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NUCLEAR BUSINESS UNIT
EMERGENCY PLAN IMPLEMENTING PROCEDURES
November 16, 1999

CHANGE PAGES FOR
REVISION #82

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The Table of Contents forms a general guide to the current revision of each section of the Administrative EPIPs. The changes that are made in this TOC Revision #82 are shown below. Please check that your revision packet is complete and remove the outdated material listed below:

ADD			REMOVE		
Page	Description	Rev.	Page	Description	Rev.
All	TOC	82	All	TOC	81
All	EPIP 1011	14	All	EPIP 1011	13

NUCLEAR BUSINESS UNIT EMERGENCY PLAN
 ADMINISTRATIVE PROCEDURES
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 November 16, 1999

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EMERGENCY PREPAREDNESS ADMINISTRATIVE PROCEDURES

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NUCLEAR BUSINESS UNIT EMERGENCY PLAN
ADMINISTRATIVE PROCEDURE

MAINTENANCE OF EMERGENCY RESPONSE ORGANIZATION
EPIP 1011

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1. Action Level

This procedure should be used to complete the following actions:

- Maintain the Emergency Response Organization (ERO) in a continuous state of preparedness;
- Ensure qualified coverage for temporary periods of absence by individual Duty Responders; and
- Delete, add, reassign or exempt ERO members.

2. Individuals Who Will Implement This Procedure

Senior Vice President - Nuclear Operations
Designated Nuclear Business Unit (NBU) Managers
Manager - CA, EP, & IT
Administrator - Nuclear Onsite/Offsite Emergency Preparedness
Duty Responders
Support Responders

3. Action Statements

THE SENIOR VICE PRESIDENT - NUCLEAR OPERATIONS SHOULD:

- 3.1. Approve or disapprove requests for exemptions to the ERO; per ERO Change Form, ATT 4.

ASSIGNING MANAGERS OR DEPARTMENT MANAGERS FOR STAFFING ERO POSITIONS SHOULD:

Note:

Additional personnel may be assigned to ensure extra qualified persons are available to assume duty or support responder positions when needed.

- 3.2 Ensure staffing of ERO positions meet minimum staffing goals of 3.5 persons for every duty responder and 2.5 persons for every support responder as outlined by Attachment 1, Step 4.4.
- 3.3 Ensure all ERO candidates and current members complete and maintain all prerequisite training and qualification requirements for ERO assignment.

- 3.4 Ensure ERO personnel are selected and assigned in accordance with the following criteria:
- 3.4.1 Assigning managers knowledge of ERO candidates prerequisite knowledge and ability to fulfill the ERO position in accordance with ERO position description in Section 3 of the Emergency Plan.
 - 3.4.2 Ensure personnel assigned as Duty Responders are capable of responding to their assigned Emergency Response Facility (ERF) within approximately 60 minutes of notification (See Attachment 2 for a listing of Duty Responder positions and the definition of a Duty Responder).
 - 3.4.3 Ensure personnel assigned as Support Responders are capable of responding to their Emergency Response Facility within approximately 90 minutes of notification. (See Attachment 2 for a listing of Support Responder positions and the definition of a Support Responder.)

NOTE:

On-shift personnel assigned to an ERO position are not required to meet the ERO assignment criteria regarding response time capabilities as they can immediately report to their assigned facility.

- 3.4.4 Ensure replacements are provided when an ERO member is terminated or reassigned. Submit requests for ERO changes to the ERO in accordance with Attachment 4, ERO Change Form, of this procedure.
- 3.4.5 Ensure onsite ERO responders and offsite monitoring team members are Radiation Worker Training (RWT) qualified.
- 3.4.6 Ensure all onsite ERO Responders are respirator qualified with the exception of personnel assigned to the Technical Support Center (TSC), the Operations Support Center (OSC) Clerk and the Control Room Communicators.
- 3.4.7 Ensure all emergency responders shall be Fitness for Duty (FFD) qualified, with the exception of personnel assigned to the ENC.

