



Duke Power

Catawba Nuclear Station
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September 4, 2001

U.S. Nuclear Regulatory Commission
Attention: Document Control Desk
Washington, DC 20555-0001

Subject: Duke Energy Corporation
Catawba Nuclear Station Units 1 and 2
Docket Nos. 50-413 and 50-414
Emergency Plan Implementing Procedures

Please find enclosed for NRC Staff use and review the following
Emergency Plan Implementing Procedure:

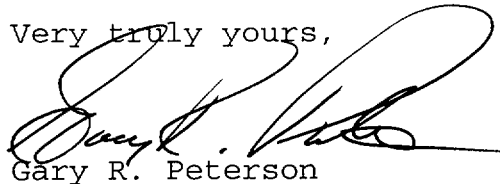
RP/0/A/5000/024, OSC Activation Procedure (Rev. 008)

This revision is being submitted in accordance with 10CFR
50.54(q) and does not decrease the effectiveness of the
Emergency Plan Implementing Procedures or the Emergency Plan.

By copy of this letter, two copies of the above documents are
being provided to the NRC, Region II.

If there are any questions, please call Tom Beadle at 803-831-
4027.

Very truly yours,



Gary R. Peterson

Attachments

A045

U.S. Nuclear Regulatory Commission
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xc (w/attachments):

L. A. Reyes
U.S. Nuclear Regulatory Commission
Regional Administrator, Region II
Atlanta Federal Center
61 Forsyth St., SW, Suite 23T85
Atlanta, GA 30303

(w/o attachments):

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U.S. Nuclear Regulatory Commission
Catawba Nuclear Site

DUKE POWER COMPANY
CATAWBA NUCLEAR STATION
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

VOLUME I

PROCEDURE	TITLE
RP/0/A/5000/001	Classification of Emergency (Rev. 013)
RP/0/A/5000/002	Notification of Unusual Event (Rev. 035)
RP/0/A/5000/003	Alert (Rev. 037)
RP/0/A/5000/004	Site Area Emergency (Rev. 039)
RP/0/A/5000/005	General Emergency (Rev. 039)
RP/0/A/5000/06	Deleted
RP/0/A/5000/006 A	Notifications to States and Counties from the Control Room (Rev. 013)
RP/0/A/5000/006 B	Notifications to States and Counties from the Technical Support Center (Rev. 013)
RP/0/A/5000/006 C	Deleted
RP/0/A/5000/007	Natural Disaster and Earthquake (Rev. 021)
RP/0/A/5000/08	Deleted
RP/0/B/5000/008	Spill Response (Rev. 018)
RP/0/A/5000/009	Collision/Explosion (Rev. 006)
RP/0/A/5000/010	Conducting A Site Assembly or Preparing the Site for an Evacuation (Rev. 013)
RP/0/A/5000/11	Deleted
RP/0/B/5000/12	Deleted
RP/0/B/5000/013	NRC Notification Requirements (Rev. 028)
RP/0/B/5000/14	Deleted
RP/0/A/5000/015	Core Damage Assessment (Rev. 004)
RP/0/B/5000/016	Deleted
RP/0/B/5000/17	Deleted

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DUKE POWER COMPANY
CATAWBA NUCLEAR STATION
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

VOLUME I

PROCEDURE	TITLE
RP/0/A/5000/018	Emergency Worker Dose Extension (1/15/96)
RP/0/B/5000/019	Deleted
RP/0/A/5000/020	Technical Support Center (TSC) Activation Procedure (Rev. 015)
RP/0/A/5000/021	Deleted
RP/0/B/5000/022	Evacuation Coordinator Procedure (Rev. 003)
RP/0/B/5000/023	Deleted
RP/0/A/5000/024	OSC Activation Procedure (Rev. 008)
RP/0/B/5000/025	Recovery and Reentry Procedure (Rev. 002)
RP/0/B/5000/026	Response to Bomb Threat (Rev. 002)
RP/0/B/5000/028	Communications and Community Relations EnergyQuest Emergency Response Plan (Rev. 001)

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CATAWBA NUCLEAR STATION
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VOLUME II

PROCEDURE	TITLE
HP/0/B/1000/006	Emergency Equipment Functional Check and Inventory (Rev. 053)
HP/0/B/1009/001	Radiation Protection Recovery Plan (Rev. 008)
HP/0/B/1009/003	Radiation Protection Response Following a Primary to Secondary Leak (Rev. 008)
HP/0/B/1009/004	Environmental Monitoring for Emergency Conditions Within the Ten-Mile Radius of CNS (Rev. 028)
HP/0/B/1009/005	Personnel/Vehicle Monitoring for Emergency Conditions (Rev. 016)
HP/0/B/1009/006	Alternative Method for Determining Dose Rate Within the Reactor Building (Rev. 008)
HP/0/B/1009/007	In-Plant Particulate and Iodine Monitoring Under Accident Conditions (Rev. 018)
HP/0/B/1009/008	Contamination Control of Injured Individuals (Rev. 015)
HP/0/B/1009/009	Guidelines for Accident and Emergency Response (Rev. 038)
HP/0/B/1009/014	Radiation Protection Actions Following an Uncontrolled Release of Radioactive Material (Rev. 008)
HP/0/B/1009/016	Distribution of Potassium Iodide Tablets in the Event of a Radioiodine Release (Rev. 011)
HP/0/B/1009/017	Deleted
HP/1/B/1009/017	Post-Accident Containment Air Sampling System (Rev. 001)
HP/2/B/1009/017	Post-Accident Containment Air Sampling System (Rev. 000)
HP/0/B/1009/018	Deleted
HP/0/B/1009/019	Emergency Radio System Operation, Maintenance and Communication (Rev. 010)
HP/0/B/1009/024	Implementing Procedure for Estimating Food Chain Doses Under Post-Accident Conditions (Rev. 002)

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EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

VOLUME II

PROCEDURE	TITLE
HP/0/B/1009/025	Deleted
HP/0/B/1009/026	On-Shift Offsite Dose Projections (Rev. 003)
SH/0/B/2005/001	Emergency Response Offsite Dose Projections (Rev. 001)
SH/0/B/2005/002	Protocol for the Field Monitoring Coordinator During Emergency Conditions (Rev. 001)
OP/0/A/6200/021	Post Accident Liquid Sampling System II+ (Rev. 034)
SR/0/B/2000/001	Standard Procedure for Public Affairs Response to the Emergency Operations Facility (Rev. 003)
SR/0/B/2000/002	Standard Procedure for EOF Services (Rev. 002)
SR/0/B/2000/003	Activation of the Emergency Operations Facility (Rev. 008)
SR/0/B/2000/004	Notification to States and Counties from the Emergency Operations Facility (Rev. 003)

August 23, 2001

Duke Power Company
PROCEDURE PROCESS RECORD(1) ID No. RP/0/A/5000/024Revision No. 008

PREPARATION

(2) Station Catawba Nuclear Station(3) Procedure Title OSC Activation Procedure(4) Prepared By TM Daniel Date 8/13/01

(5) Requires 10CFR50.59 evaluation?

☒ Yes (New procedure or reissue with major changes)☐ No (Revision with minor changes)☐ No (To incorporate previously approved changes)(6) Reviewed By BR Alt (QR) Date 8/16/01Cross-Disciplinary Review By _____ (QR) NA BKS Date 8/16/01Reactivity Mgmt. Review By _____ (QR) NA BKS Date 8/16/01

(7) Additional Reviews

Reviewed By _____ Date _____

Reviewed By _____ Date _____

(8) Temporary Approval (if necessary)

By _____ (SRO/QR) Date _____

By _____ (QR) Date _____

(9) APPROVED BY Richard L Swartz Date 8/20/01

PERFORMANCE (Compare with control copy at least once every 14 calendar days while work is being performed)

(10) Compared with Control Copy _____ Date _____

Compared with Control Copy _____ Date _____

Compared with Control Copy _____ Date _____

(11) Dates(s) Performed _____

Work Order Number (W/O #) _____

COMPLETION

(12) Procedure Completion Verification

☐ Yes ☐ N/A Check lists and/or blanks properly initialed, signed, dated, or filled in NA, as appropriate?☐ Yes ☐ N/A Listed enclosures attached?☐ Yes ☐ N/A Data sheets attached, completed, dated and signed?☐ Yes ☐ N/A Charts, graphs, etc. attached and properly dated, identified and marked?☐ Yes ☐ N/A Procedure requirements met?

