

AmerGen Energy Company, LLC
Oyster Creek
US Route 9 South
P.O. Box 388
Forked River, NJ 08731-0388

May 11, 2001
2130-01-20101

U.S. Nuclear Regulatory Commission
Attention: Document Control Desk
Washington, D.C. 20555

Dear Sir:


Subject: Oyster Creek Nuclear Generating Station
Docket No. 50-219
Emergency Plan Implementing Procedure Revisions

In accordance with 10 CFR 50, Appendix E, Section V, enclosed is the newly revised Index for the Oyster Creek Emergency Plan Implementing Procedures and the below listed procedures.

<u>Procedure Number</u>	<u>Title</u>	<u>Revision</u>
OEP-ADM-1319.01	Oyster Creek Emergency Preparedness Program	8
OEP-ADM-1319.02	Emergency Response Facilities & Equipment Maintenance	8

If further information is required, please contact Mr. Daniel McMillan, Manager, Regulatory Assurance at 609-971-4081.

Very truly yours,


Ron J. DeGregorio
Vice President
Oyster Creek

RJD/JJR:ew

Enclosures
cc: Administrator, Region I
NRC Sr. Project Manager
NRC Resident Inspector

A045

EPIP SERIES - EMERGENCY PLAN IMPLEMENTING PROCEDURES

<u>PROCEDURE NO.</u>	<u>TITLE</u>	<u>REV. NO.</u>	<u>DATE</u>
6630-ADM-4010.03	Emergency Dose Calculation Manual (EDCM)	11	07/23/00
EPIP-OC-.01	Classification of Emergency Conditions	9	12/11/00
EPIP-OC-.02	Direction of Emergency Response/Emergency Control Center	27	11/27/00
EPIP-OC-.03	Emergency Notification	26	09/14/00
EPIP-OC-.06	Additional Assistance and Notification	23	11/27/00
EPIP-OC-.10	Emergency Radiological Surveys Onsite	10	08/08/00
EPIP-OC-.11	Emergency Radiological Surveys Offsite	15	08/08/00
EPIP-OC-.12	Personnel Accountability	8	08/08/00
EPIP-OC-.13	Site Evacuation and Personnel Mustering at Remote Assembly Areas	8	11/09/00
EPIP-OC-.25	Emergency Operations Facility (EOF)	23	12/08/00
EPIP-OC-.26	The Technical Support Center	22	11/27/00
EPIP-OC-.27	The Operations Support Center	11	11/09/00
EPIP-OC-.31	Environmental Assessment Command Center	11	08/08/00
EPIP-OC-.33	Core Damage Estimation	5	08/08/00
EPIP-OC-.35	Radiological Controls Emergency Actions	14	08/08/00
EPIP-OC-.40	Site Security Emergency Actions	10	11/30/00
EPIP-OC-.41	Emergency Duty Roster Activation	5	08/08/00
EPIP-OC-.44	Thyroid Blocking	1	08/08/00
EPIP-OC-.45	Classified Emergency Termination/Recovery	1	08/08/01
OEP-ADM-1311.03	Emergency Preparedness Section Administration	4	08/08/01
OEP-ADM-1319.01	Oyster Creek Emergency Preparedness Program	8	05/12/00
OEP-ADM-1319.02	Emergency Response Facilities & Equipment Maintenance	8	05/14/00
OEP-ADM-1319.04	Prompt Notification System	3	12/08/00
OEP-ADM-1319.05	Emergency Preparedness Event Reports	1	08/08/00

AmerGen Energy Company, LLC
Oyster Creek
135 Route 1 South
PO Box 148
Forced River, NJ 08731-0388

May 11, 2001
2130-01-20101

U.S. Nuclear Regulatory Commission
Attention: Document Control Desk
Washington, D.C. 20555

Dear Sir:


Subject: Oyster Creek Nuclear Generating Station
Docket No. 50-219
Emergency Plan Implementing Procedure Revisions

In accordance with 10 CFR 50, Appendix E, Section V, enclosed is the newly revised Index for the Oyster Creek Emergency Plan Implementing Procedures and the below listed procedures.

<u>Procedure Number</u>	<u>Title</u>	<u>Revision</u>
OEP-ADM-1319.01	Oyster Creek Emergency Preparedness Program	8
OEP-ADM-1319.02	Emergency Response Facilities & Equipment Maintenance	8

If further information is required, please contact Mr. Daniel McMillan, Manager, Regulatory Assurance at 609-971-4081.

Very truly yours,



Ron J. DeGregorio
Vice President
Oyster Creek

RJD/JJR:ew

Enclosures

cc: Administrator, Region I
NRC Sr. Project Manager
NRC Resident Inspector

EPIP SERIES - EMERGENCY PLAN IMPLEMENTING PROCEDURES

<u>PROCEDURE NO.</u>	<u>TITLE</u>	<u>REV. NO.</u>	<u>DATE</u>
6630-ADM-4010.03	Emergency Dose Calculation Manual (EDCM)	11	07/23/00
EPIP-OC-.01	Classification of Emergency Conditions	9	12/11/00
EPIP-OC-.02	Direction of Emergency Response/Emergency Control Center	27	11/27/00
EPIP-OC-.03	Emergency Notification	26	09/14/00
EPIP-OC-.06	Additional Assistance and Notification	23	11/27/00
EPIP-OC-.10	Emergency Radiological Surveys Onsite	10	08/08/00
EPIP-OC-.11	Emergency Radiological Surveys Offsite	15	08/08/00
EPIP-OC-.12	Personnel Accountability	8	08/08/00
EPIP-OC-.13	Site Evacuation and Personnel Mustering at Remote Assembly Areas	8	11/09/00
EPIP-OC-.25	Emergency Operations Facility (EOF)	23	12/08/00
EPIP-OC-.26	The Technical Support Center	22	11/27/00
EPIP-OC-.27	The Operations Support Center	11	11/09/00
EPIP-OC-.31	Environmental Assessment Command Center	11	08/08/00
EPIP-OC-.33	Core Damage Estimation	5	08/08/00
EPIP-OC-.35	Radiological Controls Emergency Actions	14	08/08/00
EPIP-OC-.40	Site Security Emergency Actions	10	11/30/00
EPIP-OC-.41	Emergency Duty Roster Activation	5	08/08/00
EPIP-OC-.44	Thyroid Blocking	1	08/08/00
EPIP-OC-.45	Classified Emergency Termination/Recovery	1	08/08/01
OEP-ADM-1311.03	Emergency Preparedness Section Administration	4	08/08/01
OEP-ADM-1319.01	Oyster Creek Emergency Preparedness Program	8	05/12/00
OEP-ADM-1319.02	Emergency Response Facilities & Equipment Maintenance	8	05/14/00
OEP-ADM-1319.04	Prompt Notification System	3	12/08/00
OEP-ADM-1319.05	Emergency Preparedness Event Reports	1	08/08/00

AmerGen

An Exelon/British Energy Company

**OYSTER CREEK
EMERGENCY PREPAREDNESS
IMPLEMENTING DOCUMENT**

Number

OEP-ADM-1319.01

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

Applicability/Scope

Applies to work at Oyster Creek

Usage Level

3

Responsible Department



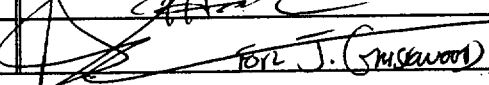
Emergency Preparedness

This document is within QA plan scope
50.59 Reviews RequiredX Yes ___ No___ Yes X No

Effective Date

(05/02/01) 05/12/01

Prior Revision 7 incorporated the
following Temporary Changes:N/AThis Revision 8 incorporates the
following Temporary Changes:N/AList of Pages (all pages rev'd to Rev. 8)1.0 to 20.0
E1-1 to E1-4
E2-1 to E2-2
E3-1
E4-1 to E4-2
E5-1
E6-1
E7-1
E8-1
E9-1**NON-CONTROLLED
This Document Will Not
Be Kept Up To Date
DCC Oyster Creek**

	Signature	Concurring Organization Element	Date
Originator		Emergency Planner	4/13/01
Concurred By		Plant Manager	4/18/01
Approved By	 <u>For J. Gusewood</u>	Emergency Preparedness Mgr, OC	5/1/01

Title
Oyster Creek Emergency Preparedness Program

Revision No.
8

DOCUMENT HISTORY

REV	DATE	ORIGINATOR	SUMMARY OF CHANGE
12	02/92	R. Sullivan	Update EP Admin Procedure to reflect changes in the EP Program.
13	05/92	R. Sullivan	Revise section 5.6.3.1 to allow short term change of duty without written notification to security.
14	07/92		Telephone number changes.
15	03/93		Make Exhibits 8 & 9 agree with Emergency Planning update staffing responsibilities.
16	06/94	A. Smith	Update NRC telephone number, also Duty Roster.
17	10/94	A. Smith	Delete Parsippany Field Monitoring teams.
18	01/95	A. Smith	Clarify on shift minimum staffing requirements. Supplemental positions added to duty roster at Mgt. discretion.
19	03/95	A. Smith	Delete team & position number from teleclerk announcement & replace with nine digit SS #.
0	01/96	A. Smith	Correct titles, clarify shift security supervisor in ref. to weekly comm. test. Revises procedure number to OEP series. Also clarify drill admin. and include action item training system. Rev. bars not applicable. Major rewrite.
1	07/96	T. Blount	Update phone numbers for Plant Ops Manager and INPO.
2	10/96	T. Blount	Clarify what a Supplemental position holder can do regarding filling an Essential position. Removed some Supplemental positions. Changed Duty Roster issuance frequency to as determined by EP Mgr. or Annually whichever is sooner.
3	12/97	P. Hays	Incorporate steps for computer configuration controls.
4	05/98	P. Hays	Updates Exhibits 2 & 8 to reflect recent changes in two duty roster staffing. Adds note for respirator glasses requirement. Changes Exhibit 9A to reflect recent changes in computer controls.
5	10/98	A. Smith	Change reference to action items and use "CAP's" as tracking system. Add information technologies to the notifications on the Drill Admin. form.
6	04/99	A. Smith	Indicate Safety Review required on cover page, reference new E-Plan #, ERO Test notification to weekly from every Thursday.
7	DOS	A. Smith	Change reference from GPU to OCNGS, reflect Monday for roster change of duty, add Lotus Notes for D.R. change of duty, update ERO to reflect PI Pos.
8	04/01	A. Smith	Delete position 355, OSC communicator.

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

1.0 PURPOSE

This procedure defines the Oyster Creek Emergency Preparedness Program requirements and maintenance.

2.0 APPLICABILITY/SCOPE

2.1 This procedure applies to Oyster Creek Division and all Support Divisions in their activities at Oyster Creek relating to emergency preparedness.

2.2 This procedure delineates Oyster Creek responsibilities as assigned in 2000-PLN-1300.01, OCNGS Emergency Plan.

3.0 DEFINITIONS

3.1 Emergency Duty Roster - Consists of all Initial Response Emergency Organization (IREO) and Emergency Support Organization (ESO) personnel.

3.2 Oyster Creek Emergency Plan Implementing Document - This document shall include Emergency Plan Implementing Procedures and should include Emergency Preparedness Administrative Procedures.

3.3 Oyster Creek Emergency Preparedness Program - The program implemented by Oyster Creek Division, Support Divisions, and the Oyster Creek Emergency Preparedness Section to maintain a high level of emergency preparedness.

3.4 Essential Positions - Consist of those duty roster positions (personnel) described in the Emergency Plan. These positions are presented in Exhibit 7.

3.4.1 Essential positions also include the On-Shift Personnel required to meet the minimum staffing requirements of Table 5 of 2000-PLN-1300.01, OCNGS Emergency Plan.

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

3.5 Supplemental Positions - Consist of those duty roster positions (personnel) not required by the Emergency Plan.

3.5.1 Supplemental positions shall be trained as a minimum in accordance with Oyster Creek Emergency Plan Section 8.2.1, Step 1.

3.5.1.1 Supplemental positions should receive training in accordance with the Emergency Preparedness Training Program description 6200-PGD-2685, as a good practice, but it is not required.

3.5.2 Supplemental positions may fulfill the duties and responsibilities of an essential position if their training and qualification meet the minimum requirements as applicable for that position in Exhibit 4.

3.5.3 The supplemental positions are identified on the duty roster by the mid position number of 5 or higher in the three digit "position" identifier (e.g.; X5X, X6X, X7X, etc.). These positions are listed in Exhibit 8.

4.0 RESPONSIBILITIES

4.1 Directors, Managers and Supervisors shall:

4.1.1 Provide assistance in scenario preparation by developing supporting data and/or ensuring technical accuracy and credibility as requested.

4.1.2 Provide drill observers and controllers to assist in the conduct and evaluation of emergency drills and exercises as needed.

4.1.3 Nominate individuals from their organization for Initial Response Emergency Organization and Emergency Support Organization positions, as specified in Exhibit 2, Emergency Duty Roster Staffing Responsibilities, to fill current or projected vacancies on the Emergency Duty Roster.

Title	Revision No.
Oyster Creek Emergency Preparedness Program	8

- 4.1.3.1 Individuals currently holding a position on the Emergency Duty Roster may be trained for other Roster positions but should not be assigned more than one position on the duty roster.
- 4.1.3.2 Individuals must complete initial training/retraining for the Roster position to which they are nominated prior to being assigned to the Roster unless a valid exception is documented in accordance with the Training Program.
- 4.1.4 Monitor their personnel's progress in achieving and maintaining proficiency on Emergency Preparedness assignments. This should be recognized in Employee Performance reviews.
- 4.1.5 Ensure that they and their personnel attend scheduled Emergency Preparedness training.
- 4.1.6 When necessary submit "Drill Exemption List" Exhibit 6, to the Director - Operations & Maintenance (or designee) for approval at least twenty four (24) hours prior to the Drill date.
- 4.2 Office of the Director - OC or designee shall be the final approver of all Emergency Duty Rosters.
- 4.3 The Training & Education Director - OC shall:
 - 4.3.1 Schedule the training and retraining of Emergency Duty Roster personnel to maintain personnel training requirements current and provide timely notification of necessary training to appropriate personnel.
 - 4.3.2 Develop, implement and maintain the Oyster Creek Emergency Preparedness Training Program within the guidance set forth in Reference 6.1 and 6.5.