- 3.4.8 Ensure current home, office, car phone, and pager numbers of assigned personnel are provided to Emergency Preparedness (EP).
- 3.4.9 Support ongoing preparedness activities (training, drills, etc.) of their ERO assigned personnel.
- 3.4.10 Ensure ERO maintenance procedures are followed using Attachment 1, ERO Administration.

THE MANAGER - CA, EP, & IT SHOULD:

- 3.5 Coordinate quarterly review of current ERO with appropriate NBU managers IAW Attachment 3, ERO Staffing Responsibilities.
- 3.6 Refer to Attachment 1, ERO Administration for maintenance procedures.

THE ADMINISTRATOR - NUCLEAR ONSITE/OFFSITE EMERGENCY PREPAREDNESS SHOULD:

- 3.7 Review positions in Attachment 2, ERO Duty and Support Responders, to assure compliance with Nuclear Business Unit -Emergency Plan (NBU-EP), Section 3, "Organization, Table 3-2: Correlation to Supplement 1 of NUREG-0737 Table 2".
- 3.8 Review all ERO changes, for timely updated information.
- 3.9 Maintain all ERO notification methods and systems.
- 3.10 Refer to Attachment 1, ERO Administration for maintenance procedures.

ERO DUTY RESPONDERS:

- 3.11 Shall report to assigned ERF as soon as possible (ASAP), but no later than approximately 60 minutes after notification.
- 3.12 Should maintain a current copy of Duty Responder On Call Roster and Schedule and Duty Responder telephone numbers.
- 3.13 Shall remain Fit-For-Duty during On Call Duty Period.
- 3.14 Assigned to onsite positions and offsite monitoring teams should maintain current RWT qualifications.
- 3.15 Assigned to onsite positions shall be respirator qualified with the exception of personnel assigned to the TSC, the OSC Clerk and the Control Room Communicators.

- 3.16 Shall be FFD qualified, with exception of personnel assigned to the ENC.
- 3.17 Shall provide Emergency Preparedness (EP) with current car, home, office, and pager numbers.
- 3.18 Should respond to all emergencies, drills, exercises, pager tests, and table-tops, when on duty and as scheduled.
- 3.19 Should serve as evaluator, referee, coach or observer of the ERO during scheduled drills and exercises when assigned.
- 3.20 Should ensure ERO pager is operable and activated at all times. If pager becomes inoperable, report failure to Information Systems immediately.
- 3.21 Should, if unavailable during On Call Duty Period, arrange for a qualified replacement and inform EP as follows:
 - Complete and forward (fax) to EP, Attachment 5, Notice of Temporary Exchange of Duty, OR
 - If fax machine is not available or not working properly, call voice mail box 609-339-2200 with equivalent information as requested on Attachment 5, Notice of Temporary Exchange of Duty. Fax attachment 5 on the next work day.
- 3.22 Should, if unavailable during On Call Duty Period because of sudden illness or a personnel emergency, attempt to find a replacement. If a replacement can not be found, contact EP at 609-339-5551.
- 3.23 Should refer to Attachment 1, ERO Administration for additional information.

ERO SUPPORT RESPONDERS:

- 3.24 Shall report as soon as possible (ASAP), but no later than 90 minutes after notification.
- 3.25 Assigned to onsite positions and offsite monitoring teams should maintain current RWT qualifications.
- 3.26 Shall be FFD qualified, with the exception of personnel assigned to the ENC.
- 3.27 Shall provide EP with current car, home, and office numbers.

- 3.28 Should respond for all drills, emergencies, exercises, pager tests, table-tops and training as directed/scheduled.
- 3.29 Should, if onsite ERO Responder, maintain respirator qualification with the exception of personnel assigned to the Technical Support Center (TSC), the Operations Support Center (OSC) Clerk and the Control Room Communicators.
- 3.30 Should ensure ERO pager is operable and activated at all times. If pager becomes inoperable, report failure to Information Systems immediately.
- 3.31 Should serve as evaluator, referee or observer of the ERO during scheduled drills and exercises when assigned.
- 3.32 Should refer to Attachment 1, ERO Administration for maintenance procedures.

