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1058
Revision 2
10/26/82

THREE MILE ISLAND NUCLEAR STATION
UNIT NO. 2 ADMINISTRATIVE PROCEDURE 1058
ADMINISTRATION OF THE TMI-2 ONSITE AND OFFSITE
EMERGENCY DUTY ROSTER

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NRC-Office of Nuclear Reactor Reg

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Unit 2 Staff Recommends Approval

Approval

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Date

10/26/82
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10/14/82

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10/26/82

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10/24/82

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THREE MILE ISLAND NUCLEAR STATION
UNIT NO. 2 ADMINISTRATIVE PROCEDURE 1058
ADMINISTRATION OF THE TMI-2 ON-SITE AND OFF-SITE
EMERGENCY DUTY ROSTER

1.0 GENERAL

1.1 Purpose

The purpose of this procedure is to establish the administration and maintenance of the TMI-2 On-Site and Off-Site Emergency Duty Roster.

1.2 Scope

This procedure establishes responsibilities of the Director TMI-2, Site - Emergency Preparedness Manager, Duty Section Superintendent and the Unit 2 Shift Foreman for issuing and implementing the Unit 2 Emergency Duty Roster for both on-site and off-site.

1.3 References

TMI-2 Emergency Plan and Implementing Procedures.

2.0 ATTACHMENTS

2.1 Attachment 1 - MINIMUM QUALIFICATIONS FOR EMERGENCY ORGANIZATION MEMBERS

3.0 RESPONSIBILITIES

3.1 DIRECTOR TMI-2

The Director TMI-2 is responsible for insuring that a TMI-2 On-Site Emergency Duty Roster is available at all times to the TMI-2 Control Room. He is responsible for ensuring that it is:

1. formulated
2. approved by the Duty Superintendent
3. distributed to the necessary persons

4. maintained current in the TMI-2 Control Room/Shift Supervisor's Office

NOTE: Members of, and alternates to the On-Site Emergency Duty Roster must meet the qualifications outlined in Attachment 1, and must have received formal training in accordance with AP 1056. Records of current training shall be on file in the TMI Training Department.

3.2 Site Emergency Preparedness Manager

The Site Emergency Preparedness Manager, or his designee is responsible for ensuring that an Off-Site Emergency Duty Roster is available at all times to the TMI-2 Control Room. He is responsible for ensuring that the TMI Off-Site Emergency Duty Roster is:

1. formulated
2. approved
3. distributed to the necessary persons
4. maintained current in the TMI-2 Control Room/Shift Supervisor's office.

The Emergency Preparedness Manager will, by December 31st of each year, issue a Duty Section Program for the coming year, to all on-site and off-site duty section members.

NOTE: Members of, and alternates to, the Off-Site Emergency Duty Roster must meet the qualifications outlined in Attachment 1 and have received formal training in accordance with AP 1056. Records of current training shall be on file in the TMI Training Department.

3.3 Duty Section Superintendent

The Duty Section Superintendent is responsible for ensuring that his Duty Section contains an adequate complement of personnel to support Emergency recall to the Unit, and to enable the gathering of a PORC quorum.

3.4 TMI-2 Shift Foreman

The TMI-2 Shift Foreman's designee is responsible for the initiation of callout for Emergency situations. (EPIP 1054.8)

3.5 Duty Section Personnel

Personnel assigned positions on the On-Site Duty Emergency Roster are responsible for ensuring they are available for recall. Each person will be provided a beeper during their duty week. It is the individual's responsibility to ensure he can be reached at the number listed on the roster or via his beeper. The individual on duty is responsible for insuring his beeper is maintained in working order, and that he is in a position of being able to report within 1 hour for on-site assignments. If assigned a duty section beeper, which is to be utilized by more than one individual, personnel are responsible for ensuring the beeper transfer occurs on, or shortly after 0800 on the day the new duty section assumes the duty.

4.0 SPECIFICS

4.1 TMI-2 Duty Rosters

4.1.1 On-Site Emergency Duty Roster

The TMI-2 On-Site Emergency Duty Section Roster has been created to ensure that a sufficient complement of person-

nel are available 24 hours a day to support emergency situations. Emergency situations are ones where the TMI-2 Shift Foreman initiates callout of personnel due to implementation of the Emergency Plan. The TMI-2 On-Site Emergency Duty Roster is completed (names, phone numbers, beeper numbers, etc.) by the Director - TMI-2 or his designee. The completed Roster is then submitted and approved by the Duty Section Superintendent. The approved Roster is then distributed weekly to the Duty Section Superintendent, the managers of persons listed on the roster, and all members of the Duty Section. The master copy is maintained in the Unit 2 Shift Supervisor's office, and assignments reflected appropriately on the Shift Foreman's Duty Roster.

NOTE: Duty Sections normally run from 0800 hours each Monday until 0800 hours the following Monday.

The On-Site Emergency Duty Roster will be distributed by 1600 hours on the Thursday prior to the Monday the Duty roster takes effect.

4.1.2 Off-Site Emergency Duty Roster

The TMI-2 Off-Site Emergency Duty Roster is completed (names, phone numbers, beeper numbers, etc.) by the Site Emergency Preparedness Manager or his designee. The completed roster is then approved by the Emergency Preparedness Manager and is distributed annually.

NOTE: Revision and distribution may be accomplished more frequently, as required, by additions, deletions, or other changes to the Emergency Duty Roster.

