

INTEROFFICE MEMORANDUM

DATE: January 16, 2001

TO: Distribution

Vicenta De Leon
FROM: Procedure Control, Administrative Services, (927A)

SUBJECT: **PLANT PROCEDURES MANUAL - VOLUME 13**
EDITORIALS ONLY

REFERENCE:

The following Procedure(s) have been revised/approved and are to be inserted in your controlled copy of the Manual and the superseded revisions are to be removed and destroyed:

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DISTRIBUTION - VOLUME 13

<u>Control</u> <u>Copy</u>	<u>Location</u>	<u>Mail Drop</u>
2	*Control Room (501) (IOM to CRS)	927A
3	*Shift Manager (501)	927A
5	Licensed Training (PSF Rm. 249)	1027
6	*Simulator (PSF Rm. 235)	1027
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25	Bruce Bond	911
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28	Region IV, NRC	----
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52	State of Washington, Military Department	----
55	Federal Emergency Mgmt. Agency	----
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58	*WNP-2 Security (SAS-CR) (13.1.1, 13.4.1, 13.5.1, 13.5.3, 13.5.5, 13.10.8, 13.11.10, 13.12.19, 13.13.4)	927A
59	*WNP-2 Security (CAS-AAP) (13.1.1, 13.4.1, 13.5.1, 13.5.3, 13.5.5, 13.10.8, 13.11.10, 13.12.19, 13.13.4)	927A
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97	*EOF	1050
114	EP Manager	PE30
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132	Licensed Training (PSF Rm. 248)	1027
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+ + 137	*MPF Field Team Kits (13.7.5, 13.9.1, 13.9.5, 13.9.8, 13.13.4, 13.14.4) (J. Ittner)	PE30
142	Hanford UDAC	----
146	FEMA RX Liaison	----
155	*Maintenance Library (Memo to Georgia)	927A
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+ + Procedure Control assures delivery is arranged/made to J. Ittner

* Level 1 File


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COLUMBIA GENERATING STATION PLANT PROCEDURES MANUAL		
PROCEDURE NUMBER *13.10.7	APPROVED BY DWC - Revision 17	DATE 09/14/99
VOLUME NAME EMERGENCY PLAN IMPLEMENTING PROCEDURES		
SECTION PLANT EMERGENCY FACILITIES		
TITLE PLANT ADMINISTRATIVE MANAGER DUTIES		

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4.2.11 Ensure EOF staff are assessing plant conditions and conferring collectively to provide you with accident mitigation conclusions/recommendations to determine decisions on:

- Changes to Emergency Classification or PARs
- Prioritizing tasks that need to be pursued
- Radiological or other hazards that impact offsite emergency workers
- The need to request augmenting staff or offsite assistance
- Protective actions for plant/offsite personnel

4.2.12 Refer calls from the news media to the JIC.

NOTE: A radioactive release is defined if any of the following are met:

- A valid reading exists which exceeds any PPM 13.1.1 Table 3 Column UE value, OR
- Offsite dose calculations meet or exceed PPM 13.1.1 Table 4 UE levels for TEDE or CDE thyroid, OR
- Field teams measure 100 microR or more at 1.2 miles from the plant.

4.2.13 When it is determined that a radioactive release is in progress, perform the following:

- Complete an informational CNF;
- Initiate a Crash call;
- Direct the Information Coordinator to notify all emergency centers.

4.2.14 If elevated radiological conditions exist within the EOF or outside the Kootenai Building/EOF:

EOF general area radiation levels exceed 5 mrem/hr

EOF unidentified airborne radioactivity exceeds 0.3 DAC (0.3 DAC equates to approximately 750 ccpm on a 40 ft³ air sample in the field):

Then:

- Immediately notify the EOF staff of the condition
- Direct surveillance of airborne activity be increased to once per hour and results reported to you
- Direct dose rates in the area be determined approximately every 15 minutes and results reported to you

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- Direct that projected accumulated doses for the EOF personnel be evaluated and appropriate stay times be established
 - Prohibit eating or drinking in the EOF until advised of resolution of the EOF airborne activity problem.
- 4.2.15 If airborne activity levels outside the Kootenai Building/EOF could exceed 50 mR/hr, direct the Radiological Emergency Manager to monitor the intake and return air monitors and to ensure that Kootenai Building/EOF ventilation is in the correct operating mode.
- 4.2.16 If the emergency worker dose limit is projected to exceed 5 REM over the course of the event for EOF staff, confer with EOF staff and determine if selected staff will be directed to continue emergency duties from the TSC or the alternate EOF.