4. References

- 4.1 Nuclear Business Unit - Emergency Plan
- 4.2 10CFR50 Appendix E, Emergency Planning and Preparedness for Production and Utilization Facilities
- 4.3 NUREG-0654, Revision 1, November 1980, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants
- 4.4 NUREG-0737, October 1, 1980, Clarification of TMI Action Plan Requirements
- 4.5 Supplement 1 to NUREG-0737, December 17, 1982

5. Attachments

- Attachment 1 - ERO Administration
- Attachment 2 - ERO Duty and Support Responders
- Attachment 3 - Assigning Managers ERO Staffing Responsibilities
- Attachment 4 - ERO Change Form
- Attachment 5 - Notice of Temporary Exchange of Duty

6. Signature Page

ATTACHMENT 1
ERO ADMINISTRATION

- 1.0 Duty Responder On Call Roster and Schedule
- 1.1 The Duty Responder On Call Roster and Schedule is revised, published and distributed at least quarterly to the following:
- A. ERO Duty Responders
 - B. Emergency Response Facilities (ERFs)
- 1.2 Accompanying the Duty Responder On Call Roster will be a list of Duty Responder telephone numbers distributed to the following:
- A. ERO Duty Responders
 - B. ERFs
- 2.0 On Call Duty Period
- 2.1 The On Call Duty Period for Duty Responders is 1100 hours Tuesday to 1100 hours the following Tuesday with exception of a company holiday falling on a Tuesday. When this occurs, the initially assigned individual will carry over and the next person will assume responsibility on Wednesday at 1100 hours.
- 2.2 The Duty Responder On Call Roster is established as a four team rotation.
- 3.0 Additions, Deletions, Reassignments and Exemptions
- 3.1 Requests for changes to ERO staffing between ERO quarterly reviews should be made by designated NBU managers using Attachment 4, ERO Change Form.
- 3.2 Management responsible for staffing ERO positions should provide a replacement candidate.
- 3.3 The Emergency Preparedness Manager or designee should approve all requests before they are effective.

ATTACHMENT 1 (continued)
ERO ADMINISTRATION

- 3.4 The Senior Vice President - Nuclear Operations should approve exemptions to the ERO.
- 3.5 ERO members, who are being deleted for reasons other than termination, should maintain their ERO position until a replacement is assigned and qualified.
- 4.0 Quarterly Review and Update
- 4.1 EP should distribute Emergency Personnel Assignment Forms (PAF) quarterly for review and update.
- 4.2 EP should update the EP Tracking System (EPTS) upon return of the PAFs.
- 4.3 EP should maintain on file, for 6 months, all PAFs returned from designated NBU managers.
- 4.4 EP should review ERO positions to meet minimum staffing goals as indicated below:

<u>Required by Org. Chart</u>	<u>Minimum Staffing Goal for Duty Responders</u>	<u>Minimum Staffing Goal for Support Responders</u>
1	4	3
2	7	5
3	11	8
4	14	10

- 4.5 EP should ensure EP Training schedule for ERO personnel is published.
- 4.6 EP should ensure required training is conducted IAW with EPIP 1014.
- 4.7 EP shall update the ERO Callout and Personnel Recall procedures (EPIP 204S or 204H) and the Administrative and Bargaining Unit ERO Callout Listings each quarter.

**ATTACHMENT 2
ERO DUTY AND SUPPORT RESPONDERS**

Definition and Responsibilities:

Emergency Response Organization (ERO) Member - All personnel designated to respond to emergency events at Hope Creek or Salem Generating Stations.

