



INTEROFFICE MEMORANDUM

DATE: April 05, 2001

TO: Distribution

FROM: *Vicenta DeLeon*
Procedure Control, Administrative Services, (927A)

SUBJECT: **PLANT PROCEDURES MANUAL - VOLUME 13**
Distribution Package: 2001-199

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following Procedure(s) have been revised/approved and are to be inserted in your controlled copy of the Manual and the superseded revisions are to be removed and destroyed:

<u>Procedure</u>	<u>Rev.</u>	<u>Title</u>
13.10.6	21	Plant/NRC Liaison Duties
13.10.14	6	Maintenance Manager Duties
13.14.4	35	Emergency Equipment

Also included in this package are **EDITORIAL CHANGES**, please replace the pages located in your manual with the attached pages:

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USE CURRENT REVISION

COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER

*13.10.6

APPROVED BY

DWC - Revision 21

DATE

04/05/01

VOLUME NAME

EMERGENCY PLAN IMPLEMENTING PROCEDURES

SECTION

PLANT EMERGENCY FACILITIES

TITLE

PLANT/NRC LIAISON DUTIES

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13.10.6

REVISION

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1.0 PURPOSE

The purpose of this procedure is to describe the emergency responsibilities and duties of the Plant/NRC Liaison for relieving the Control Room NRC Communicator, and providing a communications link to keep the NRC Operations Center informed on plant status and accident mitigation activities.

2.0 REFERENCES

- 2.1 10CFR50.72, Immediate Notification Requirements for Operating Nuclear Power Reactors {R-1932}
- 2.2 10CFR50, Appendix E (VI), Emergency Response Data System (ERDS) {R-1936}
- 2.3 IEN 98-08, Information Likely to be Requested if an Emergency is Declared
- 2.4 FSAR Chapter 13.3 (Emergency Plan), Sections 2, 4
- 2.5 PPM 13.4.1, Emergency Notifications
- 2.6 PPM 13.13.4, After Action Reporting
- 2.7 Emergency Response Log, 968-23895
- 2.8 ERDS Data Points for Manual Transmittal to NRC, 968-26073

3.0 PROCEDURE

3.1 Plant/NRC Liaison Responsibilities

- 3.1.1 Upon notification of an Alert, Site Area, or General Emergency, or if so directed, proceed to the Technical Support Center (TSC).
- 3.1.2 Present your keycard to the TSC cardreader located by the outer hallway access door to establish electronic Personnel Accountability.
- 3.1.3 Enter your name on the TSC Accountability Log located on the table just inside the TSC to establish manual Personnel Accountability.
- 3.1.4 Write your name on the TSC staffing board in the space next to your emergency position.

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- 3.1.5 If you leave the TSC temporarily, inform the TSC Manager of your destination and approximate time of return. Note your destination on the TSC Personnel Accountability Log.
- 3.1.6 Obtain the Plant NRC Liaison emergency response basket from the TSC Emergency Equipment Cabinet.

NOTE: The next step should be performed without waiting for the TSC to be activated. The Emergency Response Data System (ERDS) is required to be initiated within one hour of an Alert classification or higher. {R-1932, R-1936}

NOTE: The Plant/NRC Liaison in the TSC has the responsibility for ERDS activation. The on call Emergency Planner or the PDIS Analyst in the EOF may have already activated ERDS, however.

- 3.1.7 For an Alert or higher classification, ensure ERDS has been activated per Attachment 4.1.
- 3.1.8 Notify the NRC of ERDS activation and periodically verify the ERDS link with NRC by inquiry on the ENS line, or by following direction contained in Attachment 4.1.
- 3.1.9 Notify the PDIS Analyst at the Engineering Support area in the Emergency Operations Facility (EOF) that you have arrived at the TSC and are assuming responsibility for ensuring the continued operation of ERDS.
- 3.1.10 Obtain a briefing from the TSC Manager, the Technical Manager or the Operations Manager on the current status of the plant and the actions being taken to mitigate the emergency.
- 3.1.11 Activate the cordless phone set up in the Plant/NRC Liaison work area and check its operability in accordance with Attachment 4.2. Periodically, check the ENS line operability.

NOTE: The MUTE button should be used when not transmitting voice data to NRC to prevent making unintended commitments or releasing sensitive information prematurely.

- 3.1.12 Activate the TSC extension of the NRC Emergency Notification System (ENS) using the cordless phone. Push the PHONE button to activate it and the OFF button to hang up. Request a turnover briefing from the Control Room ENS communicator on classification level, reactor status, other relevant plant status items, and what information has been exchanged with the NRC.

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- 3.1.13 Obtain permission from the NRC ENS communicator prior to transferring the ENS responsibilities from the Control Room to the TSC.
- 3.1.14 After assuming the ENS responsibility, observe the requirements of 10CFR50.72(c)(3) by maintaining continuous communications (when requested by the NRC) and by designating someone to maintain the ENS phone if you must leave it for any reason. {R-1932}
- 3.1.15 Be prepared to provide the Headquarters Operations Officer with the following information:

NOTE: Refer to the TSC, EOF or JIC position listed parenthetically for information for NRC as necessary.

- Is there any change to the classification of the event? If so, why? (TSC Operations Manager)
- What is the ongoing/imminent damage to the facility, including affected equipment and safety features? (TSC Operations Manager)
- Have toxic or radiological releases occurred or been projected, including changes in the release rate? If so, what are the projected onsite and offsite releases and what is the basis of assessment? (TSC Radiation Protection Manager)
- What are the health effects or consequences to onsite and offsite people? How many onsite or offsite people will be or are affected, and to what extent? (TSC Radiation Protection Manager)
- Is the event under control? When was control established, or what is planned to bring the event under control? What is the mitigative action planned or underway? (TSC Operations Manager)
- What onsite protective measures have been taken or planned? (TSC Radiation Protection Manager)
- What offsite protective actions have been recommended to State or local officials? (Assistant EOF Manager)

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- What is the status of State, local or other federal agencies responses, if known? (Assistant EOF Manager)
- If applicable, what is the status of public information activities, such as alarm, broadcast, or press releases by the State, local, or other federal response agency? Has a Joint Information Center been activated? (Assistant JIC Manager)

- 3.1.16 Obtain TSC Manager approval prior to making commitments to the NRC.
- 3.1.17 Obtain TSC Manager (or appropriate TSC staff) assistance for resolving NRC requests for information.
- 3.1.18 If ERDS becomes inoperable during use, use ERDS Data Points for Manual Transmittal, 968-26073, to verbally inform the NRC of selected data points.
- 3.1.19 In the event of ENS failure, contact the NRC Operations Center at:

1-(301) 816-5100 (main)
 1-(301) 951-0550 (backup 1)
 1-(301)-415-0550 (backup 2)
 1-(301)-415-0553 (backup 3)
 1-(301)-816-5151 (fax)
 1-(817)-860-8100 (alternate site, Region IV)

NOTE: The NRC Event Notification Worksheet (NRC Form 361) is intended for guidance in giving information to the NRC. It is available on pads in the Control Room, TSC and EOF for reference. It represents information the NRC Duty Officer may ask for, but it is not necessary to complete or transmit the form.

- 3.1.20 Maintain a log of your emergency activities or resolutions on an Emergency Response Log (Form 968-23895).
- 3.1.21 Notify the TSC Manager of NRC activities relating to the emergency.
- 3.1.22 Interface with the NRC representatives within the TSC concerning in plant activities.
- 3.1.23 If the TSC becomes uninhabitable, transfer ENS responsibilities to the Control Room.

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3.1.24 Upon shift change, turn over your logs and fully brief your relief on:

- Classification level
- Plant status
- Ongoing activities
- NRC commitments made during the emergency

3.1.25 Upon shift change or termination of the emergency:

- a. Prepare an individual After Action Report per PPM 13.13.4.
- b. Provide the report to your relief, or if not present, the TSC Manager.

3.1.26 Upon termination of the emergency, terminate ERDS, (with NRC concurrence), per Attachment 4.1.

4.0 ATTACHMENTS

4.1 Initiation and Termination of ERDS

4.2 Cordless Phone Operation

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INITIATION AND TERMINATION OF ERDS

CAUTION: Performing the next steps activates the ERDS system and causes Supply System data to be displayed at the NRC Operations Center and, give indication we are in, (or anticipate), an emergency. DO NOT activate ERDS for training or drill purposes unless prior arrangements have been made.

I. INITIATION

The ERDS program on the Plant/NRC Liaison PC runs on the LAN. The Plant/NRC Liaison alternate PC is located in the TSC Engineering Library. Power up the Plant/NRC Liaison PC to start the initiation process.

NOTE: If activating ERDS from the EOF Engineering area or Control Room, log on steps are the same as for the Technical Support Center (TSC) instructions. The ERDS host computer in the Control Room may also be used to start ERDS. Standard Windows operating commands should be used.

- A. From the Plant/NRC Liaison's PC located in the TSC:
 - 1. After the PC has completed its startup process, double click on the ERDS icon.
- B. Screen will display the ERDS program, then:
 - 1. Determine if ERDS is already running by noting the status in the ERDS State field. If anything other than Quiet is shown, then ERDS is running.
 - 2. If ERDS is not running, click on Start to start the ERDS link.
 - 3. Click on Start in the follow on dialog box. ERDS State field should change to Activate.
- C. Verify that the link was established by:
 - 1. Noting ERDS State field changes to Dial, Link, Accepted, then Sending.
 - 2. It will take about a minute and a half for the connection to be completed and data being sent.

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E. If unable to establish the ERDS link:

1. Contact the TSC Computer Engineer to troubleshoot the problem. Contact the STA to start ERDS from the Control Room.
2. Inform the TSC Manager that you are unable to activate ERDS.
3. Advise the NRC Operations Center on the Emergency Notification System (ENS) phone line, of the ERDS failure and using the ERDS parameters from this attachment, determine which ERDS data points to manually transmit.
4. Request the Control Room Communicator remain on the ENS line until the ERDS link is established. The applicable data points may need to be communicated from the Control Room. The ERDS data points are identified on form 968-26073, ERDS Data Points for Manual Transmittal to NRC.

II. VERIFICATION

To view real time ERDS data, click on the View Data button. To close the real time data view, click on the View Status button.

III. TERMINATION

To terminate the ERDS link from Columbia Generating Station to the NRC Operations Center, do the following:

- A. Click on the Stop button.
- B. Click on With Terminate in the follow on dialog box.
- C. Verify that the ERDS link has been terminated:
 1. Note that the ERDS State field changes to Terminate, then Quiet.
 2. Shut down the PC.

NOTE: If you desire other functions, or program information, the ERDS Users Manual is stored in the TSC Emergency Response Supply Cabinet.

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CORDLESS PHONE OPERATION

NOTE: This instruction is provided for the Plant/NRC Liaison to use the cordless phone in the TSC to communicate with NRC using the ENS circuit with a cordless phone instead of the original desk phone provided. The original desk phone is retained as a backup.