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

- 4.3.3 Maintain documentation of all Emergency Preparedness classroom training and provide a report to Emergency Preparedness quarterly, and/or prior to roster publication.
- 4.4 Facility Coordinators and positions on the Duty Roster identified as Group Leaders are responsible to assist in the conduct of OJT Drills for personnel assigned to their facility.
- 4.5 The Emergency Preparedness Manager - OC is responsible for the overall development, implementation and maintenance of the Oyster Creek Emergency Preparedness Program. The Emergency Preparedness Manager - OC shall:
- 4.5.1 Plan, coordinate, implement and evaluate drills and exercises.
- 4.5.2 Direct the issuance of an Emergency Duty Roster and a Confidential Telephone Information listing when the Mgr. determines sufficient Org./Personnel changes warrant revision or at least annually whichever is more frequent. The Roster should be reviewed by the Emergency Prep Manager, approved by the Duty Roster Coordinator & Senior Site Management.
- 4.5.3 Direct the issuance of an Initial Response Emergency Organization Duty Schedule and a Drills/Exercise Schedule annually.
- 4.5.4 Review/concur on the Emergency Preparedness Training Program Description and related lesson plans and exams for technical accuracy and conformance with the Emergency Plan.
- 4.5.5 Maintain the Emergency Preparedness Surveillance Program and accompanying documentation. The Program includes, but is not necessarily limited to:
- 4.5.5.1 Installed equipment operability and performance testing.
- 4.5.5.2 Reviews and audits of Emergency Response Facilities and equipment readiness.

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

- 4.5.5.3 Periodic updating of Letters of Agreement and emergency phone numbers.
- 4.5.5.4 Ensuring the technical adequacy of Emergency Preparedness Section staff personnel.
- 4.5.6 Review the Oyster Creek Emergency Preparedness Program to ensure satisfactory overall performance.
- 4.5.7 Track to completion "CAP" items related to emergency preparedness.
- 4.5.8 Control and revise Emergency Plan implementing procedures to reflect current information consistent with the latest revisions to the Emergency Plan in accordance with Emergency Preparedness Department Procedure System.
- 4.5.9 Maintain and program as necessary the Emergency Response Organization Notification system. Review data derived from notification system tests and take corrective action for unsatisfactory results.
- 4.5.10 Perform critiques of actual implementations of the Emergency Plan (eg., any declared emergency).
- 4.6 Personnel assigned to the Initial Response and Emergency Support Organization Duty Roster are responsible to:
 - 4.6.1 Ensure that their assigned radio pager is operable and turned on when on duty and take positive action to replace their pager if it fails.
 - 4.6.2 Ensure that they are available to report for duty in accordance with the Fitness For Duty Policy within the required time during the period when they are on duty. Obtain a qualified replacement in accordance with Section 5.6.3 to carry out the assigned duties and responsibilities when any situation prevents him/her from performing his/her duty assignment on a short-term basis.

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

- 4.6.3 Call the OCNCS Teleclerk at (609) 971-4935 any time their assigned radio pager activates by a group code and follow the instructions provided by the Teleclerk message. This action does not include responding to the Teleclerk for the "Change of Duty" activation - (Monday morning usually).

NOTE

If the Teleclerk cannot be reached, or there is a discrepancy between pager message code and teleclerk message, report to your assigned ERF.

- 4.6.4 Acknowledge the phone message provided by the Teleclerk System, if contacted at home, and follow the instructions provided by the Teleclerk System.
- 4.6.5 Ensure that the Emergency Preparedness Section has their current telephone numbers (office and home).
- 4.6.6 Maintain respirator and training qualifications.

NOTE

Personnel in positions that require the use of respirators and require eye glasses must have the appropriate respirator eye glasses available at all times when on duty.

- 4.7 Shift Security Supervisor - OC should conduct a weekly test of the Emergency Response Organization Notification system during the 0700-1500 hours shift to include:

- 4.7.1 The Emergency Preparedness radio pagers
- 4.7.2 The Teleclerk System

- 4.8 Key members of the IREO and ESO should perform in, or observe a drill/exercise every 18 months (\pm 25%). These members include: Emergency Director, OSC Coordinator, Emergency Support Director, and the Group Leader R & EC. At the discretion of EP Management key personnel who do not meet this criteria may be removed from the duty roster until the criteria is met.

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

5.0 PROCEDURE

The Oyster Creek Emergency Preparedness Program consists of the following elements:

5.1 Development, implementation and maintenance of the Emergency Plan

Implementing Document - This document, as defined in Section 3, implements the Oyster Creek Emergency Preparedness Program.

5.2 Emergency Preparedness Training Program - This program is governed by Reference 6.1 and conducted in accordance with the Oyster Creek Training Department Procedures.

5.3 Emergency Drills and Exercises

5.3.1 An exercise is an evaluated demonstration of major portions of emergency response capabilities. An exercise tests the integrated capability of the emergency response organization to identify weaknesses that could affect the response to an actual emergency. Exercises usually involve a large radiological release affecting the off-site populace and usually involve the full or partial participation of federal, state, and local agencies. (ref: INPO 88-019)

5.3.2 A drill is an evolution conducted to develop and maintain key emergency response skills. Drills are usually narrower in scope than exercises and can be used to train a specific area of response such as fire response, medical response, or interagency communications. Drills can also be used to train for integrated response of the emergency organization. Drills should be used to practice and promote a high state of readiness and teamwork within and between on-site facilities and disciplines. Drills can be used to correct deficiencies identified in exercises. (ref: INPO 88-019)

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

5.3.3 Periodic drills and exercises will be conducted in order to assess the state of emergency preparedness. The prime objective of this form of training is to verify the emergency preparedness of all participating personnel, organizations, and agencies. Each drill or exercise will be conducted to:

(1) ensure that the participants are familiar with their respective duties and responsibilities, (2) verify the adequacy of the Emergency Plan and the methods used in the Emergency Plan Implementing Documents, (3) test communications networks and systems, (4) check the availability of emergency supplies and equipment, and (5) verify the operability of emergency equipment. In addition, repair and damage control shall be included in one major drill/exercise on an annual basis. (ref: OCNCS E-Plan)

5.3.3.1 Medical Emergency Drill

Medical Drill shall be conducted annually. The drill will involve the participation of local medical support personnel and organizations (e. g., physician, ambulance service, hospital), and will involve simulated (injured) contaminated personnel.

5.3.3.2 Fire Emergency Drill

Fire drills shall be conducted in accordance with the site Fire Protection Plan.

5.3.3.3 Radiological Monitoring Drill

Radiological Drill shall be conducted annually. The drill shall include collection and analysis of all appropriate sample media for both onsite and offsite locations.

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

5.3.3.4 Radiological Controls Drill

At least one drill shall be conducted semi-annually. The drill will involve response to, and analysis of, simulated elevated airborne and liquid samples and direct radiation measurements. The drill shall include analysis of inplant liquid samples with simulated elevated activity levels.

5.3.3.5 Hazardous Material Spill Drill

Hazardous Material Spill Drills shall be conducted as required by the OCNCS Environmental Control Plan.

5.3.3.6 Biennial Exercises

- a. The OCNCS Emergency Plan shall be tested biennially to include a scenario with a Site Area or General Emergency. State and local government emergency plans will be included with full or partial participation by state and local governments within the Plume Exposure Pathway EPZ as required by federal regulations.
- b. Conduct of the exercise shall include mobilization of onsite and offsite emergency response personnel and resources in order to verify their capability to respond to an emergency. Communications with State and County agencies will be included. The scenario will be varied from year to year such that all major elements of these plans and preparedness organizations are tested within a six year period. Once within each six year period an exercise will be started in accordance with NRC and FEMA objectives for off-normal hours.

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

- 5.3.4 "Hands-On/OJT" Drills will be conducted when it is determined additional training or experience will enhance an individual, selected group, facility staff or the ERO's ability to respond to emergency conditions. This session may take the form of a walk-through or a table-top discussion of an evolution/operation. This type of drill is distinct from those described in Section 5.3.3 in that the focus is limited and will generally not include an integrated response.
- 5.3.5 Actual Emergency Plan Activations may be credited in place of selected drills if the Emergency Preparedness Manager deems it appropriate. Generally an Alert or higher level emergency may be substituted for a Drill. Such events may also replace an Exercise with NRC approval.
- 5.3.6 Drill Controllers and Observers will be selected from the Plant and supporting divisions based on their specialized expertise. Selection will be based on Company Organizational Position and/or Emergency Response Organization qualifications.
- 5.3.7 Drill attendance may be conducted by the facility drill controller/observer. Attendance sheets should be signed by the participants for drill credit. Attendance sheets should be returned to the Emergency Preparedness Section for documentation.
- 5.3.8 Personnel may be exempted from drill participation by submitting a copy of a completed Exhibit 6. This should be submitted at least twenty-four (24) hours prior to the scheduled drill date. Should a member of the Team/Priority participating in the Drill require exemption, the Director, Manager, or Supervisor requesting the exemption shall make all necessary arrangements for coverage of that position during the drill. The Drill Exemption List must be approved by the Director, Operations & Maintenance - O.C. or his designee. Completed copies shall be sent to Shift Security Supervisor's Office - Main Gate and Emergency Preparedness Office.

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

5.3.9 NRC Administrative Letter 94-16 (dated November 30, 1994) provides revised guidance concerning NRC Core Inspection Program for Annual E.P. exercises.

5.3.9.1 The letter revised the inspection frequency for performing specific inspection modules (Evaluation of Exercises for Power Reactors and Review of Exercise Objectives and Scenarios for Power Reactors) from annual to biennial.

5.3.9.2 An Annual exercise will be conducted in accordance with 10CFR50 App. E and submittal of exercise scenarios and objectives will be done biennially, in accordance with IN-94-16.

5.3.10 All drills and exercises will be documented using Exhibit 1. Any items which do not pertain to a particular exercise or drill should be noted "N/A".

5.4 Emergency Preparedness Surveillance Program - Included in the Oyster Creek Emergency Preparedness Procedure Manual as the OEP-SUR-1310 series.

5.5 Emergency Response Facilities and Equipment Readiness - These facilities and associated equipment will be maintained in accordance with OEP-ADM-1319.02, Emergency Response Facilities and Equipment Maintenance.

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

5.6 Emergency Response Organization - The maintenance of the Emergency Response Organization will be as follows:

5.6.1 Nomination and approval process.

5.6.1.1 Responsible Directors, Managers and Supervisors as listed in Exhibit 2, Emergency Duty Roster Staffing Responsibilities, shall nominate individuals from the OCNCS organization to fill current or projected vacancies in the Emergency Duty Roster.

1. The nominating Director, Manager or Supervisor shall ensure that nominated individuals meet the criteria outlined in Exhibit 4, Qualification Requirements for Essential Personnel.

2. All candidates shall be nominated using the Emergency Duty Roster Change, Form OEP-ADM-1319.01 (Exhibit 5) or similar form.

3. The Emergency Duty Roster Change shall be forwarded to Emergency Preparedness.

5.6.1.2 The Technical Training Manager-OC or designee shall review the nominated individual's Emergency Preparedness training to ensure proper completion.

1. If the nominee has not completed Emergency Preparedness training, the appropriate training should be scheduled in a timely manner.

2. Once training has been completed the Emergency Duty Roster Change shall be signed and forwarded to the Emergency Preparedness Duty Roster Coordinator.

**OYSTER CREEK
EMERGENCY PREPAREDNESS
IMPLEMENTING DOCUMENT**

Number

OEP-ADM-1319.01

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

- 5.6.1.3 The Emergency Preparedness Manager or designee shall receive Emergency Duty Roster Changes and review them to the extent necessary for his approval.
- 5.6.1.4 The Emergency Duty Roster shall be submitted to the Office of the Director, Oyster Creek or designee for approval. Upon approval the Emergency Duty Roster will be returned to and disseminated by the Emergency Preparedness Department.
- 5.6.1.5 All completed Emergency Duty Roster Change forms shall be retained in OC Emergency Preparedness Section files for two years from the date of approval.
- 5.6.1.6 Personnel with lapsed qualifications which are not renewed shall be removed from the Duty Roster. Reinstatement shall be in accordance with 5.6.1.
- 5.6.2 Emergency Duty Rosters and Schedules
- 5.6.2.1 The Emergency Duty Roster shall be revised, published and distributed when the EP Mgr. determines sufficient organization or personnel changes have occurred that a revised roster is required or annually. The Tele-Clerk Notification System will be updated as changes occur, in a timely fashion.
- 5.6.2.2 Periodically a Confidential Telephone Information listing will be published and distributed. This phone listing will be distributed to the following:
- Shift Security Supervisor's Office
 - Emergency Operations Facility
 - Emergency Control Center
 - Technical Support Center

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

5.6.2.3 An Emergency Organization Duty Roster Schedule and a Drills/Exercise Schedule will be published and distributed with the Emergency Duty Roster.

5.6.3 Duty Roster/Schedule Changes

- 5.6.3.1 A short term change (exchange of duty for less than 72 hours) to the Initial Response Emergency Organization or Emergency Support Organization (IREO or ESO) Duty Schedule will be accomplished by having the qualified relief carry his/her pager and notifying the Shift Security Supervisor, in writing of the exchange of duty if time permits. If no written notification is received by Security, the on-call duty roster member will be responsible to ensure the position is filled.
- 5.6.3.2 A long term change (exchange of duty for 72 hours or more) to the IREO or ESO Duty Schedule will be accomplished by the duty assignee submitting a notice similar to Exhibit 3, Notice of Temporary Change of Duty, or via Lotus Notes EP Duty Roster Exchange to the Emergency Preparedness Manager-OC with a copy to the Security Manager-OC preferably one week in advance of the change. The notice will be retained until the change is no longer effective.