Duty Responder - Duty responders are key ERO members assigned to be on call based on a duty rotation to fill critical positions in their assigned ERFs. Duty Responders will be available to respond ASAP, but no later than 60 minutes after notification. (See below for identification of Duty Responders by ERF.) Duty Responders will rotate their on call duty to another duty responder at the start of the next week's on call duty period.

Support Responder - All other ERO members who are required to report to their ERF ASAP, but no later than 90 minutes after notification. Support responders do not serve an on call duty.

NOTE: Tables do not reflect on-shift ERO members. See NBU-EP Section 3, "Organization, Table 3-2: Correlation to Supplement 1 of NUREG-0737 Table 2", for on-shift ERO position commitments.

CONTROL ROOM

DUTY RESPONDER	SUPPORT RESPONDER
	Communicator - Ops Advisor (Hope Creek Only)

OPERATIONS SUPPORT CENTER

Duty Responder	Support Responder
Ops. Support Center Coordinator (Ops. or Maintenance Supervisor until relieved)	OSC Clerk Relay Supervisor Relay Technician Duty Storekeeper Station Planner Maintenance Supvs - Mech & Cntls Nuc. Tech-Mech. Nuc. Tech-Welder Controls Tech. Electrical Controls Tech I & C
Rad. Pro. Supv. Exp. Control	

ATTACHMENT 2 (continued)
ERO DUTY AND SUPPORT RESPONDERS

CONTROL POINT

Duty Responder	Support Responder
Chemistry Supervisor - CP/TSC	Chemistry Technician

TECHNICAL SUPPORT CENTER

Duty Responder	Support Responder
Emergency Duty Officer	Administrative Support Staff: * Admin. Support Supervisor * Admin. Support Staff (TDR - 1) * Admin. Support Staff (4)
Rad. Assessment Coordinator	Rad. Pro. Support Team: * Onsite Field Team Members (2) * Radio Operator
Rad. Pro. Supervisor Offsite	
Technical Support Supervisor	Technical Support Team Leader Engineer - Nuclear Fuels
Engineer Electrical	
Engineer Mechanical	
Engineer Controls	
Core-Thermal Hydraulics Engineer	
Communicator 1	Emergency Preparedness Advisor
Communicator 2	Ops Advisor - TSC

ATTACHMENT 2 (continued)
ERO DUTY AND SUPPORT RESPONDERS

EMERGENCY OPERATIONS FACILITY

Duty Responder	Support Responder
Emergency Response Manager	Emergency Preparedness Coord.
Radiological Support Manager	Radiological Assessment Staff: * Radiological Assessment Support Team(2) * Offsite Team Coordinator * Field Team Communicator
Radiological Assessment Duty Team (Dose Calculator) (2)	
Offsite Field Team Monitors (2)	
Offsite Field Team Driver (2)	
Site Support Manager	SSM Operations Support Security Liaison * Technical Support Manager * Licensing Support
Communicator 1	Emergency Preparedness Advisor
Communicator 2	
Administrative Support Manager	* Personnel Supervisor * Purchasing Supervisor * IT Support Supervisor * Material Control Supervisor * Admin. Support Staff (4)
Public Information Liaison	

ATTACHMENT 2 (continued)
ERO DUTY AND SUPPORT RESPONDERS

EMERGENCY NEWS CENTER

Duty Responder	Support Responder
Company Spokesperson	
ENC Manager	ENC Communications Supervisor & Staff: * Industry Coordinator * Government Affairs Coordinator * Rumor Control Coordinator * Media Monitor Supervisor * Media Monitors (2) * Media Info. Supervisor * Media Info. Line Operators (3) * Staff Writer ENC Operation Supervisor & Staff: * Administrative Support (3) * A/V Services Coordinator
Lead Technical Advisor	Media Technical Advisor Communication Tech. Advisor (2) Administrative Support (1)
Staff Writer	

