

ATTACHMENT A (Page 1 of 2)

**QUAD CITIES NUCLEAR POWER STATION
 PROCEDURE MANUAL REVISION RECEIPT FORM**

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QEP 0500-00	12	QEP 0500-00	13
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RECOVERY AND DOCUMENTATION

<u>QEP 0500-00</u> Recovery and Documentation	Rev. 13	09-17-99
<u>QEP 0500-01</u> Recovery Operations	Rev. 6	09-17-99
<u>QEP 0500-S01</u> Procedure Deleted (No longer needed)	Rev. 2	05-31-96
<u>QEP 500-S2</u> Corrective Action Items for Plant Recovery	Rev. 1	08-05-88
<u>QEP 0500-S03</u> Procedure Deleted (No longer needed)	Rev. 2	05-31-96
<u>QEP 0500-S04</u> Procedure Deleted (No Longer Needed)	Rev. 5	05-13-99
<u>QEP 0500-T01</u> Emergency Response Summary	Rev. 6	01-26-99

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RECOVERY OPERATIONS

A. PURPOSE

The purpose of this procedure is to describe the process for operations during the Recovery phase and for documentation of the emergency. This procedure provides guidance for onsite personnel and shall be used to plan recovery operations if the EOF Manager of Emergency Operations did not assume "Command and Control" authority. This procedure establishes recovery operations guidelines and recommendations more applicable to emergency situations which did not escalate beyond Alert; and, therefore, indicate a reduced recovery effort than would be needed in a more severe Emergency Classification level. The Station Director is responsible for the implementation of this procedure. If the EOF Manager of Emergency Operations assumed "Command and Control" authority, procedures for recovery operations issued by the EOF will supersede this procedure.

B. REFERENCES

1. QEP 0500-T01, Emergency Response Summary.
2. GSEP, Section 5.5 and 5.6.
3. CEPIP 2011-01, Recovery, Return, and Termination.

C. PREREQUISITES

1. Conditions for recovery have been considered as discussed in the GSEP, Section 5.6.

D. PRECAUTIONS

1. None.

E. LIMITATIONS AND ACTIONS

1. Recovery procedures issued by the Emergency Operations Facility (EOF) supersede this procedure if the Manager of Emergency Operations assumed "Command and Control" authority.
2. This procedure shall be used as a guide in developing recovery operations and documenting the emergency event. Because of the variety of events which can result in an emergency condition, specific recovery procedures will be developed upon completion of mitigating the emergency condition. This procedure provides guidance for the areas which should be addressed during the development and implementation of the recovery effort.

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F. PROCEDURE

1. Entering Recovery.
 - a. Review the GSEP, Section 5.6, to determine if the conditions for Recovery are being met.
 - b. Review Checklist A of CEPIP 2011-01, Recovery, Return, and Termination, to determine if these guidelines are being met for entering Recovery. This review should be performed jointly with the Manager of Emergency Operations, if he assumed "Command and Control" authority.
2. Recovery Activities.
 - a. Direct each of the TSC/OSC Directors to complete QEP 500-S2, Corrective Action Items for Plant Recovery.
 - b. Assign the Technical Director the overall responsibility for coordinating the development and writing of the recovery procedure needed to implement the recovery effort.
 - c. Determine the staffing level needed for the recovery planning stage and release unnecessary personnel from emergency duties.
 - d. Review the submitted QEP 500-S2 forms with the Technical Director, Operations Director, Radiation Protection Director and Maintenance Director, and assign priority to the identified problems.
 - e. Direct the Maintenance Director and Operations Director to organize a team(s) of personnel to investigate each damaged system and provide a more detailed evaluation of the extent of damage and the effort necessary to perform the repair. Consideration should be given to:
 - (1) Expertise of personnel required.
 - (2) Radiation and contamination levels.
 - (3) Exposure levels and ALARA.
 - (4) Specialized tools or equipment.
 - (5) Replacement parts.
 - f. Direct the Technical Director to establish a task-scheduling group consisting of personnel from the Outage Management organization and begin developing task lists, schedules, work packages, and cost estimates.

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- g. Request from the Radiation Protection Director and Security Director any special deviations from normal plant operations procedures that need to be established for their respective disciplines. Request that the Radiation Protection Director complete a survey of the entire plant for radiation, airborne, and contamination levels.
 - h. Determine the staffing levels needed to implement the recovery program and request the Administrative Director to secure the necessary personnel.
3. Documentation.
- a. For events declared as Unusual Events only, direct the EP Coordinator to complete QEP 0500-S04, Event Investigation Report.
 - b. For events declared as Alert or higher, direct all TSC/OSC Directors to write an Emergency Response Summary report. A full report shall be written per QEP 0500-T01, Emergency Response Summary, if a Site Area or General Emergency was declared. If only an Alert was declared, determine the extent of the report needed. In particular, section C of QEP 0500-T01 should be written with sections A and B optional.
 - c. For situations where a full report is to be written, review QEP 0500-T01 with the TSC/OSC Directors and make assignments for writing each section. Assign the Assistant Station Director to coordinate the writing of the document and the writing of the Executive Summary. Several sections of the report may be joint efforts by several directors.
 - d. Review and approve the completed report and distribute to lead individuals and organizations involved in the emergency response, the EP Coordinator, and the EP trainer. Refer to QEP 0500-T01, Section D for a suggested distribution for the Emergency Response Summary. For QEP 0500-S04, distribute to the Station Manager, Assistant Superintendent-Operations, EP Coordinator, and EP Trainer.
 - e. Collect documentation, including copies of GSEP Logs, GSEP Message Forms, and completed QEP checklists which were generated during the event. These records are retained for lifetime of the plant. If this documentation is used for drills and tabletops, it is not required to be maintained lifetime.
 - f. Evaluate performance under Performance Indicator S.18, "Drill/Exercise Performance (DEP)." Ensure proper documentation of evaluation findings.

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G. CHECKLISTS

1. QEP 500-S2, Corrective Action Items for Plant Recovery.

H. TECHNICAL SPECIFICATION REFERENCES

1. None.

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