

# CONTROLLED

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Effective Date 11/11/83  
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## FORMS INDEX EMERGENCY PLAN IMPLEMENTATION PROCEDURE MANUAL

Procedure No.	Title	Rev.	Effect. Date
EP-IP-002-1	Incident Form	1	1/10/83
EP-IP-002-2	Radiological Assessment Form	2	9/15/83
EP-IP-009-1	Data Sheet 2 Worksheet for Dose Calculation Recording	2	10/14/83
EP-IP-009-2	Overlay Calculation Worksheet	1	10/14/83
EP-IP-009-3	Population Dose Worksheet	0	10/14/83
EP-IP-004-4	Back Calculation Worksheet	0	10/14/83
EP-IP-012-1	On-site Monitoring Team Data Sheet	1	1/4/83
EP-IP-013-1	Off-site Monitoring Team Data Sheets	2	DELETED
EP-IP-013-2	Emergency Kit Inventory Kit	0	DELETED
EP-IP-013-3	Air Sample Data Sheet	0	9/08/83
EP-IP-013-4	Radiation Survey and SRD Data	0	9/08/83
EP-IP-013-5	Radiation Emergency Offsite Monitoring Equipment Kit	0	9/08/83
EP-IP-019-1	Off-site Emergency Teams	0	6/16/82
EP-IP-019-2	Off-site Teams - Dose Readings	0	6/16/82
EP-IP-034-1	Reactor Building Sample Station Emergency Sampling Data Sheet	0	6/16/82
EP-IP-035-1	Vent Monitor Samples Data Sheet	0	6/16/82
EP-IP-035-2	Vent Monitor Samples Data Sheet	0	6/16/82
EP-IP-043-1	Pass Small Volume Liquid Sample Data Sheet	1	3/18/83
EP-IP-044-1	Data Sheet	0	6/16/82
EP-IP-044-3	Personnel Exposure of Environmental Sample Collectors	0	1/21/83

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EP-IP-045-1	Pass 10mL Gas Sample Data Sheet	0	6/16/82
EP-IP-046-1	Pass Iodine/Particulate Sample Data Sheet	0	6/16/82
EP-IP-047-1	Dissolved Gas Sample Data Sheet	1	6/14/83
EP-IP-101-1	Emergency Operations Facility Equipment (excluding HP equipment)	0	7/16/82
EP-IP-101-2	Radiation Emergency Environmental Sample Kit	1	10/14/83
EP-IP-101-3	General Office Nuclear Emergency Support Center Emergency Equipment and Supplies	0	7/16/82
EP-IP-101-4	General Office Engineering Support Center Emergency Equipment and Supplies	0	7/16/82
EP-IP-101-5	Perwick Hospital Radiation Emergency Equipment and Supplies	0	7/16/82
EP-IP-101-6	Gelsinger Medical Center Radiation Emergency Equipment and Supplies	0	7/16/82
EP-IP-101-7	Health Physics Van Radiation Emergency Monitoring Equipment	0	7/16/82
EP-IP-101-8	Radiation Emergency Off-Site Monitoring Equipment Kit	1	10/14/83
EP-IP-101-9	Ambulance Emergency Equipment Kit	0	7/16/82
EP-IP-101-10	Control Room Equipment	0	7/16/82
EP-IP-101-11	Station Decontamination Area Equipment	0	7/16/82
EP-IP-101-12	Emergency operation Facility Decontamination Area and Health Physics Supplies	1	10/14/83
EP-IP-101-13	Technical Support Center Equipment	0	7/16/82
EP-IP-101-14	Emergency On-Site Search and Rescue First Aid Equipment	0	7/16/82