**ATTACHMENT 3
ASSIGNING MANAGERS ERO STAFFING RESPONSIBILITIES**

<u>Position #</u>	<u>ERO Position</u>	<u>Responsibility for Staffing</u>
CONTROL ROOM		
A-04	Operations Superintendent	Manager - Operations (S/HC)
B-01	Nuc. Shift. Tech. Advisor	Manager - Operations (S/HC)
B-02	Control Room Supervisor	Manager - Operations (S/HC)
B-03	Reactor/Plant Operator	Manager - Operations (S/HC)
B-04	Communicator 1	Manager - Operations (S/HC)
B-04	Communicator 2	Manager - Operations (S/HC)
B-04A	Communicator - Ops Advisor	Manager - Operations (HC ONLY)
E-04	Shift Rad. Pro. Technician	Manager - NBU Radiation Protection
OPERATIONS SUPPORT CENTER		
B-05	Equipment Operator	Manager - Operations (S/HC)
C-01	Ops. Support Ctr. Coord.	Manager-Plant Maintenance (HC) Manager - Operations (Salem)
C-02	Sched. Shift Controls Tech I&C	Manager-Plant Maintenance (S/HC)
C-03	Sched. Shift Controls Tech Elec	Manager-Plant Maintenance (S/HC)
C-04A	OSC Ops. Supervisor	Manager - Operations (S/HC)
C-04B	Maintenance Supv. (Mech.)	Manager-Plant Maintenance (S/HC)
C-04C	Shift Maintenance Supv.	Manager-Plant Maintenance (S/HC)
C-05A	Radwaste Operator/EO	Manager - Operations (Salem) Manager - NBU Chemistry (HC)
C-05B	Nuclear Tech. -Mechanical	Manager-Plant Maintenance (S/HC)
C-05C	Nuclear Tech. - Welder	Manager-Plant Maintenance (S/HC)
C-05D	Controls Tech. Electrical	Manager-Plant Maintenance (S/HC)
C-05E	Controls Tech. I&C	Manager-Plant Maintenance (S/HC)
C-06	Fire Brigade	Superintendent Loss Prevention
C-07	Duty Storekeeper	Manager - Supply Chain Management
C-08	Planner	Manager - Salem Planning Manager - Hope Creek Planning
C-09A	Relay Supervisor	Relay Supervisor
C-09B	Relay Tech.	Relay Supervisor
C-10	OSC Clerk	Manager - Operations (S/HC)
E-02	Rad. Pro. Supv. Exp. Cont.	Manager - NBU Radiation Protection
E-03	Rad. Pro. Technician	Manager - NBU Radiation Protection
I-04	Security Force Member	Nuclear Security Manager
CONTROL POINT		
E-03	Rad. Pro. Technician	Manager - NBU Radiation Protection
E-05A	Chemistry Supervisor - CP/TSC	Manager - NBU Chemistry
E-06	Chemistry Technician	Manager - NBU Chemistry

ATTACHMENT 3 (continued)
ASSIGNING ERO STAFFING RESPONSIBILITIES

TECHNICAL SUPPORT CENTER

<u>Position #</u>	<u>ERO Position</u>	<u>Responsibility for Staffing</u>
A-03	Emergency Duty Officer	VP - Operations
E-01	Rad. Assessment Coordinator	Manager - NBU Radiation Protection
E-02	Rad. Pro. Supv.	Manager - NBU Radiation Protection
E-03	Rad. Pro. Tech. Radio	Manager - NBU Radiation Protection
E-03	Rad. Pro. Tech. Field Team	Manager - NBU Radiation Protection
F-01	Technical Support Supv.	Manager - Operations (S/HC)
F-02	Tech. Support Team Leader	Manager - Salem System Engineering
		Manager - HC System Engineering
F-03	Engineer - Electrical	Manager - Salem System Engineering
		Manager - HC System Engineering
F-04	Engineer - Mechanical	Manager - Salem System Engineering
		Manager - HC System Engineering
F-05	Engineer - Controls	Manager - Salem System Engineering
		Manager - HC System Engineering
F-06A	Core-Thermal Hydraulics Engr	Manager - Salem System Engineering
		Manager - HC System Engineering
F-06B	Engineer - Nuclear Fuels	Manager - Nuclear Fuels
F-07	E.P. Advisor	Manager - CA/EP/IT/OE/NRB
F-08	Communicators 1 & 2	Manager - Operations (S/HC)
F-08B	Ops. Advisor - TSC	Manager - Operations (S/HC)
I-01	Sec. Liaison - TSC	Nuclear Security Manager
J-03	Admin. Support Supv.	Director - Nuclear Business Support
J-04	Admin. Support Staff	Director - Nuclear Business Support
J-04A	Admin. Support Staff - TDR	Director - Nuclear Business Support