NOTE: The alternate EOF meets the functions of establishing required communications between the primary EOF and the TSC. It also serves as an assembly area for EOF responders unable to respond to the primary EOF due to hazards that prevent access to the primary facility from off site. {2.1}

- 4.2.17 If near site conditions present sufficient hazards to EOF responders that have not yet arrived at the primary EOF, direct Security road blocks to redirect EOF responders to the alternate EOF, located near the Joint Information Center at the Richland Office Complex. {2.1}
- 4.2.18 Ensure that mitigating action concurrence is obtained prior to implementing actions that require Emergency Director concurrence on EOPs or SAGs.
- 4.2.19 Terminate the event and initiate recovery operations via PPM 13.13.2 when appropriate.
- 4.2.20 Initiate ingestion zone operations per PPM 13.13.3 when appropriate. Coordinate the implementation through the Washington State Emergency Operations Center.
- 4.2.21 Determine staffing levels for the EOF and the JIC when the emergency is downgraded or terminated using PPM 13.13.2 guidelines.
- 4.2.22 At shift change or termination of emergency:
- Brief your relief on the current status of the plant and emergency activities.
 - Prepare an individual After-Action Report. Refer to PPM 13.13.4.
 - At event termination, direct an after action critique of EOF performance to summarize actions taken and identify corrective actions needed.

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- 1) When you receive a Classification Notification Form (CNF) (Form 968-24075) that is originated by the EOF, transmit the CNF using the group dial according to the distribution list located at the facsimile machine or obtain direction from the Site Support Manager.
 - 2) Notify the Site Support Manager immediately if there are any malfunctions or other delays in transmitting the CNF.
 - 3) For all other document transmittals or distributions, ask for direction from the Site Support Manager if needed.
 - 4) Retain all originals of facsimile documents, with facsimile activity reports.
 - 5) Maintain a log of incoming and outgoing facsimile documents by sequential number and description.
- c. Locate and replenish EOF office supplies
- NOTE:** If you must leave the EOF area of the Kootenai Building to obtain supplies, check with the Radiological Emergency Manager (REM) first to obtain information on any hazardous areas to avoid.
- d. Provide duplicating services.
- e. Verify or duplicate procedures for EOF staff use.
- NOTE:** Volume 13 Plant Procedure Manuals (PPMs) located in the EOF procedure bookcase on the south wall are Controlled Level 1 copies. EOF Library PPM manuals are Control Level 2. Before use, they must be verified using Passport Document Management System or verified from a Level 1 source such as the TSC or Control Room.
- f. Assist with distributing food or beverage services to EOF personnel.
- g. Assist with calls to ERO relief/supplemental personnel if requested.
- NOTE:** An ERO Phone Directory which lists home phone numbers for ERO personnel and an Energy Northwest Directory containing work phone numbers are included in the Emergency Phone Directories.