Procedure Num.	Title	Rev.	Effect. Date
EP-IP-101-15	Damage Control Equipment Storage Box	0	7/16/82
EP-IP-102-1	Emergency Operations Facility Hotlines to State and Local Agencies	1	10/14/83
EP-IP-102-2	Emergency Operations Facility Hotlines to Regulatory Commission	1	10/14/83
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EP-IP-102-4	Control Room and Technical Support Center Hotlines to State and Local Agencies	1	10/14/83
EP-IP-102-5	Control Room and Technical Support Center Hotlines to the Nuclear Regulatory Commission	0	DELETED
EP-IP-102-6	Operations Support Center, Control Room and Technical Support Center Hotlines to PP&L Emergency Facilities	1	10/14/83
EP-IP-102-7	Emergency Radios	1	10/14/83
EP-IP-102-8	Offsite Agency Emergency Contact List	1	10/14/83
EP-IP-103-1	EP-IP Change Request	1	11/11/83
EP-IP-103-2	EP-IP-Change Request	0	11/11/83
EP-IP-103-3	EP-IP Change Request Log	0	11/11/83

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FORM NUMBER	TITLE	REVISION	EFFECTIVE DATE
EP-IP-103	Review, Update, Control, and Distribution of the SSES Emergency Planned and Implementing Procedures		11/11/83

# PROCEDURE COVER SHEET

PENNSYLVANIA POWER & LIGHT CO. SUSQUEHANNA STEAM ELECTRIC STATION		
REVIEW, UPDATE, CONTROL, AND DISTRIBUTION OF THE SSES EMERGENCY PLAN AND IMPLEMENTING PROCEDURES		EP-IP-103 Revision 1 Page 1 of 21
Effective Date <u>11-11-83</u>	Expiration Date <u>11-11-85</u>	
Revised Expiration Date _____		
PROCEDURE TYPE: PORC <input checked="" type="checkbox"/> , NON-PORC _____, Alternate Review _____		
PORC MTG. NO. <u>83-234</u> (If applicable)		

# CONTROLLED

Prepared by <u><i>John Shygo</i></u>	Date <u>10-11-83</u>
Reviewed by <u><i>Charles L. Wicks Jr.</i></u>	Date <u>10-11-83</u>
Recommended: <u><i>[Signature]</i></u>	Date <u>10/17/83</u>
Section Head/Manager	
<u><i>[Signature]</i></u>	Date <u>11-7-83</u>
Superintendent of Plant	

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## 1.0 PURPOSE

To delineate the responsibility and requirements for the review, update, control and distribution of the Susquehanna SES Emergency Plan and Emergency Plan Implementing Procedures (EP-IP's).

## 2.0 SCOPE

This procedure restricts discussion to cover the operational maintenance of the Emergency Plan and EP-IP's. For information on the initial development and format of procedures in general, refer to AD-QA-101, Procedure Program.

## 3.0 REFERENCES

- 3.1 Susquehanna SES Technical Specifications
- 3.2 Susquehanna SES Final Safety Analysis Report (FSAR)
- 3.3 AD-QA-101 - Procedure Program
- 3.4 AD-QA-102 - Plant Operations Review Committee (PORC)
- 3.5 NDI-QA-1.4.4 - Charter - Susquehanna Review Committee (SRC)
- 3.6 NDI-QA-3.1.2 - Controlling FSAR Changes
- 3.7 NDI 6.6.1 - SSES Nuclear Emergency Planning
- 3.8 Susquehanna SES Emergency Plan
- 3.9 Susquehanna SES Emergency Plan Implementing Procedures (EP-IP's)

## 4.0 RESPONSIBILITIES

- 4.1 The Superintendent of Plant - SSES and the Manager - Nuclear Support are responsible for the review and approval of the SSES Emergency Plan and Implementing Procedures.
- 4.2 The Plant Operations Review Committee (PORC) is responsible for reviewing the Emergency Plan and submitting changes to the Susquehanna Review Committee (SRC).

PORC is responsible for reviewing the EP Implementing Procedures prior to their approval by the Superintendent of Plant - SSES.

