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A045

PSEG Nuclear LLC  
EMERGENCY PLAN IMPLEMENTING PROCEDURES  
May 16, 2001  
CHANGE PAGES FOR  
REVISION #89

PSE&G  
CONTROL  
COPY # EPIP059

The Table of Contents forms a general guide to the current revision of each section of the Administrative EPIPs. The changes that are made in this TOC Revision #89 are shown below. Please check that your revision packet is complete and remove the outdated material listed below:

ADD			REMOVE		
Page	Description	Rev.	Page	Description	Rev.
All	TOC	89	All	TOC	88
All	NC.EP-AP.ZZ-1011	0	All	EPIP 1011	14

**PSEG NUCLEAR EMERGENCY PLAN  
ADMINISTRATIVE PROCEDURES  
TABLE OF CONTENTS  
May 16, 2001**

**PSE&G  
CONTROL  
COPY # EP1059**

**EMERGENCY PREPAREDNESS ADMINISTRATIVE PROCEDURES**

<b>PLAN, EPIP, ECG ADMINISTRATION:</b>	<b><u>Revision Number</u></b>	<b><u>Number Pages</u></b>	<b><u>Effective Date</u></b>
EPIP 1001    Revision and Development of PLAN/EPIPs/ECG.....	2	12	02/02/96
EPIP 1002    Distribution of PLANS/EPIPs/ECG...	2	4	05/01/98
EPIP 1003    Review and Approval of PLAN/EPIPs/ECG.....	11	12	05/10/96
EPIP 1004    Format of PLAN/EPIPs/ECG.....	4	12	02/02/96
EPIP 1005    Emergency Preparedness Deficiency/Revision Tracking.....	4	3	05/01/98
<b>FACILITIES AND EQUIPMENT:</b>			
EPIP 1006    Emergency Equipment Inventory (Radiation Protection).....	22	D	05/12/00
NC.EP-AP.ZZ-1006 Emergency Equipment Inventory (Radiation Protection)..	0	64	05/12/00
EPIP 1007    EOF/ENC Supply & Locker Inventory.....	17	12	04/25/97
EPIP 1008    Emergency Communications Drills.....	18	33	03/15/01
EPIP 1009    Emergency Response Callout Test Procedure.....	11	5	02/27/98
EPIP 1010    ERF Status Boards.....	6	52	10/25/96
<b>TRAINING:</b>			
EPIP 1011    Maintenance of Emergency Response Organization.....	15	Del	05/16/01
NC.EP-AP.ZZ-1011 Maintenance of Emergency Response Organization	00	14	05/16/01
EPIP 1012    Preparation, Conduct, and Evaluation of Emergency Preparedness Annual Exercises.....	6	27	12/18/98
NC.EP-AP.ZZ-1014 Emergency Preparedness Classroom Training Administration..	2	17	03/15/01
NC.EP-AP.ZZ-1015 PC Dose Assessment Software Control .....	0	6	06/12/00
<b>EMERGENCY SUPPORT EQUIPMENT:</b>			
EPIP 1016    Test Procedures for EOF Backup Generator, Vent System and HVAC Filter Replacement.....	7	46	06/12/00



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**PSEG NUCLEAR LLC**  
**NC.EP-AP.ZZ-1011 (Z) Rev. 00**

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**MAINTENANCE OF EMERGENCY RESPONSE ORGANIZATION**

**USE CATEGORY: II**

**REVISION SUMMARY:**

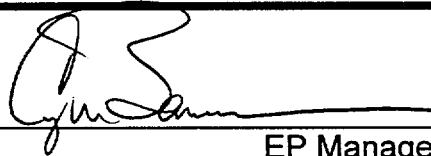
**Biennial Review Performed Yes X No**

1. This procedure has been revised to clarify assigning manager's responsibilities (Section 5.2).
2. This procedure has been revised to update Emergency Response positions due to the re-engineering process and changes in departmental positions (Attachment 1).
3. This revision is considered Rev 00 (zero) due to reformatting the procedure into NAP-1 administrative procedure format.

**IMPLEMENTATION REQUIREMENTS**

Issued for use. 5-16-01

**APPROVED:**

  
EP Manager

5/9/01  
Date

# MAINTENANCE OF EMERGENCY RESPONSE ORGANIZATION

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## 1.0 **PURPOSE**

This procedure should be used to guide Emergency Response Organization (ERO) members, and ERO Assigning Managers through the process to ensure a fully qualified and staffed ERO is maintained.