Verified By _____ Date _____

(13) Procedure Completion Approved _____ Date _____

(14) Remarks (attach additional pages, if necessary)

Duke Power Company
Catawba Nuclear Station

OSC Activation Procedure

Multiple Use

Procedure No.

RP/0/A/5000/024

Revision No.

008

Electronic Reference No.

CN005GO2

1. Symptoms

- 1.1 Conditions exist where events resulted in the activation of the Emergency Response Organization (ERO).

2. Immediate Actions

NOTE:

1. The OSC must be "ACTIVATED" within 75 minutes of the emergency declaration time. The TSC Emergency Coordinator will declare the TSC and the OSC "ACTIVATED" together.
2. This procedure is not required to be followed in step-by-step sequence. Sections of the procedure are to be implemented, as the applicable action becomes necessary.
3. Specific telephone numbers are not provided in this procedure. Telephone numbers are located in the Emergency Response Telephone Directory. A hard copy of the Emergency Response Telephone Directory is located in the OSC. An electronic version of the Emergency Response Telephone Directory is also available on the Catawba Nuclear Site Emergency Planning Web Page.

- 2.1 Upon notification to activate, ERO members assigned to the OSC shall report to the OSC.
- 2.2 The OPS OSC Supervisor will assume the role of OSC Coordinator until relieved by a qualified OSC Coordinator.

3. Subsequent Actions

- 3.1 Each represented group is responsible for ensuring their appropriate Enclosure is completed.
- 3.2 Contact the TSC Data Coordinator for resolution of any computer hardware/software problems, OR the OSC Nuclear Supply Chain Manager for resolution of other equipment problems.
- 3.3 The TSC Emergency Coordinator must approve the participation of personnel with training deficiencies; e.g. respiratory fit test, BBA, allowed exposure limit, specific ERO training, etc. as an ERO member.
- 3.4 Assessment and Repair Team activities shall be conducted in accordance with NSD 704, "Technical Procedure Use and Adherence".

3.5 Definitions:

- 3.5.1 Alternate OSC - Should the OSC become uninhabitable OSC members will relocate to the Alternate OSC, which is located in TSC. The Alternate OSC layout is provided in the Emergency Response Telephone Directory.
- 3.5.2 Critical Task – A task that must be completed as soon as possible and normally becomes the number one priority task. The Assessment and Repair Team is dispatched immediately. The OSC team dispatch paperwork is completed as soon as possible after the dispatch of the team. Examples include: SSF Startup, Fire Response, MERT or as determined by the TSC or OSC staff.
- 3.5.3 Essential Personnel - Any personnel required to assist in the performance of assigned emergency response tasks. These personnel would not evacuate in the event of Site Evacuation.

- 3.6 The following SDS Group Displays have been established for emergency response use. To access these group displays enter; GD (space) Group Display Name, in the white box at the upper right portion of the screen.

<u>Group Display Name</u>	<u>Group Display Description</u>
ERDS1	ERDS Group 1
ERDS2	ERDS Group 2
EROCONT	Selected values associated with Containment
EROCORE1	Incore temperature values
EROCORE2	Additional Incore temperature values
EROCORE3	Additional Incore temperature values
EROEMF	Selected EMF instantaneous values
EROEMF15	Selected EMF 15 minute average values
EROENV	Selected Meteorological values
EROINJCT	Selected Letdown/Charging values
EROPLEAK	Selected Primary to Containment Leakage Values
EROPRIM	Selected Primary system values
ERORD5	Raddose 5 input values
ERORXG	Reactor Engineer Data
EROSAMG	Severe Accident Management Guideline (SAMG) Parameters
EROSSECND	Selected Secondary system values
EROSLEAK	Selected Primary to Secondary Leakage Values

- 3.7 The following process shall be used when calling in additional support personnel.

- 3.7.1 STATE: "There is a drill/emergency at Catawba Nuclear Site."
- 3.7.2 ASK: "Have you consumed alcohol within the past five hours?"

3.7.3 IF "NO", skip to Step 3.7.4.

NOTE: Employees who acknowledge consumption of alcohol within five hours must be evaluated by supervision upon reporting to work.

IF "YES", ask the following questions, and use judgment to determine whether the person is fit for duty.

- A. What did you consume?
- B. How much did you consume?
- C. Can you perform your duties unimpaired?
- D. Can you drive safely?

3.7.4 Provide the person called with the following information:

- A. Where they should respond - TSC or OSC as applicable
- B. Emergency Conditions/Plant Status
- C. Areas of plant to avoid while in route to TSC/OSC
- D. Dosimeter requirements for access (TLD, Electronic Dosimeter, SRWP 33, etc.)

3.7.5 Inform Security of additional personnel that will be arriving from off-site.

4. Enclosures

- 4.1 OSC Coordinator
- 4.2 RP Manager
- 4.3 RP Supervisor
- 4.4 DRC Supervisor
- 4.5 Chemistry Manager
- 4.6 OSC Operations Supervisor
- 4.7 Equipment Engineer
- 4.8 Maintenance Manager
- 4.9 Environmental, Health & Safety Manager
- 4.10 Nuclear Supply Chain Manager
- 4.11 OSC Log/Status Keeper
- 4.12 Control of Assessment and Repair Teams

Enclosure 4.1
OSC Coordinator

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Date: ____/____/____

Initial

- _____ Obtain self-reading dosimeter from the Single Point Access storage rack.
- _____ Log into Electronic Dose System **OR** complete a dose card using SRWP #33
- _____ Inform OSC Log/Status Keeper that this position has been staffed.
- _____ Sign in on OSC Training/Roster Sheet
- _____ Put on position badge.
- _____ Ensure the OSC is habitable through discussions with the RP Manager.

NOTE: The Alternate OSC is located in the TSC.

- _____ **IF** the OSC is not habitable or becomes not habitable, relocate to the Alternate OSC. Consider the following when relocating to the Alternate OSC:
 - Safety of OSC personnel is always the first priority.
 - The Alternate OSC layout is provided in the Emergency Response Telephone Directory.
 - Inform OSC Managers:
 - A. When to relocate the Alternate OSC
 - B. The route to be taken to the Alternate OSC
 - C. Any hazards which may be encountered while moving to the Alternate OSC
 - D. Where to re-assemble for accountability
 - E. Take OSC position notebooks with them to the Alternate OSC
 - F. Verify accountability of OSC personnel after relocation to the Alternate OSC
 - Inform the Emergency Coordinator when the OSC relocation is completed
- _____ Verify the OSC Log/Status Keeper position is staffed. **IF** the OSC Log/Status Keeper position is not staffed, assign someone the responsibility of performing Enclosure 4.11 until OSC Log/Status Keeper position is staffed.
- _____ Make an announcement that the following groups have required positions and should submit completed minimum staffing level forms to the OSC Log/Status Keeper.
 - Operations
 - Radiation Protection
 - Maintenance
 - Engineering
 - Chemistry

Enclosure 4.1
OSC Coordinator

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Initial

NOTE: Upon completion of all minimum staffing level forms, the OSC may be declared "**OPERATIONAL.**"

_____ Inform the Emergency Coordinator that the OSC is "**OPERATIONAL.**"

Emergency Coordinator _____

OSC Operational At _____

_____ Evaluate the completed OSC Pre-Activation Team Work Sheets collected by the OSC Log/Status Keeper to determine if any in-progress work should be discontinued. This evaluation should include the following as a minimum:

- Cause of the event
- Discussion with the TSC
- Discussion with RP Manager

_____ Give all OSC Pre-Activation Team Work Sheets that were approved for work to continue to the OSC Log/Status Keeper for assignment of OSC Assessment and Repair Team number.