- 4.3 The Supervisor - Nuclear Emergency Planning (SNEP) is responsible for assuring appropriate review of all EP-IP's.
- 4.4 Supervisor - Nuclear Records (DCC) - SSES is responsible for the control and issuance of all EP-IP's.
- 4.5 Supervisor - Record Systems and Procedures (SRMS) - Allentown is responsible for the control and distribution of the SSES Emergency Plan.
- 4.6 All Nuclear Department personnel are responsible for recognizing and reporting the need for new EP-IP's and changes to both the Emergency Plan and the EP-IP's.

### 5.0 DEFINITIONS

- 5.1 Administrative review - consists of a review of EP-IP format, controls, and hierarchy assuring consistency with applicable governing procedures.
- 5.2 Controlled Documents - all documents used in the design, construction, testing, and operation of the plant and whose distribution, issuance, maintenance and revision is controlled.
- 5.3 50.59 Determination - Form AD-QA-101-6 - must be filled out for every EP-IP change prior to submittal for PORC review. A 50.59 Determination results in a 50.59 Action if the EP-IP change produces:
  - 5.3.1 A change to the facility as described in the FSAR.
  - 5.3.2 A change to the procedures as described in the FSAR.
  - 5.3.3 The performance of a test or experiment not described in the FSAR.
- 5.4 EPPSC - Emergency Plant Plant Staff Coordinator.
- 5.5 SSES Emergency Plan - describes PP&L's total emergency preparedness program for coping with and mitigating a wide range of emergencies.
- 5.6 Emergency Plan Implementing Procedure (EP-IP) - Instruction for implementing the Emergency Plan. The EP-IP's interrelate with plant procedures and describe actions to be taken during an emergency condition.
- 5.7 LTR - Lead Technical Reviewer.

- 5.8 PORC - Plant Operations Review Committee - Functions and composition are defined as per Sections 4 and 6 of AD-QA-102.
- 5.9 S-NEP - Supervisor - Nuclear Emergency Planning.
- 5.10 SRC - Susquehanna Review Committee - Functions and composition are defined as per Sections 2, 5 and 6 of NDI-QA-1.4.4.
- 5.11 Technical review - consists of a review of those aspects which provide the specific details necessary to perform the EP-IP.

## 6.0 SSES EMERGENCY PLAN

### 6.1 EMERGENCY PLAN REVIEWS AND AUDITS

#### 6.1.1 PERIODIC REVIEWS

Unscheduled reviews and updates of the SSES Emergency Plan may take place at any time as a result of plant operations or changes in emergency response capabilities.

- a. The Manager - Nuclear Support shall initiate a review of the Emergency Plan if an "immediate major modification" is required or if a change or group of changes brought on by one or more of the following must be incorporated immediately to eliminate potential consideration of a safety concern (Refer to SSES FSAR Volume 14, Section 13.4):
  - (1) A major deficiency identified as a result of a drill/emergency involving activation of the SSES Emergency Plan.
  - (2) Any significant software or hardware modifications to systems, which, in turn alters the accuracy of the plan.
  - (3) Major deficiencies as a result of a technical and/or administrative review conducted by INPO, the NRC, PORC, NQA, or any other corporate or outside group.
  - (4) A 50.59 Determination performed on a major EP-IP change, as per AD-QA-101.

#### 6.1.2 ANNUAL REVIEWS AND AUDITS

The review/approval cycle for the SSES Emergency Plan is at least annual. (Refer to the SSES FSAR, Volume 14, Section 13.4 and the SSES Emergency Plan, Section 8.2).

- a. All annual Emergency Plan reviews shall be initiated by the Manager - Nuclear Support or designee, assuring a technical and administrative review (as defined in Section 5 of this procedure) is conducted by, at a minimum, a team consisting of representatives from PL Licensing, NPE, Nuclear Support, and Plant Staff. This review shall be documented on the PP&L Review of Documents Form (NDI-QA-8.1.3A).