1. To setup and operate the cordless phone:
 - a. Pick up the cordless phone handset in the Plant/NRC Liaison work area.
 - b. Ensure that the toggle switch mounted on the wall immediately behind the cordless phone is in the "forward" position.
 - c. Ensure the AC adapters for the phone and the battery charger are plugged into an outlet.
 - d. The MUTE button should be used to deactivate the headphone microphone to prevent premature release of sensitive information. Press the MUTE button again to activate the microphone.
 - e. Don the cordless phone/headset unit. Push PHONE to turn the phone on.
 - f. When ready to assume ENS duties, pick up the cordless handset and determine if the Control Room is on line. If a dial tone is received, establish communications by dialing the ENS number exactly as listed on the wall.
2. The cordless phone will allow you to transmit from any location in the TSC.
3. The battery is changed by releasing the battery from the back of the handset and inserting a charged battery in its place. Put the discharged battery in the charger adjacent to the phone.

NOTE: The ENS connection will not be broken until the phone is turned off, runs out of power, or hung up. Battery change out requires that the NRC be contacted per step 1.f, above.
4. Volume of the handset speaker may be adjusted for comfort using the up or down arrow buttons on the handset.
5. If the cordless handset fails to operate, contact with the NRC may be re-established using the original ENS phone.
 - a. Unplug the phone line labeled, "NRC/ENS" from the wall switch behind the cordless phone unit and plug that line into the original ENS desk phone. Re-establish contact with NRC as described in step 1.f above.

Attachment 4.2

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TITLE MAINTENANCE MANAGER DUTIES		

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1.0 PURPOSE

This procedure describes the Technical Support Center (TSC) Maintenance Manager's responsibility for assigning tasks to be performed by Operations Support Center (OSC) teams, determining the priority to be assigned to each task, and acting as the focal point of the work control process between the TSC and the OSC.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Sections 2, 5, 6
- 2.2 PPM 13.10.9, Operations Support Center Manager and Staff Duties
- 2.3 PPM 13.13.4, After Action Reporting
- 2.4 Emergency Response Log, 968-23895
- 2.5 Repair Team Briefing/Debriefing Form, 968-25560

3.0 PROCEDURE

3.1 Maintenance Manager Responsibilities

- a. Upon declaration of an Alert or higher emergency, or if so directed, log in on TES using the emergency RWP. Present your keycard to the card reader to establish accountability.
- b. Enter your name on the TSC Accountability Log, and on the TSC Staffing board.
- c. If you leave the TSC temporarily, inform the TSC Manager of your destination and approximate time of return. Note your destination on the TSC Accountability Log.
- d. Obtain a briefing from the TSC Manager on plant status and specifics regarding the following:
 - Location and task assignments for the Fire Brigade (FB)
 - Known or anticipated plant hazardous areas

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- e. Direct the TSC/OSC Communicator to implement the actions contained in Attachment 4.1
- f. Coordinate the development of repair or damage control plans with the TSC Manager and TSC staff.
- g. Advise the OSC Manager of repair and damage control plans developed by the TSC.

a. Assigning Task Priorities:

NOTE: Urgent tasks depend on skill of the craft and are designated "urgent" by the Shift Manager. Urgent tasks require only a radiological briefing. The Shift Manager has the final authority in determining if a task is "urgent."

b. Urgent Tasks

- When it is determined that a task is "urgent", quickly confer with the Operations Manager and Radiation Protection Manager and determine any radiological or hazardous conditions relating to the task.
- Immediately communicate the "urgent" task to the OSC via telephone.

c. Other Tasks

NOTE: Emphasis should be placed on maintaining an adequate water level in the reactor (Priority 1) and minimizing or terminating radiological releases to the environment (Priority 2).

1. Determine which task should be completed first, by discussion with the Shift Manager, Technical and Operations Managers, and assign that task as Priority 1.
2. Determine the task to be performed next, and assign that task as Priority 2.

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NOTE: Do not duplicate priority numbers. Other than "Urgent" tasks, the number of open tasks will equal the number of priorities.

3. Determine the task to be performed next, and assign it a Priority 3. Follow this sequence for additional tasks. Be aware that the list of prioritized tasks will be re-evaluated as more information becomes available and plant conditions change. Periodically reassess the priorities assigned as tasks are completed or plant conditions change.
 4. Notify the OSC when task priorities are changed and update the repair team status board.
 5. Periodically, direct the TSC/OSC Communicator contact the OSC to ensure task priorities align between TSC and OSC Team Tracking boards.
 6. Gather task information for the OSC. Complete the Task Assignment section of the Repair Team Briefing form (968-25560), being sure to include the following information:
 - Radiological conditions that may affect repair team activities (Confer with the RPM).
 - Special instruction, drawings, safety concerns, etc. (Confer with the Technical Manager or Operations Manager).
 7. Communicate task information to the OSC.
- h. When requests are received from the OSC for deviation from established procedures or work instructions for repair team work already in progress, inform the TSC Manager, obtain necessary change approvals, and provide guidance for making change decisions.
 - i. Monitor repair team activities and provide technical advice to the OSC as needed.
 - j. As required, provide maintenance expertise for response to inquiries from regulatory agencies.
 - k. Participate in TSC briefings regarding maintenance activities in accordance with the guidelines contained in Attachment 4.2.

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- l. If the need for relief shifts are anticipated, coordinate with the Plant Administrative Manager. Relief shifts should normally be the next scheduled work week team. Refer to the Maintenance Work Week schedule.
- m. When plant conditions stabilize and a recovery phase is being entered, assist with developing plans and procedures for maintenance actions to recover plant systems or components.
- n. On shift change, turn over logs and notes of your activities and fully brief your relief on the current status of the emergency and OSC tasks that are being performed.
- o. On shift change or termination of the emergency:
 - a. Prepare your individual After Action Report. Refer to PPM 13.13.4.
 - b. Collect After Action Reports prepared by the TSC/OSC Communicator.
 - c. Review TSC/OSC Communicator After Action Report.
 - d. Deliver the After Action Reports, logs, summary reports, etc., to the TSC Manager.
 - e. At event termination, participate in the critique of TSC performance. Consolidate the critique results of the TSC maintenance activities with those of the OSC Maintenance staff and prepare a summary of performance factors that require recognition or followup action.

4.0 ATTACHMENTS

4.1 TSC/OSC Communicator Duties

4.2 Maintenance Manager Briefing Guidelines

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Duties of: TSC/OSC Communicator

Assignment Location: Technical Support Center (TSC)

Report To: Maintenance Manager

Activation Level: Alert or Higher Classification

Responsibilities

1. Report to the TSC, sign in on the accountability log and staffing boards, then obtain briefing from the Maintenance Manager on the current status of the emergency and anticipated accident mitigation actions that the TSC will be communicating to the OSC.
2. Establish communication with the OSC Repair Team Coordinator/designee via the Maintenance Manager/OSC Manager ring-down line. Either the desk phone at the Maintenance Manager's work station, the cordless wall phone, or the backup key type phone may be used.
 - 2.1 If you use the cordless wall phone:
 - A. Obtain the headset from the Maintenance Manager's basket.
 - B. Remove the handset from the base station, plug the headset into the handset and press "PHONE" to turn it on. Because this is a ring-down circuit, the Repair Team Coordinator/OSC Manager phone will ring.
 - C. The boom microphone on the headset is live whenever the phone is not muted. Press the MUTE button to mute the phone when you are not transmitting information to the OSC.
 - 2.2 If you use the backup key type telephone with the plug in type headset:

NOTE: The backup phone is stored on the shelf under the Maintenance Manager's work station. It will need to be plugged in and mounted as a wall phone for use.

 - A. Plug the phone into the receptacle and mount it on the wall plate.
 - B. Plug headset unit into receptacle located on the right side of the ring-down unit.
 - C. Push the belt clip unit rocker switch so red bar shows.

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- D. Set the recessed white plastic screw located just below the push-to-talk switch to the nonlockable position by turning it so it is perpendicular to the control unit.
 - E. Use the push-to-talk button to communicate with the OSC.
 - F. Headset is now activated for use.
- 3. Maintain the TSC repair team tracking/work control board with information you receive from the OSC Repair Team Coordinator/designee and Maintenance Manager. Periodically confer with the OSC to ensure that the TSC and OSC Team Tracking board priorities are aligned as priorities change.
 - 4. Relay instructions or information on repair team activities and announce significant events that impact TSC operations.
 - 5. Maintain a chronology of your significant inputs, actions and resolutions on the Emergency Response Log, 968-23895.
 - 6. Offer only factual information you are given by the Maintenance Manager or OSC Repair Team Coordinator/designee. Avoid speculative information or editorializing on data. Do not engage in problem solving discussions.
 - 7. Ensure transmissions are distinct and understood. Minimize the use of acronyms unless you are sure they are understood. Use the phonetic alphabet to clarify when necessary, i.e., ALPHA for "A" BRAVO for "B" or CHARLIE for "C".
 - 8. Notify the Maintenance Manager and OSC Repair Team Coordinator/designee of your intention to be off-line for absences, and announce your return.
 - 9. Upon shift change, brief your relief on responsibilities, duties and the current status of work being performed.
 - 10. On shift change or termination of the emergency:
 - a. Prepare an individual After Action Report. Refer to PPM 13.13.4.
 - b. Deliver your After Action Report with logs attached to the Maintenance Manager.

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MAINTENANCE MANAGER BRIEFING GUIDELINES

NOTE: Items listed here are suggested topics for routine update briefing. Items actually selected for update should be based on existing or projected plant conditions.

1. Maintenance Manager update items (check as reviewed):

- _____ a. Status of plant structures, systems or components.
- _____ b. OSC repair teams dispatched and their assigned tasks.
- _____ c. Task status and prognosis.
- _____ d. Problems or delays experienced by repair teams.
- _____ e. Offsite agencies assisting with plant repair activities.
- _____ f. Problem areas needing resolution.

Notes: _____

2. TSC briefing updates from other organizations or offsite agencies of OSC interest.
(List items as they are reviewed and have key OSC personnel brief subordinates.)

- a. Agency or Organization: _____
Notes: _____

- b. Agency or Organization: _____
Notes: _____

- c. Agency or Organization: _____
Notes: _____

- d. Agency or Organization: _____
Notes: _____

Attachment 4.2

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PLANT PROCEDURES MANUAL

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1.0 PURPOSE

This procedure describes requirements for inspection, inventory, and functional testing of emergency equipment and supplies which are maintained for emergency operations, and are not listed under other approved procedures. Items in this procedure are identified as REQUIRED or DESIRED. {R-5928}

2.0 DISCUSSION

Items or functional tests that are REQUIRED meet the intent of the Columbia Generating Station Emergency Plan's requirements.

Items or functional tests that are DESIRED are in place to assist emergency functions. The Corporate Emergency Preparedness, Safety and Health Officer may make determinations for changes to desired quantities, types of items, or functional tests as required for good emergency preparedness practices. Changes to DESIRED types or quantities of items should not be less conservative than REQUIRED.

A Level 1 library is maintained by Administrative Services as part of the Technical Support Center. Sufficient Level 1 Procedures, drawings, and other documentation are maintained in this library to support the Technical Support Center staff.