## 2.0 **SCOPE**

- The scope of this procedure is to ensure the ERO is manned with qualified personnel at all times.

## 3.0 **RESPONSIBILITIES**

- It is the responsibility of all ERO candidates and current members to complete and maintain all prerequisite training and qualification requirements for their ERO assignment, as listed in step 5.4.2.

## 4.0 **BACKGROUND, PROCESS DESCRIPTION OR REQUIREMENTS**

- There is a requirement for some ERO positions to carry ERO pagers. It is expected that pagers will be carried at all times, not just when you are on a duty team. If your pager appears to be malfunctioning, contact the pager window to have your pager tested, repaired, or replaced as needed.

## 5.0 **PROCEDURE**

### 5.1 **Vice President – Operations Shall:**

5.1.1 Approve or disapprove requests for exemptions to the ERO; per ERO Change Form, Attachment 2 of this procedure.

### 5.2 **Assigning Managers for Staffing ERO Positions Should:**

#### **NOTE**

- Additional personnel may be assigned to ensure additional qualified persons are available to assume duty or support responder positions as needed. These persons would be assigned to the "X" Team.
- There are four Duty and four Support teams ("A", "B", "C", & "D").

5.2.1 ENSURE yearly review (during ERO open enrollment in February of each year) of ERO positions meet minimum staffing goals. Contact Emergency Preparedness (EP) if you are aware of any personnel contact phone numbers that have changed.

5.2.2 The below chart is a guidance to be used for staffing requirements for Duty and Support Emergency Response positions.

Required Number Of Positions Needed To Be Filled In Accordance With The Organizational Chart	Minimum Staffing Goal for Duty Responders	Minimum Staffing Goal for Support Responders
1	4	3
2	8	5
3	12	8
4	16	10

5.2.3 ENSURE replacements are provided when an ERO member is terminated or reassigned. Submit requests for ERO changes in accordance with Attachment 2, (ERO Change Form) of this procedure.

**5.3 Department Managers for Staffing ERO Positions Shall:**

5.3.1 ENSURE all ERO candidates and current members complete and maintain all prerequisite training and qualification requirements for ERO assignment, as listed in step 5.4.2, or 5.5.2, as appropriate.

**5.4 ERO Duty Responders:**

5.4.1 SHALL remain fit for duty and within 60 minutes of there assigned emergency response facility (ERF) during there duty week, or when providing coverage for another Duty responder.

5.4.2 SHALL maintain there ERO/access type training current.

- All onsite and offsite ERO members shall maintain their current emergency response training for their specific position.
- All onsite ERO positions, and offsite monitoring team members shall maintain current Radiation Worker (RWT) qualification.
- All onsite ERO positions, with the exception of the OSC Clerk, Control Room Communicator, and personnel assigned to the TSC, shall be respirator qualified.
- All PSEG Nuclear ERO members, with the exception of Emergency News Center (ENC) personnel, will be Fitness For Duty (FFD) qualified.

5.4.3 SHALL attend scheduled drills/tabletops. If you are unable to attend a scheduled drill/tabletop you must get prior approval from your designated emergency response facility lead, and contact EP. You are required to find a qualified replacement for scheduled drills/tabletops, and should attend a make-up tabletop/drill.



- 5.4.4 SHALL provide Emergency Preparedness (EP) with current home, office, and pager numbers for updating the roster in SAP.
- 5.4.5 SHALL, if unavailable during on-call duty period, arrange for a qualified replacement and inform EP as follows:
- Complete and forward (FAX) to EP, Attachment 3, Notice of Temporary Exchange of Duty,
  - OR
  - If FAX machine is not available or not working properly, call voice mail box 856-339-2200 with equivalent information as requested on Attachment 3, Notice of Temporary Exchange of Duty.
- 5.4.6 SHALL, if unavailable during on-call duty period because of sudden illness or a personnel emergency, attempt to find a replacement. If a replacement cannot be found, contact EP. Paper work for a duty exchange should be filled out as soon as possible after locating a replacement and forwarded to EP.
- 5.4.7 SHALL, if your specific ERO position requires you to make manual ERO call-out in the event of a call-out system failure, maintain a correct copy of EPIP 204S and/or 204H at your home and implement your portion when directed.