At a minimum, the Plan is updated in the following areas:

- (1) All temporary changes are incorporated or acted upon.
- (2) References are updated, as applicable.
- (3) Changes in plant and Emergency Facilities design are incorporated into applicable portions of the Plan.
- (4) The Plan and the EP-IP's are in agreement.

NOTE: This activity should only involve minor changes in the Plan and/or the EP-IP's to bring them into agreement, because evaluations are performed through 50.59 Determinations, which are completed after every EP-IP change, as per AD-QA-101. (Refer to Section 7.3).

- (5) Appropriate letters of agreement are updated.

#### b. Independent Reviews and Audits

- (1) The Susquehanna Review Committee (SRC) is responsible for a complete independent annual review and audit of the Emergency Plan as per Section 8.2 of the SSES Emergency Plan and Section 13.4 of the FSAR and Section 6.5.2.8c of the SSES Technical Specifications.

- (a) This responsibility is carried out through NQA, under the Manager - NQA, as per NDI

6.6.1, Section 5.6, and NDI-QA-1.4.4, Section 7.3.

- (b) Audit findings shall be forwarded to the Senior VP - Nuclear and to management positions responsible for areas audited within 30 days after audit completion.
- (c) The SRC will conduct a review of all NQA audit findings in accordance with SRC audit procedures.

(2) The NRC and INPO conduct independent periodic reviews of the SSES Emergency Plan.

## 6.2 RESOLUTION OF OPEN ITEMS

- 6.2.1 The Manager - Nuclear Support shall insure that a timely response is prepared for each approved open item identified as a result of any type of review conducted as per Section 6.1.
- 6.2.2 Wherever a commitment is made to take appropriate action to resolve an open item:
  - a. A schedule for resolution shall be prepared by the Manager - Nuclear Support or designee.
  - b. A responsible party shall be designated by the Manager - Nuclear Support to take the lead in closing the open item by incorporating the appropriate fix in the affected area of the Emergency Plan.
  - c. The designated responsible party shall coordinate a review of the affected area of the Emergency Plan, and assemble the draft corrections into an Emergency Plan Change Request Package (Refer to Section 6.3).

## 6.3 TEMPORARY EMERGENCY PLAN CHANGES

- 6.3.1 A temporary change request may be originated by any Nuclear Department member by completing an Emergency Plan Change Request (EP-IP-103-1), Attachment A. Apply page control to the entire request, including any additional information in the form of Attachments.
- 6.3.2 The Emergency Plan Change Request Package must be approved by the Manager - Nuclear Support.

- 6.3.3 Copies of the approved Emergency Plan Change Request Package shall be sent to the SNEP.
- 6.3.4 The SNEP will document the Emergency Plan Change Request Package in the Emergency Plan Change Request Log, Attachment B which shall list the following:
  - a. Emergency Plan Change Request Number
  - b. Affected Section
  - c. Date
  - d. References/Comments
- 6.3.5 The S-NEP shall then process the Emergency Plan Change Request Package in accordance with NDI-QA-3.1.2, "Controlling FSAR Changes".
- 6.3.6 The original EP Change Request Package will be retained by Nuclear Emergency Planning.

#### 6.4 FINALIZATION OF THE PLAN

- 6.4.1 The S-NEP will ensure that a revised copy is made available for approval by the Manager - Nuclear Support.
  - a. Revised sections with permanent changes shall be noted by a vertical line in the left hand margin.
- 6.4.2 The final revised copy of the Emergency Plan shall be approved by the Manager - Nuclear Support and forwarded to the Emergency Planning Plant Staff Coordinator. The Coordinator will ensure that the Emergency Plan reaches the PORC Secretary to be scheduled for PORC review and approval by the Superintendent of Plant - SSES.

#### 6.5 PORC REVIEW

- 6.5.1 Upon receipt of an approved final revised copy of the Emergency Plan, the Emergency Planning Plant Staff Coordinator will submit the Plan to the PORC Secretary, to be scheduled for PORC review.
- 6.5.2 The PORC Secretary will normally transmit the Emergency Plan to members for review and add the plan to the PORC agenda for review in accordance with AD-QA-102, Plant Operations Review Committee.