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8**NOTE**

A Lotus Notes Application is available to electronically submit a "Notice of Temporary Change of Duty". This is the preferred method of exchanging duty.

5.6.3.3 Personnel changes to the Emergency Duty Roster will be made by submitting a notice similar to the Emergency Duty Roster Change form and processed according to Section 5.6.1. Appropriate measures should be taken by the responsible managers to ensure all positions remain fully staffed.

5.6.4 Initial Response Emergency Organization (IREO) Team Duty Period

5.6.4.1 The normal period of on-call duty for the Initial Response Emergency Duty Roster Teams is 0800 hours Monday to 0800 hours Monday of the following week. Exceptions to this period are noted on the annual published duty schedule. During this period IREO members on duty shall be fit for duty in accordance with the employee Fitness for Duty Program (Reference 6.4). The OCNGS Duty Roster Schedule identifies duty periods for all teams.

5.6.5 Emergency Support Organization Team Duty Period

5.6.5.1 The ESO will follow duty rotation in accordance with Section 5.6.4.1. During the duty period these teams shall comply with the Employee Fitness for Duty program (Reference 6.4). The OCNGS Duty Roster Schedule identifies duty periods for all teams.

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

5.6.6 Weekly Notification System Test

5.6.6.1 A weekly Emergency Response Organization

Notification System test should be performed by Security personnel weekly by activating radio pagers and the Teleclerk.

5.7 Corrective Action Process (CAP) - Issues related to the conduct of the Emergency Preparedness Program should be entered into the CAP System. A self assessment of EP CAP items should be conducted each year not to exceed 15 months. The assessment should look for trends as described in 1000-ADM-7216.01.

5.8 Control of Software

5.8.1 Software developed or maintained by Emergency Preparedness shall be protected from unauthorized modification by:

5.8.1.1 Limiting distribution of uncompiled source code to those specifically authorized to modify the code.

5.8.1.2 Maintaining backup copies of source code

5.8.1.3 Maintaining backup copies of unprotectable external data.

5.8.1.4 Periodically creating backup copies of accumulated results data.

5.8.1.5 Software control is in accordance with 1000-ADM-1230.10 Master List.

5.8.2 Software shall have a specified responsible individual, who will:

5.8.2.1 Be a point of contact for user comments.

5.8.2.2 Notify users of errors or omissions.

5.8.2.3 Coordinate modification.

5.8.2.4 Ensure distribution of revisions to authorized users.

5.8.3 In house software shall be tested:

5.8.3.1 Before initial distribution.

5.8.3.2 After revision.

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

5.8.3.3 Such test result documentation may be flexible based on the nature of the software or degree of revision.

5.8.3.4 Documentation for other than 'non-substantive changes' shall be permanent (memo, formal calculation when applicable, etc.). Use Exhibit 9 Software Configuration Control Change Request. Additional supporting documentation should be attached.

NOTE

Changes which could reasonably be expected to affect record retention or numerical accuracy shall be considered substantive. EXAMPLE: a change which adds the date to a printout may be non-substantive, a change which alters global results data file structures may be substantive even though no actual calculations are modified.

5.8.4 Vendor Supplied Software shall be tested:

5.8.4.1 For operability on available equipment.

5.8.4.2 For accuracy of results.

6.0 REFERENCES

- 6.1 OCNGS Emergency Plan, 2000-PLN-1300.01
- 6.2 Emergency Preparedness Procedure, OEP-ADM-1319.02, Emergency Response Facilities and Equipment Maintenance
- 6.3 Oyster Creek Emergency Plan Implementing Document
- 6.4 Employee Fitness for Duty Procedure/Drug and Alcohol 1000-ADM-2002.04.
- 6.5 2612-PGD-2685 Emergency Preparedness Training Program.
- 6.6 INPO Document - 88-019 - Emergency Preparedness Drill and Exercise Manual.
- 6.7 Corrective Action Process 1000-ADM-7216.01.
- 6.8 10CFR50
- 6.9 1000-ADM-1230.10, Computer Systems Control

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

7.0 EXHIBITS

- 7.1 Exhibit 1, Example Drill Administrative Guide Form
- 7.2 Exhibit 2, Emergency Duty Roster Staffing Responsibilities
- 7.3 Exhibit 3, Example Notice of Temporary Exchange of Duty
- 7.4 Exhibit 4, Requirements for Emergency Duty Roster Personnel
- 7.5 Exhibit 5, Example Emergency Duty Roster Change
- 7.6 Exhibit 6, Drill Exemption List
- 7.7 Exhibit 7, Emergency Response Organization Essential Positions
- 7.8 Exhibit 8, Emergency Response Organization Supplemental Positions
- 7.9 Exhibit 9, Software Configuration Control Change Request

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

(EXAMPLE)
EXHIBIT 1
DRILL ADMINISTRATIVE GUIDE FORM

1. Classification and Scheduling

The Emergency Preparedness Manager or his designee shall circle the appropriate title below and note the date and time the drill is to be held.

	<u>TIME</u> / <u>DATE</u>	<u>DATE</u> / <u>INITIALS</u>
• Drill	_____ / _____	
• Dress Rehearsal	_____ / _____	
• Annual Exercise	_____ / _____	_____ / _____

2. Scenario Development

The Emergency Preparedness Manager or his designee shall be responsible for the drill scenario preparation as well as obtaining scenario review from personnel listed below.

Scenario # _____ Revision _____ / _____

SRO (Name) _____

RAD CON OR RAD ENGINEERING SUPERVISOR (Name) _____

OTHER REVIEW _____

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

(EXAMPLE)
EXHIBIT 1 (Continued)

DRILL ADMINISTRATIVE GUIDE FORM

3. Outside Agency Notification

DATE / INITIALS

The Emergency Preparedness Manager or his designee is responsible for coordinating efforts with outside participating emergency personnel and organizations and notify the agencies indicated below;

a. New Jersey State Police Emergency Operations Center
(609) 882-4201

b. Ocean County Department of Emergency Services (908)
341-3451

c. NRC Operations Center, Rockville, Md.
(301) 816-5100
(If no answer call (301) 951-0550)

(Specify
Name)

d. Resident NRC Inspector (609) 971-4978

e. Local Fire Companies (at the discretion
of E. P. Mgr.)

f. Community Medical Center [Nursing Services Supv.
(908) 240-8000] (at discretion of E.P. Mgr.)

g. Southern Ocean County Hospital [Nursing Service
Supervisor (609) 597-6011] (at discretion
of E.P. Mgr.)

h. Rescue Squads (at discretion of E.P. Mgr.)

(Specify
Which)

i. INPO Emergency Ops Center (800) 321-0614

j. Ocean County Sheriff's Comm. Center
(908) 349-2010 or
(908) 349-2094

k. Lacey Township Police Dept. (609) 693-6636

l. Ocean Township Police Dept. (609) 693-4007

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

(EXAMPLE)
EXHIBIT 1 (Continued)

DRILL ADMINISTRATIVE GUIDE FORM

DATE / INITIALS

m. Other

(Specify)

4. Information Technologies Reading Help Desk (Ext. 5555)

5. Plant Notification

a. Office of the Director, Oyster Creek
(Ext. 4814)

b. Plant Operations Director - O.C.
(Ext. 4119)

c. Site Security Manager
(Ext. 4949)

d. Public Affairs
(Ext. 4020)

6. Observers

The Emergency Preparedness Manager is responsible for assigning observers to monitor personnel and areas involved in the drill. All plant and supporting departments are responsible for providing technically qualified observers to assist in drill observation and evaluation.

a. Assign all observers.

b. Publish memo providing date, times & locations to all observers.

7. Pre-Drill Meeting

Meet with all observers and other non-player personnel involved with the drill to brief them on scope, sequence of events and responsibilities.

**OYSTER CREEK
EMERGENCY PREPAREDNESS
IMPLEMENTING DOCUMENT**

Number

OEP-ADM-1319.01

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

(EXAMPLE)

EXHIBIT 1 (Continued)

DRILL ADMINISTRATIVE GUIDE FORM_____/_____
DATE / INITIALS8. Shift Participation

The operating shift(s) actually tested in the drill/exercise should be listed.

_____/_____

9. Post Drill Requirements

Upon completion of the drill, the Emergency Preparedness Manager is responsible for meeting with all observers and holding a critique to review and discuss deficiencies and corrective actions.

a. Meet with all observers to review their significant comments, if possible.

_____/_____

b. Hold drill critique to review drill with involved personnel.

_____/_____

c. Collect signed Observer comments as available.

_____/_____

d. Collect Drill Attendance Forms, if used.

_____/_____

10. CAP Process

The Emergency Preparedness Manager or his designee is responsible for developing CAP's based upon drill recommendations.

a. Develop Action Items.

_____/_____

11. Documentation and Routing of Drill and CritiqueResults

The Emergency Preparedness Manager or his designee is responsible for ensuring that all documents generated as a result of the drill are collected and forwarded to appropriate personnel and/or departments.

a. Prepare and distribute Drill or Exercise Critique memo.

_____/_____

b. Forward the completed drill packet to Document Control. Items included in the Drill Packet are the following:

_____/_____

1. List of Observers

2. Drill Critique

3. Completed Drill Administrative Guide Form (Exhibit 1).

c. Forward Drill Attendance Forms to Training Administrative Support

_____/_____

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

(EXAMPLE)
EXHIBIT 2

Emergency Duty Roster Staffing Responsibilities

Duty Roster Position

Responsibility for Staffing

EMERGENCY CONTROL CENTER

101 Operations Coordinator	Director - OC
102 ECC Communications Coordinator	Director - OC
103 ECC Communicator	Director - OC
104 ECC Communicator	Director - OC

TECHNICAL SUPPORT CENTER

201 Emergency Director	Director - OC
202 ED Assistant	Director - OC
203 Rad Assessment Coordinator	Rad Con Director - OC
204 Rad Engineering Support	Rad Con Director - OC
205 TSC Coordinator	Dir. Equip. Reliability - OC
206 TSC Engineer (Mech)	Dir. Equip. Reliability - OC
207 TSC Engineer (Elec)	Dir. Equip. Reliability - OC
208 TSC Engineer/I & C	Dir. Equip. Reliability - OC
210 Core Engineer	Dir. Equip. Reliability - OC
250 TSC Communications Coordinator	Dir. Equip. Reliability - OC
253 Tech Assistant	Director - OC
658 Computer Eng.	Dir. Equip. Reliability - OC

OPERATIONS SUPPORT CENTER

301 OSC Coordinator	Plant Maintenance Director - OC
302 Emergency Maintenance Coordinator	Plant Maintenance Director - OC
303 Rad Control Coordinator	RH&S Director - OC
304 Chemistry Coordinator	Director - OC
305 Medical Representative	Admin., Health Services - OC
306 Security Coordinator	Security, Mgr. - OC
350 Maintenance Team Coordinator	Plant Maintenance Director - OC
351 Emergency Maintenance Electrical	Plant Maintenance Director - OC
353 OSC Communications Coordinator	Plant Maintenance Director - OC
354 OSC Communicator (Operations)	Plant Maintenance Director - OC

Title
Oyster Creek Emergency Preparedness Program

Revision No.
8

(EXAMPLE)
EXHIBIT 2

Emergency Duty Roster Staffing Responsibilities

Duty Roster Position

Responsibility for Staffing

OFF-SITE RADIOLOGICAL MONITORING TEAMS

450 Rad/Env Survey Team A Leader	Mgr., Environmental Controls - OC
451 Rad/Env Survey Team A Assistant	Mgr., Environmental Controls - OC
452 Rad/Env Survey Team B Leader	Mgr., Environmental Controls - OC
453 Rad/Env Survey Team B Assistant	Mgr., Environmental Controls - OC

EMERGENCY ASSEMBLY AREA

501 Emergency Assembly Area Coordinator	Mgr., Material Services
---	-------------------------

EMERGENCY OPERATIONS FACILITY

601 Emergency Support Director	Director - OC
602 ESD Assistant	Director - OC
603 Group Leader R&EC	Director - RHIS
604 Public Information Representative	Manager - Communications
605 EOF Communications Coordinator	Emergency Preparedness Mgr. - OC
606 EOF Communicator	Emergency Preparedness Mgr. - OC
607 EOF Communicator	Emergency Preparedness Mgr. - OC
608 Tech Support Representative	Dir. Equip. Reliability - OC
609 Group Leader - Administrative Support	Director - OC
610 Emergency Preparedness Representative	Emergency Preparedness Mgr. - OC
612 P.I. Tech Rep/Com	Mgr., Communications
650 Tech Support Staff	Dir. Equip. Reliability - OC
651 Tech Support Staff	Dir. Equip. Reliability - OC
652 Tech Support Staff	Dir. Equip. Reliability - OC
653 Administrative Support Staff	Director - OC
654 Material Management Coordinator	Mgr., Material Services

ENVIRONMENTAL ASSESSMENT COMMAND CENTER

801 Environmental Assessment Coordinator	RH&S Director - OC
802 Met/Dose Assessment Coordinator	RH&S Director - OC

JIC

910 Media Center Lead - Com	Mgr., Communications
911 Media Ct. Advisor/Communicator	Mgr., Communications
912 PI Tech Rep - Com	Mgr., Communications
913 PI Rep - Com	Mgr., Communications
952 JIC Admin./Communicator	Mgr., Communications

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

EXHIBIT 3

Notice of Temporary Exchange of Duty

Subject: IREO/ESO Exchange of Duty
(circle one)

To: Emergency Preparedness Manager - OC
Security Manager - OC

I, _____, am assigned to the Emergency
Name

Response Organization Duty Roster, Position Number _____, as

a(n) _____
Assignment

I will be unable to fulfill my on-call assignment during the period
_____ to _____ and have arranged with

_____, Home Telephone No. Office No.
Name

who is fully qualified to perform my duties during this period.