10. Refer any calls from the Media to the Joint Information Center (JIC).

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- 3.10 PPM 13.14.9, Emergency Program Maintenance
- 3.11 PPM 13.10.6, Plant/NRC Liaison Duties
- 3.12 EPI-15, ERDS Quarterly Test
- 3.13 Emergency Response Log, 968-23895
- 3.14 Classification Notification Forms, 968-24075
- 3.15 Event Notification Worksheet, NRC Form 361, 968-25665
- 3.16 Repair Team Briefing/Debriefing Form, 968-25560
- 3.17 Emergency Director Turnover Sheet, 968-25810
- 3.18 10 Mile EPZ Dose Projection and Data Map Form, 968-25831
- 3.19 Skin/Clothing Contamination Report, 968-24080

4.0 PROCEDURE

4.1 Supervisor, Health Physics Operations Responsibilities

- 4.1.1 Ensure cabinets or vehicles containing emergency first aid, fire brigade equipment, or radiological protection equipment are checked at the locations, and per instructions outlined in Attachments 5.1-1, 5.1-2, 5.1-3, 5.1-4, 5.1-5, and 5.1-7.
- 4.1.2 Ensure the following are checked per the instructions outlined in Attachment 5.2, EOF/ENOC Emergency Equipment:

Field Monitoring Kits:

Location:

- Yakima Building and Energy Northwest Office Complex (ENOC)

Decon Storage Area:

Location:

- ENOC Room 1-208A

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INSTRUCTIONS
DECONTAMINATION KITS (Cont.)

Passport Activity: HPSCHD114

Locations:

- Kit 1D - Radwaste Building, 487' elevation, Men's Locker Room
- Kit 2D - Radwaste Building, 487' elevation, Women's Locker Room
- Kit 3D - Yakima Building, 441' elevation, Emergency Equipment Area

Quarterly (and after use):

- Inventory contents and ensure required quantities are correct.
- Verify expiration dates on chemicals will not be exceeded prior to next quarterly check.
- Check physical condition of cabinet contents and replace items, as necessary.
- Insert changes in procedure book and update all forms.

Attachment 5.1-2
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INSTRUCTIONS
FIELD SAMPLING KIT (Cont.)

Passport Activities: FIELD SAMPLE KIT 1FS
 FIELD SAMPLE KIT 2FS
 FIELD SAMPLE KIT 3FS
 FIELD SAMPLE KIT 4FS

Locations:

- Kit 1FS - Field Team Cabinet Number 1, Yakima Building Health Physics Center
- Kit 2FS - Field Team Cabinet Number 2, Yakima Building Health Physics Center
- Kit 3FS - Field Team Cabinet Number 3, Yakima Building Health Physics Center
- Kit 4FS - ENOC, Cabinet Number 4, MPF, 1st Floor, Room 201

Quarterly (and after use or if seal not intact):

- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace, as necessary.

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INSTRUCTIONS
PROTECTIVE CLOTHING KIT (Cont.)

Passport Activities: PC KIT 1PC
 PC KIT 2PC
 PC KIT 3PC
 PC KIT 4PC

Locations:

- Kit 1PC - Field Team Cabinet Number 1, Yakima Building Health Physics Center
- Kit 2PC - Field Team Cabinet Number 2, Yakima Building Health Physics Center
- Kit 3PC - Field Team Cabinet Number 3, Yakima Building Health Physics Center
- Kit 4PC - ENOC, Cabinet Number 4, MPF, 1st Floor, Outside Room 201

Quarterly (and after use or if seal not intact):

- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace, as necessary.

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INSTRUCTIONS
AIR SAMPLING KIT (Cont.)

Passport Activities: AIR SAMPLE KIT 1AS
 AIR SAMPLE KIT 2AS
 AIR SAMPLE KIT 3AS
 AIR SAMPLE KIT 4AS

Locations:

- Kit 1AS - Field Team Cabinet Number 1, Yakima Building Health Physics Center
- Kit 2AS - Field Team Cabinet Number 2, Yakima Building Health Physics Center
- Kit 3AS - Field Team Cabinet Number 3, Yakima Building Health Physics Center
- Kit 4AS - ENOC, Cabinet Number 4, MPF, 1st Floor, Room 201

Quarterly (and after use or if seal not intact):

- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace, as necessary .
- Verify air sampler calibration date will not be exceeded prior to the next quarterly check. Replace with a fresh calibrated air sampler as needed.
- Start-up air sampler.
- Perform operational check of stopwatch.
- Ensure expiration date of Silver Zeolite Cartridges will not be exceeded prior to the next quarterly check; however:
 - If contained in manufacturer's sealed bags, cartridges are good for ten years;
 - If contained in other than manufacturer's sealed bags, cartridges are good for one year.
 - Replace as required.
- Verify charcoal packets are sealed and if not sealed, replace.