- 6.5.3 When necessary, PORC may initiate an expedited Emergency Plan review in accordance with AD-QA-102, Section 6.3, Expedited Meetings.
- 6.5.4 After completion of review, PORC will submit a summary of the changes to the SRC. This submittal may occur after changes are already implemented.
- 6.5.5 The PORC approved plan is then sent to Nuclear Licensing for final printing.

#### 6.6 SUBMITTAL TO THE NRC

- 6.6.1 Nuclear Licensing prepares a cover letter with a summary list of changes to the plan for distribution of controlled copies to the NRC.
- 6.6.2 The letter is addressed from the Vice President - Nuclear Operations to the Director of the Division of Emergency Preparedness and Operational Support in Region I of the NRC.

#### 6.7 COPY CONTROL OF THE EMERGENCY PLAN

- 6.7.1 Copies of the Emergency Plan issued to controlled manuals or satellite files shall be red-stamped "CONTROLLED". Other copies which may be issued for training or information shall not be stamped.
- 6.7.2 Satellite Files containing controlled copies of the Emergency Plan shall be set up at strategic locations. They shall be maintained by the Susquehanna Records Management System (SRMS).
- 6.7.3 Distribution lists of controlled copies of the Emergency Plan shall be maintained by the S-NEP. The S-NEP, in turn, will forward all updates to SRMS.
- 6.7.4 User controlled copies - Uncontrolled copies of the plan are available from SRMS if an entire copy is desired. If it is desired to copy only a portion of a controlled copy, the following steps should be followed:
  - a. Remove and photocopy the desired portion of the Emergency Plan; then replace the original in its manual.
  - b. Red stamp this copy "USER CONTROLLED" and enter an expiration date commensurate with the task or evolution.
  - c. Fill out Document Sign Out Form, (Form AD-QA-101-4).

- d. When the task or evolution is complete, either retain the copy for records or destroy it.

## 7.0 SSFS EMERGENCY PLAN IMPLEMENTING PROCEDURES (EP-IP's)

### 7.1 EP-IP REVIEWS AND AUDITS

#### 7.1.1 PERIODIC REVIEW

- a. Periodic review shall be in accordance with AD-QA-101, Procedure Program. Additionally, the SNEP, or designee, shall initiate a review of applicable EP-IP(s) if a change(s) is required as a result of the following:
  - (1) A deficiency identified as a result of a drill/emergency involving activation of the SSFS Emergency Plan.
  - (2) Any software or hardware modification to a system(s) affecting an EP-IP.
  - (3) Any EP-IP related equipment malfunction.
  - (4) Deficiencies identified as a result of a technical and/or administrative review conducted by INPO, the NRC, PORC, NQA or any other corporate or outside independent group.
  - (5) Changes in other procedures related to an EP-IP.

#### 7.1.2 ANNUAL REVIEWS

- a. At least annually, the SNEP, or designee, shall ensure that all EP-IP's are updated in the following manner:
  - (1) The SNEP shall use the EP-IP Annual Review Schedule, Attachment C to this procedure, in coordinating the review of all EP-IP's.
  - (2) The SNEP shall initiate the review per the schedule by transmitting a copy of the procedure to be reviewed to the Lead Technical Reviewer - (LTR). The names of the appropriate LTR's responsible for each EP-IP is maintained by the SNEP.