4.2 Maintenance of Approved Duty Rosters

4.2.1 TMI-2 On-Site Emergency Duty Roster

Individuals assigned to the On-Site Emergency Duty Roster shall be responsible for submitting the name(s) of qualified replacements for approval in the event they will be unable to fulfill On-Site Emergency Duty Roster assignments. Changes will be submitted, to the Director - TMI-2 or his designee no later than noon Wednesday of the week prior to the affected Section's duty. The Duty Roster Master copy shall be maintained and updated by the Director - TMI-2 or his designee. Changes requested after noon Wednesday will be approved by the Duty Section Superintendent who will notify the Shift Foreman. In this case, the Shift Foreman or his designee will be responsible for updating the Duty Roster

4.2.2 Off-Site Emergency Duty Roster

Individuals assigned to the Off-Site Emergency Duty Roster shall be responsible for being available to report to their assigned station within four hours of notification. The Emergency Support Director and one member of: The Emergency Support Staff, Emergency Support

Communicator, Public Information Representative, Technical Support Representative, Assistant Environmental Assessment Coordinator and the Emergency Preparedness Representative must report to the EOF within one hour of notification. The Off-Site Duty Roster is established on a priority call-up basis. Duty member call-up will be conducted in priority order and in accordance with EPIP 1054.8. The Off-Site Emergency Duty Roster master copy will be maintained by the Emergency Preparedness Manager, or his designee.

MINIMUM QUALIFICATIONS FOR EMERGENCY ORGANIZATION MEMBERS

ON-SITE DUTY PERSONNEL

<u>POSITION</u>	<u>POSITION TITLE OR EXPERTISE</u>
Emergency Director (Duty Section Superintendent)	Shift Supervisor or Shift Foreman or Plant Manager or Senior Site Operations Management Person
Communicator	Technical Analyst
Communications Assistants	Technical Analyst
Technical Support Center Coordinator	Senior Lead Engineer
Technical Support Center Engineers	Assorted Discipline Engineers - ei: Nuclear Engineers Electrical Engineers Mechanical Engineers I and C Engineers
Radiological Assessment Coordinator	Senior Radiological Controls Person
Radiological Analysis Support Personnel	Radiological Controls or Operations Experienced Personnel
Operations Support Center Coordinator	Senior Operations, Maintenance, or Radiological Controls Technician/Foreman
Radiological Monitoring Teams* On-site and Off-site (2 man teams)	Radiological Controls Technicians as Monitors and Site Personnel as Drivers
Radiological Controls Technicians	Radiological Controls Technicians
Operations Coordinator	Shift Supervisor or Senior Operations Person (SRO)
Radiological Controls Coordinator	Radiological Controls Technician/Foreman
Chemistry Coordinator	Senior Chemistry Personnel
Emergency Maintenance Coordinator	Maintenance Technician/Foreman

MINIMUM QUALIFICATIONS FOR EMERGENCY ORGANIZATION MEMBERS

ON-SITE DUTY PERSONNEL

POSITION

Security Coordinator
 Site Security Force *
 Chemistry Technicians *
 Maintenance Personnel *
 Shift Supervisor *
 Shift Foreman *
 Operations Shift Personnel *
 First Aid and Rescue Team *
 Fire Brigade Team *

POSITION TITLE OR EXPERTISE

Senior Security Person
 Security Personnel
 Chemistry Technicians
 Maintenance Personnel
 Shift Supervisor (SRO)
 Shift Foreman (RO)
 Control Room Operations (CRO)
 Auxiliary Operators (AO)
 Multi-Media First Aid Qualified Personnel
 Fire Brigade Qualified Personnel

These positions are filled from the normal shift complement.

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ATTACHMENT I

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MINIMUM QUALIFICATIONS FOR EMERGENCY ORGANIZATION MEMBERS

OFF-SITE DUTY PERSONNEL

Emergency Support Director	Senior Management Representative
Emergency Support Staff	Site Management Personnel
Emergency Support Communicators	Site Engineering Personnel
Group Leader Technical Support	Technical Functions Management Person
Technical Support Staff	Technical Functions Department Engineers
Technical Support Representative	Technical Functions Department Engineer
Group Leader Radiological Controls Support	Radiological Controls Engineer
Group Leader Chemistry Support	Chemistry Supervisor or Engineer
Group Leader Maintenance support	Maintenance Foreman
Group Leader Administrative Support	Senior Administration Department Person
Maintenance and Construction Manager	Maintenance and Construction Manager or Engineer
Group Leader Security Support	Security Supervisor
Personnel Monitoring Coordinator	Radiological Controls Person
Radiological Controls Manpower Support Coordinator	Radiological Controls Person
Environmental Assessment Coordinator	Environmental Assessment Supervisor or Engineer
Assistant Environmental Assessment	Environmental Assessment Engineer
Emergency Preparedness Representative	Emergency Preparedness Department Person
Environmental Assessment Group	Environmental Assessment Scientists

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MINIMUM QUALIFICATIONS FOR EMERGENCY ORGANIZATION MEMBERS

OFF-SITE DUTY PERSONNEL

Security Support Staff

Site Security Personnel

Administrative Support Staff

Administration Department

Personnel Monitoring Staff

Site Dosimetry Personnel

Chemistry Support Staff

Site Chemistry Personnel

Maintenance Support Staff

Site Maintenance Personnel

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