Attachment 5.2-3
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INSTRUCTIONS
INSTRUMENTATION KIT (Cont.)

Passport Activities: QTRLY INST KIT 1IK
 QTRLY INST KIT 2IK
 QTRLY INST KIT 3IK
 QTRLY INST KIT 4IK
 CHANGEOUT RADIOS

Locations:

- Kit 1IK - Field Team Cabinet Number 1, Yakima Building Health Physics Center
- Kit 2IK - Field Team Cabinet Number 2, Yakima Building Health Physics Center
- Kit 3IK - Field Team Cabinet Number 3, Yakima Building Health Physics Center
- Kit 4IK - ENOC, Cabinet Number 4, MPF, 1st Floor, Outside Room 201

Quarterly (and if used or if seal not intact):

- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace, as necessary.
- Ensure portable instrument calibration dates will not be exceeded prior to the next quarterly check. Replace with fresh calibrated instruments as needed.
- Perform operational checks:
 - Portable instruments (battery check)
 - Calculator
 - Battery lantern
 - Flashlight
- Ensure expiration dates will not be exceeded prior to the next quarterly check:
 - Credit cards
 - Iodine tablets

Annually:

- Replace radios (obtain replacement radios and batteries from radio/battery charging unit in PSF Room 118A cabinet next to decon showers and deliver replaced radio/batteries to Telecommunications for operational check).

Attachment 5.2-4

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INSTRUCTIONS
DECON CABINET (Cont.)

Passport Activity: DECON CABINET

Location:

- DC - Emergency Cabinet Number 14, Health Physics Decon Shower Area

Quarterly (and after use or if seal not intact):

- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace, as necessary.
- Ensure calibration/expiration dates will not be exceeded prior to next quarterly check, and replace as needed:
 - Portable instrument
 - Chemicals
- Perform operational check on portable instruments (battery check).

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INSTRUCTIONS
EXTRA PROTECTIVE CLOTHING (Cont.)

Passport Activities: EXTRA PC KIT 1XP
 QTRLY CHK PC KIT 2PC

Location:

- Kit 1XP - Emergency Cabinet Number 6, Yakima Building Health Physics Center
- Kit 2XP - Emergency Cabinet Number 6, Yakima Building Health Physics Center

Quarterly (and after use or if seal not intact):

- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace, as necessary.

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INSTRUCTIONS
RIVER EVACUATION MONITORING KIT (Cont.)

Passport Activities: RIVER EVAC MON KIT

Location:

- Kit 1RM - Cabinet Number 4, MPF, 1st Floor, Outside Room 201

Quarterly (or after use or if seal not intact):

- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace, as necessary.
- Ensure calibration/expiration dates will not be exceeded prior to next quarterly check and replace as needed:
 - Potassium Iodide (KI) tablets
 - Dose rate meter
- Perform operational checks:
 - Portable instrument (battery check)
 - Dosimeter charger
 - Radio

Attachment 5.2-7
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INSTRUCTIONS
RIVER EVACUATION DECONTAMINATION KIT (Cont.)

Passport Activities: RIVER EVAC DECON KIT

Location:

- Kit 1RD - Emergency Cabinet Number 4, MPF, 1st Floor, Outside Room 201

Quarterly (and after use or if seal not intact):

- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace, as necessary. If otherwise in good condition, it is not necessary to open sealed containers to count individual items.
- Ensure calibration/expiration dates will not be exceeded prior to next quarterly check and replace as needed:
 - Portable instruments
 - Potassium Iodide (KI) tablets
- Perform operational checks:
 - Portable instrument (battery check)
 - Dosimeter charger
 - Radio

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