_____ Verify that the appropriate OSC manager has stopped all work identified on OSC Pre-Activation Team Work Sheets that were not approved for work to continue.

_____ IF the RP Manager issues a Blanket Dose Extension for the event, inform the TSC Emergency Coordinator.

_____ Inform the TSC Emergency Coordinator of encountered plant conditions and status of emergency actions in progress.

_____ **IF** non-essential personnel are to be evacuated from the site, announce the following to the OSC Managers:

- No "declared" pregnant females are to remain on site.
- Account for all site-essential personnel remaining on site.
- All site-essential personnel not assembled in the TSC, OSC or Control Room will be assigned an OSC R&R Team number using an OSC Task Work Sheet.
- RP Manager/Supervisor shall ensure that all areas outside of OSC/TSC/CR where site-essential personnel are located are radiologically habitable.

_____ Inform the OSC Log/Status Keeper of any items that should be documented in the OSC Log.

Enclosure 4.1
OSC Coordinator

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Initial

_____ Perform assessments approximately every hour as necessary.

- Monitor the Emergency Coordinator "round table discussions" via videoconference system. Ensure the Emergency Coordinator presses "update" button to activate all microphones on the TSC Manager's table.
- Ensure team activities are prioritized and in agreement with TSC established priorities.
- Conduct a briefing of the OSC Managers to assess emergency conditions, radiological conditions, team status, equipment/plant conditions and available human resources.

_____ Provide updates to OSC personnel via the OSC PA system approximately every thirty minutes. These updates provide OSC personnel with information that is in addition to the Emergency Coordinator updates. Examples are:

- OSC priorities based on the event priorities established by the Emergency Coordinator
- Personnel situations
- Radiological conditions
- Plant conditions
- Expected actions
- Any classification changes when they occur

_____ Perform the following as necessary throughout the event:

- Call out additional OSC support personnel as needed. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

NOTE: During Critical Tasks, Assessment and Repair Teams should be dispatched immediately. The "OSC Task Work Sheet" will be completed as soon as possible after dispatch.

- Ensure Assessment and Repair Teams are:
 - Formed (appropriate expertise for the task)
 - Briefed
 - Dispatched
 - Status monitored
 - Debriefed
- Prior to approving work on plant equipment or systems, ensure the responsible group for that equipment or system is informed.
- Ensure OSC remains habitable.

Enclosure 4.1
OSC Coordinator

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Initial

NOTE: The OSC Log/Status Keeper will maintain 24 Hr. Staffing/Essential Personnel documentation for the OSC Coordinator Position.

————— Verify that the OSC Log/Status Keeper has obtained a completed 24-hour staffing/essential personnel form from each OSC Manager.

NOTE: Deactivation of the OSC will be implemented when the Emergency Coordinator or EOF Director terminates emergency conditions.

————— Upon termination of the emergency condition, announce the following over the OSC PA System:

- A critique will be conducted in the TSC. All OSC positions are to be represented at the critique.
- Provide all completed paperwork to the OSC Log/Status Keeper.
- Ensure OSC staff informs all Assessment and Repair Teams in the field that the emergency condition has been terminated.
- Return your work area to a state of readiness.

Date: ___/___/___

Initial

- _____ Obtain self-reading dosimeter from the Single Point Access storage rack.
- _____ Log into Electronic Dose System **OR** complete a dose card using SRWP #33
- _____ Inform OSC Log/Status Keeper that this position has been staffed.
- _____ Sign in on OSC Training/Roster Sheet
- _____ Put on position badge.

NOTE: The OSC RP positions are considered Operational after submittal of the completed "Minimum Staffing Levels for Required OSC RP Personnel" form to the OSC Log/Status Keeper.

- _____ Verify that RP Supervisor has completed and provided the following forms to the OSC Log/Status Keeper.
 - Minimum Staffing Levels for Required OSC RP Personnel
 - Enclosure 4.12 "OSC Pre-Activation Team Work Sheets"
- _____ Establish an RP Manager position log that captures as a minimum:
 - Evolutions impacting this position.
 - Decisions made by this position.
 - Communications to/from other work groups
- _____ Obtain preliminary radiological information from Operator Aided Computer (OAC) or the Control Room, as necessary.
 - Place emphasis upon determining those areas of the plant that may have increasing radiation levels.
 - Initiate actions for Radiation Control Area (RCA) access.
 - Request a Site Assembly, if necessary per RP/0/A/5000/010, "Conducting a Site Assembly or Preparing the Site for an Evacuation".
- _____ Request Security to identify location(s) of officers remaining on post **AND** perform the following throughout the event as necessary:
 - Evaluate dose exposure potential for officers remaining on post.
 - Recommend any needed protective actions for officers remaining on post.
 - Request DRC personnel to complete OSC Dose Record form for officers remaining on post.
 - Request DRC to issue secondary monitoring devices for officers remaining on post.

Initial

NOTE: Consider wind direction to determine affected site assembly points; (e.g., staging locations which should be opposite of the plume radioactive gaseous release path), as monitored by Field Monitor Team's (FMTs) and TSC.

_____ Recommend on-site protective action(s) for assembled personnel.

_____ Provide protective actions for those personnel with work duties in radiological areas.

_____ Coordinate in-plant monitoring to support Control Room, TSC and OSC.

- Initiate contamination control requirements, as necessary.
- Initiate "no eating or drinking" contamination control requirements, as necessary.
- Ensure that personnel monitoring equipment is available in OSC, TSC and Control Room; (e.g., hand held frisking equipment).
- Ensure contamination control equipment is used according to station procedures and System Radiation Protection Manual.

_____ Initiate emergency procedures, as necessary.

- HP/0/B/1009/007, "In-Plant Particulate and Iodine Monitoring Under Accident Conditions"
- HP/0/B/1009/016, "Distribution of Potassium Iodine Tablets in the Event of A Radioiodine Release"
- HP/0/B/1009/017, "Post Accident Containment Air Sampling System"

_____ Coordinate OSC and TSC groups to ensure adequate preplanning to limit radiation exposures.

- Manage planned emergency exposures using CNS Emergency Plan and System Radiation Protection Manual.

_____ Provide updated information to OSC Coordinator, TSC staff and EOF staff concerning plant radiological conditions, as necessary.

- Direct trending and recording of available information to support RP OSC response.

_____ Ensure R&R Team Debriefing information is provided to the OSC Coordinator.

_____ Coordinate RP shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

Initial

IF Site Evacuation is required,

- Recommend the Evacuation-Relocation Site to the TSC Emergency Coordinator based on RP/0/A/5000/010, "Conducting a Site Assembly or Preparing the Site for an Evacuation".
- Give first consideration to "declared" pregnant workers. Assembly point for pregnant workers is based upon updated radiological assessment of plume and/or other radiological conditions reported by the TSC and Field Teams.
- Ensure all Required RP positions remain staffed during and following Site Evacuation.
- Approve all assembly points outside of OSC for radiological habitability where site essential personnel are located (ex. warehouses, toolroom, etc.)
- Direct non-essential RP personnel to a staging area, considering directional movement of a plume based on information provided by TSC Dose Assessor and Field Monitor Teams; (e.g., non-essential personnel may be sent to the Administrative Building).

Communicate with TSC Dose Assessor or EOF Field Monitoring Coordinator, to provide additional instructions or directions to field monitoring teams, as appropriate.

- **IF** an on site survey team is dispatched from OSC, (e.g., Foxtrot Team), notify TSC RP Support or EOF Field Monitor Coordinator, as appropriate.
- Notify TSC RP Support or EOF Field Monitor Coordinator, as necessary, when survey results are from radiological surveys taken inside Protected Area Fence.

Assist OSC Coordinator as necessary in forming re-entry and recovery plans.

Ensure all survey sheets, logs, and Team Personnel List forms are completed and signed.

Provide all paperwork to the OSC Log/Status Keeper upon deactivation of the OSC.