Signature

Title

Signature:

Person Accepting Duty

Date: _____

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

(EXAMPLE)
EXHIBIT 4

QUALIFICATION REQUIREMENTS FOR ESSENTIAL PERSONNEL

I. On-Shift Emergency Organization

- A. Satisfactorily complete and maintain required skills training and possess operators license, as appropriate, for assigned position.
- B. Satisfactorily complete and maintain Emergency Preparedness Training Program requirements for position assigned.
- C. Satisfactorily complete and maintain respirator qualification in accordance with Plant requirements.
- D. Satisfactorily complete and maintain radiation worker training (Level II).
- E. Must be active in the dosimetry system (i.e., TLD assigned and current WBC or record).

II. Initial Response Emergency Organization (IREO)

- A. Satisfy the prerequisites for selection and assignment to the specific emergency response position to which assigned, as specified in the Emergency Plan.
- B. Must satisfy 1 hour response time requirement.
- C. Satisfactorily complete and maintain Emergency Preparedness Training Program requirements for position assigned in the Initial Response Organization.
- D. Satisfactorily complete and maintain respirator qualification in accordance with Plant requirements.
- E. Satisfactorily complete and maintain radiation worker training (Level II).
- F. Must be active in the dosimetry system (i.e., TLD assigned and current WBC on record).

*NOTE

Items D, E, and F above are not applicable to Emergency Assembly Area Coordinators.

*NOTE

Exemptions to IC and II D may be granted by the Plant Director with EP concurrence from the Emergency Preparedness Manager if loss of the individual's expertise may lower the effectiveness of the EP Program. However, the individual will not be permitted to enter an area where respirators are required.

Title
Oyster Creek Emergency Preparedness Program

Revision No.
8

(EXAMPLE)
EXHIBIT 4
(continued)

QUALIFICATION REQUIREMENTS FOR ESSENTIAL PERSONNEL

III. Emergency Support Organization (ESO)

- A. Satisfy the prerequisites for selection and assignment to the specific emergency response position to which assigned, as specified in the Emergency Plan.
- B. Satisfactorily complete and maintain Emergency Preparedness Training Program requirements for the position assigned in the Emergency Support Organization.

NOTE

All essential personnel assigned an emergency response role requiring response onsite during an emergency shall be respirator qualified. In addition, all such personnel shall be active in the dosimetry system (i.e., TLD assigned and current WBC on record). This note applicable to Sections I and II above and not III.

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

EXHIBIT 5

Emergency Duty Roster Change

(To be initiated by the responsible Director, Manager or Supervisor)

To: Emergency Preparedness Manager - OC

Name: _____

Location: _____

Soc. Sec. #: _____

Home Phone: _____

Office Ext.: _____

This individual meets the requirements as outlined:

_____ Initial Response Emergency Organization (1 Hr. Response Required)

Position #: _____ Position Name: _____ Team: _____

Respirator Training Date: _____ Currently Active in Dosimetry

Physical Date: _____ System (TLD Issued)

RWP Training Date: _____ Date _____

Whole Body Count Date: _____

Respirator Fit Date: _____

_____ Emergency Support Organization

Position required response time 1 Hr/4 Hrs (Select One)

Position #: _____ Position Name: _____ Priority

_____ Please Remove From Roster

Reason for Change: _____

Signature of Director, Manager or Supervisor

Title

Date

Forward to Emergency Preparedness

The above individual's training is in compliance with Ref. 6.1 6.3 and 6.5.

Support Training Manager

Date

Forward to the Emergency Preparedness Manager - OC.

Approved _____ Added to the Main Frame System _____

Date

Not Approved _____ Reason: _____

Title
Oyster Creek Emergency Preparedness Program

Revision No.
8

(EXAMPLE)
EXHIBIT 6
DRILL EXEMPTION LIST

DRILL DATE: _____

COMPANY: _____

DEPARTMENT: _____

NAME (last, first)	Key Card #	Slot #	SOC. SEC. #	Reason

NOTE

All required information must be completed prior to being submitted for approval.

Requested by / Date
(Dir, Mgr, or Supv)

Approved by / Date
(Dir, - Ops & Maintenance)

cc: Security
Emergency Preparedness

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

EXHIBIT 7

Emergency Response Organization

Essential Positions

101 Operations Coordinator
102 ECC Communications Coordinator
103 ECC Communicator (Tech Functions)
104 ECC Communicator (Plant Status)
201 Emergency Director
202 E.D. Assistant
203 Rad. Assessment Coordinator
204 Radiological Engineering Support
205 TSC Coordinator
206 TSC Engineer (Mech)
207 TSC Engineer (Elec)
208 TSC Engineer (I&C)
210 Core Engineer (Tech Functions)
301 OSC Coordinator
302 Emergency Maintenance Coordinator
303 Radiological Controls Coordinator
304 Chemistry Coordinator
305 Medical Representative
306 Security Coordinator
501 Emergency Assembly Area Coordinator
601 Emergency Support Director
602 ESD Assistant
603 Group Leader R&EC
604 Public Information Representative
605 EOF Communications Coordinator
606 EOF Communicator
607 EOF Communicator
608 Tech Support Representative
609 Group Leader - Admin Support
610 Emergency Preparedness Representative
612 PI Tech Rep/Com
801 Env. Assess. Coordinator
802 Met/Dose Assessment Coordinator
910 Media Center Lead/Com
911 Media Center Advisor/Com
912 PI Tech Rep/Com
913 PI Rep/Com

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8

EXHIBIT 8

Emergency Response Organization

Supplemental Positions

250 TSC Communications Coordinator
253 Technical Assistant
350 Maintenance Team Coordinator
351 Emergency Maintenance Electrical
353 OSC Communications Coordinator
354 OSC Communicator (Operations)
355 OSC Communicator (Plant Status)
450 Rad/Env. Survey Team A Leader
451 Rad/Env. Survey Team A Assistant
452 Rad/Env. Survey Team B Leader
453 Rad/Env. Survey Team B Assistant
650 EOF Tech Support Staff
651 EOF Tech Support Staff
652 EOF Tech Support Staff
653 Admin Support Staff
654 Materials Management Coordinator
658 Computer Eng.
952 JIC Admin./Communicator

Title

Oyster Creek Emergency Preparedness Program

Revision No.

8EXHIBIT 9Software Configuration Control Change Request

1. Software/Source Code to be Changed: _____

2. Requested Change: _____

3. Responsible Point of Contact: _____
4. Concurrence for Change Request YES / NO Sig. _____ Date _____
If NO an explanation should be provided to requesting party, If YES proceed with request.
5. Responsible Change Party: _____
 - 5.1 Description of Change: _____

 - 5.2 Method of Verification and Validation: _____

6. Responsible Reviews: _____

7. Emergency Preparedness Approval

Approval Signature

/

Title

/

Date

**OYSTER CREEK
EMERGENCY PREPAREDNESS
IMPLEMENTING PROCEDURE**

Number

OEP-ADM-1319.02

Title

EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.

8

Applicability/Scope

Applies to work at Oyster Creek

Usage Level

3

Responsible Department

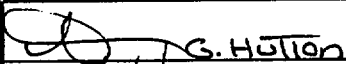

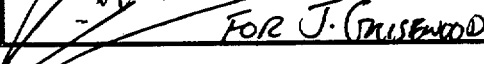
Emergency Preparedness

This document is within QA plan scope
50.59 Reviews Required☒ Yes ☐ No☒ Yes ☐ No

Effective Date

(05/04/01) 05/14/01

Prior Revision 7 incorporated the
following Temporary Changes:N/AThis Revision 8 incorporates the
following Temporary Changes:N/AList of Pages (all pages rev'd to Rev. 8)1.0 to 10.0
E1-1 to E1-21
E2-1 to E2-5
E3-1 to E3-5
E4-1 to E4-4
E5-1 to E5-4
E6-1
E7-1 to E7-2
E8-1 to E8-3
E9-1 to E9-2
E10-1**NON-CONTROLLED
This Document Will Not
Be Kept Up To Date
DCC Oyster Creek**

	Signature	Concurring Organization Element	Date
Originator	 G. Hutton	Shift Manager	5-3-01
Concurred By	 Plant Manager	Plant Manager	5/3/01
Approved By	 FOR J. Cruse	Emergency Preparedness Mgr, OC	5/3/01

Title
EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

 Revision No.
 8

DOCUMENT HISTORY

REV	DATE	DESCRIPTION OF CHANGE	PREPARED BY: REVIEWED BY: APPROVED BY:
7	07/17/92	Revise forms requirement at several centers, update JIC equipment.	
8	08/93	Major rewrite of Procedure.	D. VanNortwick
9	09/94	Update form ie. Quantities and Nomenclature. Remove telephones, desks, chairs, clocks from inventory.	A. Smith
10	12/94	Update forms for various inventories at centers.	A. Smith
11	05/19/95	Reduce inventory of fixed equipment and normal consumables i.e. pens & pads clarify reporting instructions on inventory forms. Due to the extent of the change rev bars are not appropriate.	A. Smith
0	04/06/96	Remove North Gate inventories. Adjust various inventories to reflect anticipated needs. Further clarify reporting instructions. Correct responsible titles. Clarify review process for completed inventories. Due to the extent of the change rev bars are not appropriate.	A. Smith
1	02/97	Reduce quantities of full face neg. pressure resp. at ERF's, add Zeolite cartridge insp., add Dosimeter charger to APP A-1, adjust the size of Phillips Head screw drivers in APP. "D" to reflect actual contents.	A. Smith
2	12/97	Delete Ref. To EPIP-OC-.04 add inventory sheet for new primary EAA which is now OCAB Cafeteria. Modify tests for EACC Computers to reflect current testing.	A. Smith
3	06/98	Adjusting inventories on various appendixes to reflect additional equip. consolidate forms for cleaner documentation. Change air sampler in on site van from hi-vol to lo-vol.	J. Rayment
4	09/98	Remove respirators from offsite FMT vans as per Revision 1 of this procedure.	A. Smith
5	02/99	Change "Xetex Chirper" to ESRD or equivalent.	D. VanNortwick
6	08/99	Include rescue equipment in lockers-clarify locker location.	D. VanNortwick
7	DOS	Remove Comec and GPU cover page. Change reference from GPU or GPUN to OCNGS.	A. Smith
8	04/01	Relocate first aid equipment.	G. Hutton

Title

EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.

8

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
1.0 PURPOSE	4.0
2.0 APPLICABILITY SCOPE	4.0
3.0 DEFINITIONS	4.0
4.0 RESPONSIBILITIES	4.0
4.1 All Responsible Organizations	4.0
4.2 Emergency Preparedness Manager-OC	4.0
4.3 Manager, Chemistry/Radwaste Ops	5.0
4.4 Manager, Plant Operations	5.0
4.5 Security Manager	5.0
4.6 Radiological Controls/Safety Director-OC	5.0
4.7 Manager, Environmental Affairs-OC	6.0
4.8 Medical Director-OC	6.0
4.9 Plant Maintenance Director-OC	6.0
4.10 Group Supervisor Rad Con I&C	6.0
5.0 PROCEDURE	7.0
5.1 Emergency Response Facilities	7.0
5.2 Emergency Equipment	7.0
5.3 Emergency Equipment/Facility Inventory	9.0
5.4 Inventory Review	11.0
6.0 REFERENCES	11.0
7.0 EXHIBITS	12.0

Title

EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.

8

1.0 PURPOSE

This procedure delineates the requirements to maintain availability and reliability of Emergency Equipment.

2.0 APPLICABILITY/SCOPE

This procedure applies to the Oyster Creek Division and Support Divisions assigned responsibilities for Emergency Response Facilities and/or equipment.

3.0 DEFINITIONS

Housekeeping as used in this document is intended to maintain emergency lockers in a neat and orderly fashion.

4.0 RESPONSIBILITIES

4.1 All Responsible Organizations

- 4.1.1 Directors/Managers shall be responsible to assign an individual to inventory equipment/material needs for each facility as identified in Section 4.0.

NOTE

Directors/Managers shall be responsible to replace any equipment and/or supplies which were used or are missing or require maintenance.

4.2 The Emergency Preparedness Manager-OC or designee shall:

- 4.2.1 Assign a facility custodian to maintain the Emergency Operations Facility (EOF), Tech Support Center (TSC), and Building 14 Remote Assembly Area in a state of readiness.

Title

EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.

8

- 4.2.2 Ensure that inventories are performed at frequencies defined in this procedure and that surveillance deficiencies are identified, resolution scheduled and tracked to completion.
- 4.2.3 Review the results of inventories in accordance with Section 5.4.
- 4.3 The Manager, Chemistry/Radwaste Ops shall maintain the Emergency Chemistry equipment in a state of readiness.
- 4.4 The Manager, Plant Operations shall maintain the Emergency Control Center (ECC) in a state of readiness.
- 4.5 The Security Manager shall maintain the Main Gate Processing Center, and the Emergency Assembly Area in a state of readiness.
- 4.6 The Radiological Controls/Safety Director-OC shall:
 - 4.6.1 Make available Rad-Techs following each drill or quarter as necessary to assist completing the required inventory of facilities and Emergency Radiological Controls equipment. EP, individual facility coordinators, RCCs or GRC's will indicate the facilities and equipment to be inventoried and replenished.
 - 4.6.2 Assign a custodian to test and maintain the Dose Projection Computer equipment located in the Computer Room (off of the Control Room) and in the Rad Analysis Support Engineer's office in the TSC.
 - 4.6.3 Assign a facility custodian to ensure Rad Assessment Support Office in TSC is kept orderly and in a state of readiness.
 - 4.6.4 Maintain Emergency Respirator Equipment Facility.

