Callout ID
- Callout time

4.1.18 IF wrong activation OR message has been chosen, PERFORM the following:

- a. *Immediately* terminate callout from “View Open Callouts” screen by clicking on the stop box.
- b. CLICK on “Submit.”
- c. NOTIFY appropriate SM/DSEO of incorrect activation or message.

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NOTE

Normally after starting a callout the IRF data is recorded. However, due to the configuration of the practice test scenario, the IRF data is recorded after responding to the phone call and prior to acknowledging the pager message due to the timing involved.

4.1.19 CHECK ENRS/ARCOS call-out system, WHEN ENRS/ARCOS system calls ENRS phone, ENTER responses to system prompts.

4.1.20 CHECK Radiopager System as follows:

NOTE

There is a short delay between the sending of the paging message and the activation of the pager which should *not* exceed five minutes. Any delay over five minutes should be reported to Telecommunications.

- a. CHECK that practice test pager activates.
- b. At the "View Open Callouts" screen, SELECT Callout ID to display the Callout Detail Report.
- c. CLICK on the "Accepts" button and MONITOR "Accepts Summary for Callout" screen to acknowledge notification.
- d. CHECK fax is received at appropriate location (i.e., Control Room or EOF).
- e. ACKNOWLEDGE page by calling into ENRS/ARCOS using designated call-in number and ENTER responses to system prompts.

4.1.21 RECORD IRF data, as follows:

- a. CLICK on "Custom Msgs" button.
- b. At the "Please Select a Message Type" drop down box, SELECT "IRF Message."
- c. At the "Message Admin" screen, CLICK on either "Record New Message" button.

- d. On the “Message Detail” screen under Message Properties in the description field, ENTER IRF date and authorized time (e.g., IRF 020613.1400).
- e. On the “Message Detail” screen under “Recording Console,” SELECT “Record,” AND WHEN finished recording message, select “Stop.”
- f. To verify recorded information is satisfactory, SELECT “Play” and LISTEN to the message.
- g. WHEN message is verified, SELECT “UPLOAD.”

NOTE

“(Upload Data Saved Successful)” should appear on the top of the screen once information has been uploaded.

- h. CLICK on “Save Info” button.
- i. CLICK on “View” to return to “View Open Callouts” screen.
- j. CLICK on “Edit” in the “Callout ID” section.
- k. In “IRF MSG” drop down, SELECT the IRF file for correct date and time.
- l. CLICK on “Save.”
- m. CLICK on “View” to return to the “View Open Callouts” screen.
- n. ACKNOWLEDGE page by calling into ENRS/ARCOS using designated call-in number and ENTER responses to system prompts.

4.1.22 To RESTORE ENRS/ARCOS to Normal/Standby Operation, PERFORM the following:

- a. SELECT “Custom Msgs” button to open “Message Admin” screen.
- b. REMOVE check from the “Only display messages for MPS EOF M” box.
- c. Under “Please Select a Message Type” drop down, SELECT “IRF Message.”

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- d. WHEN list of IRF messages is displayed, CLICK on “Edit.”
- e. In “Message Detail Screen,” CLICK on “Delete.”
- f. At the warning box, “Are you sure you want to delete this message,” CLICK on “OK.”
- g. IF more than *one* IRF message was recorded, REPEAT steps 4.1.22d. through 4.1.22f. until all messages are deleted.
- h. SELECT “View” tab to return to the “View Open Callouts” screen to end any open callouts.

NOTE

If callout is in a “Done” status, the stop box will not be available for selection.

- i. CLICK on “Stop” box, if available.
- j. CLICK on “Submit.”
- k. At the top of the screen, CLICK on “Log Out.”
- l. CLOSE “ARCOS” screen.
- m. On the desktop, OPEN IRF folder and DELETE any IRFs.

NOTE

Log-off will only be required if a local log-on was performed.

- 4.1.23 IF logged on locally, ENSURE log-off of ENRS KIOSK.
- 4.1.24 Refer To C SP 600.4-001 and COMPLETE ENRS practice test log entry.
- 4.1.25 DISCARD IRF paperwork.

4.1.26 IF acceptance criteria listed on C SP 600.4–001 are *not* met,
PERFORM the following:

- a. NOTIFY affected unit SM/US of system problem.
- b. Go To Section 4.2.

– End of Section 4.1 –

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4.2 ENRS Test Failures

NOTE

1. If any of the following is experienced, the ENRS shall be immediately assessed for operability or function with respect to 10CFR50.72 criteria:
 - A system error occurs.
 - Communication is lost with ARCOS site.
2. It is the intent of the station that appropriate personnel are immediately called in to assess the operability or function of ENRS/ARCOS and are available to assist the Emergency Communicator with preparations if notification of a communications failure is required using an alternate means.
3. If the ENRS Operator is unable to easily perform a routine test from the applicable Control Room on the scheduled day, due to concurrent Control Room activities, the test may be performed from an alternate location with Emergency Preparedness concurrence.

4.2.1 NOTIFY EPD of system status.

4.2.2 IF practice test fails, PERFORM the following, as applicable:

- IF hardware or software related problem, Refer To MP-26-EPA-REF08B, "Millstone Emergency Plan Resource Book," and NOTIFY Information Technology personnel.
- IF telephone line problems are detected or reported, Refer To MP-26-EPA-REF08B, and NOTIFY Telecommunications personnel.
- INITIATE Corrective Actions.

– End of Section 4.2 –

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5. REVIEW AND SIGNOFF

5.1 The review and signoff for this procedure is C SP 600.4–001, “ENRS Practice Test Log.”

6. REFERENCES

6.1 Developmental Documents

6.1.1 10CFR50, Appendix E, “Emergency Planning and Preparedness for Production and Utilization Facilities”

6.1.2 MP–26–EPA–FAP01, “Management Program for Maintaining Emergency Preparedness”

6.2 Procedures

6.2.1 MP–26–EPA–REF08B, “Millstone Emergency Planning Resource Book”

6.2.2 MP–26–EPI–FAP07, “Notifications and Communications”

7. SUMMARY OF CHANGES

Rev. 004 – CA3030836

7.1 Deleted in step 4.1.5 (“Welcome to RosterMonster.com”)

7.2 Added step 4.1.13.e to save as “pdf”

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