**5.5 ERO Support Responders:**

- 5.5.1 SHALL reside within 90 minutes of your assigned emergency response facility (ERF).
- 5.5.2 SHALL maintain your ERO/Access training current, as follows:
- All onsite and offsite ERO members shall maintain their current emergency response training for their specific position.
  - All onsite ERO positions, and offsite monitoring team members shall maintain current Radiation Worker (RWT) qualification.
  - All onsite ERO positions, with the exception of the OSC Clerk, Control Room Communicator, and personnel assigned to the TSC, shall be respirator qualified.
  - All PSEG Nuclear ERO members, with the exception of Emergency News Center (ENC) personnel, shall be FFD qualified.
- 5.5.3 SHALL attend scheduled drills/tabletops. If you are unable to attend a scheduled drill/tabletop you must get prior approval from your designated emergency response facility lead, and contact EP. You may be required to find a qualified replacement for scheduled drills/tabletops, and should attend a makeup tabletop/drill.

5.5.4 SHALL provide EP with current, home, and office numbers for updating the roster in SAP.

5.5.5 SHALL, if your specific ERO position requires you to make manual ERO call-out in the event of a call-out system failure, maintain a correct copy of EPIP 204S and/or 204H at your home and implement your portion when directed.

**5.6 EP Supervisor or Designee Should:**

5.6.1 Provide oversight of the "Maintenance of the ERO" process including:

- Quarterly contact number verifications
- Annual open enrollment solicitation and revisions
- Reviews/revisions to assigning managers list per Attachment 1, ERO Duty/Support Responders and Assigning Managers ERO Staffing Responsibilities
- Assigning managers trained and provided guidance
- Revision and distribution of callout procedures
- Periodic assessments of assignment process and ERO qualifications.
- Attendance at EP drills, tabletop sessions and training.

**5.7 Technical Analyst Emergency Preparedness or Designee:**

**5.7.1 Quarterly Review and Update**

- Should notify all ERO members their home, office, and pager numbers have been verified and are correct in SAP.
- Should distribute Emergency Personnel Assignment forms (PAF) during open enrollment month (February of each year) to ERO Assigning Managers for review and update all contact phone numbers.
- Should maintain on file for 12 months all PAFs, ERO change forms, and medical notifications returned from designated PSEG Nuclear Managers and the Medical Department.
- Should ensure the EP Training and Drill/Tabletop schedule for ERO personnel is published in an acceptable manner (EP Web Page, etc.).
- Should update the ERO assignment database in SAP based on feedback received from the assigning managers.
- Shall update the ERO callout and Personnel Recall procedures (EPIP 204S/H) and the Administrative and Bargaining Unit Callout lists each quarter.

5.7.2 REVISE, publish and distribute EPIP 204S/H at least quarterly to the following:

- ERO Personnel with manual callout responsibilities.
- Control Room, Technical Support Center, & Emergency Operations Facility confidential envelope, located in each of these facilities. A copy of the revised Administrative and Bargaining Unit Callout lists shall also be included.
- TSC Emergency Preparedness Advisor (EPA) should also be provided with a current revision of the administrative and bargaining units call-out procedure and list quarterly.

## 6.0 **RECORDS**

ENSURE copies of appropriate completed ERO change forms are forwarded to EP per FAX number provided on the form.

## 7.0 **DEFINITIONS**

Refer to Attachment 1, ERO Duty/Support Responders and Assigning Managers ERO Staffing Responsibilities, of this procedure.

## 8.0 **REFERENCES**

- 8.1 PSEG Nuclear LLC – Emergency Plan
- 8.2 10CFR 50 Appendix E, Emergency Planning and Preparedness for Production and Utilization Facilities.
- 8.3 NUREG-0654, Revision 1, November 1980, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants.
- 8.4 NUREG-0737, October 1, 1980, Clarification of TMI Action Plan Requirements.
- 8.5 Supplement 1 to NUREG-0737, December 17, 1982.