Title

EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.

8

4.7 The Manager, Environmental Affairs-OC shall:

4.7.1 Maintain the Environmental Assessment Command Center (EACC) in a state of readiness.

4.7.2 Ensure that Emergency Off-Site Monitoring Equipment (which consists of the two company vehicles and three emergency monitoring kits at the Forked River site) is inventoried and maintained.

4.8 The Medical Director-OC shall ensure that First Aid and Rescue equipment is maintained.

4.9 The Plant Maintenance Director-OC shall:

4.9.1 Assign a facility custodian and maintain the Operations Support Center (OSC) in a state of readiness.

4.9.2 Ensure that Emergency Maintenance equipment is maintained.

4.10 Group Supervisor Rad Con I&C

4.10.1 Will ensure that Rad Con emergency instruments are properly maintained, calibrated, and inventoried per applicable procedures.

5.0 PROCEDURE

5.1 Emergency Response Facilities

A facility custodian should be assigned for the TSC, OSC and EOF and may be assigned for other Emergency Response Facilities by the responsible director, manager, or supervisor as identified in Section 4.0. These facility custodians or the responsible Director, Manager, or Supervisor shall oversee the readiness of the assigned facility.

This includes:

5.1.1 Maintenance of controlled procedures, drawings, logbooks, etc.

5.1.2 Inspection and inventory of the assigned facility after each use, but in no case less than quarterly, to verify stockage of required items and to test equipment operability.

Title

EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.

8

- 5.1.3 The use of the Dose Projection Computers and associated equipment during a drill will constitute the inspection required after each drill as long as the quarterly requirements are met.

NOTE

Appendix H of this procedure will still be filled out to document the results of the inspection.

5.2 Emergency Equipment

Emergency equipment shall be inventoried, calibrated, and maintained by the responsible departments identified in Section 4.0.

- 5.2.1 Emergency kits/lockers shall be inventoried once each calendar quarter and after use during drills, exercises, training or actual emergencies. An inventory performed after use during drills, exercises, training or actual emergencies may also satisfy the quarterly requirement.

- 5.2.1.1 Emergency Maintenance Lockers (Appendix D) shall be inventoried only if each seal is broken but no less than once per calendar year.

- 5.2.1.2 Inventories should be completed within 10 days of drill or training usage or end of quarter.

- 5.2.2 Radiological instruments should be inspected for serviceability, calibration, battery condition.

- 5.2.3 When removing any instrument or equipment for repair/calibration from any emergency equipment storage location, an equivalent (serviced and calibrated) replacement shall be provided by the end of the shift it was taken out of service on.

- 5.2.4 Radiological instruments in emergency lockers are not to be used for any other purpose in the plant. They are for emergency and drill use only.

Title

EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.

8

5.2.5 Silver Zeolite Cartridges are certified by the manufacturer to have a ten year shelf life when in a sealed sleeve. The sleeve integrity and date on sleeve should be checked during each inventory. All other cartridges out of sleeves should be marked "For Training Use".

5.2.6 Emergency lockers and kits will be locked and periodically (at least quarterly) inspected for lock integrity. Lockers or kits with suspect integrity should be inventoried.

5.3 Emergency Equipment/Facility Inventory

5.3.1 The Emergency Preparedness Surveillance Coordinator or designee shall, at least quarterly, send out inventory checklists to be completed by the responsible departments along with appropriate instructions to complete inventories. (Ref. 1R95-20 Nov)

5.3.2 The responsible organization shall assign an individual to complete the inventory of the facilities and equipment as follows:

Appendix Organization

A-1	Rad Con/Emergency Preparedness
A-2	Rad Con/Emergency Preparedness
A-3	Rad Con/Emergency Preparedness
A-4	Rad Con/Emergency Preparedness
A-5	Rad Con/Emergency Preparedness
A-6	Respiratory Protection Maintenance
A-7	Rad Con/Emergency Preparedness
A-8	Rad Con/Emergency Preparedness
A-9	Respiratory Protection Maintenance
A-10	Rad Con/Emergency Preparedness
A-11	Rad Con/Emergency Preparedness
A-12	Rad Con/Emergency Preparedness
A-13	Rad Con/Emergency Preparedness

Title

EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.

8

- B-1 Environmental Affairs
- B-2 Rad Con/Emergency Preparedness
- C Chemistry
- D Site Services
- E Medical
- F Environmental Affairs
- G Plant Operations (ECC)
Emergency Preparedness (EOF, RAA's, TSC, OSC, MGPC)
- H Rad Engineering/Environmental Affairs
- I Rad Con I & C
- 5.3.2.1 The assigned individual shall use the appropriate appendix as identified in 5.3.2.
- 5.3.2.2 Items listed on the inventory sheet shall not be allowed to remain less than 70% of the required quantity without replacement immediately. There are no upper limits for inventory quantities, normal housekeeping should apply.
- 5.3.2.3 Deficiencies shall be noted and corrected. Damage to the facility or equipment should be noted.
Items which are found to be in quantities described by 5.3.2.2 above shall not be considered deficient. Items which cannot be immediately corrected shall be identified with corrective action and date to be completed noted.
- 5.3.2.4 Consumables with established shelf life should be verified current through the next expected inventory.

Title

EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.

8

5.4 Inventory Review

5.4.1 The inventory checklist will be reviewed by a responsible department supervisor or designee indicating any deficiencies found have been corrected. Unresolved deficiencies will be noted including suggestions for corrective actions, sign checklist and return to the Emergency Preparedness Surveillance Coordinator.

5.4.2 The Emergency Preparedness Surveillance Coordinator or designee shall review ERF Checklists in accordance with inventory expectations and this procedure and subsequently file all Emergency Equipment/Facility Checklists in Emergency Preparedness Section files for interim storage until filed in the DCC as LP Documents. Receipt of the checklists will be tracked using Appendix J. A random sample of inventories will be reviewed by the EP Manager for each drill or at least quarterly.

6.0 REFERENCES

- 6.1 2000-PLN-1300.01, OCNCS Emergency Plan.
- 6.2 Emergency Preparedness Procedure, OEP-ADM-1319.01, Oyster Creek Emergency Preparedness Program

7.0 EXHIBITS

- | | | |
|------|------------|---|
| 7.1 | Appendix A | Emergency Rad Con Equipment |
| 7.2 | Appendix B | Emergency Monitoring Equipment |
| 7.3 | Appendix C | Emergency Chemistry Equipment |
| 7.4 | Appendix D | Emergency Maintenance Equipment |
| 7.5 | Appendix E | Emergency First Aid and Rescue Equipment |
| 7.6 | Appendix F | EACC Checklist |
| 7.7 | Appendix G | Emergency Facilities Equipment |
| 7.8 | Appendix H | Emergency Offsite Dose Projection Computers |
| 7.9 | Appendix I | Hospital Rad Con Equipment |
| 7.10 | Appendix J | Inventories Tracking Form |

Title

EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.

8

APPENDIX AEmergency Rad Con EquipmentAppendix SectionLocation

A-1	Emergency Assembly Area (Warehouse)
A-2	Emergency Control Center
A-3	Remote Assembly Area (Berkeley)
A-4	Operations Support Center
A-5	Main Gate Processing Center
A-6	Technical Support Center
A-7	Emergency Operations Facility
A-8	Emergency Respiratory Equipment Issue Facility
A-9	Contaminated/Injured Worker Transport Kits Ambulance
A-10	RWP Office
A-11	RAA Transport Kit (OSC)
A-12	FRAA (Building 14)
A-13	Emergency Assembly Area (OCAB)

APPENDIX A-1
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Emergency Assembly Area Type: Emergency Locker Inventory Date: _____
(Warehouse)

Inventory Performed _____ Reviewed: _____ Date: _____
and Equipment Verified By Dept. Supervisor
Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Button Source	1	
Dose Rate Meter w/batt. (0-1R/Hr.)	1	
Frisker w/probe & power cable	1	
Area Rad Monitor w/alarm	1*	
Air Sampler, Continuous Monitoring w/alarm	1*	
Air Sampler, Low Vol. RAS 1	1	
Particulate Air Sample Filter	50	
Silver Zeolite Cartridge GY130	5	
Duct Tape (2 inch roll)	1	
Poly Sheets (4 ft. x 8 ft.)	2	
Smear Disc	Approx. 100	
Sample Envelopes	Approx. 100	
Radiation Warning Rope	Approx. 200 ft.	

Emergency Preparedness Department Review _____ / _____
Initials Date

Remarks:

* THESE ITEMS STORED OUTSIDE OF LOCKER

APPENDIX A-1 (continued)
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Emergency Assembly Area Type: Emergency Locker
(Warehouse)

Inventory Date: _____

Inventory Performed _____ Reviewed: _____
and Equipment Verified _____ By Dept. Supervisor
Locked or Sealed

Date: _____

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Poly Bag (medium)	10	
Radiological Warning Signs	5	
Personnel Clothing Contamination Survey Form	Approx. 200	
Personnel Contamination Survey Form	Approx. 200	
Facility Rad Con Survey Map	10	
Bull Horn	2	
Rad Materials Stickers	20	
Step-off Pad	2	

Emergency Preparedness Department Review _____ / _____
Initials Date

Remarks:

E1-3

APPENDIX A-2
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Emergency Control Center Type: Emergency Locker Inventory Date: _____

Inventory Performed _____ Reviewed: _____ Date: _____
and Equipment Verified _____
By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Button Source	1	
Dose Rate Meter (0-50 R/Hr.)	2	
Alarming Dosimeter	5	
Frisker w/probe & power cable	1	
Air Sampler, Continuous monitoring w/alarm	1	
Air Sampler, Low Vol. RAS 1	1	
Air Sampler, Hi Vol. H809V	1	
Count Rate Survey Meter (0-50 KCPM)	1	
Dosimeter, 0-200 mRem	20	
Dosimeter, 0-10 Rem	10	
Dosimeter Charger	1	
Full Face Negative pressure respirator w/Filter	5	
SCBA Paks	4	
Duct Tape (2 inch roll)	1	
Particulate Air Sample Filter	Approx. 100	
Silver Zeolite Air Sample Cartridge (GY-130)	5	
Smear Disc	Approx. 100	

Emergency Preparedness Department Review _____/_____
Initials Date

Remarks:

APPENDIX A-2 (continued)
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Emergency Control Center Type: Emergency Locker Inventory Date: _____

Inventory Performed _____ Reviewed: _____ Date: _____
and Equipment Verified By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Sample Envelopes	Approx. 100	
PC's Paper (Sets)	50	
Radiation Warning Rope (ft.)	Approx. 100	
Emergency Message Forms	Approx. 500	
Poly Bag (Medium)	10	
Radiological Warning Signs	2	
Control Point Access Ticket	Approx. 200	
Personnel Clothing Contamination Survey Form	10	
Personnel Contamination Survey Form	10	
Facility Rad Con Survey Map	10	
Rad Material Stickers	10	
Step-off Pad	2	

Emergency Preparedness Department Review _____/_____
Initials Date

Remarks:

APPENDIX A-3
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Remote Assembly Area (RAA) Berkeley Type: Emergency Locker/Closet Inventory Date: _____

Inventory Performed _____ Reviewed: _____ Date: _____
and Equipment Verified _____
By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Protective Clothing (Full Set)	20	
Smear Disc	Approx. 500	
Sample Envelopes	Approx. 500	
Radiological Warning Signs w/inserts	20	
Personnel Clothing Contamination Survey Form	Approx. 100	
Personnel Contamination Survey Form	Approx. 100	
Facility Rad Con Survey Map	50	
Bull Horn	2	
Step-off Pad	5	
Boots (Pairs)	12	
Catch Container	2	
Rad Material Stickers	Approx. 100	
Radiation Warning Rope (ft.)	Approx. 600	

Emergency Preparedness Department Review _____/_____
Initials Date

Remarks:

APPENDIX A-4
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Operation Support Center (OSC) Type: Emergency Locker Inventory Date: _____

Inventory Performed _____ Reviewed: _____ Date: _____
and Equipment Verified By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Button Source	1	
Dose Rate Meter (0-1000 R/Hr.)	2	
Frisker w/probe & power cable	3	
Area Radiation Monitor w/alarm	1	
Air Sampler, Continuous Monitoring w/alarm	1	
Air Sampler, Hi Vol. H809V	2	
Air Sampler, Lo Vol. RAS-1	2	
Air Sampler, Lapels	5	
Lapel Air Sampler Cartridges	Approx. 50	
Lapel Air Sampler Charger	1	
Count Rate Survey Meter (0-50 KCPM)	1	
Dosimeter, 0-200 mRem	10	
Dosimeter, 0-10 Rem	10	
Dosimeter, 0-200 Rem	10	
Dosimeter Charge	1	
Full Face Negative Pressure Respirator w/Filter	10 Respirators	
SCBA's	8	
Face Pieces for SCBA's	5	
Duct Tape (2 inch roll)	5	

Emergency Preparedness Department Review _____/_____
Initials Date

Remarks:

E1-7

APPENDIX A-4
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Operation Support Center (OSC) Type: Emergency Locker Inventory Date: _____
Inventory Performed _____ Reviewed: _____ Date: _____ and
Equipment Verified _____ By Dept. Supervisor
Locked or Sealed
Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Poly Sheets (4 ft. x 8 ft.)	5	
Particulate Air Sampler Filter	Approx. 200	
Silver Zeolite Air Sample Cartridge (GY-130)	50	
Smear Disc	Approx. 500	
Sample Envelopes	Approx. 500	
Water Sample Bottle	10	
Poly Bag (Medium)	25	
Radiological Warning Signs	20	
Control Point Access Ticket	20	
Paper PC's for Reverse Contamination	50	
Plastic Booties for Reverse Contamination	50 pair	
Surgeon Gloves for Reverse Contamination	100 pair	

Emergency Preparedness Department Review _____/_____
Initials Date

Remarks:

E1-8

APPENDIX A-4 (continued)
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Operation Support Center (OSC) Type: Emergency Locker Inventory Date: _____

Inventory Performed _____ Reviewed: _____ Date: _____
and Equipment Verified _____
By Dept. Supervisor
Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Personnel Clothing Contamination Survey Form	Approx. 100	
Personnel Contamination Survey Form	Approx. 100	
Facility Rad Con Survey Map	Approx. 50	
Step-off Pad	10	
Boots (Pairs)	Approx. 50	
Rad Material Stickers	Approx. 100	
Radiation Warning Rope (ft.)	Approx. 500 Ft.	
Emergency Message Forms	Approx. 100	

Emergency Preparedness Department Review _____ / _____
Initials Date

Remarks:

APPENDIX A-5
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Main Gate Processing Center Type: Emergency Locker Inventory Date: _____

Inventory Performed _____ Reviewed: _____ Date: _____
and Equipment Verified _____
Locked or Sealed _____
By Dept. Supervisor

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

NOTE

KEY FOR LOCKER IN MAIN GATE IS IN SECURITY OFFICE KEY BOX, KEY #21.