3.0 REFERENCES

- 3.1 Columbia Generating Station Final Safety Analysis Report (FSAR), Section 13.3, Emergency Plan
- 3.2 NUREG-0654, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans And Preparedness In Support Of Nuclear Power Plants, Section H (10)
- 3.3 Problem Evaluation Request (PER) 293-1343
- 3.4 10CFR50, Appendix E {R-5756, R-5928}
- 3.5 10CFR50, Appendix R {R-6917, R-6918, R-10307, R-10309, R-10311}
- 3.6 GO2-92-257, letter to NRC regarding ERDS Data Point Library, 11-24-92
- 3.7 Columbia Generating Station Final Safety Analysis Report, Appendix F, Table F.3-2, Section III.H
- 3.8 PPM 2.9.5, Plant Communications Systems
- 3.9 PPM 13.14.9, Emergency Program Maintenance

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- 3.11 EPI-15, ERDS Quarterly Test
- 3.12 Emergency Response Log, 968-23895
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- 3.15 Repair Team Briefing/Debriefing Form, 968-25560
- 3.16 Emergency Director Turnover Sheet, 968-25810
- 3.17 10 Mile EPZ Dose Projection and Data Map Form, 968-25831
- 3.18 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:

- Kootenai Building and MPF

Decon Storage Area:

Location:

- ENOC Room 1-208A, MPF

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River Evacuation Kits:

Location:

- ENOC

Equipment for Post Accident Sample System (PASS):

Location:

- Ambulance Bay
- Counting Room
- Chemistry Lab

4.1.3 Ensure that the HVAC is checked per instructions outlined in Attachment 5.8, Ventilation Radiation Monitoring.

4.1.4 Completed task sheets are to be forwarded to the Preventative Maintenance Program Group.

4.2 Shift Manager Responsibilities

4.2.1 Ensure the Fire Brigade Leader, per the Columbia Generating Station Fire Marshal, performs inventories and operational checks of locations containing emergency fire equipment outlined in Attachment 5.1-1 after each use.

4.2.2 Ensure an onsite, six hour supply of reserve air is provided to permit quick replenishment of exhausted air supply cylinders as they are returned.
{R-10309}

4.2.3 Ensure that the following alarm systems are demonstrated per the instructions outlined in Attachment 5.1-6, Plant Emergency Alerting Signals:

Plant Exclusive Use Signals:

Location: Control Room

- Alerting Tone

4.2.4 Complete task sheets and forward them to the Preventative Maintenance Program Group.

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4.3 Operations Manager Responsibilities

- 4.3.1 Ensure the Control Room is checked per the instructions outlined in Attachment 5.7, Emergency Center Equipment and Supplies.
- 4.3.2 Completed task sheets are to be forwarded to the Preventative Maintenance Program Group.

4.4 Manager, Security Programs Responsibilities

- 4.4.1 Ensure the Security Communications Center is checked per the instructions outlined in Attachment 5.7, Emergency Center Equipment and Supplies.
- 4.4.2 Completed task sheets are to be forwarded to the Preventative Maintenance Program Group.

4.5 Supervisor, Telecommunications Installation And Maintenance Responsibilities

- 4.5.1 Ensure that the Communications Systems are checked per the instructions outlined in Attachment 5.5, Communications System Tests.
- 4.5.2 Completed task sheets are to be forwarded to the Preventative Maintenance Program Group.

4.6 Supervisor, Facilities Maintenance Responsibilities

- 4.6.1 Ensure that the HVAC and diesel generators are tested per instructions outlined in Attachment 5.9, Facilities Systems Tests.
- 4.6.2 Completed task sheets are to be forwarded to the Preventative Maintenance Program Group.

4.7 Corporate Emergency Preparedness, Safety and Health Officer

- 4.7.1 Ensure the Technical Support Center, Operations Support Center, the Joint Information Center, and the Emergency Operations Facility is checked per the instructions outlined in Attachment 5.7, Emergency Center Equipment and Supplies.
- 4.7.2 Completed task sheets are to be forwarded to the Preventative Maintenance Program Group.

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- 4.7.3 Ensure that the Building 100 medical equipment and supplies are checked per Attachment 5.6, Building 100 Medical Equipment and Supplies.
- 4.7.4 Ensure the following cabinets are checked in accordance with the instructions outlined in Attachment 5.3, Hospital Radiological Emergency Kits:

Hospital Radiological Emergency Kits:

Locations:

- Kadlec Medical Center, Emergency Room Storage Cabinet
 - Kennewick General Hospital, Emergency Room Entrance Area
 - Our Lady of Lourdes, Nuclear Medicine Area
- 4.7.5 Ensure the Emergency Phone Directory is maintained per the instructions outlined in Attachment 5.4, Emergency Planner Communications System Tests.
- 4.7.6 Ensure the dedicated telephone lines are checked per the instructions outlined in Attachment 5.4, Emergency Planner Communications System Tests.
- 4.7.7 Ensure the Emergency Response Data System (ERDS) is tested quarterly as outlined in Attachment 5.5, Communications System Tests.
- 4.7.8 Hardware or software changes that affect transmitted ERDS data points identified in Attachment 5.10 shall be provided to NRC within 30 days after the change is made.
- 4.7.9 Hardware or software changes, except data point modifications, that could affect ERDS data transmission format or computer communication protocol with ERDS shall be provided to NRC at least 30 days prior to implementing the modification.
- 4.7.10 Monitor compliance with this procedure's requirements, and take action to ensure discrepancies are corrected. Auditable records of performance of all required checks are located in the Scheduled Maintenance System portion of the Passport work control module.

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5.0 ATTACHMENTS

- 5.1 Columbia Generating Station Emergency Equipment
- 5.2 EOF/ENOC Emergency Equipment
- 5.3 Hospital Radiological Emergency Kits
- 5.4 Emergency Planner Communications System Tests
- 5.5 Communications System Tests
- 5.6 Building 100 Medical Equipment and Supplies
- 5.7 Emergency Center Equipment and Supplies
- 5.8 Ventilation Radiation Monitoring
- 5.9 Facilities Systems Tests
- 5.10 Emergency Response Data System (ERDS)

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COLUMBIA GENERATING STATION EMERGENCY EQUIPMENT

5.1-1	Fire Brigade Stations	{3.1}
5.1-2	Decontamination Kits	{3.1}
5.1-3	First Aid Kit, Type A	{3.1}
5.1-4	First Aid Kit, Type B	{3.1}
5.1-5	Emergency Protective Equipment Kit (TSC)	{3.1}
5.1-6	Plant Emergency Alerting Signals	
5.1-7	Emergency Protective Equipment Kit (OSC)	

Attachment 5.1

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ITEMS IN/NEAR
FIRE BRIGADE STATIONS

STATION 1

{R-6917, R-10307,
R-10311, R-6918}

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED</u>
Battery, 6 Volt Lantern		5
Bolt Cutter		1
Chain Wrench		1
Sledge		1
Fire Axe		1
Pinch Bar		1
Hacksaw Frame/Blade		1
Pocket Knife		1
Spanner Wrench		5
Pipe Wrench		2
6 Volt Lantern		5
Nylon Rope, 100 feet		1
Leather Gloves		10 Pair
Firefighter Turnout Gear		
- Boots		15 Pair
- Coats		15
- Gloves		15 Pair
- Helmet/Shield		10
Personal Alert Safety System (PASS) devices		10
SCOTT Air-Pak 50 Self Contained Breathing Apparatus	10	10
SCOTT Envoy RadioCom, Mounted on each SCBA unit		10
Spare Air Cylinders	20	20
Stretcher		1
Smoke evacuation fan and exhaust trunk		1
Radios (Motorola HT-1000) on charger		6
Radio batteries (alkaline)		6
Megaphone		1
Personnel/SCBA Accountability Board		1
Power Block Pre-Fire Plans		1 set
Non-Power Block Pre-Fire Plans		1 set

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ITEMS IN/NEAR
FIRE BRIGADE STATIONS

STATION 1, cont'd

{R-6917, R-10307,
R-10311, R-6918}

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED</u>
* Fire Brigade Leader cart, including:		1
- Spanner wrenches		2
- Pipe Wrench		1
- Nylon rope, 100 feet		1
- Gloves (one Large, one XL)		2 pair
- Nomex hoods		2
- Radios		2
- Radio batteries		2
- Flashlights, 6V lantern		2
- Batteries, 6V		2
- Flashlights, helmet style		2
- Hose nozzle (with ball shut off valve)		1
- Telephone, with cord		1

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ITEMS IN/NEAR
FIRE BRIGADE STATIONS (Cont.)

STATION 2 (Building 62)

{R-6917, R-10307,
R-10311, R-6918}

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED</u>
Battery, 6 Volt Lantern		5
Bolt Cutter		1
Chain Wrench		1
Sledge		1
Fire Axe		1
Pinch Bar		1
Hacksaw Frame/Blade		1
Pocket Knife		1
Spanner Wrench		5
Pipe Wrench		2
6 Volt Lantern		5
Nylon Rope, 100 feet		1
Leather Gloves		10 Pair
Firefighter Turnout Gear		
- Boots		10 Pair
- Coats		10
- Gloves		10 Pair
- Helmet/Shield		10
Personal Alert Safety System (PASS) device		10
SCOTT Self Contained Breathing Apparatus		10
Spare Air Cylinders		35
Stretcher		1
Smoke evacuation fan and exhaust trunk		1
Radios		6
Megaphone		1
Personnel/SCBA Accountability Board		1
Power Block Pre-Fire Plans		1 set
Non-Power Block Pre-Fire Plans		1 set

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EMERGENCY RESPONSE VAN

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED +</u>
1 1/2" hose - 200 feet	1	1
2 1/2" hose - 300 feet	1	2
1 1/2" Adjustable Fog Nozzles	1	2
Hydrant Wrench	1	2
2 1/2" x 1 1/2" x 1 1/2" Gated Wye		1
2 1/2" Gate Valve		1
20# ABC Extinguisher	1	2
Foaming agent		4
Foaming agent eductor		1
Halon Extinguisher		1

+ Includes required quantities

Attachment 5.1-1
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INSTRUCTIONS
FIRE BRIGADE STATIONS (Cont.)

Passport Activity: FPSYS108

Locations:

- Kit 1E - 441' elevation, Turbine Building, Fire Brigade Station 1
- Kit 2E - Building 62, Fire Brigade Station 2
- Kit 3E - Fire Response Van - Protected Area

Monthly (and after use):

SCBA, inspect as follows:

- Verify the SCBA regulator and reducer calibration dates will not be exceeded prior to the next monthly inspection.
- Verify all air cylinders full, GTE 4000 psi
- Verify SCBA units are properly staged, including shoulder and waist straps fully extended, and proper staging of regulator, Envoy-RadioCom wires, and PASS tether.
- Reseal cabinet/case when done

Remainder of equipment:

- Verify calibration/expiration dates will not be exceeded prior to next monthly check.
- Inventory contents and ensure required quantities are correct
- Perform operational checks
 - Six-volt battery lanterns/flashlights
- Check physical condition of station/van contents and replace items, as necessary

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ITEMS IN/NEAR
DECONTAMINATION KITS

{R-5756}

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED</u> +
Body Outline Forms	4	6
Facial Tissue		2 Boxes
Cotton Rolls or Balls		2 Boxes
Cotton Tip Applicators		100
Liquid soap		1 Bottle
Washcloths		25
Procedures	1 Set	1 Set
Masking Tape		1 Roll
Disposable Cups		25
Plastic Bags		10
Sample Envelopes		20
Scissor		1
Skin Conditioner		1 Jar
Soft Scrub Brush		2
Nail Brush		1
Surgical Gloves		10 Pair
Toweling (487' RW only)		1 Set

+ Includes required quantities.