EMERGENCY OPERATIONS FACILITY

A-01	Emergency Response Manager	Director - QA/NT/EP
A-02	Site Support Manager	Director - QA/NT/EP
A-05	E.P. Coordinator	Manager - CA/EP/IT/OE/NRB
D-01	Rad. Support Manager	Rad. Prot. Superintendent - Support
D-02A	Rad. Assessment Duty Team (Dose Calculators)	Rad. Prot. Superintendent - Support
D-02B	Rad. Assessment Support Team	Rad. Prot. Superintendent - Support
D-03	Field Team Communicator	Rad. Prot. Superintendent - Support
D-04A	Offsite Rad. Pro. Monitor	Rad. Prot. Superintendent - Support
D-04B	Offsite Team Driver	Rad. Prot. Superintendent - Support
F-09	Technical Support Manager	VP - Technical Support
F-11	Licensing Support	Manager - Licensing
G-13	Public Information Liaison	Process Leader - Communications

ATTACHMENT 3 (continued)
ASSIGNING ERO STAFFING RESPONSIBILITIES

EMERGENCY OPERATIONS FACILITY (Continued)

<u>Position #</u>	<u>ERO Position</u>	<u>Responsibility for Staffing</u>
I-02	Security Liaison - EOF	Nuclear Security Manager
I-03	E.P. Advisor	Manager - CA/EP/IT/OE/NRB
I-04	Security Force Member	Nuclear Security Manager
I-05	Communicator 1 & 2	Nuclear Training Manager
I-05A	SSM - Operations Support	Nuclear Training Manager
J-01	Admin. Support Manager	Director - Nuclear Business Support
J-02A	Personnel Supervisor	Director - Nuclear Business Support
J-02B	Purchasing Support	Manager - Supply Chain Management
J-02C	Material Control Support	Manager - Supply Chain Management
J-02D	Admin. Support Staff	Director - Nuclear Business Support
J-02E	IT Support Supervisor	Information Technology Lead

EMERGENCY NEWS CENTER

G-01	Company Spokesperson	Process Leader - Communications
G-02	ENC Manager	Process Leader - Communications
G-03	ENC Communications Supv.	Process Leader - Communications
G-05	Government Affairs Coord.	Process Leader - Communications
G-06	Rumor Control Coord.	Process Leader - Communications
G-07B	Media Monitors	Process Leader - Communications
G-08	Staff Writers	Process Leader - Communications
G-09A	Media Info. Supervisor	Process Leader - Communications
G-09B	Media Info. Line Ops.	Process Leader - Communications
G-10A	Lead Technical Advisor	Process Leader - Communications
G-10B	Media Technical Advisor	Process Leader - Communications
G-10C	Comm. Tech. Advisor	Process Leader - Communications
G-11	Operation Supervisor	Process Leader - Communications
I-04	Security Force Member	Nuclear Security Manager
J-05	Admin. Support Staff	Process Leader - Communications
J-06	A/V Services Coordinator	Process Leader - Communications

ATTACHMENT 4 / ERO CHANGE FORM

To: **Manager - CA/EP/IT** Fax: 1349, MC N37

From: _____ (see note) Date: _____
(Assigning Manager [or designee], per Attachment 3)

NOTE: Prerequisite training such as GET, RWR, respirator, etc., shall be completed prior to assigning an employee to an ERO position.