ITEM	NUMBER REQUIRED	COMMENTS
Button Source	1	
Frisker w/probe & power cable	1	
Area Radiation Monitor w/alarm	1	
Air Sampler, Continuous Monitoring w/alarm	1	
Electronic Self Read Dosimeter or Equivalent	20	
Full Face Negative Pressure Respirator w/Filter	5	
Duct Tape (2 inch roll)	1	
Poly Sheets (4 ft. x 8 ft.)	1	
Particulate Air Sample Filter	50	
Smear Disc	Approx. 100	
Sample Envelopes	Approx. 100	
Step-off Pad	2	
Radiation Warning Rope (ft.)	Approx. 500	

Emergency Preparedness Department Review _____ / _____
Initials Date

Remarks:

APPENDIX A-5 (continued)
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Main Gate Processing Center Type: Emergency Locker Inventory Date: _____

Inventory Performed _____ Reviewed: _____ Date: _____
and Equipment Verified _____
Locked or Sealed By Dept. Supervisor

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

NOTE

KEY FOR LOCKER IN MAIN GATE IS IN SECURITY OFFICE KEY BOX, KEY #21.

ITEM	NUMBER REQUIRED	COMMENTS
Poly Bag (Medium)	10	
Radiological Warning Signs	5	
Personnel Clothing Contamination Survey Form	10	
Personnel Contamination Survey Form	10	
Facility Rad Con Survey Map	10	
Rad Material Stickers	10	

Emergency Preparedness Department Review _____ / _____
Initials Date

Remarks:

El-11

APPENDIX A-6
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Technical Support Center (TSC) Type: Emergency Locker

Inventory Date: _____

Inventory Performed _____
and Equipment Verified _____
Locked or Sealed _____

Reviewed: _____
By Dept. Supervisor

Date: _____

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Button Source	1	
Dose Rate Meter (0-1R/Hr.)	1	
Frisker w/probe & power cable	2	
Area Radiation Monitor w/alarm	1	
Air Sampler, Continuous Monitoring w/alarm	1	
Air Sampler, Hi Vol. H809V	1	
Air Sampler, Lo Vol. RAS1	1	
Dosimeter, 0-200 mRem	40	
Full Face Negative Pressure Respirator w/Filter	5	
Count Rate Survey Meter	1	
PC's Paper (Sets)	Approx. 50	
Duct Tape (2 inch roll)	1	
Poly Sheets (4 ft. x 8 ft.)	2	
Particulate Air Sample Filter	Approx. 100	
Silver Zeolite Air Sample Cartridge (GY-130)	10	
Smear Disc	Approx. 100	

Emergency Preparedness Department Review _____ / _____
Initials Date

Remarks:

APPENDIX A-6 (continued)
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Technical Support Center (TSC) Type: Emergency Locker Inventory Date: _____

Inventory Performed _____ Reviewed: _____ Date: _____
and Equipment Verified _____
Locked or Sealed _____
By Dept. Supervisor

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Sample Envelopes	Approx. 100	
Water Sample Bottle	5	
Step-off Pad	5	
Radiation Warning Rope (ft.)	Approx. 200	
Poly Bay (Medium)	25	
Radiological Warning Signs	10	
Control Point Access Ticket	20	
Personnel Clothing Contamination Survey Form	10	
Personnel Contamination Survey Form	10	
Facility Rad Con Survey Map	10	
Rad Material Stickers	Approx. 100	
Emergency Message Forms	Approx. 100	
SRD Charger	1	

Emergency Preparedness Department Review _____ / _____
Initials Date

Remarks:

APPENDIX A-7
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Emergency Operation Facility (EOF) Type: Emergency Locker Inventory Date: _____

Inventory Performed _____ Reviewed: _____ Date: _____
and Equipment Verified _____
Locked or Sealed _____
By Dept. Supervisor

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Button Source (See Remarks)	1	
Frisker w/probe & power cable	1	
Smear Disc	Approx. 100	
Sample Envelopes	Approx. 100	
Poly Bag (Medium)	10	
Personnel Clothing Contamination Survey Form	10	
Personnel Contamination Survey Form	10	
Rad Material Stickers	5	

Emergency Preparedness Department Review _____/_____
Initials Date

Remarks:

NOTE: BUTTON SOURCE IS LOCATED IN THE KEY LOCK BOX NEAR ENTRANCE TO EOF.

KEY FOR BOX IS IN TOP DRAWER OF ESD'S DESK.

APPENDIX A-8
INVENTORY FORM - EMERGENCY EQUIPMENT

Emergency Respiratory/Dosimetry

Equipment Location Bldg. 14 TLD/Dosimetry Office

Type: N/A

Inventory Date: _____

Inventory Performed _____

Reviewed: _____

Date: _____

and Equipment Verified _____

By Dept. Supervisor

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Emergency Dosimetry SRD's 0-200 MR	100	
Procedure EPIP-OC-.35/Respirator Issue Log	1	
Emergency TLDs	100	

Emergency Preparedness Department Review _____/_____
Initials Date

NOTE: Procedure EPIP-OC-.35 is located in Training Instructor's Office-Bldg. #14.

Remarks:

APPENDIX A-9
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Ambulance Type: Medical Transport Kit Inventory Date: _____

Inventory Performed _____ Reviewed: _____ Date: _____
and Equipment Verified By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Count Rate Survey Meter	1	
Pancake Probes	2	
Button Source	1	
Disposable Blanket	1	
Paper (PC) 1 Set	1	
Smear Pads	20	
Gloves (Pairs)	2	
Tape (rolls)	2	
Survey Forms Radiological, Skin, Clothing	5 Each	
Rad Ribbon	Approx. 100 Ft.	
Rad Material Stickers	10	
Procedure 6630-ADM-4330.02	1	

Emergency Preparedness Department Review _____ / _____
Initials Date

Remarks:

APPENDIX A-10
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location RWP Office Type: Medical Transport Kit Inventory Date: _____

Inventory Performed _____ Reviewed: _____ Date: _____
and Equipment Verified By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Count Rate Survey Meter	1	
Pancake Probes	2	
Button Source	1	
Disposable Blanket	1	
Paper (PC) (Set)	1	
Trash Bags	5	
Smear Pads	20	
Gloves (Pairs)	2	
Tape (rolls)	2	
Survey Forms Radiological, Skin, Clothing	5	
Rad Ribbon	Approx. 100 Ft.	
Rad Material Stickers	10	
Procedure 6630-ADM-4330.02	1	

Emergency Preparedness Department Review _____ / _____
Initials Date

Remarks:

El-17

APPENDIX A-11
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location OSC Type: RAA Transport Kit Inventory Date: _____
Inventory Performed _____ Reviewed: _____ Date: _____
and Equipment Verified _____ By Dept. Supervisor _____
Locked or Sealed _____
Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Dose Rate Meter (0-1R/Hr.)	2	
Frisker w/probe & power cable	2	
Button Source	1	
Dosimeter, 0-200 mRem	10	
Paper (PC) (Set)	5	
Rad Ribbon	Approx. 100 Ft.	
Smear Pads	20	
Gloves (Pairs)	10	
Tape (rolls)	2	
Survey Forms Radiological, Skin, Clothing	5 Each	
Radiological Material Stickers	10	

Emergency Preparedness Department Review _____/_____
Initials Date

Remarks:

E1-18

APPENDIX A-12
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location FRAA (Bldg. 14) Type: Emergency Locker Inventory Date: _____
Inventory Performed _____ Reviewed: _____ Date: _____
and Equipment Verified By Dept. Supervisor
Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Button Source	1	
Dose Rate Meter (0-1R/Hr.)	2	
Frisker w/probe & power cable	3	
Area Radiation Monitor w/alarm	1	
Air Sampler, Continuous Monitoring w/alarm	1	
Dosimeter, 0-200 mRem	10	
Protective Clothing (Full Set)	20	
Duct Tape (2 inch roll)	12	
Poly Sheets (4 ft. x 8 ft.)	5	
Particulate Air Sample Filter	Approx. 100	
Smear Disc	Approx. 500	
Sample Envelope	Approx. 500	
Water Sample Bottle	10	

Emergency Preparedness Department Review _____/_____
Initials Date

Remarks:

EL-19

APPENDIX A-12 (continued)
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location FRAA (Bldg. 14) Type: Emergency Locker Inventory Date: _____

Inventory Performed _____ Reviewed: _____ Date: _____
and Equipment Verified By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Poly Bag (Medium)	25	
Radiological Warning Signs	20	
Control Point Access Ticket	15	
Personnel Clothing Contamination Survey Form	Approx. 100	
Personnel Contamination Survey Form	Approx. 100	
Facility Rad Con Survey Map	Approx. 10	
Bull Horn	2	Verify Operational
Towels (paper)	Approx. 100	
Herculite (ft.)	Approx. 100	
Bottles, Liquid Waste (15 Gal.)	5	
Step-off Pad	5	
Boots (Pairs)	Approx. 50 Pr.	
Sponges	Approx. 100	
Soap (Bars)	2	
Rad Material Stickers	Approx. 100	
Radiation Warning Rope (ft.)	Approx. 600	
Emergency Message Forms	50	

Emergency Preparedness Department Review _____/_____
Initials Date

Remarks:

NOTE: G.E.T. SUPPLIES ARE AN AVAILABLE RESOURCE

E1-20

APPENDIX A-13
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Emergency Assembly Area (OCAB) Type: Emergency Locker Inventory Date: _____

Inventory Performed _____ Reviewed: _____ Date: _____
and Equipment Verified _____ By Dept. Supervisor
Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Button Source	1	
Dose Rate Meter w/batt. (0-1R/Hr.)	1	
Frisker w/probe & power cable	1	
Area Rad Monitor w/alarm (AM-2)	1	
Air Sampler, Low Vol. RAS 1	1	
Particulate Air Sample Filter	50	
Silver Zeolite Cartridge GY130	10	
Duct Tape (2 inch roll)	1	
Smear Disc	Approx. 100	
Sample Envelopes	Approx. 100	
Radiation Warning Rope or Ribbon	Approx. 200 ft	
Radiological Warning Signs	5	
Rad Materials Stickers	20	
Step-off Pads	2	
Poly Bags (Medium)	10	
Facility Rad Con Survey Maps	10	
Personnel Clothing Contamination Survey Form	Approx. 50	
Personnel Contamination Survey Form	Approx. 50	

Emergency Preparedness Department Review _____ / _____
Initials Date

Remarks:

APPENDIX B-1

Monitoring Kit Inventory Checklist For Three FMT's

Building 12

ITEM:	Number Req.	Number Req.	Number Req.
Monitoring Kit Instrument Locker	#2915	#2916	Spare
Vehicle Number	1	1	1
Button Source	1	1	1
Dose Rate Meter and Probe w/cables	3	3	3
Count Rate Meter (0-50 KCPM) and Probe w/cables	1	1	1
Frisker w/pancake type probe	1	1	1
Air Sampler Hi Vol H809V	1	1	1
Air Sampler Hi Vol H809C DC only	1	1	1
Map of Offsite Monitoring Points	1	1	1
Procedure EPIP-OC-.11 at Building 12	1	1	1
EPIP-OC-.11 Exhibit 1 Field Monitoring Team Checklist	5	5	5
EPIP-OC-.11 Exhibit 2 OCNGS FMT Activation Checklist	5	5	5
EPIP-OC-.11 Exhibit 2B Dose Rate & Count Rate Instr Op Ck	5	5	5
EPIP-OC-.11 Exhibit 2C AC Air Sampler Op Check	2	2	2
EPIP-OC-.11 Exhibit 2D DC Air Sampler Op Check	2	2	2
EPIP-OC-.11 Exhibit 3 OCNGS FMT Termination Checklist	2	2	2
EPIP-OC-.11 Exhibit 12 Offsite Monitoring Points	1	1	1
EPIP-OC-.11 Exhibit 14 Offsite Radiolog/Environ. Team Survey Log	5	5	5
EPIP-OC-.11 Exhibit 15 Sample Record	5	5	5
EPIP-OC-.11 Exhibit 16 Countrate Survey Record	5	5	5
EPIP-OC-.11 Exhibit 17 Environmental Sample	2	2	2
Dosimeter 0-200 mRem	4	4	4
Dosimeter 0-1500 mRem	4	4	4
Badge, TLD Holder w/TLD Chips	2	2	2
Cellular Phones	1	1	1
<u>MONITORING KIT (VEHICLE):</u>			
Duct Tape (2 Inch Roll)	2	2	2
Paper PC's	4	4	4
Shoe Covers (pairs)	12	12	12
Paper Hoods	4	4	4
Dosimetry Charger	1	1	1
Poly Sheets (4 ft. x 8 ft.)	2	2	2
Silver Zeolite Cartridge (GY-130)	10	10	10
Two Way Radio (Portable or Truck Mounted)	1	1	1
Smear Disc (package of 100 each)	3	3	3
Sample Envelopes	Approx 100	Approx 100	Approx 100
Water Sample Bottle	10	10	10
Soil Sample Container	10	10	10