Attachment 5.1-2
Page 1 of 2

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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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ITEMS IN/NEAR
FIRST AID KIT - TYPE A (SILVER BOX)

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED +</u>
Clam Shell		1
Spider Strap		1
Kendrick Extraction Device (K.E.D.)		1
Emergency Life Saving Kit (set of airways)		1
Burnsheets		2
Ladder Splints		2
Ambulance Blankets		2
Disposable Obstetrical Kit		1
"SAM" Splints		2
Towels (Terry Cloth)		2
Ring Cutter		1
Stiff Neck Device (1 each in sizes - Noneck, Short, Regular, Tall)		4
Sager Traction Splint		1
Large Bio-Hazard Bag		1
Face Shield		3
Gown, Infection Control		2
Body Fluid Clean-up Kit		2
Stretcher		1

+ Includes required quantities

Attachment 5.1-3
Page 1 of 2

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INSTRUCTIONS
FIRST AID KIT - TYPE A (SILVER BOX) (Cont.)

Passport Activity: FPSYS108

Locations:

- Kit 1FA - 441' elevation, Turbine Building Fire Brigade Station 1
- Kit 2FA - Building 62, Fire Brigade Station 2
- Kit 3FA - 501' elevation, Turbine Building Corridor

Monthly (and after use):

- Inventory contents
- Check physical condition of contents and replace items, as necessary

Attachment 5.1-3
Page 2 of 2

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ITEMS IN/NEAR
FIRST AID KIT - TYPE B (TRAUMA KIT)

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED</u> +
Extraction Scissor		2
Tweezers		1
Penlight		2
Multi-trauma Dressing		4
Surgical Gloves		5 pair
Face Shield		5
Adhesive Tape		2 rolls
Band-Aids		10
Triangular Bandage		12
Eye Pads		6
Cold Packs		2
4" x 4" Dressing		5
Blankets (Disposable)		2
CPR Micro-Shields/Pocket Mask		3
Oxygen Cylinder (with kit)		1
Air Passage BVM and V-Vac		1
Gauze, 4 or 5 inch rolls		10
Blood Pressure Kit		1
Stethoscope		1
Saline Solution		1 bottle
Burn Sheet		1
Bio-Hazard Bags		3
Instant Glucose		1 tube
Patient Information Sheet		5
Gown, Infection Control		2
Body Fluid Clean-up Kit		1

+ Includes required quantity.

Attachment 5.1-4
Page 1 of 2

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INSTRUCTIONS
FIRST AID KIT - TYPE B, TRAUMA (Cont.)

Passport Activity: FPSYS108

Locations:

- Kit 1FB - 441' elevation, Turbine Building, Fire Brigade Station 1
- Kit 2FB - Building 62, Fire Brigade Station 2
- Kit 3FB - 501' elevation, Turbine Building Corridor
- Kit 4FB - 467' elevation, Radwaste Control Room

Monthly (and after use):

- Inventory contents.
- Check physical condition of contents and replace items, as necessary.
- Verify oxygen cylinder is full (needle in green band). If low, replace with a full one.
- Perform operational check on penlights, (if dim or not working and a disposable type, replace).

Attachment 5.1-4
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ITEMS IN/NEAR
EMERGENCY PROTECTIVE EQUIPMENT KIT (TSC)

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED</u> +
Protective Clothing	10 sets	25 sets
- Coveralls		
- Hoods/caps		
- Plastic Booties		
- Rubber Boots		
- Rubber Gloves		
- Glove Liners		
Respirators (particulate)	10, (2 small, 2 large)	25
Combination Filters		
(respirator)	20	50
Pocket Dosimeters	10	25
Dosimeter Charger		1
Duct Tape		1 roll
Masking Tape		1 roll

+ Includes required quantities.

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INSTRUCTIONS
EMERGENCY PROTECTIVE EQUIPMENT KIT (TSC) (Cont.)

Passport Activity: HPSCHD6

Location:

- Technical Support Center

Monthly (and after use):

- Verify that the respirators have been inspected within the past month.
- Inventory contents and ensure required quantities are correct.
- Perform operational checks
 - Dosimeter charger
 - Dosimeters (re-zero)
- Check physical condition of cabinet contents and replace items, as necessary

Attachment 5.1-5
Page 2 of 2

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PLANT EMERGENCY ALERTING SIGNALS

Passport Activity: EMERG.ALERT SYSTEM

Location: Control Room

Monthly: (Required) Perform operational check.

The following demonstrations should be immediately preceded by voice announcement over the high power public address system.

Demonstrations should be conducted on all shifts on the first day of each month, at approximate times as follows:

Day Shift - 1400

Mid Shift - 0200

The following public address format should be adhered to:

A. Alerting Tone:

- Announce: "This is a demonstration of the ALERTING TONE. This is a demonstration of the ALERTING TONE."
- Sound the ALERTING TONE (pulsed tone-constant level) for approximately 5 seconds seconds by depressing the "ALERT" push button.
- Stop the ALERTING TONE by depressing the "CAN-CEL" push button.
- Announce: "This concludes the demonstration of the ALERTING TONE."
- "This concludes all signal demonstrations, regard all further signals as real."

Attachment 5.1-6

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ITEMS IN/NEAR
EMERGENCY PROTECTIVE EQUIPMENT KIT (OSC)

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED +</u>
Protective Clothing:		
Large	5	
XL	20	
XXL	10	
Gloves, size 8/9	35	
Totes:		
Large	15	
XL	20	
Glove Liners	50	
Disposable Shoe Covers	50	
Skull Caps	35	
Hoods	35	
Paper PCs	1 box	
Plastic PCs	1 box	
Masking Tape	5 rolls	
Battery Powered Air Samplers	0	3
2" Filter Paper	1 box	
Scott Air Packs	4	4
* Spare air cylinders, per each SCBA unit	1 hr	1 hr
CAM, AC Powered	1	1
Silver Zeolite Cartridge	6	6
Area Radiation Monitor	1	

- * Credit is allowed for spare cylinders at other staging locations on site to meet required inventory minimum quantities, provided that one hour spare air is available for all required inventory SCBA units.

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INSTRUCTIONS
EMERGENCY PROTECTIVE EQUIPMENT KIT (OSC) (Cont'd)

Passport Activity: HPSCHDOSCPCKIT

Location:

- Operations Support Center

Annually (and after use)

- Inventory contents and ensure required quantities are correct
- Replace all rubber protective clothing and masking tape

Monthly (and after use)

- Inventory instrumentation and ensure required quantities are correct
- Verify the number of silver zeolite cartridges are available
- 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 calibration dates will not be exceeded prior to the next monthly check, and replace as necessary:
 - HP Instrumentation
- Perform operational checks on the following equipment:
 - Area Radiation Monitor
 - AMS-3 CAM
 - Battery Powered Air Samplers

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EOF/ENOC EMERGENCY EQUIPMENT

- 5.2-1 Field Sampling Kit
- 5.2-2 Protective Clothing Kit
- 5.2-3 Air Sampling Kit
- 5.2-4 Instrumentation Kit
- 5.2-5 Decon Cabinet
- 5.2-6 Extra Protective Clothing
- 5.2-7 River Evacuation Monitoring Kit
- 5.2-8 River Evacuation Decontamination Kit
- 5.2-9 Decon Storage Area
- 5.2-10 Equipment for PASS

Attachment 5.2

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ITEMS IN/NEAR
FIELD SAMPLING KIT

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED</u> +
Case for Equipment		1
Plastic Bags (assorted)		60
Cubitainers (1 gallon)		15
Rubber Gloves		4 pair
Digging Tools (small)		3
Felt Tip Marker (permanent)		4
Note Pads (3x5)		3
Pens (black)		3
Masking Tape (2")		1 roll
Cutting Shears		1
Rubber Bands		1 box
Paper Towels		1 pkg.
Disposable Gloves		2 boxes
Smears and Holders		100
Radiation Signs		3
Barricade Tape		1 roll
Pocket Knife		1
Syphon Pump		1

+ Includes required quantities.

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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, Kootenai Building Health Physics Center
- Kit 2FS - Field Team Cabinet Number 2, Kootenai Building Health Physics Center
- Kit 3FS - Field Team Cabinet Number 3, Kootenai 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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ITEMS IN/NEAR
PROTECTIVE CLOTHING KIT

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED</u> +
Case for Equipment		1
Hoods	2	3
Coveralls	2	3
Rubber Gloves	2 pair	3 pair
Rubber Boots	2 pair	3 pair
Masking Tape (2")	1 roll	2 rolls
Rain Suits		3
Razor and Shaving Cream		1 set
Plastic Bags		Assorted
Skull caps		3
Cotton glove liners		1 pkg.

+ Includes required quantities.

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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, Kootenai Building Health Physics Center
- Kit 2PC - Field Team Cabinet Number 2, Kootenai Building Health Physics Center
- Kit 3PC - Field Team Cabinet Number 3, Kootenai 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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ITEMS IN/NEAR
AIR SAMPLING KIT

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED</u> +
Case for Equipment		1
Portable Air Sampler	1	1
Model H809C Air Sampler Manual		1
Paper Filters	25	100
Note Pads (3x5)		3
Pens (Black)		3
Charcoal Cartridges	3	6
Tweezers		1
Silver Zeolite Cartridges	3	6
Spare Fuse		1
Stopwatch		1
Alligator Forceps		1

+ Includes required quantities.

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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, Kootenai Building Health Physics Center
- Kit 2AS - Field Team Cabinet Number 2, Kootenai Building Health Physics Center
- Kit 3AS - Field Team Cabinet Number 3, Kootenai 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.

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ITEMS IN/NEAR
INSTRUMENTATION KIT

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED +</u>
Case for Equipment		1
Low Range Dose Rate Meter (MicroR)	1	1
High Range Dose Rate Meter (Ion Chamber)	1	1
Count Rate Meter (w/G-M Pancake Probe)	1	1
Portable Radio (located in kit)	2	
Radio battery (1 in kit, 1 in radio storage cabinet)	2	
++ Check Source Cs-137		1
KI Tablets	2 bottles	2 bottles
Calculator		1
D-Cell Batteries		8
9-Volt Batteries		4
Note Pads (3x5)		3
Pens (black)		3
Battery Lantern (D - Cell)		1
Flashlight		1
Packet Containing (In lid pocket of equipment case)		1
- Credit Card		1
Wood Stakes, Survey Markers (In Cabinet)		10
First Aid Kit (In Cabinet)		1

+ Includes required quantities.

++ Source is stored in a shielded container (pig) in the radio storage cabinet

Attachment 5.2-4
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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, Kootenai Building Health Physics Center
- Kit 2IK - Field Team Cabinet Number 2, Kootenai Building Health Physics Center
- Kit 3IK - Field Team Cabinet Number 3, Kootenai 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 Kootenai Building 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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ITEMS IN/NEAR
DECON CABINET

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED +</u>
Skin/Clothing Contamination Report (968-24080)		20
Clip board		1
Red markers		1
Black markers		5
Ink pens		3
3" x 5" note pads		3
Smears		1,000
Masking tape		1 roll
Cotton tip applicators		2,000
Yellow magenta tape		1
Bottles Pax-land soap		2
Scrubbing sponges		2
Lava soap		1
Ivory soap		2
Soft scrub brushes		2
Moist towelettes		200
4" x 4" gauze sponges		200
3" x 3" gauze sponges		300
Scissors		1
Paper towels		500
Blank signs		5
Paper coveralls		6
Rubber gloves		6 pr
Plastic booties		20 pr
Count Rate Meter (w/Alpha Probe)		1
Count Rate Meter (w/G-M Pancake Probe)		1
Yellow plastic bags		20
Clear plastic bags		20
Extra soap		2
Kim Wipe Tissue		1 box
Small Disposable Cups		1 box
Saline Solution		1 bottle
++ Camera, Polaroid (Mod. Impulse) with film		1
Tape Recorder, Dictaphone (Mod. 1252)		1

- + Includes required quantities.
++ Ensure film has not exceeded its expiration date

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INSTRUCTIONS
DECON CABINET (Cont.)