- (3) The LTR shall coordinate and document a formal review of the EP-IP, using NDI-QA-8.1.3A.
- (4) When the review process is complete, the LTR will assemble comments into an EP-IP Change Request Package (Refer to Section 7.3).
- (5) At a minimum, the LTR and SNEP shall insure that the following takes place for each EP-IP:
  - (a) Procedure changes are incorporated or acted upon.
  - (b) References are made adequate and up to date.
  - (c) The impact of revised references is evaluated.
  - (d) Changes in design affecting the EP-IP's are incorporated.
  - (e) The impact of changes to an EP-IP on others is minimized.
  - (f) Methods are made the latest state of the art.
- b. The Susquehanna Review Committee (SRC) is responsible for a complete independent annual review and audit of the EP-IP's as per Section 8.2 of the SSES Emergency Plan, Section 13.4 of the SSES FSAR, and Section 6.5.2.8c of the SSES Technical Specifications.
  - (1) This responsibility is carried out through NQA, under the Manager - NQA, as per NDI 6.6.1, Section 5.6, and NDI-QA-1.4.4, Section 7.3.
  - (2) Audit reports shall be forwarded to the Senior VP - Nuclear and to management positions responsible for areas audited within 30 days after audit completion.
  - (3) The SRC will conduct a review of all NQA audit findings in accordance with SRC audit procedures.
- c. The NRC and INPO conduct independent periodic reviews of the SSES EP-IP's.

## 7.2 RESOLUTION OF OPEN ITEMS

- 7.2.1 The Manager - Nuclear Support shall insure that a timely response is prepared for each approved open item identified as a result of any type of review conducted per Section 7.1.
- 7.2.2 Wherever a commitment is made to take appropriate action to resolve an open item:
  - a. A schedule for resolution shall be prepared by the SNEP.
  - b. The LTR and the SNEP shall generate an EP-IP Change Request Package.

## 7.3 TEMPORARY EP-IP CHANGES

- 7.3.1 A temporary change request may be originated by any Nuclear Department member by completing an EP-IP Change Request (EP-IP 103-2), Attachment D. Apply page control to the entire request, including any additional information in the form of Attachments.
- 7.3.2 The EP-IP Change Request Package shall then be sent to the SNEP.
- 7.3.3 The SNEP will document the receipt of the EP-IP Change Request Package in the first four columns of the EP-IP Change Request Log, which shall consist of the following (Refer to Attachment F to this procedure):
  - a. EP-IP Change Request Number
  - b. Relevant EP-IP
  - c. Date Received
  - d. Reference/Notes
- 7.3.4 The SNEP will then assess the request, prioritize the need for the change, and note the priority on the EP-IP Change Request Form, EP IP-103-2.
- 7.3.5 If the change is a technical change to the EP-IP, the SNEP shall forward the EP-IP Change Request Package to the LTR.
- 7.3.6 The SNEP shall document estimated start and completion dates of the technical review in columns 5 and 6 of the EP-IP Change Request Log, Attachment E.

NOTE: When the LTR review is completed, the SNEP shall replace the estimated dates in the log with actualized dates.

7.3.7 Two parallel evolutions are then performed:

a. Administrative Review

The SNEP shall evaluate the change impact on the Emergency Plan, other EP-IP's, and any other pertinent documents. Any changes which must be made to these documents as a result of the evaluation shall be initiated by the SNEP.

NOTE: During this review, a 50.59 Determination is performed by the SNEP in accordance with AD-QA-101.

b. Technical Review

The LTR shall evaluate the technical accuracy of the change request. If necessary, the LTR shall coordinate a formal review of the change using NDI-QA-8.1.3A.

- (1) The change shall be modified as necessary.
- (2) If change is not warranted, comments shall be attached to the Change Request, and the package shall be returned to the SNEP. The SNEP shall then forward comments to the initiator.

7.3.8 If change is technically accurate, the LTR shall sign the package and send to the Manager - Nuclear Support for approval and disposition through the SNEP. (For expedited requests, the SNEP may approve the EP-IP Change Request Package in lieu of the Manager - Nuclear Support.)

7.3.9 The SNEP will then initiate a procedure change in accordance with AD-QA-000, Procedure Changes, and process the change through the Emergency Planning Plant Staff Coordinator.