**ATTACHMENT 1**  
**ERO DUTY/SUPPORT RESPONDERS AND**  
**ASSIGNING MANAGERS ERO STAFFING RESPONSIBILITIES**  
**Page 1 of 6**

**Definition and Responsibilities:**

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

**Duty Responder** - Duty responders are key ERO members assigned to be on call based on a duty rotation to fill critical positions in their assigned ERFs. Duty Responders will be available to respond as soon as possible, but no longer than 60 minutes after notification. (See below for identification of Duty Responders by ERF.) Duty Responders will rotate there on call duty to another duty responder on a weekly basis.

**Support Responder** - All other ERO members who are required to report to their ERF as soon as possible, but no longer than 90 minutes after notification. Support responders do not serve an on-call duty responsibility.

**Shift Responder** – Members of the ERO that fill a normal on-shift position that is manned 24 hours a day, seven days a week. Shift responders will respond to emergencies based on plant page announcements or internal phone calls.

<b>CONTROL ROOM</b>			
<b>E.P. Code</b>	<b>ERO Position</b>	<b>Duty/Support /Shift</b>	<b>Responsibility for Staffing</b>
A-04	Operations Superintendent	Shift	Hope Creek Operations Manager Salem Operations Manager
B-01	Nuclear Shift Tech Advisor	Shift	Hope Creek Operations Manager Salem Operations Manager
B-02	Control Room Supervisor	Shift	Hope Creek Operations Manager Salem Operations Manager
B-03	Reactor Operator/Plant Operator	Shift	Hope Creek Operations Manager Salem Operations Manager
B-04	Control Room Communicator (CM1/CM2)	Shift	Hope Creek Operations Manager Salem Operations Manager
B-04A	Communicator - Ops Advisor	Support HC only	Hope Creek Operations Manager
E-04	Shift Rad. Pro. Technician	Shift	Manager – Radiation Protection

## ATTACHMENT 1

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## OPERATIONS SUPPORT CENTER

E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
B-05	Equipment Operator	Shift	Hope Creek Operations Manager Salem Operations Manager
C-01	Ops Support Center Coordinator	Duty	Hope Creek Operations Manager Salem Operations Manager
C-02	Shift Controls Tech I&C	Shift	Maintenance Manager-WIN/12-hr. Shifts
C-03	Shift Controls Tech Electrical	Shift	Maintenance Manager-WIN/12-hr. Shifts
C-04A	OSC Ops. Supervisor	Call out	Hope Creek Operations Manager Salem Operations Manager
C-04B	OSC Maintenance Supervisor (Mechanical)	Support	Maintenance Manager-WIN/12-hr. Shifts
C-04C	Shift Maintenance Supervisor (Controls)	Shift	Maintenance Manager-WIN/12-hr. Shifts
C-05A	OSC Radwaste Operator	Shift	Hope Creek Chemistry Superintendent Salem Operations Manager
C-05B	Nuclear Tech. - Mechanical	Support	Maintenance Manager Mechanical
C-05C	Nuclear Tech. - Welder	Support	Maintenance Manager Mechanical
C-05D	Controls Tech. Electrical	Support	Maintenance Manager-Controls & Power Dist.
C-05E	Controls Tech. I&C	Support	Maintenance Manager-Controls & Power Dist.
C-06	Fire Brigade	Shift	Loss Control & Insurance Program Manager
C-07	Duty Storekeeper	Support	Manager-Supply Chain Management
C-08	Planner	Support	SWIM Integration Manager
C-10	OSC Clerk	Support	Hope Creek Operations Manager Salem Operations Manager
E-02	Rad Pro Supervisor	Duty	Manager – Radiation Protection
E-03	Rad Pro Technician	Shift	Manager – Radiation Protection

\* (Ops. or Maintenance Supervisor until relieved)

## ATTACHMENT 1

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CONTROL POINT			
E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
E-03	Rad. Pro. Technician	Shift	Manager – Radiation Protection
E-05	Chemistry Supervisor - CP/TSC	Duty	Chemistry Manager
E-06	Chemistry Technician	Support	Chemistry Manager