Passport Activity: DECON CABINET

Location:

- DC - Emergency Cabinet Number 14, Kootenai Building 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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ITEMS IN/NEAR
EXTRA PROTECTIVE CLOTHING

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED</u> +
Case for Equipment		1
Coveralls		25
Plastic Shoe Covers		20 Pairs
Disposable Gloves		1 Box
Rubber Gloves		5 Pair
Hoods		12
Masking Tape		5 Rolls
Rubber Boots		2 Pair

+ Includes required quantities.

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Page 1 of 2

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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, Kootenai Building Health Physics Center
- Kit 2XP - Emergency Cabinet Number 6, Kootenai 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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ITEMS IN/NEAR
RIVER EVACUATION MONITORING KIT

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED</u> +
Dosimeter Charger		1
Pocket Dosimeter:		
0-5 R	2	3
0-500 mR	2	3
High Range Dose Rate Meter (Ion Chamber)	1	1
Low Range Dose Rate Meter (microR)	1	1
++ Check Source		1
KI Tablets	2 bottles	2 bottles
Coveralls		3 pair
Hoods		3
Shoe covers		3 pair
Rubber gloves		3
Surgical gloves		1 box
Rain suits		3
Tape, masking		1 roll
Pens		5
Portable Radio	1	1
Radio headset		1
Writing Tablet		1
Personnel Exposure Record		5
Emergency Response Log (968-23895)		1 Pad

+ Includes required quantity.

++ Source is stored in a shielded container (pig).

PROCEDURE NUMBER	REVISION	PAGE
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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
Page 2 of 2

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ITEMS IN/NEAR
RIVER EVACUATION DECONTAMINATION KIT

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED</u> +
Dosimeter Charger		1
Pocket Dosimeter:		
0-5 R	2	3
0-500 mR	2	3
Bucket (in Cabinet)		1
Sponges		5
Soap		2
Toweling, disposable		10
Ribbon, Rad. Barrier		2 rolls
Signs, Rad. Warning w/inserts		4
Coveralls	2	5
Hoods	2	5
Shoe covers	2 pair	5 pair
Rubber gloves	2 pair	10 pair
Surgical gloves		1 box
Rain suits		3
Tape		1 roll
Plastic bags (50 gal. yellow)		2
Count Rate Meter		
(w/G-M Pancake Probe)	1	1
++ Check Source		1
Portable Radio	1	1
KI Tablets	2 bottles	2 bottles
Pens		5

+ Includes required quantity.

++ Source is stored in a shielded container (pig).

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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

Attachment 5.2-8
Page 2 of 2

PROCEDURE NUMBER	REVISION	PAGE
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ITEMS IN/NEAR
DECON STORAGE AREA

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED</u> +
Stanchions		20
Rad. Rope spools		2
Rad. signs w/asst. inserts		20
Coveralls		4 cases
Protective clothing		20 sets
Rubber boots		10 pair
Rain suits		25
Plastic booties (yellow)		1 case
Totes (shoe covers)		100 pair
Rubber gloves		100 pair
Cotton glove liners		200 pair
Surgical gloves		5 boxes
Duct tape		20 rolls
Check source		1
Count Rate Meter (w/GM Pancake Probe)	1	3
Extra Probes/cables		3
High Range Dose Rate Meter (Ion Chamber)	1	2
Liquid soap		1 case
Granular hand soap		5 lbs
Cotton applicators		1 box
Envelopes (3" x 5")		1 box
Surgical scrub brushes		20
Smears		2 boxes
Plastic bags (50 gal., yellow)		2 rolls
Plastic bags (12" x 24", yellow)		1 roll
KI Tablets	3 containers	3 containers
Sponges		50
Buckets		6
Toweling		2 cases
Blankets		24
Collapsible water containers (1 gal)		5
Dosimeter Charger (with spare battery)		1
Vacuum Cleaners (12 volt)		3
Step off pads		2
+ Includes required quantities.		

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ITEMS IN/NEAR
DECON STORAGE AREA (Cont.)

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED</u> +
Ground Cover		1
Pocket Dosimeter (0-500 mR)		4
Legal pads		1 box
Pens		2 boxes
Clipboards		5
Emergency Response Log (968-23895)		1 pad

+ Includes required quantities.

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INSTRUCTIONS
DECON STORAGE AREA (Cont.)

Passport Activity: DECON SUPPLIES

Location:

- MPF Room 1-208A

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 instruments
 - Chemicals
 - Iodine Tablets
- Perform operational checks:
 - Portable instrument (battery check)
 - Dosimeter charger

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EQUIPMENT FOR PASS

Passport Activity: EOF EQUIPMENT PASS

<u>Locations:</u>	<u>REQUIRED</u>	<u>DESIRED</u> +
Hoist - Crane - (Ambulance Bay)	1	1
Ramp - (Counting Room)		1
Handle for Cask - (Counting Room)		1
Tongs - (Chemistry Lab)	1	2
Syringes and Needles - (Chemistry Lab)		4
Serum Bottles - (Chemistry Lab)		4
pH Meter Probe - (Chemistry Lab)	1	1

Quarterly:

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

+ Includes required quantities.

Attachment 5.2-10

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CONTENTS

HOSPITAL RADIOLOGICAL EMERGENCY KIT

<u>ITEM</u>	<u>REQUIRED</u>	<u>DESIRED +</u>
Action Cards Set		1
Body Outline Sketches		5
Clipboard		1
Marking Pens		2
Masking Tape (2") Rolls		2
Paper or Plastic Floor Covering Kit		1
Paper Pads (Note Pads)		2
Pencils and/or Pens		6
Plastic (cover Air Inlets and equipment)		Assorted
Procedures		4 copies
Radiation Control Signs		5
Radiation Rope		Assorted
Radiation Tags		5
Radiation Tape		1 Roll
Scissor		1
Smears and Envelopes		25
Count Rate Meter (w/G-M Pancake Probe)	1	1
Dose Rate Meter	1	1
TLDs (Includes 1 Control TLD)		7
Decontamination Kit		1
-Bulb Syringe		
-Ivory Soap		
-Hand Brush		
-Lava Soap		
-Potassium Permanganate		
Protective Clothing Sets		6
-Coveralls		
-Hood		
-Shoe Covers		
-Surgeon Gloves & Masks		
-Plastic Bags		8

+ Includes required quantities.

Attachment 5.3

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INSTRUCTIONS

HOSPITAL RADIOLOGICAL EMERGENCY KIT

PTL Activities: KADLEC EMERGENCY KIT, R 153967
KENNEWICK EMERGENCY KIT, R 153968
LOURDES EMERGENCY KIT, R 153969

Locations:

- Kit 1HK - Kadlec Medical Center Emergency Room Storage Cabinet
- Kit 2HK - Kennewick General Hospital Emergency Room Entrance Area
- Kit 3HK - Our Lady of Lourdes Hospital Nuclear Medicine Area

Quarterly (and after each use):

- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace items, as needed.
- Ensure portable instrument calibration and TLD dates will not be exceeded prior to quarterly check.
- Verify that all procedures and action cards are the current revision.

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EMERGENCY PLANNER COMMUNICATIONS SYSTEM TESTS

PASSPORT Activities: OFFSITE COMM DRILL

PTL Activity: NRC PHONE TESTING, R 153957
PHONE LIST, R 153960

Monthly: (Required)

- Perform test (by two-way communication) of the following dedicated telephone lines:
 1. Crash System - establish ring-down and two-way communications satisfactorily between the Security Communications Center (SCC) and:
 - a. Control Room
 - b. State of Washington
 - c. Benton County
 - d. Franklin County
 - e. Department of Energy - Hanford Operations
 2. NRC Off-Site Emergency Notification System (ENS) - establish two-way communications satisfactorily between the USNRC Operations Center and:
 - a. Control Room
 - b. Technical Support Center (TSC)
 - c. Emergency Operations Facility (EOF)
 3. NRC Health Physics Network (HPN);
Reactor Safety Counterpart Link (RSCL);
Protective Measures Counterpart Link (PMCL); and
Management Counterpart Link (MCL) - establish these two-way communications satisfactorily at the:
 - a. Control Room
 - b. Technical Support Center (TSC)
 - c. Emergency Operations Facility (EOF)

NOTE: Report unsatisfactory test results on Items 2 and 3 to the NRC Operations Center, via standard telephone using the numbers provided in the Emergency Phone Directory.

- Verify backup meteorological sources are available per PPM 13.8.1.

Quarterly:

- Verify accuracy of Emergency Phone Directory. Revise and reissue, as needed.

Attachment 5.4

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COMMUNICATIONS SYSTEM TESTS

Passport Activities: EMERG.FAX TEST
SIREN POLLING TEST
EXCLUSION AREA SIREN
DEDICATED PHONE TEST
OPSSCHD135
EOF RADIOS
CHANGEOUT RADIOS
OSC RADIO BATTERIES
AAP CONSOLE
COMM CONSOLE #2
COMM CONSOLE #3
EOF RADIOS
RADIO CONTROLLERS

PTL Activities: ERDS Test, R 150208
Pager Test, R 153965
NRC Phone Testing, R 153957

A. Facsimile Network (Required)

Locations:

- Control Room
- Technical Support System
- Security Communications Center (SCC)
- Emergency Operations Facility
- Joint Information Center
- State of Washington Emergency Operations Center
- Benton County Emergency Operations Center
- Franklin County Emergency Operations Center
- Department of Energy-Richland (DOE-RL)

Monthly:

- Perform operational check of the facsimile transmission network by two-way transmission.

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COMMUNICATIONS SYSTEM TESTS (Cont.)

B. Siren System (Required)

Monthly:

- Document performance of bimonthly siren system status tests.

NOTE: Growl testing is not applicable to this siren system.

Annually

- Perform full operational test of siren system.

C. Dedicated Telephone Systems (Required)

Monthly:

- Test all lines of the following:
 - Emergency Response Crash System
 - Emergency Response Dial-up System
 - Emergency Response Ring-down System

Quarterly:

- Test all lines of the following:
 - Emergency Response Public Information Officer Network

D. Data Circuits (Required)

Monthly:

- Check status of data circuits between Energy Northwest facilities by ensuring terminals in the TSC and EOF are accessing plant data. {3.4}

Quarterly

- Perform ERDS testing. Refer to EPI-15.

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COMMUNICATIONS SYSTEM TESTS (Cont.)

E. Field Team Radios (Required)

Monthly

- Perform operational check on portable radios and batteries.

Annually:

- Check per FCC requirements.

G. Fire Brigade Team Equipment (Required)

Monthly:

- Perform operational checks on portable radios (OSC).

Annually:

- Perform operational FCC checks on portable radios (OSC).