Date: __/__/__

Initial

- _____ Obtain self-reading dosimeter from the Single Point Access storage rack.
- _____ Log into Electronic Dose System **OR** complete a dose card using SRWP #33
- _____ Inform OSC Log/Status Keeper that this position has been staffed.
- _____ Sign in on OSC Training/Roster Sheet
- _____ Put on position badge.

NOTE: The OSC RP positions are considered Operational after submittal of the completed "Minimum Staffing Levels for Required OSC RP Personnel" form to the OSC Log/Status Keeper.

- _____ Complete the following forms:
 - Minimum Staffing Levels for Required OSC RP Personnel
 - Enclosure 4.12, "OSC Pre-Activation Team Work Sheets" Block 1. **IF** no Tasks are in progress for your work group:
 - Check the Pre-OSC Activation Block
 - Write "No Tasks in progress" in Block 1
- _____ Provide the following completed forms to the OSC Log/Status Keeper.
 - Minimum Staffing Levels for Required OSC RP Personnel
 - Enclosure 4.12, "OSC Pre-Activation Team Work Sheets"
- _____ Establish an RP Supervisor position log which captures as a minimum:
 - Evolutions impacting this position.
 - Decisions made by this position.
 - Communications to/from other work groups
 - OSC Habitability Surveys
- _____ Ensure the following OSC RP items are brought to the OSC:
 - Respiratory Printout
 - OSC Extra High Rad Master Keys
 - RP Survey Instruments

Initial

CAUTION: Give due consideration to the fact that plant conditions may be unstable and radiological conditions unknown.

— Continuously monitor plant radiological status.

- Report plant radiological status to RP Manager, OSC Coordinator or Emergency Coordinator, as necessary.

— Provide immediate support and RP job coverage as necessary, for the following:

- Fire Brigade
- Contaminated Medical Injury Response
- Emergency Rescue
- Emergency Team - damage control
- RP job coverage for chemistry sampling, operations and/or maintenance activities.
- Other Emergency Response Teams, as necessary.

— Coordinate dispatch of Field Monitor Teams with TSC RP Support or EOF Field Monitor Coordinator, as appropriate.

— Provide RP personnel for radiation survey teams inside the security protected area boundary fence, upon request from TSC or EOF.

NOTE: On-Site Teams report information back to OSC RP Supervisor and report survey results and radioactive release information to TSC or EOF as directed by OSC RP Supervisor.

— Coordinate RP activities for assessment and repair teams, as necessary.

- Ensure completion of OSC Team Work Sheet.
- Establish travel route to and from job to be performed.
- Establish dose limits and/or dose rate considerations for high exposure jobs.
- Post Plant Radiation Levels in the OSC for Job Planning.
- Direct assignment of additional dosimetry, as needed.
- Direct the use of protective clothing for teams to prevent the spread of contamination.
- Direct RP technicians to monitor and report radiological status in support of OSC activities.

— Coordinate the set up and source check of radiological monitoring equipment in OSC, TSC and Control Room, as necessary; (e.g., portal monitor, hand and foot monitor, friskers and air samplers).

Initial

Monitor dose rate in OSC.

- Establish control over OSC personnel radiation exposure.
- Limit personnel exposure to blanket dose extension levels.

Initiate discussion with RPM on the need to evacuate the OSC if General Area dose rate approaches 5 mrem/hr and is expected to continue.

- Relocate Personnel Monitoring Teams to Low dose areas (< 5 mrem/hr), appropriate to site radiological conditions; (e.g., plume directional movement).

Direct contamination survey of OSC, as appropriate to radiological conditions.

- Evaluate contamination potential in the OSC
- Initiate use of personnel monitoring equipment, as necessary; (e.g., portal monitor and friskers).
- Initiate decontamination of equipment or personnel, as appropriate.

Identify RP personnel and personnel monitoring teams as they become available, for the following locations:

- On-site assembly areas identified in Nuclear Policy Manual NSD 114, "Site Assembly/Site Evacuation"
- PAP Area
- Evacuation Facility

Provide a completed "Radiation Protection 24 Hour Staffing/Site Essential Personnel" form to the OSC Log/Status Keeper.

IF Site Evacuation is activated, initiate HP/0/B/1009/005, "Personnel/Vehicle Monitoring for Emergency Conditions", as necessary.

Obtain additional emergency kit items and supplies to support OSC, if needed.

Assign personnel to verify respiratory qualifications of OSC personnel, as necessary.

WHEN requested, initiate HP/0/B.1009/017, "Post-accident Containment Air Sampling System".

Coordinate radiological monitoring of food items supplied to OSC with Nuclear Supply Chain and Emergency Planning representatives, as necessary.

Restore equipment to a ready state condition after a drill or event is terminated.

Enclosure 4.3

RP Supervisor

RP/0/A/5000/024

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Initial

____ **IF** opened during OSC activation, ensure RP OSC Emergency Kits are inventoried and sealed.

____ Provide all paperwork to the OSC Log/Status Keeper upon deactivation of the OSC.

Minimum Staffing Levels for Required OSC RP Personnel

Date/Time Event Declared: _____ / _____

JOB FUNCTION	INITIAL RESPONDER NAME / ARRIVAL TIME	24 HOUR STAFFING RELIEF NAME
ON SHIFT RESPONDERS - REQUIRED		
Dose Assessment	(1) _____	N/A
Access Control, Coverage Personnel, Monitoring and Dosimetry, Countroom	(1) _____ (2) _____	N/A N/A
45 MINUTE RESPONSE TIME - REQUIRED		
Out of Plant Surveys	(1) _____	(1) _____
In-Plant Surveys	(1) _____	(1) _____
75 MINUTE RESPONSE TIME - REQUIRED		
Off-Site Surveys (FMT)	(1) _____ (2) _____ (3) _____ (4) _____	(1) _____ (2) _____ (3) _____ (4) _____
On-Site (Out of Plant)	(1) _____	(1) _____
In-Plant Surveys	(1) _____	(1) _____

CONTINUED ON NEXT PAGE

Minimum Staffing Levels for Required OSC RP Personnel (Continued)

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	24 HOUR STAFFING RELIEF NAME
75 MINUTE RESPONSE TIME – REQUIRED - CONTINUED		
Access Control, Coverage Personnel, Monitoring and Dosimetry	(1) _____	(1) _____
	(2) _____	(2) _____
	(3) _____	(3) _____
	(4) _____	(4) _____
	(5) _____	(5) _____
	(6) _____	(6) _____

All above positions Have / Have Not been filled within the allotted time frame to activate the OSC

Signature

RP Manager/Supervisor

Title

- Submit completed form to OSC Log/Status Keeper

Radiation Protection 24 Hour Staffing / Essential Personnel

Date: ____/____/____

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
75 MINUTE DESIRED OSC RP PERSONNEL			
(1) RP Manager	(1) _____	(1) RP Manager	(1) _____
(2) RP Supv.	(2) _____	(2) RP Supv.	(2) _____
(1) DRC Supv./ Support	(1) _____	(1) DRC Supv.	(1) _____
OTHER ESSENTIAL RP PERSONNEL			
Other Essential RP Personnel (As Needed)	(1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____ (7) _____ (8) _____ (9) _____ (10) _____	Other Essential RP Personnel (As Needed)	(1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____ (7) _____ (8) _____ (9) _____ (10) _____

- Submit copy of completed form to OSC Log/Status Keeper.