APPENDIX B-1 (continued)

Monitoring Kit Inventory Checklist

Building 12

ITEM:	Number Req.	Number Req.	Number Req.
Monitoring Kit			
Vehicle Number	#2915	#2916	Spare
Flashlight	2	2	2
Surgeons Gloves (Box of Each)	1	1	1
Silver Zeolite Cartridge Sample Labels	15	15	15
Radiation Warning Rope (ft.)	Approx. 100	Approx. 100	Approx. 100
Writing Tablet	2	2	2
Marking Pen	2	2	2
Clipboard	2	2	2
Wax Pencil	2	2	2
Waterproof Marker	2	2	2
Poly Bag (Medium)	25	25	25
Biotic Media Sample Labels	15	15	15
Radiological Warning Signs	5	5	5
Dimes for Telephones	10	10	10
Trowel	1	1	1
Tweezers	1	1	1
Clippers	1	1	1
Control Point Access Ticket	10	10	10
Key (JD-1, LB-2, LA-1, FRH-6)	1 Ea.	1 Ea.	1 Ea.
First Aid Kit	1	1	1
Life Preservers	2	2	2

Inventory Performed _____
and Equipment Verified _____
Locked or Sealed _____

Date _____

Reviewed By: _____
Dept. Supervisor

Date: _____

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐

Other ☐
Explain in Remarks

Emerg. Prep. Department Review _____
Initials

Date: _____

Remarks:

APPENDIX B-2
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Rad Con Vehicle on Site/Emergency Van

Type: Monitoring Kit

Inventory Date: _____

Inventory Performed _____

Reviewed: _____

Date: _____ and

Equipment Verified

By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Button Source	1	
Dose Rate and Probe w/cables, see Note	1	
Count Rate Meter (0-50K CPM and Probe w/cable), see Note	2	
Air Sampler, Hi Vol. H809C DC, see Note	1	
Air Sampler, Lo Vol.	2	
Map of Off Site Monitoring Points	1	
Procedure EPIP-OC-.10	1	
EPIP-OC-.10 Survey Form	15	
EPIP-OC-.10 Sample Record	15	
Procedure EPIP-OC-.11	1	
EPIP-OC-.11 Off Site Rad/Env Survey Team Log	15	
EPIP-OC-.11 Sample Record	15	
EPIP-OC-.11 Count Rate Survey Record	15	
Vehicle Key Set	1	

Emergency Preparedness Department Review _____/_____
Initials Date

Note: Stored in Radcon AOB Lunch Room "On Charge"

Remarks:

APPENDIX B-2 (continued)
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Rad Con Vehicle On Site/Emergency Van Type: Monitoring Kit Inventory Date: _____

Inventory Performed _____ Reviewed: _____ Date: _____
and Equipment Verified _____
Locked or Sealed By Dept. Supervisor

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Dosimeter 0-1500 mRem	2	
Badge, TLD Holder w/TLD Chips	2	
Dosimetry Charger	1	
Duct Tape (2 inch roll)	2	
Tweezers	1	
Clippers	1	
Control Point Access Ticket	10	
Key (JD-1)	1	
Key (Met Tower)	1	
First Aid Kit	1	
Poly Sheets (4 ft. x 8 ft.)	2	
Silver Zeolite Cartridges GY-130	10	
Two Way Radio (Portable or Truck member)	1	
Smear Disc (Package 100)	2	

Emergency Preparedness Department Review _____/
Initials Date

Remarks:

E2-4

APPENDIX B-2 (continued)
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Rad Con Vehicle On Site/Emergency Van Type: Monitoring Kit Inventory Date: _____

Inventory Performed _____ Reviewed: _____ Date: _____
and Equipment Verified _____ By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Sample Envelopes	Approx. 200	
Water Sample Bottle	10	
Soil Sample Container	10	
Particulate Filters	50	
Flashlight	2	
Surgeons Gloves (Box)	1	
Rad Warning Rope (ft.)	Approx. 100	
Writing Tablet	2	
Marking Pen	2	
Clipboards	2	
Wax Pencil	2	
Waterproof Marker	2	
Poly Bag (Medium)	25	
Biotic Media Sample Labels	15	
Radiological Warning Signs	5	
Trowel	1	
FFNP w/GMI-H Respirators/w Filter	4	

Emergency Preparedness Department Review _____/
Initials Date

Remarks:

Title

EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.

8

APPENDIX CEmergency Chemistry Equipment

	<u>Location</u>	<u>Kit</u>
C-1	OSC (Hallway)	No. 5 and 6
C-2	PASS Room	Counter, Drawers, Cabinet, and Hood

APPENDIX C-1
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location OSC (Hallway) Kit Number 5 and 6 Type: Emergency Chemistry Equipment Inventory Date: _____

Inventory Performed _____ Reviewed: _____ Date: _____
and Equipment Verified _____ By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Remote Handling Tools	5	
Particulate Filter Cask	1	
Iodine Cartridge Cask	1	
Noble Gas Sample Cask w/insert	1	
Particulate/Iodine Sample Holder (Loaded-Sealed in Plastic Bag	1	
Particulate Filters (47mm dia.)	20	
Remote Valve Handling Tool	1	
Iodine Sample Cartridges	5	
Remote Handling Tool Heads	3	
Septum Bottles (15cc)	10	
Gas Marinelli Flask w/valves (1000cc)	1	

Emergency Preparedness Department Review _____ / _____
Initials Date

Remarks:

E3-2

APPENDIX C-1 (continued)
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location OSC (Hallway) Kit Number 5 and 6 Type: Emergency Chemistry Equipment Inventory Date: _____

Inventory Performed _____ Reviewed: _____ Date: _____
and Equipment Verified By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Electric Air Sampling Pump	1	
Vacuum Pump, Hand Operated	1	
Vacuum Tubing w/fittings 1/10 ft. long - 2/2 ft. long	3	
Plastic Bottles (1 liter)	6	
Electric Vacuum Pump	1	
Gas Sample Centering Inserts	3	
Extension Cords	2	
Particulate/Iodine Sample Holder	1	
Hot Filter Transport Rod (2 pieces)	1	
Ragems Particulate Filters	10	
Ragems Cartridge Holders	2	

Emergency Preparedness Department Review _____/_____

Initials Date

Remarks:

APPENDIX C-2
INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Pass Room Counter, Drawers, Cabinets and Hood Type: Emergency Chemistry Equipment Inventory Date: _____

Inventory Performed _____ Reviewed: _____ Date: _____
By Dept. Supervisor

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Remote Handling Tools	5	
Particulate Filter Cask	1	
Iodine Cartridge Cask	1	
Noble Gas Sample Cask w/insert	1	
Particulate Filters (47mm dia.)	20	
Gas Vial Septums	25	
Liquid Vial Septums	25	
Small Vol. Sample Vials (prepared)	10	
Large Vol. Sample Vials (prepared)	10	
10" Gas Needles	6	
Liquid Syringes 10cc	4	
Sample Holder	1	

Emergency Preparedness Department Review _____/_____
Initials Date

Remarks:

INVENTORY FORM - EMERGENCY EQUIPMENT

Kit Location Pass Room Counter, Drawers, Cabinets and Hood Type: Emergency Chemistry Equipment Inventory Date: _____

and Equipment Verified By Dept. Supervisor

Locked or Sealed

Reason for Inventory: Quarterly Requirement ☐ Post Drill ☐ Other (explain in Remarks) ☐

ITEM	NUMBER REQUIRED	COMMENTS
Remote Handling Tool (36 inch)	1	
Capping Tool	1	
Iodine Sample Cartridges	8	
Septum Bottles (15cc)	10	
Gas Sample Centering Inserts	2	
Liquid Sample Centering Inserts	2	
Decapping Tool	1	
Mirror	1	
Needle Changing Tool	1	
Liquid Sample Cask	1	
Small Cask for Shipping	1	
Large Cask for Shipping	1	
Gas Dilution Shield Assemblies	3	
Liquid Dilution Shield Assemblies	3	

Initials	Date
----------	------

Remarks :

**OYSTER CREEK
EMERGENCY PREPAREDNESS
IMPLEMENTING PROCEDURE**

Number

OEP-ADM-1319.02

Title

EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.

8

APPENDIX DEmergency Maintenance EquipmentLocationLocker

Turbine Building Elevation:

0 ft., North adjacent to East Condenser
Bay Entrance

No. 1

3 ft., Stairwell adjacent to High-Low
Conductivity Room

No. 2

Reactor Building South East Corner
Stairwell Landing, Elevation:

51 ft.

No. 3

95 ft.

No. 4

Title
EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.
8

APPENDIX D (continued)

Emergency Maintenance Locker Inventory Checklist

ITEM:		
EMERGENCY MAINTENANCE LOCKERS 1, 2, 3, 4		
BANDING KIT CONTENTS:	NUMBER REQUIRED EACH LOCKER	COMMENTS
Canvas Tool Satchel #5102-16	1	
Bandit Tool	1	
SS Banding, 1/2"	Approx. 50 ft.	
SS Banding Buckles, 1/2"	Approx. 100	
SS Banding, 3/4"	Approx. 50 ft.	
SS Banding Buckles, 3/4"	Approx. 100	
Rubber Sheet, 1/4"-10'	1	
Sheet Lead, 1'6" x 6'-1/4"	2	
Cold Chisel, 2-1/2"	1	
Ball Peen Hammer, 32 oz.	1	
Assorted Hose Clamps	1 doz.	
TOOL KIT CONTENTS:	NUMBER REQUIRED	
Canvas Tool Satchel #5102-24	1	
Ripping Bars, 24"	2	
Crescent Wrench, 8"	1	
Crescent Wrench, 10"	1	
Crescent Wrench, 12"	1	
Crescent Wrench, 18"	1	
Ball Peen Hammer, 32 oz.	1	
Flat Blade Screw Driver, 4"	1	

Title
EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.
8

APPENDIX D (continued)

Emergency Maintenance Locker Inventory Checklist

EMERGENCY MAINTENANCE LOCKERS 1, 2, 3, 4		
TOOL KIT CONTENTS: (cont'd)	NUMBER REQUIRED EACH LOCKER	COMMENTS
No. 2 Phillips Screw Driver, 4"	1	
Flat Blade Screw Driver, 6"	1	
No. 3 Phillips Screw Driver, 6"	1	
Flat Blade Screw Driver, 8"	1	
No. 2 Phillips Screw Driver, 8"	1	
Flat Blade Screw Driver, 10"	1	
No. 4 Phillips Screw Driver, 10"	1	
Aluminum Pipe Wrench, 10"	1	
Aluminum Pipe Wrench, 14"	1	
Aluminum Pipe Wrench, 18"	1	
pliers, 9"	1	
Vice Grips	1	
Channel Locks	1	
Flashlight	1	
One Pound Roll of Twine	1	
Polypropelene Rope, 3/8", 50 ft.	1	
Fiberglass Blanket	1	
Tapered Hardwood Plugs, 4"	2	
Maul, 4 lb.	1	
Fire Axe	1	
Bolt Cutters, 24"	1	
Hacksaw w/Blade	1	
Hacksaw Blades	1	
Cross Cut Hand Saw	1	

Title
EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.
8

APPENDIX D (continued)

Emergency Maintenance Locker Inventory Checklist

EMERGENCY MAINTENANCE LOCKERS 1, 2, 3, 4		
ELECTRICIAN KIT CONTENTS:	NUMBER REQUIRED EACH LOCKER	COMMENTS
Flat Blade Screw Driver, 4"	1	
No. 2 Phillips Screw Driver, 4"	1	
Flat Blade Screw Driver, 6"	1	
No. 3 Phillips Screw Driver, 6"	1	
Flat Blade Screw Driver, 8"	1	
No. 2 Phillips Screw Driver, 8"	1	
Flat Blade Screw Driver, 10"	1	
No. 4 Phillips Screw Driver, 10"	1	
Side Cutters	1	
Channel Locks	1	
Simpson Multimeter with Leads	1	
14 Gauge Wire, 10 ft.	1	
Assorted Clips & Leads (Set)	1	
Crimper Pliers	1	
Scotch 33 Vinyl Electricians Tape (1" Roll)	1	
Amp probe, AC	1	
Flashlight w/Batteries	1	
Operator's Manual (Simpson)	1	
9V Battery & 1D-Cell Battery	1	

☐ No Deficiencies ☐ Deficiencies were found,
description/remarks/corrective action below

Reason for inventory (Check as applicable)

☐ Quarterly ☐ Post Drill ☐

Inventoried by: _____ (Signature) _____ (Date)

Department Supervisor Review: _____ (Signature) _____ (Date)

Emergency Preparedness Dept. Review _____ (Initials) _____ (Date)

**OYSTER CREEK
EMERGENCY PREPAREDNESS
IMPLEMENTING PROCEDURE**

Number

OEP-ADM-1319.02

Title

EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.