H. Communication Consoles (Required)

Locations:

- 1CC - Security Communications Center (1)
- 2CC - Central Alarm Station (1)
- 3CC - Secondary Alarm Station (1)
- 4CC - EOF Logistics Area (3)

Monthly:

- Perform operational check (by two-way transmission) on all channels.

I. Pagers (Required)

Quarterly:

- Perform quarterly activation test.

Attachment 5.5

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COMMUNICATIONS SYSTEM TESTS (Cont.)

J. Auto Dialer (Required)

Quarterly:

- Perform quarterly activation test.

K. Radio Controllers (Required)

Locations:

- DOE Safety, Station 51- Dose Assessment
- Field Monitoring, KNBG 237 - Dose Assessment
- LERN Channel, KOM 785 - Logistics Area
- Security Area Wide Channel, KZI 509 - Logistics Area
- TSC1 - Technical Support Center
- TSC2 - Technical Support Center
- RSD1 - Remote Shutdown Room
- OSC1 - Operations Support Center

Monthly

- Perform two-way transmission check on all channels.

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BUILDING 100 MEDICAL EQUIPMENT AND SUPPLIES

ITEMS IN/NEAR

Building 100

Minimum

Supplies:

Alcohol Pads	1 box
Betadine Pads	1 box
4x4 gauze sponges	1 box
CPR Barriers	1
Assorted sizes of Band-Aids	1 box
Blood Pressure Cuffs	2
Stethoscopes	2
Sterile Water	1 bottle
Assorted sizes of Bandage Tape	1 box
Cotton Balls	1 box
Tubular Elastic Dressings	1 box
Convenience Bags	1
Infection Control Clean-up Kit	1
Cotton Tipped Applicators	1 box
ACE Wraps	2
O2 Masks with tubing	2
Airways	6
Trauma Dressing	2
Burn Sheet	1
Obstetric Kit	1
Oxygen Cylinder	1
Gloves	1 box
Hydrogen Peroxide	1
Hot/cold Packs	1 box
Gauze, 4 or 5 inch rolls	5
Topical antibiotic ointment	2 tubes

Attachment 5.6

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INSTRUCTIONS

BUILDING 100 MEDICAL EQUIPMENT AND SUPPLIES (Cont.)

PTL: R-161201

Quarterly (and after major use):

- Verify oxygen cylinder full (needle is the green band). If low, replace with full one.
- Check oxygen regulator.
- Inventory contents and ensure required quantities are correct.
- Check physical condition of contents and replace items, as necessary.
- Ensure expiration/calibration dates of equipment/supplies will not be exceeded prior to next quarterly check.
- Perform operational checks as appropriate.

Attachment 5.6
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EMERGENCY CENTER EQUIPMENT AND SUPPLIES

- 5.7-1 Instructions Emergency Centers
- 5.7-2 Control Room Inventory List
- 5.7-3 Technical Support Center Inventory List
- 5.7-4 Operations Support Center Inventory List
- 5.7-5 Emergency Operations Facility Inventory List
- 5.7-6 Alternate EOF Inventory List
- 5.7-7 Security Communications Center Inventory List
- 5.7-8 EOF Engineering Library Inventory List
- 5.7-9 Joint Information Center Inventory List

Attachment 5.7

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INSTRUCTIONS
EMERGENCY CENTERS

Quarterly:

- Perform inventory and ensure required quantities are correct.
- When performing the EOF inventory, take the Global Position System (GPS) units outside and turn them on to refresh the memory. Turn the power off when done.
- Check physical condition of center contents.
- Verify potassium iodide (if present) will not exceed expiration date prior to next quarterly check.
- Perform operational checks on center contents as appropriate to insure all listed equipment is functional.
- Arrange replacement of missing items, as necessary.
- Check the calibration dates on the electronic dosimeters will not be exceeded before the next inventory activity.

NOTE: No equipment inventory is established for an Alternate OSC because its location will be determined by plant conditions. Therefore, the person in charge at the OSC and support personnel that are requested to staff the Alternate OSC will need to determine what equipment should be relocated from the primary OSC to the Alternate OSC location.

Attachment 5.7-1

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CONTROL ROOM

Passport Activity: OPSSCHD164

INVENTORY LIST

<u>Item</u>	<u>Required</u>	<u>Desired +</u>
Columbia Generating Station Emergency Plan (Shift Manager's Office)		1
Emergency Plan Implementing Procedures (Vol. 13) (One in MCR, one in Shift Manager's Office)	1 Set	2 Sets
Technical Support Guidelines (TSG) (Six binders in Shift Managers Office)		1 Set
Emergency Phone Directory (One in Shift Manager's Office, one in CRS Desk)	1	2
Classification Notification Forms (968-24075)	25	50
After Action Report Forms		25
Emergency Response Log (968-23895)		1 Pad
Potassium Iodide Bottles (Shift Manager's Desk)	30 Bottles	50 Bottles
Facsimile Machine	1	1
Ink Cartridge HP51626A	1	2
Event Notification Worksheet, NRC Form 361 (968-25665)	25	50
SCOTT SCBA	6	6
*Spare Cylinders per each unit	1 hr.	1 hr.

+ Includes required quantities.

* Staged 501' TG west

Attachment 5.7-2

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TECHNICAL SUPPORT CENTER

PTL Activity: TSC Inventory, R 153961

INVENTORY LIST

<u>Item</u>	<u>Required</u>	<u>Desired</u> ++
Printer/Plotter Device (HP DeskJet 1600C)	1	1
Schematic Printer (D-Scan)	1	
Aperture Card Reader/Printer	1	1
+Emergency Response Data System (ERDS) User's Manual		1
Classification Notification Forms (968-24075)	25	50
Event Notification Worksheet, NRC Form 361 (968-25665)	25	
Repair Team Briefing/Debriefing Form (968-25560)	25	
Emergency Director Turnover Sheet (968-25810)	25	
10 Mile EPZ Dose Projection and Data Map Form (968-25831)	25	
After Action Report Forms		25
Battery powered lanterns	2	
Emergency Equipment Cabinet Key Box Mounted on Side of Cabinet (Key is there and glass front is intact)	1	
Sign in Board		1
Ten-Mile Emergency Planning/Plume Zone Map		2
Washington State Road Atlas		1
Protective Action Recommendation Flow Charts		1 Set
Site Map		1
Clock (24 hour display)		1
Electronic White Boards (Plant Status, Significant Events)		2
Containers of Miscellaneous Office Supplies (pens, pencils, tape, markers, staplers, etc.)		As Needed
Individual Position Baskets		As Required for designated positions
• Pad of paper		1
• Pad of Emergency Response Log Forms		1
• Position Badge		1
• Miscellaneous Office Supplies (pens, pencils, etc.)		As Needed

+ Custodian is Administrative Services.

++ Includes required quantities.

Attachment 5.7-3

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TECHNICAL SUPPORT CENTER

INVENTORY LIST (Cont.)

<u>Item</u>	<u>Required</u>	<u>Desired</u> ++
IBM Dose Projection PC with Monitor	1	
Laserjet Printer	1	
Full set of EOPs		1
EAL Matrix from PPM 13.1.1 (full size)		1
EAL Matrix from PPM 13.1.1 (half size)		1
Emergency Classification/Protective Action Status Board		1
System Description Manuals		1 set
FAX Machine	1	
Columbia Generating Station Emergency Plan		1
INPO Resources Manual		1
Emergency Phone Directories		4
Cordless PA Microphone		2
Scientific Calculator		2
Individual Position Specific Procedures for the Following:		
TSC Manager	1	
TSC Technical Manager	1	
Operations Manager	1	
Radiation Protection Manager	1	
Maintenance Manager	1	
Administrative Services Manager	1	
TSC Admin Support	1	
Plant/NRC Liaison	1	
Information Coordinator	1	
Chemistry/Effluent Manager	1	
TSC Manager Secretary	1	
KI tablets	25 packages	25 packages
Technical Support Guidelines (TSG)		1 set

++ Includes required quantities

Attachment 5.7-3

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OPERATIONS SUPPORT CENTER

PTL Activity: OSC Inventory, R 153962

INVENTORY LIST

<u>Item</u>	<u>Required</u>	<u>Desired</u> ++
Columbia Generating Station Emergency Plan	1	1
Emergency Plan Implementing Procedures (Vol. 13)	1 Set	1 Set
Emergency Phone Directory	1	2
Shielding Evaluation Report	1	1
Sign in Board		1
Plant Status Board		1
OSC Team Locator Tiles		1
Electronic White Board		1
Site Map		1
Clock (24 hour display)		1
After Action Report Forms		25
Radio - Base Station	1	1
Radio - Portable	2	6
HP Radiation Exposure Records, Reports of Training and Medical Records		1 Set
+Complete Set of EWD Drawings		1 Set
+Set of AED Top Tier Drawings		1 Set
Battery - Powered Razor		1
KI Tablets	25 packages	25 packages
Individual Position Specific Procedures for the Following:		
OSC Manager	1	
HP Lead	1	
Craft Lead, Mechanical	1	
Craft Lead, I&C	1	
Craft Lead, Electrical	1	
Team Tracker	1	
Containers of Miscellaneous Office Supplies (pens, pencils, tape, markers, staplers, etc.)		As Needed
Individual Position Baskets		As Required for designated positions
• Pad of paper		1
• Pad of Emergency Response Log Forms		1
• Position Badge		1
• Miscellaneous Office Supplies (pens, pencils, etc.)		As Needed

++ Includes required quantities.

+ Maintained also as part of Clearance Order Review Committee (CORC) files.

Attachment 5.7-4

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EMERGENCY OPERATIONS FACILITY

PTL Activity: EOF Inventory, R 153964

INVENTORY LIST

<u>Item</u>	<u>Required</u>	<u>Desired</u> +
Columbia Generating Station Emergency Plan:		
Emergency Operations Area		1
Dose Assessment Area		1
Oregon Columbia Generating Station/Hanford Emergency Response Plan		1
Emergency Plan Implementing Procedures: (Vol. 13)	2 Sets	3 Sets
Emergency Operations Area		
Dose Assessment Area		
Emergency Phone Directory:	4	6
Emergency Operations Area		
Dose Assessment Area		
Logistical Support Area		
INPO Emergency Resources Manual		1
NRC Telephone Directory		1
Washington State Road Atlas		2
Sign in Boards		1 Set
System Description Manual		1 Set
Ten-Mile Emergency Planning Plume Zone Map		1
Fifty-Mile Emergency Planning Ingestion Zone Map		1
Electronic White Board		1
Plant Status Board (Electronic White Board)		1
Protective Action Checklists (SAE & GE)/PAR Flow Charts		1 Set
Station Cutaway Poster		1
Clock (24 hour display)	1	2
Individual Position Signs		As required
Classification Notification Forms (968-24075)	25	50
After Action Report Forms		50
Binder Containing Maps of Local Areas	1	1
Information Coordinator Remote Headset	1	1
Cordless Phone		2
Containers of Miscellaneous Office Supplies (pens, pencils, tape, markers, staplers, etc.)		As Needed
Individual Position Baskets		As Required for designated positions
• Pad of paper		1
• Pad of Emergency Response Log Forms		1
• Position Badge		1
• Miscellaneous Office Supplies (pens, pencils, etc.)		As Needed
Benton County Emergency Plan	1 Set	1 Set
Franklin County Radiological Emergency Response:		
Energy Northwest	1 Set	1 Set
Washington State Emergency Plan		1
FEMA Manual for Guidance on Offsite Emergency		
Radiation Measurement Systems		1
Area Radiation Monitor (Victoreen)		1
+ Includes required quantities.		

