

October 1, 1985

TO: *U.S.N.R.C. Document Control Desk*

FROM: Supervisor-Emergency Planning
Baltimore Gas & Electric Company
Calvert Cliffs Nuclear Power Plant
Office/Training Facility
Lusby, MD 20657

Attached please find Emergency Response Plan Implementation Procedure revision(s) to be incorporated into your Procedure manual(s). Make the necessary corrections to your manual(s) and return this form signed and dated.

NOTE: Review of these changes is required to stay current with procedure contents.

Revision(s) to be incorporated	Change Summary
Procedure 5.0, Rev. 9, Ch. 2 COMPLETE	Provision added for on-the-job changes to ERPIPs with POSRC review within 14 days.
8510080544 850920 PDR ADOCK 05000317 F PDR	

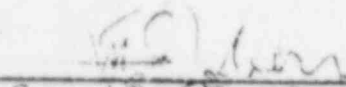
I have incorporated and reviewed the above listed revision(s).

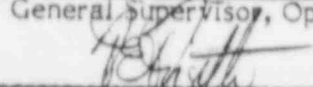
SIGNED: _____

DATE: _____

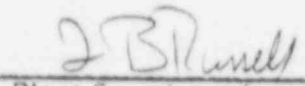
TEF:srm

Adas
0/1


General Supervisor, Operations QA


Supervisor-EPU


POSRC MTG

7-20-85

Plant Superintendent

PREPARATION AND CONTROL OF EMERGENCY RESPONSE

PLAN AND IMPLEMENTATION PROCEDURES

RESPONSIBLE INDIVIDUAL - Supervisor-Emergency Planning Unit

INTRODUCTION

This procedure controls preparation, review, approval, issue & distribution of Emergency Response Plan (ERP) and Emergency Response Plan Implementation Procedures (ERPIP) and revisions and changes thereto.

I. PREPARATION

A. ERP

As an existing document, ERP format & layout (including outline, topics, page/attachment numbering) are established. Deviations will not be made without Supervisor-EPU approval.

B. ERPIP

Due to the variety of uses, format & layout is at the writer's discretion except:

1. ERPIP number, revision and change (other than zero) will be marked (one under the other) in upper right hand corner of all pages (including attachments).
2. Page number will be marked bottom center with last page (excluding attachments) noted "___ of ___."

3. Attachments will be identified "Attachment 1; Attachment 2. . .".
Single attachments with multiple pages will be marked "Page ____ of ____" directly under attachment identification (no other page numbering).
4. All ERPIPs will have a list of effective pages.
5. Title will be the first line entry (centered & capitalized).
6. All ERPIPs that generate a record (ie. have a sign-off or cause form completion) will require user to forward same to Supervisor-EPU.
7. Writer will consider procedure writing guidelines addressed in NUREG-0899; INPO 32-017; and equivalent documents.
8. Reviews addressed in II.B.3 and II.B.6 may be delayed up to 14 days from implementation for on-the-job changes (not revisions) provided Attachment 4 is used to document the change and its provisions are implemented.

II. REVIEW

A. ERP

1. ANNUALLY ERP will be reviewed and certified current.

A review checklist will:

- a. Demonstrate that all ERP sections were checked.
- b. Identify groups/individuals from whom comments were solicited.
- c. Take into account changes identified by drills & exercises.
- d. Identify regulations considered during review.
- e. Identify if ERP or ERP agreements revision is needed.
- f. Identify reviewer by name and title.
- g. Document certification of currentness.

- h. Document that ERP was checked for consistency with the Final Safety Analysis Report (FSAR) and Technical Specifications, Section 6.
 - i. Document that proposed ERP changes do not decrease its effectiveness and that the ERP as changed continues to meet 10 CFR 50, Appendix E, Section IV.
- 2. ERP revisions will be reviewed by Supervisor-Emergency Planning, and POSRC and Plant Superintendent in accordance with CCI-103 Organization and Operation of POSRC. Accepted reviews will be documented on Attachment 1. ERP revisions not accepted will be returned to the originator.