PLEASE PROCESS THIS ERO CHANGE CONCERNING THE FOLLOWING INDIVIDUAL:

Name: _____ RC _____ MC _____ SS# _____

<p>New Assignments: Assign the above employee to:</p> <p>_____ ERO DUTY Responder (60 minute response time)</p> <p>_____ ERO Support Responder (90 minute response time)</p> <p>Position #: _____</p> <p>Position Name: _____</p> <p>Station-Team: _____ (such as HC - X) (Ex: HC, Slm, Common, - A B C D or X)</p> <p>Company Phone: _____</p> <p>Home Phone: _____</p> <p>Car Phone: _____</p>	<p>Reassign the above ERO member to: **</p> <p>_____ ERO DUTY Responder (60 minute response time)</p> <p>_____ ERO SUPPORT Responder (90 minute response time)</p> <p>Position #: _____</p> <p>Position Name: _____</p> <p>Station-Team: _____ (such as HC - X) (Ex: HC, Slm, Common, - A B C D or X)</p>
<p>Delete the above ERO member from: **</p> <p>_____ ERO DUTY Responder</p> <p>_____ ERO Support Responder</p> <p>Position #: _____</p> <p>Position Name: _____</p> <p>Station-Team: _____ (such as HC - X) (Ex: HC, Slm, Common, - A B C D or X)</p> <p>(Complete Replacement section also) →</p>	<p>Replacement for deletion (if applicable)</p> <p>Name: _____</p> <p>_____ city _____ state</p> <p>RC# _____ Mail Code: _____</p> <p>SS# _____</p> <p>Company Phone: _____</p> <p>Home Phone: _____</p> <p>Car Phone: _____</p>
<p>** Reason For Change:</p>	

ERO Exemption: (SR VP needed for exemptions from ERO participation)

Reason for exemption: _____

Exemption Approval: _____ Disapproval: _____ Date: _____
(SR VP - Nuc. Ops) (SR VP - Nuc. Ops)

ATTACHMENT 5
NOTICE OF TEMPORARY EXCHANGE OF DUTY

NOTE:
For EDO Duty Exchange, ensure Operations Superintendent (OS) is informed so that the Control Room Duty Roster is updated.

To: Manager - CA, EP, IT.

FROM: _____ ERO POSITION: _____
(Print Name)

I will be unable to fulfill my Duty Responder assignment during the period _____ / _____ to _____ / _____ and have arranged an exchange of duty with the following qualified individual to perform my duties during this time period.

_____ Team: A B C D or X
Name of replacement (Circle Appropriate Team)

Signature

Title

Person Accepting Duty: I certify that I am fully qualified and will remain within one hour response of my assigned facility until properly relieved.

Signature SSN: _____ - _____ - _____ Date: ____ / ____ / ____

Fax 4-429-1349 or 609-339-1349 OR if fax is not available, call into voice mail number 609-339-2200 and provide exchange of duty information and fax the following work day.

SIGNATURE PAGE

Prepared By: C. Simmermon Rev 12 9/24/99
(If Editorial Revision Only, Last Approved Revision) Date

Reviewed By: N/A
Station Qualified Reviewer Date

Reviewed By: N/A
Department Manager Date

Reviewed By: [Signature] 9/24/99
ea Manager CA, EP, & IT Date

Reviewed By: N/A
Manager - Quality Assurance
(If Applicable) Date

SORC Review and Station Approvals

Mtg. No. N/A
Salem Chairman
Date

Mtg. No. N/A
Hope Creek Chairman
Date

N/A
General Manager - Salem
Date

N/A
General Manager - Hope Creek
Date

Effective Date of this Revision is 11/16/1999
Date