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EMERGENCY OPERATIONS FACILITY

INVENTORY LIST (Cont.)

<u>Item</u>	<u>Required</u>	<u>Desired</u> +
LAN Laser Printer	1	1
Overhead Projector		1
Dose Projection PCs	2	3
KI Tablets	75 packages	75 packages
EDPS User's Manual		1
State Response Procedures for Radiation Emergencies		1
Plant 2 Plume Exposure Pathway Field Team Map Booklets		4
Plant 2 50 Mile Ingestion Exposure EPZ Map		1
Evacuation Route/Assistance Center Map		1
Tri-Cities Map		2
SAE/GE Radiological EAL Chart		1
PPM 13.1.1 Wall Chart		1
Columbia Generating Station Site Map		1
Plume EPZ Field Team Display Map		1
Plant 2 Vicinity Map		1
Radio Console with Microphone (DOE Safety and Field Team) 2		2
Radio Console (Weather Station Monitor)		1
Radio Dispatch Headset (with push-to-talk clip-on adapters, in cabinet)		2
GPS Units		3
Packets containing Applicable Field Team Operating Procedures and Forms		6 + +
- 10 mile and 50 mile EPZ Map Books		1 in each Field Team Packet
- Clipboard with Tablet		1 in each Field Team Packet
- Emergency Response Log (968-23895)		1 in each Field Team Packet

+ Includes required quantities

+ + (3 packets in MUDAC cabinet; 3 packets at the Hdqtrs/MPF cabinet, outside room 201)

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EMERGENCY OPERATIONS FACILITY

INVENTORY LIST (Cont.)

<u>Item</u>	<u>Required</u>	<u>Desired</u> +
Individual Volume 13 Procedures for the Following:	1	
EOF Manager		
Assistant EOF Manager		
Radiological Emergency Manager		
Dose Projection HP		
Engineering Manager (includes PPM 9.3.22)		
Offsite Agency Coordinator		
Site Support Manager		
Security Manager		
EOF PIO		
EOF Manager's Secretary		
Cordless PA Microphone	1	
Audio Link Headsets for Crash Phone		12
Technical Support Guidelines (TSG)		1 Set
Electronic Dosimeters, in "Enter" mode	12	

+ Includes required quantities

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ALTERNATE EOF INVENTORY LIST

PTL Activity: Alternate EOF Inventory, R 156869

INVENTORY LIST

<u>Item</u>	<u>Required</u>	<u>Desired</u>
WASH DOH State Response Procedures for Radiation Emergencies		1
Plant 2 Plume Exposure Pathway Field Team Map Booklet		1
Benton County Emergency Response Plan		1
Franklin County Emergency Response: WNP-1		1
WASH. DEM Comprehensive Emergency Management Plan		1
Technical Support Guidelines (TSG)		1 Set
EAL Tables 3 & 4 Chart		1
PPM 13.1.1 Wall Chart		1
SAE Protective Action Checklist		1
GE Protective Action Checklist		1
Offsite PAR Flow Chart		1
Meteorological and Plume Data Status Board		1
Plume EPZ Map with Lat./Long.		1
Fifty Mile Emergency Planning Zone Map with Lat./Long.		1
Emergency Phone Directories		4
Classification Notification Forms (968-24075)		25

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SECURITY COMMUNICATIONS CENTER

PTL Activity: ALT ACCESS POINT

INVENTORY LIST

<u>Item</u>	<u>Required</u>	<u>Desired</u> +
EPIP Position Book		1 Book
Emergency Phone Directory	1	1
Classification Notification Forms (968-24075)	25	50
After Action Report Forms		25
Emergency Response Log (968-23895)		1 Pad
KI Tablets	6 packages	6 packages

+ Includes required quantities.

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EOF ENGINEERING LIBRARY

PTL Activity: EOF Records Room, R 144294

INVENTORY LIST

<u>Item</u>	<u>Required</u>	<u>Desired</u> ++
Columbia Generating Station Emergency Plan	1	1
Shielding Evaluation Report	1	1
+ Top Tier Drawing List (E556)	1	1
Technical Specifications	1	1
Plant Operating Procedures	1 Set	1 Set
Columbia Generating Station Final Safety Analysis Report	1 Set	1 Set
Top Tier Drawings	1 Set	1 Set
Aperture Card Reader/Printer	1	1
INPO Emergency Resources Manual		1
Set of AED/CVI Aperture Cards		1 Set
Washington State Emergency Response Plan (Controlled Manual Holder's Copy No. 73)		1
Washington State Response Procedures for Radiation Emergencies (Controlled Manual Holder's Copy No. 105)		1
Benton County Emergency Response Plan (Controlled Manual Holder's Copy No. 30)		1
Franklin Country Emergency Response: Energy Northwest		1

+Quarterly

Ensure that document contains the most recent published revision.

++ Includes required quantities.

Attachment 5.7-8

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JOINT INFORMATION CENTER

PTL Activity: JIC Equipment, R 153963

INVENTORY LIST

<u>Item</u>	<u>Required</u>	<u>Desired</u> +
Columbia Generating Station Emergency Plan		1
Emergency Plan Implementing Procedures	1 Set	1 Set
Emergency Phone Directory	1	4
Columbia Generating Station Systems Manuals (9 Volumes)		1 Set
Media Information Packages		15
Slides Representing Plant Systems (in Auditorium Projection Booth)		1 Set
Clock		3
TV Monitor (broadcast)	1	2
AM-FM Receiver	1	1
Headphones	2	2
EBS Radio Monitor		2
Fifty-Mile Emergency Planning Ingestion Zone Map		1
Ten-Mile Emergency Planning Plume Zone Map		1
Evacuation Route/Assistance Center Map		3
After Action Report Forms		25
Emergency Response Log (968-23895)		1 Pad
Phone Team Resource Books		10
Plant Status Update (968-25918)		1 pad
Office Supplies		++

+ Includes required quantities.

++ Per posted inventory on cabinet, Room 1-222

Attachment 5.7-9

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VENTILATION RADIATION MONITORING

Passport Activity: EOF HVAC TESTING

HVAC (Required)

Location:

- Emergency Operations Facility (EOF)

Quarterly

- Perform radiological check of HVAC in accordance with HPI 7.45 with assistance from Facilities personnel for verification.
- Document this check by signing the Passport task sheet and return it to the PM Program Group.

Attachment 5.8

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FACILITIES SYSTEMS TESTS

Passport Activities: AMA CF 52
OFMA HF 1H
OFMA HF 1C
EOF HVAC TESTING
HDQTRS AND EOF DG
HDQTRS & EOF DG, QTR

A. HVAC (Required)

Location:

- Emergency Operations Facility (EOF)

Quarterly

- Perform electrical check of HVAC in accordance with manufacturer's specifications.
- Verify radiological check with assistance from HP Operations personnel.
- Document this check by signing the Passport task sheet and return it to the PM Program Group.

B. 18 Months

- Perform Carbon and HEPA DOP tests for the applicable EOF and TSC units.

C. Diesel Generators (Required)

Locations:

- ENOC
- Kootenai/PSF/Emergency Operations Facility (EOF)
- Deschutes/Plant Engineering Facility

Monthly

- Perform load test of diesel generators in accordance with manufacturer's specifications.

Quarterly

- Verify operation of transfer switch in accordance with manufacturer's specifications.

Attachment 5.9

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EMERGENCY RESPONSE DATA SYSTEM (ERDS)

Data Point Library Reference

<u>EPN</u>	<u>TDAS</u>	
APRM-CH-A	X194	{3.5} { 3.6}
CMS-H2E-1301/CMS-CP-1301	X471	
CMS-LT-6A	X354	
CMS-02E-1302/CMS-CP-1302	X456	
CMS-PT-5	X442	
PRM-LCRM-1C	X392	
CMS-RIS-27E	X432	
CMS-SUM-1	X118	
COND-LT-40A	X434	
COND-LT-40B	X373	
EDR-SQRT-37	X181	
FDR-SQRT-38	X167	
HPCS-FT-5	X122	
IRM-EMSQ-601A	X184	
LPCS-FT-3	X164	
MS-LT-26A	X130	
RFW-CRM-L104	X159	
MS-PT-51A	X151	
MS-RIS-610A	X169	
OG-RIS-601A	X088	
RCIC-FT-3	X142	
RFW-DPT-17	X327	
RFW-FT-802A	X149	
RFW-FT-802B	X135	
RHR-FT-15A	X163	
RHR-FT-15B	X043	
RHR-FT-15C	X058	
SPTM-SUM-1	X355	
SRM-EMSQ-600A	X296	

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EMERGENCY RESPONSE DATA SYSTEM (ERDS) (Cont'd)

The following computer points have the instrument loop listed.

<u>EPN</u>	<u>COMPUTER POINT</u>	
MET-TE-10	F146AV	{3.5} {3.6}
MET-TE-11		
MET-TRL-1/PC8		
MET-TRL-1/PC10		
MET-TRL-1/PC11		
MET-TRL-1/PC7		
MET-WDT-1	F143AV	
MET-TRL-1/PC2		
MET-TRL-2/PC2		
MET-WDT-2	F145AV	
MET-TRL-1/PC4		
MET-TRL-2/PC4		
MET-WST-1	F142AV	
MET-TRL-1/PC1		
MET-TRL-2/PC1		
MET-WST-1	F144AV	
MET-TRL-1/PC3		
MET-TRL-2/PC3		

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EDITORIAL

13.7.5

1.0 PURPOSE

The purpose of this procedure is to provide guidance for the setup and operation of the offsite assembly area for accountability of personnel and for monitoring and, when necessary, decontamination of potentially contaminated personnel and vehicles.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan, Section 5.7.3
- 2.2 SPIP-SEC-04, Officer Responding to PSF Ambulance Bay/Offsite Assembly Area
- 2.3 PPM Volume 11, Health Physics Procedures
- 2.4 PPM 13.5.1, Localized and Protected Area Evacuations
- 2.5 PPM 13.5.3, Evacuation of Exclusion Area and Nearby Facilities
- 2.6 PPM 13.13.4, After Action Reporting
- 2.7 Skin/Clothing Contamination Report, Form 968-24080
- 2.8 Emergency Response Log, Form 968-23895

3.0 DISCUSSION

Personnel evacuated from the Columbia Generating Station Protected Area are normally instructed to assemble at the Kootenai Building, which is intended to be the primary assembly area. When the Kootenai Building is not available, personnel are directed to the Energy Northwest Office Complex (ENOC), which is the designated alternate assembly area. Personnel evacuated from the Exclusion Area are instructed to go home when no radiological hazard exists. When radiological concerns warrant, Exclusion Area evacuees are instructed to assemble at an offsite assembly area for monitoring and, when necessary, decontamination.

During activation of the ENOC as an offsite assembly area, the Security Manager is responsible for dispatching a Security Officer for accountability purposes and the Radiological Emergency Manager (REM) is responsible for personnel and vehicle monitoring and decontamination activities.