TECHNICAL SUPPORT CENTER			
E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
A-03	Emergency Duty Officer	Duty	VP - Operations
E-01	Rad Assessment Coordinator	Duty	Manager – Radiation Protection
E-02	Rad Pro Supervisor	Duty	Manager – Radiation Protection
E-03	Rad Pro Technician	Support	Manager – Radiation Protection
F-01	Technical Support Supervisor	Duty	Hope Creek Operations Manager Salem Operations Manager
F-02	Tech. Support Team Leader	Support	VP-Technical Support
F-03	Engineer – Electrical	Duty	Performance Engineering Manager (Sal) Production Engineering Manager (HC)
F-04	Engineer – Mechanical	Duty	Performance Engineering Manager (Sal) Production Engineering Manager (HC)
F-05	Engineer – Controls	Duty	Performance Engineering Manager (Sal) Production Engineering Manager (HC)
F-06A	Core-Thermal Hydraulics Engr	Duty	Manager-Nuclear Fuels/Reactor Engineering
F-06B	Engineer - Nuclear Fuels	Support	Manager – Nuclear Fuels
F-07	E.P. Advisor	Support	EP Manager
F-08	TSC Communicator	Duty	Hope Creek Operations Manager Salem Operations Manager
F-08B	Ops. Advisor – TSC	Support	Hope Creek Operations Manager Salem Operations Manager
I-01	Security Liaison – TSC	Shift	Nuclear Security Manager
J-03	Admin Support Supervisor	Support	Sr. VP & Chief Administrative Officer
J-04	TSC Admin Staff	Support	Sr. VP & Chief Administrative Officer
J-04A	TSC Admin Support – TDR	Support	Sr. VP & Chief Administrative Officer

## ATTACHMENT 1

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## EMERGENCY OPERATIONS FACILITY

E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
A-01	Emergency Response Manager	Duty	Nuclear Training Manager
A-02	Site Support Manager	Duty	Nuclear Training Manager
A-05	E.P. Coordinator	Support	EP Manager
D-01	Rad. Support Manager	Duty	Rad Pro – Superintendent – Support
D-02A	Rad Assessment Staff – EOF Duty	Duty	Rad Pro – Superintendent – Support
D-02B	Rad Assessment Staff – EOF Supp	Support	Rad Pro – Superintendent – Support
D-03	Field Team Communicator	Support	Rad Pro – Superintendent - Support
D-04A	Offsite Team Monitor	Duty	Rad Pro – Superintendent – Support
D-04B	Offsite Team Driver	Duty	Rad Pro – Superintendent – Support
F-09	Technical Support Manager	Support	VP – Technical Support
F-11	Licensing Support	Support	Manager - Licensing
G-13	Public Information Liaison	Duty	Process Leader – Nuclear Communications
I-02	Security Liaison - EOF	Support	Nuclear Security Manager
I-03	E.P. Advisor	Support	EP Manager
I-04	Security Force Member	Shift	Nuclear Security Manager
I-05	EOF Communicator (CM1/CM2)	Duty	Nuclear Training Manager
I-05A	Site Support Staff-Ops Advisor	Support	Nuclear Training Manager
J-01	Admin. Support Manager	Duty	Sr. VP & Chief Administrative Officer
J-02A	Admin Support Staff-Personnel Supv	Support	Sr. VP & Chief Administrative Officer
J-02B	Admin Support Staff – Purchasing	Support	Manager-Supply Chain Management
J-02C	Material Control Support	Support	Manager-Supply Chain Management
J-02D	Admin Support Staff-Administrative	Support	Sr. VP & Chief Administrative Officer
J-02E	Admin Support Staff Information Tech	Support	VP – IT & Staff

## ATTACHMENT 1

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EMERGENCY NEWS CENTER			
E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
G-01	Company Spokesperson	Duty	Process Leader - Nuclear Communications
G-02	ENC Manager	Duty	Process Leader - Nuclear Communications
G-03	ENC Communications Supervisor	Support	Process Leader - Nuclear Communications
G-05	Industry/Government Affairs Coordinator	Support	Process Leader - Nuclear Communications
G-06	Rumor Control Coordinator	Support	Process Leader - Nuclear Communications
G-07B	Media Monitors	Support	Process Leader - Nuclear Communications
G-08A	Staff Writer – Duty	Duty	Process Leader - Nuclear Communications
G-08B	Staff Writer – Support	Support	Process Leader - Nuclear Communications
G-09A	Media Information Coordinator	Support	Process Leader - Nuclear Communications
G-09B	Media Information Line Operator	Support	Process Leader - Nuclear Communications
G-10A	Lead Technical Advisor	Duty	Process Leader - Nuclear Communications
G-10B	Media Technical Advisor	Support	Process Leader - Nuclear Communications
G-10C	Communication Tech Advisor	Support	Process Leader - Nuclear Communications
G-11	ENC Operations Supervisor	Support	Process Leader - Nuclear Communications
J-05	ENC Administrative Support	Support	Process Leader - Nuclear Communications
J-06	A/V Services Coordinator	Support	Process Leader - Nuclear Communications