B. ERPIP

- 1. ANNUALLY ERPIPs will be reviewed to assure they are current. Reviews will be annotated "Annual Review" on Attachment 2 if review is separate from a proposed revision/review. ERPIPs do not require a separate annual review if they were revised during the calendar year (+3 months).
- 2. QUARTERLY. Phone numbers in ERPIPs will be checked and updated (by revision/change).
- 3. New ERPIPs and proposed revisions/changes will be reviewed by a member of Emergency Planning Unit to verify compliance with requirements of ERPIP 5.0 and Emergency Response Plan commitments.
 - a. Reviewer will consider procedure writing guidelines addressed in NUREG-0899, INPO 82-017, and equivalent documents.
 - b. Reviewer will use Attachment 3 to document liaison with other plant staff to verify ERPIP technical accuracy and usability.

4. ERPIP 5.0 revisions/changes will be submitted to General Supervisor-Operations Quality Assurance for review and determination that Quality Assurance requirements are met.
5. Supervisor-Emergency Planning will:
 - a. Consider reviewer and reviewer liaison comments during his review.
 - b. Check that proposed ERPIP change does not decrease ERP effectiveness and that with this change the ERP continues to meet 10 CFR 50, Appendix E, Section IV.
6. New ERPIPs and revisions/changes will be submitted to POSRC and Plant Superintendent for review in accordance with CCI-103, Organization and Operations of POSRC.
7. Accepted reviews will be documented on Attachment 2.
Revisions/changes not accepted will be returned to the originator.

III. DISTRIBUTION (ERP and ERPIP)

- A. Emergency Planning Unit will maintain master copy of document and associated paperwork.
- B. ERP/ERPIPs will be available at locations they are used at. Distribution sheets will be maintained.
- C. Index will be kept of effective ERPIPs with revision and change status.
- D. Acknowledgment transmittal will be used for ERP/ERPIPs distributed to individuals. Acknowledgment return will be recorded on distribution sheet. Acknowledgment itself will not be kept.
- E. For distribution to locations, document placement will be recorded on distribution sheet by person assigned distribution responsibility by Supervisor-Emergency Planning.

IV. REVISION/CHANGE

A. ERP

Each line of text that is revised will be marked by a vertical line in the margin. Marginal indications are not required for a major revision.

B. ERPIP

Each line of text that is revised or changed shall be marked by a vertical line in the margin. Marginal indications will be used to indicate the current revision or change only. Marginal indications are not required for a major ERPIP revision. The revision status of all pages of an ERPIP will be updated whenever an ERPIP is revised. The entire ERPIP shall be distributed after each revision.

V. RECORDS

The Emergency Planning Unit shall retain the following in accordance with ERPIP 5.2: .

- A. Index of ERPIPs
- B. Distribution List (current list only)
- C. Original ERPIP and ERPIP review/approval sheet and revisions thereto.
- D. ERPIP changes (until incorporated in a revision).

VI. IMPLEMENTATION

This procedure is effective for all developed/revised/changed documents after the issue date of this revision. No back fitting will be done.

REVIEW/APPROVAL

[illegible]

ATTACHMENT 2

ERPIP _____ REVIEW/APPROVAL _____

[illegible]

Signature/Date

ATTACHMENT 4

Page 2 of 2

- NOTE -

Following is for Emergency Planning Unit use only.

5. Copies distributed to critical users and/or user locations (specify name, title or place)

a. _____

b. _____

c. _____

d. _____

e. _____

Signature

Date

6. Change incorporated in procedure as revision _____ change _____.
7. Submitted for POSRC review: _____ (Mtg#).
8. POSRC meeting number and Plant Superintendent approval must be documented on
ERPIP 5.0, Attachment 2, Review/Approval.

CALVERT CLIFFS NUCLEAR POWER PLANT
EMERGENCY RESPONSE PLAN
IMPLEMENTATION PROCEDURES

<u>PAGE NUMBER</u>	<u>REVISION</u>
1	9, Ch. 2
2	9, Ch. 2
3	9, Ch. 2
4	9, Ch. 2
5	9, Ch. 2

<u>ATTACHMENT</u>	<u>REVISION</u>
1	9, Ch. 2
2	9, Ch. 2
3	9, Ch. 2
4, Pages 1-2	9, Ch. 2