Enclosure 4.4
DRC Supervisor

RP/0/A/5000/024
Page 1 of 6

Date: ____/____/____

Initial

- _____ Obtain self-reading dosimeter from the Single Point Access storage rack.
- _____ Log into Electronic Dose System **OR** complete a dose card using SRWP #33
- _____ Assemble the following supporting materials:
 - Declared pregnant worker names
 - Two copies of the Daily Dose Report (1 copy TSC, 1 copy OSC)
 - Unassigned TLDs
 - Applicable procedures
 - Electronic Dosimeters
- _____ Inform OSC Log/Status Keeper that this position has been staffed.
- _____ Sign in on OSC Training/Roster Sheet
- _____ Put on position badge.
- _____ Establish a DRC Supervisor position log which captures as a minimum:
 - Evolutions impacting this position.
 - Decisions made by this position.
 - Communications to/from other work groups.
- _____ Perform the following actions as required throughout the event:
 - Notify team members without a TLD and SRD of dosimetry requirements.
 - Communicate pertinent information to Radiation Protection Manager (RPM) for logging.
- _____ Post OSC Dosimetry Requirements.
- _____ Obtain OSC Dose Record forms (Enclosure 4.4 Page 5 of 6) from the Emergency Kit.
 - Distribute to OSC personnel.
 - Request personnel take the following actions:
 - Complete Section I
 - Return completed form to DRC area.
- _____ Ensure DRC equipment is operable.
 - DRC Computer
 - DRC telephone
 - FAX machine

Enclosure 4.4
DRC Supervisor

RP/0/A/5000/024
Page 2 of 6

Initial

- _____ Initiate Blanket Dose Extension. (Enclosure 4.4 Page 6 of 6)
 - Submit to RPM for approval.
 - Perform the following actions after Blanket Dose Extension is approved.
 - Advise log keeper of new limits.
 - Assist log keeper with posting limits as needed.
 - Ensure new limits are posted.
 - Route a copy to the TSC.

- _____ Complete Section II of the OSC Dose Record Forms.
 - Obtain information using the RM&C system or Daily Dose Report.
 - Alphabetize forms by personnel last name.

- _____ Obtain Electronic Dosimeters (EDs)
 - Set Electronic Dosimeter (ED) reader alarm setpoints, if necessary.
 - Use reader to turn on MG.

- _____ Perform the following actions as necessary:
 - Use self reading pocket dosimeters (PDs), if necessary.
 - Ensure RP technician specifies PD scale range; (e.g., low range, high range, extra high range).
 - Provide specified PD.
 - Use charger to zero dosimeter.

<p>WARNING: Teams responding to Critical Tasks (e.g., fire brigade, medical emergency, SSF operation, etc.) should not be prevented from immediate response.</p>

- _____ Perform the following actions prior to dispatching a team from the OSC:
 - **IF** team was dispatched for an emergency situation **OR** dispatched from outside the OSC, complete the following as soon as practical using available information.
 - Determine team member's name.
 - ◆ Ensure an OSC Dose Record form has been submitted for each team member.
 - Obtain an OSC Team Work Sheet for each team.
 - ◆ Ensure all team members being dispatched are listed.

Enclosure 4.4
DRC Supervisor

RP/0/A/5000/024
Page 3 of 6

Initial

NOTE: OSC Dose Record and OSC Team Work Sheet should have identical Task # and Time Out.

- Obtain next sequential Task #.
- Complete OSC Dose Record.
 - ◆ Task #
 - ◆ Time Out
 - ◆ Dosimeter Reading Out
- Complete OSC Team Work Sheet
 - ◆ Date
 - ◆ Time Out
 - ◆ Task #
- Distribute OSC Team Work Sheet as specified by the form.
- Advise team to proceed as necessary.

_____ File OSC Dose Records in Task # order.

_____ Perform the following actions when a team returns to the OSC:

- Obtain the following forms:
 - ◆ OSC Team Work Sheet copy from the team.
 - ◆ OSC Dose Records for returning team members.
- Obtain dose information from available team members.
- Complete OSC Dose Record
 - ◆ Time In
 - ◆ Dosimeter Reading In
 - ◆ Year To Date TEDE = (dosimeter reading in + previous YTD TEDE entry)

NOTE: OSC Dose Record and OSC Team Work Sheet should have identical Time In.

- Complete OSC Team Work Sheet of Reference 2.16.
 - ◆ Time In

_____ Forward OSC Team Work Sheet to log keeper.

_____ File OSC Dose Record alphabetically.

Enclosure 4.4
DRC Supervisor

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Page 4 of 6

Initial

_____ Perform the following actions to deactivate Blanket Dose Extension limits:

- Submit original Blanket Dose Extension (Enclosure 4.4 Page 6 of 6) to RPM for approval of deactivation, Section V.

_____ Perform the following actions after deactivation is approved:

- Advise log keeper of new limits.
- Ensure new limits are posted.
- Assist log keeper with posting limits as needed.
- Route a copy to the TSC.

_____ Enter team member doses not captured by the electronic database, as necessary.

_____ Restore equipment to a ready state condition after a drill or event is terminated.

_____ Provide all paperwork to the OSC Log/Status Keeper upon deactivation of the OSC.

NOTE: Workers who believe they are pregnant may declare pregnancy at this time by notifying OSC RP Management.

TEAM # _____

[illegible]

BLANKET DOSE EXTENSION

To: TSC Emergency Coordinator/OSC Coordinator:

- Section I - Extended exposure limits of your work group personnel.
- Section II - Blanket Dose Extension Approval
- Section III - Deactivation of Blanket Dose Extension Approval
- Section IV - Deactivation of Blanket Dose Extension Information

Section I

Exposure Limits have been extended to:

Exposure Class 1 - 2000 mrem/year
Exposure Class 2 - 50 mrem/month; 450 mrem/gestation period; no extension
Exposure Class 3&9 - 4500 mrem/year
Exposure Class 7 - Fixed limit/worker specific dose limit

NOTE: Declared pregnant workers shall leave the site upon site evacuation.

Section II

Activated By: _____ Date: _____ Time: _____
(RPM or designee)

OSC Coordinator
Notified By: _____ Date: _____ Time: _____

Emergency Coordinator
Notified By: _____ Date: _____ Time: _____

Section III

Deactivated By: _____ Date: _____ Time: _____
(RPM or designee)

OSC Coordinator
Notified By: _____ Date: _____ Time: _____

Emergency Coordinator
Notified By: _____ Date: _____ Time: _____

Section IV

Maximum Allowable Exposure (MAE) limits are reset to normal pre-emergency limits. Workers who received emergency response exposure that exceeds pre-emergency MAE limits must see RP prior to resuming work.

Enclosure 4.5
Chemistry Manager

RP/0/A/5000/024
Page 1 of 4

Date: ____/____/____

Initial

- _____ Obtain self-reading dosimeter from the Single Point Access storage rack.
- _____ Log into Electronic Dose System **OR** complete a dose card using SRWP #33
- _____ Inform OSC Log/Status Keeper that this position has been staffed.
- _____ Sign in on OSC Training/Roster Sheet
- _____ Put on position badge.

NOTE: The OSC Chemistry positions are considered Operational after submittal of the completed "Minimum Staffing Levels for Required OSC Chemistry Personnel" form to the OSC Log/Status Keeper.

- _____ Complete the following forms:
 - Minimum Staffing Levels for Required OSC Chemistry Personnel
 - Enclosure 4.12, "OSC Pre-Activation Team Work Sheets" Block 1. **IF** no Tasks are in progress for your work group:
 - Check the Pre-OSC Activation Block
 - Write "No Tasks in progress" in Block 1
- _____ Provide the following completed forms to the OSC Log/Status Keeper.
 - Minimum Staffing Levels for Required OSC Chemistry Personnel
 - Enclosure 4.12, "OSC Pre-Activation Team Work Sheets"
- _____ Establish a Chemistry Manager position log, which captures as a minimum:
 - Evolutions impacting this position.
 - Decisions made by this position.
 - Communications to/from other work groups
- _____ Verify that a PALS operator is available.
- _____ Verify operability of Chemistry Manager equipment:
 - Chemistry computer
 - Chemistry telephone

Initial

Enclosure 4.5
Chemistry Manager

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Page 2 of 4

Perform the following as necessary throughout the event:

- Provide Chemistry technical content in Assessment and Repair Team briefings.
- Ensure Chemistry teams dispatched to obtain samples (primary, secondary, PALS, etc.), operate radwaste equipment, etc., are properly dispatched using Enclosure 4.12 "Control of Assessment and Repair Teams".
- Provide the necessary Chemistry information needed for emergency Assessment and Repair Teams.
- Provide Chemistry teams in the field with available information on changing plant conditions.
- Ensure R&R Team Debriefing information is immediately provided to the OSC Coordinator.