**ATTACHMENT 1**  
**Page 6 of 6**

Offsite – Delaware Facility			
E.P. Code	ERO Position	Duty/ Support /Shift	Responsibility for Staffing
Z03	Delaware Offsite Representative	Support	EP Manager

## ATTACHMENT 2 ERO CHANGE FORM

Assigning Manager Name: \_\_\_\_\_ COST CTR.: \_\_\_\_\_ MC: \_\_\_\_\_ Date: \_\_\_\_\_

### NOTE

Prerequisite training such as GET, RWR, respirator, etc., shall be completed prior to assigning an employee to an ERO position. FAX this form to 1349 or send to MC N37.

**PLEASE PROCESS THIS ERO CHANGE CONCERNING THE FOLLOWING INDIVIDUAL:**

Name: \_\_\_\_\_ COST CTR.: \_\_\_\_\_ MC \_\_\_\_\_ EMPLOYEE # \_\_\_\_\_

### **New Assignments:**

**Assign the above employee to:**

\_\_\_\_\_ ERO DUTY Responder  
(60 minute response time)

\_\_\_\_\_ ERO Support Responder  
(90 minute response time)

Position #: \_\_\_\_\_ (EP Code – see Att. 1)

Position Name: \_\_\_\_\_

Station: \_\_\_\_\_ (Salem/Hope Creek/Common)

Team: \_\_\_\_\_ (A, B, C, D, or X)

Company Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Car Phone: \_\_\_\_\_

### **Reassign the above ERO member to: \*\***

\_\_\_\_\_ ERO DUTY Responder  
(60 minute response time)

\_\_\_\_\_ ERO Support Responder  
(90 minute response time)

Position #: \_\_\_\_\_ (EP Code – see Att. 1)

Position Name: \_\_\_\_\_

Station: \_\_\_\_\_ (Salem/Hope Creek/Common)

Team: \_\_\_\_\_ (A, B, C, D, or X)

Company Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Car Phone: \_\_\_\_\_

### **Delete the above ERO member from: \*\***

\_\_\_\_\_ ERO DUTY Responder  
(60 minute response time)

\_\_\_\_\_ ERO Support Responder  
(90 minute response time)

Position #: \_\_\_\_\_ (EP Code – see Att. 1)

Position Name: \_\_\_\_\_

Station: \_\_\_\_\_ (Salem/Hope Creek/Common)

Team: \_\_\_\_\_ (A, B, C, D, or X)

(Complete Replacement section also) →

### **Replacement for deletion (if applicable)**

Name: \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State

Cost Center: \_\_\_\_\_ Mail Code: \_\_\_\_\_

EMPL. I.D. # \_\_\_\_\_

Company Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Car Phone: \_\_\_\_\_

\*\* Reason For Change: \_\_\_\_\_

Reason for exemption: \_\_\_\_\_

Exemption approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_ Date: \_\_\_\_\_

(VP – Ops)

(VP – Ops)

**ATTACHMENT 3  
NOTICE OF TEMPORARY EXCHANGE OF DUTY**

**NOTE*****EMERGENCY DUTY OFFICER (EDO)***

For **EDO** Duty Exchange, it is your responsibility to ensure Operations Superintendent (OS) is informed so that the Control Room Duty Roster is updated.

**FROM:** \_\_\_\_\_ **ERO POSITION:** \_\_\_\_\_  
(Print Name)

I will be unable to fulfill my Duty Responder assignment during the period:

\_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
(Date) (Time) (Date) (Time)

And have arranged an exchange of duty with the following qualified individual to perform my duties during this time period.

Team: A B C D  
(Circle Appropriate Team)

\_\_\_\_\_  
(Name of Replacement)

\_\_\_\_\_  
(Signature)

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

\_\_\_\_\_  
(Employee Number) (Date) (Signature)

**NOTE**

FAX Number **1349** or **856-339-1349** OR if FAX is not available, call into voice mail number **856-339-2200** and provide exchange of duty information.