Monitoring and decontamination operations for nonEnergy Northwest evacuees at other offsite locations, i.e., at Leslie Groves Park for Columbia River evacuation, are normally processed by Washington State Department of Health (DOH) personnel. In the absence of DOH personnel, or when Energy Northwest support is requested, the EOF Manager should direct the REM to provide the necessary resources or assistance.

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4.0 PRECAUTIONS

- 4.1 The safety of personnel takes precedence over the monitoring of personnel and/or vehicles for contamination control purposes. The monitoring of personnel or vehicles should be terminated (or not implemented) if the monitoring may increase the hazard to personnel.
- 4.2 The selection of alternate assembly area locations should be based on ALARA considerations.

5.0 PROCEDURE

5.1 Assigned Security Officer Duties

- a. When directed by the Security Manager or the Security Supervisor, report to the ENOC or alternate assembly area to assist with evacuee processing. Refer to SPIP-SEC-04, section 3.1.2.

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13.11.2

11. Offsite agencies responding (check and list):

___a. Local: _____
 ___b. State: _____
 ___c. Federal: _____
 ___d. INPO Mutual Aid: _____

 ___e. Contractor/Vendor: _____

12. Current mitigation activities and their property:

13. Security information:

14. Other information:

15. Additional WNP-2 information sources:

<u>Information</u>	<u>Energy Northwest ERO Position</u>	<u>Location</u>
Offsite dose projections:	Radiological Emergency Mgr. (REM)	EOF
PARs & Field Team status:	REM	EOF
EOF habitability:	REM	EOF
Core damage assessment:	Engineering Manager	EOF
Containment status:	Engineering Manager	EOF
Plant equipment problems:	Technical Manager	TSC
Repair team status:	Maintenance Manager	TSC
Plant operations status:	Operations Manager	TSC
Onsite radiological status:	Radiation Protection Mgr. (RPM)	TSC
Security status:	Security Manager	EOF

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EDITORIAL

13.13.4



USE CURRENT REVISION

COLUMBIA GENERATING STATION
PLANT PROCEDURES MANUAL

PROCEDURE NUMBER

*13.13.4

APPROVED BY

GOS - Revision 8

DATE

11/06/97

VOLUME NAME

EMERGENCY PLAN IMPLEMENTING PROCEDURES

SECTION

REENTRY/RECOVERY

TITLE

AFTER ACTION REPORTING

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1.0 PURPOSE

This procedure establishes the process for emergency organization personnel to document the circumstances and actions taken during the emergency response phase of a Plant event. This process can be completed during the recovery phase, however, it is not intended to be used to document the recovery activities required to be taken after an event.

2.0 REFERENCES

- 2.1 FSAR, Chapter 13.3, Emergency Plan
- 2.2 NEIL/MAELU Information Bulletin 80-1A, Revision 3
- 2.3 NUREG-0654/FEMA-REP-1, Rev. 1, Appendix 1
- 2.4 PPM 13.1.1, Classifying the Emergency
- 2.5 PPM 13.13.2, Emergency Event Termination and Recovery Operations
- 2.6 Emergency Response Log (Form 968-23895)
- 2.7 Emergency Event Individual After Action Report, 968-26072

3.0 DISCUSSION

After Action Reports document the Supply System emergency response actions taken in support of the Columbia Generating Station Emergency Plan. Final After Action Reports (FAARs) may be subject to inspection and/or evaluation by federal and state regulatory agencies, by private organizations, or in litigation proceedings. For that reason, After Action Reports need to be as complete and accurate as possible.

After Action Reports are not intended to evaluate the operational aspects of an event, since there are other reporting and analysis procedures such as the Licensee Event Report (LER) process that are performed to assess Plant operational matters. Operational aspects, i.e., meter readings, component failures, etc., should only be included when necessary to provide a basis for a specific emergency response action such as emergency classification or a repair team activity.

4.0 PROCEDURE

After termination of an emergency, both a verbal and a written summary should be provided to offsite authorities. Following an Unusual Event, the written summary is to be provided within 24 hours. Following an Alert or higher emergency, the written summary is to be provided within 8 hours. The written summary for these situations is considered to be the Classification Notification Form issued upon event termination. This summary contains insufficient detail for a final closeout report, thus, the After Action Report process was developed.

For an Unusual Event, Emergency Preparedness is responsible for developing the Final After Action Report and submitting it to the Manager, Resource Protection, for approval. For an Alert or higher classification, a Final After Action Report Committee will be established to write the report and submit it to the Emergency Operations Facility (EOF) Manager for

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approval. In order to record the findings and implement any identified corrective actions in a timely manner, the FAAR should be completed within 30 days following event termination.

4.1 Emergency Organization Member

4.1.1 Upon shift change or termination of the emergency, complete an Emergency Event Individual After Action Report, 968-26072, and include the following:

- a. Specific problems encountered or observed.
- b. Recommendations for corrective actions.
- c. Any data sheets or log forms, such as the Emergency Response Log (Form 968-23895), or other compilations of data kept during the emergency.

4.1.2 Deliver your After Action Report and all attachments to the person designated as your Emergency Facility Manager, or to the Corporate Emergency Preparedness, Safety and Health Officer (Corporate EP Officer), if the emergency facility was not activated.

4.2 Emergency Facility Managers

4.2.1 Collect the After Action Reports, logs and attachments applicable to your emergency area of responsibility.

4.2.2 Review After Action Reports for accuracy and completeness.

4.2.3 Evaluate any incomplete or inaccurate entries that appear in the reports of your staff and resolve or explain discrepancies.

4.2.4 Deliver After Action Reports, attachments, checklists and logs through the emergency organization chain to:

- a. The TSC Manager (for Protected Area personnel).
- b. Assistant EOF Manager (for all personnel outside of the Protected Area).

4.3 Corporate Emergency Preparedness, Safety and Health Officer (Corporate EP Officer)

4.3.1 For emergencies classified as Unusual Events, direct that a Final After Action Report be prepared in accordance with Attachment 5.1.

4.3.2 Submit the Unusual Event FAAR to the Manager, Resource Protection, for review and approval.

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3.0 PROCEDURE

An important part of emergency preparedness is the ability to train personnel in an environment similar to what they might see during an actual emergency. This type of training is conducted in a "drill" format. Participants in a drill can be assisted and coached to reinforce appropriate measures that would need to have been taken had it been a real emergency.

The ability to evaluate the capabilities of these personnel is a requirement of both the Nuclear Regulatory Commission and the Federal Emergency Management Agency. An evaluation is conducted in an "exercise" format, which is similar to a drill, but where Participants can NOT be assisted or coached. Participants in an exercise must demonstrate that they can take the appropriate emergency response actions on their own.

3.1 Corporate Emergency Preparedness, Safety and Health Officer (Corporate EP Officer)

- 3.1.1 Prepare an annual drill and exercise program proposal which outlines the tentative schedule, desired organization/agency participation, and scope for each intended drill and exercise.
- 3.1.2 Schedule and coordinate the annual drill/exercise program with the following:
 - a. Energy Northwest
 - Manager, Resource Protection
 - Plant General Manager
 - b. Offsite Agencies
 - (1) Inform offsite agencies at least 180 days in advance of dates for scheduled drills or exercises.
 - Directors of any potentially participating agencies, normally the Division of Emergency Management for Washington;
 - Benton County and Franklin County Emergency Management for bi-county response agencies;
 - Department of Energy - Richland Operations for Hanford response organizations, and individually for any other involved federal agencies; and

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4.0 PROCEDURE

4.1 Corporate Emergency Preparedness, Safety and Health Officer

- 4.1.1 Coordinate, as appropriate, with Energy Northwest managers to implement the requirements of Attachment 5.1, Topics Requiring Periodic Review Or Action.
- 4.1.2 Maintain, prepare, and archive records generated as a result of Emergency Preparedness program implementation in accordance with the Emergency Preparedness Records Management Plan and SWP-REC-01.
- 4.1.3 Notify the Vice President, Operations Support/PIO of any condition which would preclude or interfere with the ability of Energy Northwest to implement the requirements of the Columbia Generating Station Emergency Plan.

4.2 Applicable Energy Northwest Managers

- 4.2.1 Coordinate, as appropriate, with the Corporate Emergency Preparedness, Safety and Health Officer to implement the requirements of Attachment 5.1, Topics Requiring Periodic Review Or Action.
- 4.2.2 Notify the Corporate Emergency Preparedness, Safety and Health Officer of any condition which would preclude or interfere with the ability of Energy Northwest to respond to emergency conditions.

5.0 ATTACHMENTS

5.1 Topics Requiring Periodic Review Or Action

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TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
1. Columbia Generating Station Emergency Plan Review (PTL R156728)	Corporate Emergency Preparedness, Safety and Health Officer {R-1605}	Annually	<p>A. Utilize guidance from SWP-LIC-03, to coordinate review, revision, approval, and issuance of the plan to incorporate changes resulting from new regulations, critiques of drills/exercises, audit findings, and comments from personnel or agencies inside and outside Energy Northwest.</p> <p>B. Ensure that the Washington State Emergency Management, the Benton and Franklin County Departments of Emergency Management, and the Department of Energy-Richland Operations are contacted early in the review/revision process and that their comments are solicited and considered for input into the process. Document this portion of the review.</p> <p>C. Ensure a Licensing Basis Impact review is completed in accordance with PPM 1.3.43.</p> <p>D. Ensure the supporting documentation is submitted for POC review consistent with the proposed change.</p> <p>E. Ensure the Emergency Plan is sent to the NRC per 10CFR50.4(b)(5) within 30 days of making the changes. {R-1700, R-5930}</p>

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TOPICS REQUIRING PERIODIC REVIEW OR ACTION

<u>TOPIC</u>	<u>RESPONSIBILITY</u>	<u>FREQUENCY</u>	<u>SCOPE</u>
			F. Ensure Emergency Plan is reviewed, revised, and approved per 10CFR50 Appendix E, V. {R-5928}
2. Columbia Generating Station Emergency Plan Implementing Procedures (EPIPs)	Corporate Emergency Preparedness, Safety and Health Officer	As Necessary	<p>A. Utilize guidance from SWP-PR0-02 to coordinate reviews, revisions, and deviations required by revisions to the Emergency Plan or other requirements.</p> <p>B. Ensure Licensing Basis Impact reviews are completed, where required, in accordance with PPM 1.3.43.</p> <p>C. Ensure documentation is submitted for POC review, as required, and approved changes are placed in locations where they are likely to be used. {R-1368}</p> <p>D. Ensure that revisions affecting offsite response are coordinated with the appropriate agencies.</p>
3. Columbia Generating Station EPIPs Telephone Numbers (PTL R153960)	Corporate Emergency Preparedness, Safety and Health Officer	Quarterly	A. Review telephone numbers listed in the Emergency Phone Directory and EPIPs, and change as required.
4. National Weather Service (PTL R140185)	Corporate Emergency Preparedness, Safety and Health Officer	Monthly	A. Check communications with the NWS first order station and NWS forecasting station to ensure routine meteorological observations and forecasts can be accessed. Refer to NUREG-0654, Annex 1 to Appendix 2, (3)(i).
5. Emergency Action Level (EAL) Review (PTL R150780)	Corporate Emergency Preparedness, Safety and Health Officer	Annually {R-5730}	A. Ensure officials from the State of Washington, Benton and Franklin Counties, and DOE-RL are afforded the opportunity to review EAL classification scheme. {R-5728}

Attachment 5.1

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