7.3.10 The SNEP will document the disposition of the EP-IP Change Request Package in Columns 7 - 14 on the EP-IP Change Request Log, which shall consist of the following (refer to Attachment E to this procedure):

- a. For temporary changes (TC); document the date that:

- (1) Column 7: The Temporary Change Approval Form (TCA), AD-QA-101-1, was sent to the Emergency Plan Plant Staff Coordinator (EPPSC).
  - (2) Column 8: The TCA Form received approval from an authorized management member, usually a Section Head.
  - (3) Column 9: The TCA Form was PORC approved.
- b. For permanent changes (PC); document the date that:
- (1) Column 10: The EP-IP was submitted to typing.
  - (2) Column 11: The EP-IP was sent to the originator for sign-off.
  - (3) Column 12: The Manager-Nuclear Support approved the EP-IP.
  - (4) Column 13: The EP-IP was PORC approved.
  - (5) Column 14: The EP-IP was effective.

The EP-IP Change Request Package will be retained by Nuclear Emergency Planning.

#### 7.4 REVISIONS (PERMANENT CHANGES)

- 7.4.1 The S-NEP shall ensure that new revision changes are noted by a vertical line in the left hand margin. Previous lines should be deleted.
- 7.4.2 The S-NEP shall route the EP-IP to the appropriate lead preparer and reviewer for their respective signatures. The EP-IP will then be sent to the Manager - Nuclear Support for approval, and forwarded to the Emergency Planning Plant Staff Coordinator. The Coordinator will see that the EP-IP reaches the PORC Secretary to be scheduled for PORC review and subsequent approval by the Superintendent of Plant - SSES.

#### 7.5 PORC REVIEW

- 7.5.1 If a revision is the result of a temporary change previously approved for permanent status by PORC, the EP-IP need not be submitted for PORC review. The Emergency Planning Plant Staff Coordinator will submit the EP-IP to the Superintendent of Plant - SSES for review and approval.

- 7.5.2 The PORC Secretary will normally transmit the EP-IP revisions to members for review and add the EP-IP's to the PORC agenda for review in accordance with AD-QA-102, Plant Operations Review Committee.
- 7.5.3 When necessary, PORC may initiate an expedited EP-IP revision review in accordance with AD-QA-102, Section 6.3, Expedited Meetings.
- 7.5.4 PORC Review is coordinated between the PORC Secretary and the Emergency Planning Plant Staff Coordinator.

#### 7.6 EP-IP ISSUANCE

- 7.6.1 EP-IP's will be issued in accordance with AD-QA-101, Procedure Program. The EP-IP original is forwarded to the SNEP, who will assure that:
  - a. It is free of errors and handwritten changes.
  - b. All figures, diagrams, and symbols are retrofitted.
  - c. The cover sheet is signed off.
  - d. It is submitted to the Emergency Plan Plant Staff Coordinator who will ensure Superintendent of Plant sign off and subsequent DCC issuance.

#### 7.7 EP-IP DELETION

- 7.7.1 Deletion requires the approval of the Superintendent of Plant - SSES and the Manager - Nuclear Support.
- 7.7.2 Direction to delete an EP-IP must be in writing from the Superintendent of Plant - SSES and the Manager - Nuclear Support.

#### 7.8 COPY CONTROL

Copy Control of EP-IP's shall be in accordance with AD-QA-101, Procedure Program.

## 7.9 EP-IP TRAINING AND INFORMATION TRANSFER

### 7.9.1 Training

- a. The SNEP shall disseminate to the Manager-Nuclear Training Group a summary of each EP-IP change with a recommendation as to whether or not training should be initiated as a result of the change.
- b. The Manager-Nuclear Training Group shall initiate and schedule retraining for appropriate Nuclear Emergency Organization personnel as a result of EP-IP changes.

### 7.9.2 Information Transfer

The SNEP shall issue summaries of EP-IP changes in the bi-monthly EP newsletter.