NOTE:	<ol style="list-style-type: none">1. The Operations Bridge Line phone number is contained in the Emergency Response Telephone Directory.2. The Chemistry Manager telephone headset shall be muted.
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- Dial into the Operations Bridge Line to monitor communications on the Operations Communication Loop.
- Establish communications with the Corporate Office Chemistry Section.
- Coordinate Chemistry shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

Provide a completed "Chemistry 24 Hour Staffing/Site Essential Personnel" form to the OSC Log/Status Keeper.

NOTE:	Required Chemistry positions must remain staffed following a site evacuation.
--------------	---

Inform the OSC RP Manager of any locations outside the OSC where Chemistry personnel are located following a site evacuation.

Provide all paperwork to the OSC Log/Status Keeper upon deactivation of the OSC.

Minimum Staffing Levels for Required OSC Chemistry Personnel

Date/Time Event Declared: _____

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	24 HOUR STAFFING RELIEF NAME
ON SHIFT RESPONDERS - REQUIRED		
Chemistry Technician	(1) _____	N/A
75 MINUTE RESPONSE TIME - REQUIRED		
Radwaste Chemistry Operator	(1) _____	(1) _____

All above positions Have / Have Not been filled within the allotted time frame to activate the OSC.

Signature

Chemistry Manager
Title

- Submit completed form to OSC Log/Status Keeper

Chemistry Manager

Chemistry 24 Hour Staffing / Site Essential Personnel

Date: ____/____/____

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
(75 MINUTE) DESIRED OSC CHEMISTRY PERSONNEL			
CHEMISTRY MANAGER	(1) _____	CHEMISTRY MANAGER	(1) _____
OTHER ESSENTIAL CHEMISTRY PERSONNEL			
CHEMISTRY TECHNICIANS (As Needed)	(1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____ (7) _____ (8) _____ (9) _____ (10) _____	CHEMISTRY TECHNICIANS (As Needed)	(1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____ (7) _____ (8) _____ (9) _____ (10) _____

- 24 hour staffing for **Required** Chemistry Positions must be maintained until termination of event.
- Submit copy of completed form to OSC Log/Status Keeper.

Enclosure 4.6
OSC Operations Supervisor

RP/0/A/5000/024
Page 1 of 5

Date: ____/____/____

Initial

- _____ Obtain self-reading dosimeter from the Single Point Access storage rack.
- _____ Log into Electronic Dose System **OR** complete a dose card using SRWP #33
- _____ Inform OSC Log/Status Keeper that this position has been staffed.
- _____ Sign in on OSC Training/Roster Sheet
- _____ Put on position badge.
- _____ Assume the OSC Coordinator position until properly relieved by a qualified OSC Coordinator.
 - Refer to Enclosure 4.1.

NOTE: The OSC Operations positions are considered Operational after submittal of the completed "Minimum Staffing Levels for Required OSC Operations Personnel" form to the OSC Log/Status Keeper.

- _____ Complete the following forms:
 - Minimum Staffing Levels for Required OSC Operations Personnel
 - Enclosure 4.12, "OSC Pre-Activation Team Work Sheets" Block 1. **IF** no Tasks are in progress for your work group:
 - Check the Pre-OSC Activation Block
 - Write "No Tasks in progress" in Block 1
- _____ Provide the following completed forms to the OSC Log/Status Keeper.
 - Minimum Staffing Levels for Required OSC Operations Personnel
 - Enclosure 4.12, "OSC Pre-Activation Team Work Sheets"
- _____ Establish an OSC Operations Supervisor position log, which captures as a minimum:
 - Evolutions impacting this position.
 - Decisions made by this position.
 - Communications to/from other work groups
- _____ Verify operability of Operations equipment.
 - Operations computer
 - Operations telephone equipment
 - Operations radio equipment

Initial

Enclosure 4.6
OSC Operations Supervisor

RP/0/A/5000/024
Page 2 of 5

- NOTE:**
1. The Operations Bridge Line phone number is contained in the Emergency Response Telephone Directory.
 2. Instructions for the Ericsson phone and Operations Bridge Line are provided at the phone location and in the Emergency Response Telephone Directory.

_____ Call the Control Room/Simulator and instruct the Control Room/TSC Communicator to dial into the Operations Bridge Line.

_____ Establish communications with Control Room/Simulator, TSC and EOF with the Ericsson phone/headset via the Operations Bridge Line.

_____ Perform the following as necessary throughout the event:

NOTE: Assessment and Repair Teams should be dispatched immediately for Critical Tasks (Fire Brigade, MERT, SSF Startup, etc.) immediately. The "OSC Task Work Sheet" will be completed as soon as possible after team dispatch.

- Establish Fire Brigade radio communications with Control Room/Simulator using the OSC Operations Fire Brigade radio base station (communication established to Simulator during drills only).
- Assist OSC Coordinator in making recommendations for OSC Assessment and Repair Team task priorities.
- Ensure OSC Coordinator/staff is kept current on status of plant equipment and is immediately notified of changes affecting the plant or plant personnel.
- Ensure OSC Coordinator/staff is kept current on the status of any Fire Brigade and HazMat team activities.
- Ensure Operations teams are properly dispatched using Enclosure 4.12 "Control of Assessment and Repair Teams".
- **IF** EH&S Manager representative is not present, evaluate OSC Team task safety concerns and sign OSC Team Work Sheet Line 4, "EH&S Approval".
- Provide the necessary Operations information needed for emergency Assessment and Repair Teams.
- Provide Operations teams in the field with available information on changing plant conditions.
- Ensure R&R Team Debriefing information is immediately provided to the OSC Coordinator.
- Coordinate Operations shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

_____ Provide a completed "Operations 24 Hour Staffing/Site Essential Personnel" form to the OSC Log/Status Keeper.

Enclosure 4.6
OSC Operations Supervisor

RP/0/A/5000/024
Page 3 of 5

Initial

NOTE: Required Operations positions must remain staffed following a site evacuation.

- _____ Inform the OSC RP Manager of any locations outside the OSC where Operations personnel are located following a site evacuation.
- _____ Provide all paperwork to the OSC Log/Status Keeper upon deactivation of the OSC.

Minimum Staffing Levels for Required OSC Operations Personnel

Date/Time Event Declared: _____

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	24 HOUR STAFFING RELIEF NAME
ON SHIFT RESPONDERS - REQUIRED		
Auxiliary Operators - NLO	(1) _____ (2) _____	N/A
OPS OSC Supervisor (Nuclear Shift Supervisor)	(1) _____	N/A
Fire Brigade Team (Fire Fighting)	(1) _____ (FIRE BRIGADE LEADER) (2) _____ (3) _____ (4) _____ (5) _____	N/A

All above positions Have / Have Not been filled within the allotted time frame to activate the OSC

Signature

Submit completed form to OSC Log/Status Keeper

OSC OPS Supervisor

Title

Operations 24 Hour Staffing / Essential Personnel

Date: ____ / ____ / ____

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
OTHER ESSENTIAL OPERATIONS PERSONNEL			
Essential Operations Personnel	(1) _____	Essential Operations Personnel	(1) _____
	(2) _____		(2) _____
(As Needed)	(3) _____	(As Needed)	(3) _____
	(4) _____		(4) _____
	(5) _____		(5) _____
	(6) _____		(6) _____
	(7) _____		(7) _____

- 24 hour staffing for **Required** Operations Positions must be maintained until termination of event.
- Submit copy of completed form to OSC Log/Status Keeper.