8

APPENDIX EEmergency First Aid and Rescue EquipmentLocationKit/Locker/Stretcher

MOB-3, Fire Brigade Turnout Gear Room

Trauma Kit (W/02 resuscitator)

New Radwaste Bldg. Control Room

Stretcher

Reactor Building Elevation:

23 ft. adjacent to Stairwell Entrance

Stretcher

23 ft. adjacent to Elevator

Stretcher/Extrication Locker
(RB-EL23) w/Trauma Kit

51 ft. adjacent to Elevator

Stretcher

75 ft. adjacent to Elevator

Stretcher

119 ft. adjacent to Elevator

Stretcher

119 ft. Stairwell Landing

Extrication Locker (RB-EL119)
w/Trauma Kit

Turbine Building Elevation:

46 ft. adjacent to P.C. Change Area

Stretcher/Extrication Locker
(TB-EL46) w/Trauma Kit

23 ft. adjacent to Elevator

Stretcher

0 ft. North, adjacent to
Condenser Bay Entrance

Stretcher

0 ft. South, adjacent to
Condenser Bay Entrance

Stretcher

Main Office Bldg., Third Floor adjacent to
Rad Con Monitor and Control Point

Stretcher

Main Gate Processing Center, South Wall

Stretcher/Trauma Kit

Human Resources, Building 12 or 14, Forked River

Trauma Kit

Ambulance, Designated Parking Area

Trauma Kit

Title
EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.
8

APPENDIX E (continued)

Emergency First Aid and Rescue Equipment Inventory Checklist

Extrication Locker Equipment

LOCKER NUMBERS: TB-EL46, RB-EL23, RB-EL119	NUMBER REQUIRED EACH LOCKER			COMMENTS
EQUIPMENT LIST	RECOMMENDED			
	TBOF	RX-119'	RX-23'	
1/2" Rope ~200'	1	1	1	
1/2" Rope ~150'	2	2	2	
7/16" Rope ~48'	3	3	3	
Full Body Red Harnesses	2	2	2	
Large Carabineers	7	7	7	
X Large Carabineers	2	2	2	
Pulleys	3	3	3	
Gibbs Ascender	2	2	2	
Break bar	1	1	1	
Webbing	1	1	1	
Anchor Straps	4	4	4	
Australian Gold 4-1 Haul sys w/pulleys	1	1	0	
Figure 8 with ears	1	1	1	
Locker with Lock	1	1	1	
Pillow	1	1	1	
Blanket	1	1	1	
Leather Gloves	10	10	10	
Trauma Kit	1	1	1	

NOTE: Locker seal to be inspected quarterly to confirm intact. Complete inventory performed annually.

Title
EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.
8

APPENDIX E (continued)

Emergency First Aid and Rescue Equipment Inventory Checklist

STRETCHER STATIONS

STRETCHER LOCATIONS	NUMBER REQUIRED	COMMENTS
New Radwaste, 46 ft. el.	1 Ea.	
REACTOR BUILDING ELEVATION:		
23 ft. (Elevator)	1 Ea.	
23 ft. (Drywell Entrance)	1 Ea.	
51 ft. (Elevator)	1 Ea.	
75 ft. (Elevator)	1 Ea.	
119 ft. (Elevator)	1 Ea.	
TURBINE BUILDING ELEVATION:		
46 ft. (Elevator)	1 Ea.	
23 ft. (Elevator)	1 Ea.	
0 ft. North	1 Ea.	
0 ft. South	1 Ea.	
Main Office Bldg. Third Floor	1 Ea.	
Main Gate Processing Center	1 Ea.	

Title
EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.
8

APPENDIX E (Continued)

TRAUMA KIT LOCATIONS

TB-EL46, RB-EL23, RB-EL119, FIRE BRIGADE TURNOUT GEAR ROOM, MAIN GATE, BLDG. 12 OR 14

FACILITY LOCKER TRAUMA KIT CONTENTS:	NUMBER REQUIRED	COMMENTS
Container, Trauma Kit	1 Each	
Gloves (Pair)	5 Each	
Face Shields	2 Each	
Pocket Mask/ (CPR Shield)	1 Each	
Arm Splints	2 Each	
Ice Packs	2 Each	
Stethoscope	1 Each	
Triangular Bandage	10 Each	
Ace Bandage, 3 inch	3 Each	
Gauze Bandage	3 Each	
Dressings Assorted	5 Each	
Combine Dressing	3 Each	
Eye Pads	2 Each	
Tape, 1 Inch Roll	1 Each	
Scissors	1 Each	

☐

No Deficiencies

☐

Deficiencies were found,
description/remarks/corrective action below

Reason for inventory (Check as applicable)

☐

Quarterly

☐

Post Drill

☐

Inventoried by: _____
(Signature)

(Date)

Department Supervisor Review: _____
(Signature)

(Date)

Emergency Preparedness Dept. Review _____
(Initials)

(Date)

AmerGen

An Exelon/British Energy Company

**OYSTER CREEK
EMERGENCY PREPAREDNESS
IMPLEMENTING PROCEDURE**

Number

OEP-ADM-1319.02

Title

EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.

8

APPENDIX F

ENVIRONMENTAL ASSESSMENT COMMAND CENTER MASTER CHECKLIST

The following Emergency Planning equipment has been checked:

ITEMCIRCLE ONE (YES OR NO)Field Monitoring Team (FMT) radio present and operational? YES / NO
COMMENTS:Telephone Lines including Environmental Direct Line
Assessment Operational? YES / NO
COMMENTS:EOF Dose Summary visual aid projector operational? YES / NO
COMMENTS:Reuter-Stokes modem and printer operational? YES / NO
COMMENTS:Emergency Planning Zone (EPZ) board clean? YES / NO
COMMENTS:

Post-Drill Inventory Items

Ensure EPIP-OC-.31 and Emergency Dose
Calculation Manual (6632-ADM-4010.03) are available? YES / NO
COMMENTS:Ensure copies of EPIP-OC-.31 Exhibit 1, 2,
3, and 4 are available? YES / NO
COMMENTS:Offsite Dose Assessment computer checklist complete? YES / NO
COMMENTS:

DATE OF TEST: _____

SIGNATURE OF TESTER: _____

EMERGENCY PREPAREDNESS

DEPARTMENT REVIEW: _____
Initials

**OYSTER CREEK
EMERGENCY PREPAREDNESS
IMPLEMENTING PROCEDURE**

Number

OEP-ADM-1319.02

Title

EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.

8

APPENDIX GEmergency Facilities Equipment Inventory ChecklistFacilityLocationSection 1 - Site Direct Support Facilities:

Emergency Control Center (ECC)

OCNGS Control Room

Emergency Operations Facility (EOF)

Pineland Division Office
Lakewood, New Jersey

Technical Support Center (TSC)

OCNGS Site Emergency Building

Operations Support Center (OSC)

Drywell Processing Center

Main Gate Processing Center (MGPC)

OCNGS

Title

EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.

8

APPENDIX G
Section 1

Emergency Facilities Equipment Inventory Checklist

ITEM:	ECC	EOF	TSC	OSC	MGPC
Emergency Preparedness Portable Radios w/charger Units	5		2	5	2
Emergency Preparedness Remote Base Radio Units	1	1	2	2	
State EMRAD Units		1			1
Facility Key Locker (Key Inventory Inside Locker)	1	1	1	1	
20' Battery Booster Cable		1			
Weather Radio					1
Flip Chart Pad		2	2	2	
Transparencies (Approx.)		50	50	50	
Emergency Operating Procs.		1	1		
DOCUMENTS:					
Emergency Staff Log Books	2	2	4	2	
Station Procedure Set	1	1	1		
Emergency Plan Implementation Procedure Set	2	1	3	1	1
Technical Specifications	1	1	1		
Updated Final Safety Analysis Report		1	1		
Emergency Plan (1000-PLN-1300.01)	1	1	1	1	
Selected Plant Prints File (ECC Complete Set)	1	1	1	1	
Position Specific Red Books		10	10		

☐

No Deficiencies

☐

Deficiencies were found, description/remarks/corrective action below

Reason for inventory (Check as applicable)

☐

Quarterly

☐

Post Drill

☐

Inventoried by: _____
(Signature)

(Date)

Department Supervisor Review: _____
(Signature)

(Date)

Emergency Preparedness Dept. Review _____
(Initials)

(Date)

AmerGenSM

An Exelon/British Energy Company

**OYSTER CREEK
EMERGENCY PREPAREDNESS
IMPLEMENTING PROCEDURE**

Number

OEP-ADM-1319.02

Title

EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.

8

APPENDIX HEmergency Offsite Dose Projection ComputersFacilityLocation

Emergency Control Center (ECC) OCNGS

Control Room

Technical Support Center (TSC) and
TSC BackupOCNGS Site Emergency
Building

Emergency Operations Facility (EOF) (EACC)

Pineland Division
Office
Lakewood, New Jersey

AmerGen An Exelon/British Energy Company	OYSTER CREEK EMERGENCY PREPAREDNESS IMPLEMENTING PROCEDURE	Number OEP-ADM-1319.02
Title EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE	Revision No. 8	

APPENDIX H
(continued)

Emergency Offsite Dose Projection Computer Operability Test Instructions

Purpose:

The purpose of the following instructions is to assess the operability of the offsite dose projection computer to function as required to perform its emergency plan function. The offsite dose projection computing system should be tested four times a year by the person who is trained and assigned to use that system in its Emergency Plan capacity.

RESPONSIBILITIES:

It is the responsibility of the person performing the system test to:

- (1) Perform the test of the system per attached instructions and to create a record of that test which is to be forwarded to the Emergency Preparedness Manager for review.
- (2) Have the offsite dose projection system brought up to functional status if it fails any of the tests on three consecutive attempts.
- (3) Repeat the tests on those items that failed their initial quarterly test after repair has been effected.

INSTRUCTIONS TO TEST OYSTER CREEK
OFFSITE DOSE PROJECTION COMPUTER SYSTEM

- (1) Have checklist available for use for offsite dose projection functionability test.
- (2) Check clock display on modem. If time is incorrect, follow attached instructions for setting of time.
- (3) Turn on IBM-PC, printer and screen and allow to warm up.
- (4) Initialize RAC program by entering "RAC" if not done automatically.
- (5) Update computer time and date if required.
- (6) Press "F3 Met Data" key
- (7) Wait for MET Data.
- (8) After final copy is automatically produced power down the computer, screen and printer.

Title

EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.

8

APPENDIX H
(continued)

Section 1

CHECKLIST FOR OFFSITE DOSE PROJECTION COMPUTER

ECC

☐

TSC

☐

EACC

☐

Check if satisfactory, explain below if not:

- _____ IBM-PC present and has power available.
- _____ Modem present and operational.
- _____ Offsite dose projection program discs present.
- _____ Offsite dose projection program loads.
- _____ Printer present and has power.
- _____ Modem goes offhook and dial tone is heard.
- _____ Modem dials PCS number and PCS phone rings.
- _____ PCS answers and sends tone to modem.
- _____ Data from PCS Data is transmitted to IBM-PC.
- _____ Printer makes satisfactory copy.
- _____ Spare ream of paper available for printer.
- _____ Successful connection via LAN to national weather service
Forecast Data (**EACC Only**).

Explanation of Deficiencies:

Date of test _____

Signature of tester _____

Emergency Preparedness Dept. Review _____
(Initials) _____ Date _____

**OYSTER CREEK
EMERGENCY PREPAREDNESS
IMPLEMENTING PROCEDURE**

Number

OEP-ADM-1319.02

Title

EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.

8

APPENDIX IHospital ChecklistHospitalLocation

Southern Ocean County Hospital

1140 W. Bay Avenue
Manahawkin, N.J. 08050

Community Medical Center

99 Highway 37 West
Toms River, N.J. 08753

Title

EMERGENCY RESPONSE FACILITIES & EQUIPMENT MAINTENANCE

Revision No.

8

APPENDIX I
(Continued)

HOSPITAL CHECKLIST

FOR

SOUTHERN OCEAN COUNTY AND COMMUNITY MEDICAL CENTER

ITEM	QUANTITY EACH HOSPITAL	COMMENTS
SRD'S 0-200 Mr/Hr.	10	
SRD Reader	1	
Portable Dose Rate Meter 0-200Mr/Hr	1	
Minivol Air Sampler	1	
Count Rate Meter	1	
Air Sampler Particulate Filters	1 box	
Button Source	1	

☐ No Deficiencies

☐ Deficiencies were found,
description/remarks/corrective action below

Reason for inventory (Check as applicable)

☐ Quarterly

☐ Post Drill

☐

Inventoried by: _____
(Signature)

(Date)

Department Supervisor Review: _____
(Signature)

(Date)

Emergency Preparedness Dept. Review _____
(Initials)

(Date)

INVENTORY TRACKING FORM
Appendix J

APP	LOCATION	DATE PERFORMED			
		1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
A-1	Emergency Assembly Area (Warehouse)				
A-2	Emergency Control Center				
A-3	Remote Assembly Area (Berkeley)				
A-4	Operations Support Center				
A-5	Main Gate Processing Center				
A-6	Technical Support Center				
A-7	Emergency Operations Facility				
A-8	Emergency Respiratory Equipment Issue Facility				
A-9	Contaminated/Injured Worker Transport Kits Ambulance				
A-10	RWP Office				
A-11	RAA Transport Kit				
A-12	FRAA (Building 14)				
A-13	Emergency Assembly Area (OCAB Cafeteria)				
B-1	Field Monitoring Vans				
B-2	On Site Emergency Van				
C-1	Monitoring Kit 5 & 6				
C-2	Pass Room				
D	Emergency Maintenance Equipment				
E	First Aid/Rescue Equipment				
F	Environmental Assessment Command Center				
G-1	Emergency Control Center				
G-1	Emergency Operations Facility				
G-1	Tech Support Center				
G-1	Operations Support Center				
G-1	Main Gate Processing Center				
H-1	Emergency Control Center				
H-1	Tech Support Center				
H-1	Environmental Assessment Command Center				
I	Southern Ocean County Hospital				
I	Community Medical Center				

Emergency Preparedness Manager Quarterly Review

1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER

INITIAL AND DATE BLOCK.