## 8.0 RECORDS

- 8.1 The Supervisor - Nuclear Records - SSES shall maintain in the Plant Files:

8.1.1 Copies of all EP-IP's, their revisions, and procedure forms

8.1.2 The originals of all Temporary Change Approval Forms.

- 8.2 The Supervisor - Record Systems and Procedures shall maintain in the Allentown Files:

Storage copies of the latest revision of the SSES Emergency Plan.

- 8.3 The Supervisor - Nuclear Emergency Planning shall maintain:

Original copies of all Emergency Plan Change Request Packages.

EMERGENCY PLAN CHANGE REQUEST

TO: MANAGER - NUCLEAR SUPPORT, GO, N-4

Attachment A  
EP-IP-103  
Revision 1  
Page 17 of 21

To be filled out by SNEP:

Request # \_\_\_\_\_

Date: \_\_\_\_\_

Section and Page	Recommended Change
------------------	--------------------

Attach Additional Pages if Required

Submitted By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Approved as written

\_\_\_\_\_ Rejected as written

Reason for rejection:

Mgr. - Nuclear Support \_\_\_\_\_ Date: \_\_\_\_\_

Attachment B  
EP-IP-103  
Revision 1  
Page 18 of 21

EMERGENCY PLAN CHANGE REQUEST LOG

<u>Request #</u>	<u>Affected Section</u>	<u>Date Rec'd</u>	<u>References/Comments</u>
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EP-IP Annual Review Schedule

Group	EPI Procedure #	LTR Review	
		Start Month	Completion Month
1 - Classification, Communications, & Facilities	001,002,018,029, 030,031,032	April	June
2 - First Aid, Chemistry, & Core Assessment	006,034,035,042, 043,045,046,047, 048	May	July
3 - Radiological	009,013,019,033, 044,051,053	June	August
4 - Remaining In-Plant	007,008,010,011, 012,014,015,016, 017,021,041	July	September
5 - Management Training & Post-Accident	003,022,027,028, 038	August	October
6 - Administrative	101,102,103	September	November

EP-IP CHANGE REQUEST

TO: MANAGER - NUCLEAR SUPPORT, GO, N-4

Attachment D  
EP-IP-103  
Revision 1  
Page 20 of 21

To be filled out by SNEP:

Request # \_\_\_\_\_

Date \_\_\_\_\_

Section and Page

Recommended Change

Attach Additional Pages if Required

Priority: A - Must be made immediately, Procedure is incorrect  
B - Should be made soon, facilitates use of procedure  
C - Should be made as soon as time permits

Submitted By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Approved as written

\_\_\_\_\_ Approved as written

\_\_\_\_\_ Rejected as written

\_\_\_\_\_ Rejected as written

Reason for rejection:

Reason for rejection:

Lead Technical Reviewer/Date

Mgr-Nuclear Support/Date

[illegible]

SUSQUEHANNA SES RECORDS MANAGEMENT SYSTEM  
CONTROLLED DOCUMENT TRANSMITTALAL SCHWENCER  
WASHINGTON, D.C.  
COPY #NRC 2 SETS

DATE: 11/11/83

TO: \_\_\_\_\_

FROM: ☐ Supervisor - Records Systems and Procedures, N-4  
☐ Supervisor - Nuclear Records System - GO, N-3  
☒ Supervisor - Nuclear Records System - SSES

Attached are the following new or revised documents: (When document is procedure, include manual title)

EP-IP CONTROLLED PROCEDURES MANUALEP-IP TABLE OF CONTENTS, EFFECTIVE DATE 11/11/83, Rev. 28  
EP-IP FORMS INDEX, EFFECTIVE DATE 11/11/83, Rev. 12  
EP-IP-103, Rev. 1

Discard/Void the following superceded documents:

X005  
1/2Please sign and return the original of this form within ten working days to sender to acknowledge receipt.

By signing the Return-Receipt, the addressee attests that the documents received agree with the above listing, that all superceded documents have been destroyed/voided, that the documents have been incorporated into the proper files, and that the appropriate personnel have been made aware of the changes.

\_\_\_\_\_  
Received By\_\_\_\_\_  
Date