Enclosure 4.7
Equipment Engineer

RP/0/A/5000/024
Page 1 of 4

Date ____/____/____

Initial

- _____ Obtain self-reading dosimeter from the Single Point Access storage rack.
- _____ Log into Electronic Dose System **OR** complete a dose card using SRWP #33
- _____ Inform OSC Log/Status Keeper that this position has been staffed.
- _____ Sign in on OSC Training/Roster Sheet
- _____ Put on position badge.
- _____ Complete the following forms:
 - Minimum Staffing Levels for Required OSC Engineering Personnel
 - Enclosure 4.12, "OSC Pre-Activation Team Work Sheets" Block 1. **IF** no Tasks are in progress for your work group:
 - ◆ Check the Pre-OSC Activation Block
 - ◆ Write "No Tasks in progress" in Block 1
- _____ Provide the following completed forms to the OSC Log/Status Keeper.
 - Minimum Staffing Levels for Required OSC Engineering Personnel
 - Enclosure 4.12, "OSC Pre-Activation Team Work Sheets"
- _____ Establish an Equipment Engineer position log, which captures as a minimum:
 - Evolutions impacting this position.
 - Decisions made by this position.
 - Communications to/from other work groups
- _____ Verify operability of Equipment Engineer equipment.
 - Equipment Engineer computer
 - Equipment Engineer telephone
- _____ Perform the following as necessary throughout the event:
 - Ensure any Engineering team dispatched from the OSC is properly briefed on the task to be performed and communications are established.
 - Ensure OSC Coordinator/staff is kept current on status of plant equipment and is immediately notified of changes affecting the plant or plant personnel.
 - Ensure Engineering teams (appropriate expertise for the task) are properly dispatched from the OSC using Enclosure 4.12 "Control of Assessment and Repair Teams".
 - Provide Engineering teams in the field with available information on changing plant conditions.
 - Ensure R&R Team Debriefing information is immediately provided to the OSC Coordinator.

Initial

Enclosure 4.7
Equipment Engineer

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Page 2 of 4

- Coordinate Equipment Engineer shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

_____ Provide a completed "Equipment Engineer 24 Hour Staffing/Site Essential Personnel" form to the OSC Log/Status Keeper.

_____ Inform the OSC RP Manager of any locations outside the OSC or TSC where Engineering personnel are located following a site evacuation.

_____ Provide all paperwork to the OSC Log/Status Keeper upon deactivation of the OSC.

Minimum Staffing Levels for Required OSC Engineering Personnel

Date/Time Event Declared: _____

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	24 HOUR STAFFING RELIEF NAME
75 MINUTE RESPONSE TIME - REQUIRED		
Equipment Engineer	(1) _____	(1) _____

All above positions Have / Have Not been filled within the allotted time frame to activate the OSC

Signature

OSC Equipment Engineer
Title

Submit completed form to OSC Log/Status Keeper

Equipment Engineer 24 Hour Staffing / Essential Personnel

Date: ____/____/____

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
OTHER ESSENTIAL EQUIPMENT ENGINEERING PERSONNEL			
ESSENTIAL EQUIPMENT ENGINEERING PERSONNEL	(1) _____	ESSENTIAL EQUIPMENT ENGINEERING PERSONNEL	(1) _____
	(2) _____		(2) _____
	(3) _____		(3) _____
(As Needed)	(4) _____	(As Needed)	(4) _____
	(5) _____		(5) _____

- Submit copy of completed form to OSC Log/Status Keeper.

Enclosure 4.8
Maintenance Manager

RP/0/A/5000/024
Page 1 of 4

Date: ____/____/____

Initial

- _____ Obtain self-reading dosimeter from the Single Point Access storage rack.
- _____ Log into Electronic Dose System **OR** complete a dose card using SRWP #33
- _____ Inform OSC Log/Status Keeper that this position has been staffed.
- _____ Sign in on OSC Training/Roster Sheet
- _____ Put on position badge.

NOTE: The OSC Maintenance positions are considered Operational after submittal of the completed "Minimum Staffing Levels for Required OSC Maintenance Personnel" form to the OSC Log/Status Keeper.

- _____ Complete the following forms:
 - Minimum Staffing Levels for Required OSC Maintenance Personnel
 - Enclosure 4.12, "OSC Pre-Activation Team Work Sheets" Block 1. **IF** no Tasks are in progress for your work group:
 - Check the Pre-OSC Activation Block
 - Write "No Tasks in progress" in Block 1
- _____ Provide the following completed forms to the OSC Log/Status Keeper.
 - Minimum Staffing Levels for Required OSC Maintenance Personnel
 - Enclosure 4.12, "OSC Pre-Activation Team Work Sheets"
- _____ Establish a Maintenance Manager position log, which captures as a minimum:
 - Evolutions impacting this position.
 - Decisions made by this position.
 - Communications to/from other work groups
- _____ Verify operability of Maintenance equipment.
 - Maintenance computer
 - Maintenance telephone

Initial

Enclosure 4.8
Maintenance Manager

RP/0/A/5000/024
Page 2 of 4

Perform the following as necessary throughout the event:

- Ensure any Maintenance team dispatched from the OSC is properly briefed on the task to be performed and communications are established.
- Ensure OSC Coordinator/staff is kept current on status of plant equipment and is immediately notified of changes affecting the plant or plant personnel.
- Ensure Maintenance teams (appropriate expertise for the task) are properly dispatched from the OSC using Enclosure 4.12 "Control of Assessment and Repair Teams".
- Provide Maintenance teams in the field with available information on changing plant conditions.
- Ensure R&R Team Debriefing information is immediately provided to the OSC Coordinator.
- Coordinate Maintenance shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

Provide a completed "Maintenance 24 Hour Staffing/Site Essential Personnel" form to the OSC Log/Status Keeper.

NOTE: Required Maintenance positions must remain staffed following a site evacuation.
--

Inform the OSC RP Manager of any locations outside the OSC where Maintenance personnel are located following a site evacuation.

Provide all paperwork to the OSC Log/Status Keeper upon deactivation of the OSC.

Minimum Staffing Levels for Required OSC Maintenance Personnel

Date/Time Event Declared: _____

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	24 HOUR STAFFING RELIEF NAME
ON SHIFT RESPONDERS - REQUIRED		
Repair and Corrective Actions (Mech. Maint. Technician)	(1) _____	(1) _____
Repair and Corrective Actions (IAE Maint. Technician)	(1) _____ (2) _____	(1) _____ (2) _____
75 MINUTE RESPONSE TIME - REQUIRED		
Repair and Corrective Actions (Mech. Maint. Technician)	(1) _____	(1) _____
Repair and Corrective Actions (IAE Maint. Technician)	(1) _____ (2) _____	(1) _____ (2) _____
Technical Support (Maintenance Manager)	(1) _____	(1) _____

All above positions Have / Have Not been filled within the allotted time frame to activate the OSC

Signature

OSC Maintenance Manager
Title

Submit completed form to OSC Log/Status Keeper

Mechanical Maintenance 24 Hour Staffing/ Essential Personnel

Date: ____/____/____

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
OTHER ESSENTIAL MAINTENANCE PERSONNEL			
Essential Mechanical Maintenance Personnel (As Needed)	(1)_____	Essential Mechanical Maintenance Personnel (As Needed)	(1)_____
	(2)_____		(2)_____
	(3)_____		(3)_____
	(4)_____		(4)_____
	(5)_____		(5)_____
	(6)_____		(6)_____
	(7)_____		(7)_____
	(8)_____		(8)_____
	(9)_____		(9)_____
	(10)_____		(10)_____
Essential IAE Maintenance Personnel (As Needed)	(1)_____	Essential IAE Maintenance Personnel (As Needed)	(1)_____
	(2)_____		(2)_____
	(3)_____		(3)_____
	(4)_____		(4)_____
	(5)_____		(5)_____
	(6)_____		(6)_____
	(7)_____		(7)_____
	(8)_____		(8)_____
	(9)_____		(9)_____
	(10)_____		(10)_____

- 24 hour staffing for **Required** Mechanical Maintenance/IAE Positions must be maintained until termination of event.
- Submit copy of completed form to OSC Log/Status Keeper.

Date ____/____/____

Initial

- _____ Obtain self-reading dosimeter from the Single Point Access storage rack.
- _____ Log into Electronic Dose System **OR** complete a dose card using SRWP #33
- _____ Inform OSC Log/Status Keeper that this position has been staffed.
- _____ Sign in on OSC Training/Roster Sheet
- _____ Put on position badge.
- _____ Establish an Environmental, Health & Safety Manager (EH&S) position log, which captures as a minimum:
 - Evolutions impacting this position.
 - Decisions made by this position.
 - Communications to/from other work groups
- _____ Verify operability of EH&S Manager's telephone.
- _____ Call back to EH&S Office (Site Assembly location) and give them your telephone and fax number.
- _____ Evaluate working conditions in the OSC by:
 - Touring the OSC
 - Identification of unsafe working conditions or hazards
 - Corrective action initiated for any unsafe working condition or hazard identified

<p>NOTE: OSHA requires verbal notification within 8 hours of gaining knowledge of an incident involving a fatality or the hospitalization of 3 or more employees.</p>
--

- _____ Evaluate recordable incidents using Safety Guideline #10, "Recordable Incident Process,".

Enclosure 4.9
Environmental, Health & Safety Manager

RP/0/A/5000/024
Page 2 of 3

Initial

Perform the following as necessary throughout the event:

- Immediately report any injury/illness or significant near miss to the OSC Coordinator.
- Inform the appropriate supervisor of any injury/illness or significant near miss to complete and submit an Incident Investigation Report.
- Incorporate significant safety information into the R&R Team briefings.
- Review and sign OSC Team Work Sheets.
- Ensure any EH&S personnel dispatched from the OSC is properly briefed on the task to be performed and communications are established.
- Ensure OSC Coordinator/staff is kept current on safety issues even if there have been no changes.
- Ensure EH&S personnel (appropriate expertise for the task) are properly dispatched from the OSC using Enclosure 4.12 "Control of Assessment and Repair Teams".
- Provide EH&S personnel in the field with available information on changing plant conditions.
- Ensure safety hazard information obtained from R&R Team Debriefing information is immediately provided to the OSC Coordinator.

NOTE: An additional EH&S professional is helpful to assist with R&R team dispatch from the OSC. This additional EH&S professional should remain at or near the "staging area" to consult with teams being dispatched.

- Coordinate EH&S Manager shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

Provide a completed "EH&S Manager 24 Hour Staffing/Site Essential Personnel" form to the OSC Log/Status Keeper.

Inform the OSC RP Manager of any locations outside the OSC where EH&S personnel are located following a site evacuation.

Provide all paperwork to the OSC Log/Status Keeper upon deactivation of the OSC.

EH&S Manager 24 Hour Staffing / Essential Personnel

Date: ____/____/____

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
75 MINUTE DESIRED OSC EH&S MANAGER PERSONNEL			
EH&S MANAGER	(1)_____	EH&S MANAGER	(1)_____
OTHER ESSENTIAL EH&S MANAGER PERSONNEL			
OTHER ESSENTIAL EH&S PERSONNEL (As Needed)	(1)_____	OTHER ESSENTIAL EH&S PERSONNEL (As Needed)	(1)_____
	(2)_____		(2)_____
	(3)_____		(3)_____
	(4)_____		(4)_____
	(5)_____		(5)_____

- Submit copy of completed form to OSC Log/Status Keeper.

Enclosure 4.10
Nuclear Supply Chain Manager

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Date: ____/____/____

Initial

- _____ Obtain self-reading dosimeter from the Single Point Access storage rack.
 - _____ Log into Electronic Dose System **OR** complete a dose card using SRWP #33
 - _____ Inform OSC Log/Status Keeper that this position has been staffed.
 - _____ Sign in on OSC Training/Roster Sheet
 - _____ Put on position badge.
 - _____ Establish a Nuclear Supply Chain Manager position log which captures as a minimum:
 - Evolutions impacting this position.
 - Decisions made by this position.
 - Communications to/from other work groups
 - _____ Verify operability of Nuclear Supply Chain equipment.
 - Nuclear Supply Chain computer
 - Nuclear Supply Chain telephone
 - _____ Verify copy of Nuclear Supply Chain OSC Manual is available.
- NOTE:** The TSC Data Coordinator is responsible for the repair of OSC computer equipment.
- _____ Assist OSC responders in repair of OSC communication or other equipment.

Enclosure 4.10
Nuclear Supply Chain Manager

RP/0/A/5000/024
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Initial

_____ Perform the following as necessary throughout the event:

- Provide coordination between the warehouses and the OSC.
- Utilize computer programs to verify availability of needed material/parts and take action to obtain.
- Provide material as expeditiously as possible for emergency response activities.
- Contact appropriate work group to provide heavy equipment support.
- Contact Site Services duty person to make arrangements to provide food/meals for TSC/OSC/Control Room.
- Provide facility support to OSC and TSC as needed/requested.
- Ensure any Nuclear Supply Chain team dispatched from the OSC is properly briefed on the task to be performed and communications are established.
- Ensure OSC Coordinator/staff is kept current on status of material issues and is immediately notified of changes affecting the plant or plant personnel.
- Ensure Nuclear Supply Chain teams (appropriate expertise for the task) are properly dispatched from the OSC using Enclosure 4.12, "Control of Assessment and Repair Teams."
- Provide Nuclear Supply Chain teams in the field with available information on changing plant conditions.
- Coordinate Nuclear Supply Chain shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.
- Communicate with EOF Services Manager.

_____ Provide a completed " Nuclear Supply Chain 24 Hour Staffing/Site Essential Personnel" form to the OSC Log/Status Keeper.

_____ Inform the OSC RP Manager of any locations outside the OSC where Nuclear Supply Chain personnel are located following a site evacuation.

_____ Assist Emergency Planning in assuring facility is placed back to a state of readiness.

_____ Perform the following upon deactivation of the OSC:

- Provide all paperwork to the OSC Log/Status Keeper.

<p>NOTE: PT/0/B/4600/004 may be utilized as a reference for performing the OSC equipment inventory. (PT/0/B/4600/004 is located in procedure drawer).</p>
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- Inventory OSC equipment and supplies following OSC activation.

Nuclear Supply Chain Manager

Nuclear Supply Chain 24 Hour Staffing / Essential Personnel

Date: ____/____/____

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
75 MINUTE DESIRED NUCLEAR SUPPLY CHAIN PERSONNEL			
NSC MANAGER	(1) _____	NSC MANAGER	(1) _____
OTHER NUCLEAR SUPPLY CHAIN ESSENTIAL PERSONNEL			
INSIDE WHSE	(1) _____ (2) _____	INSIDE WHSE	(1) _____ (2) _____
RECEIVING	(1) _____	RECEIVING	(1) _____
OUTSIDE WHSE	(1) _____	OUTSIDE WHSE	(1) _____
OTHER NSC PERSONNEL (As Needed)	(1) _____ (2) _____ (3) _____	OTHER NSC PERSONNEL (As Needed)	(1) _____ (2) _____ (3) _____

- Submit copy of completed form to OSC Log/Status Keeper.

Enclosure 4.11
OSC Log/Status Keeper

RP/0/A/5000/024
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Date: ____/____/____
Initial _____

- _____ Obtain self-reading dosimeter from the Single Point Access storage rack.
- _____ Log into Electronic Dose System **OR** complete a dose card using SRWP #33
- _____ Sign in on OSC Training/Roster Sheet
- _____ Put on position badge.
- _____ Verify operability of OSC Log/Status Keeper equipment.
 - OSC Log/Status Keeper computer
 - OSC Log/Status Keeper telephone

NOTE: Handwritten logs will be utilized when the electronic log software is not available.

- _____ Establish an OSC log, which captures as a minimum:
 - Time OSC declared Operational
 - OSC R&R Team status
 - OSC task priorities
 - Any significant event requested by the OSC Coordinator
- _____ Verify the staffing of the following required OSC manager positions:
 - Equipment Engineer
 - Maintenance Manager**IF** these positions are not staffed, inform OSC Coordinator
- _____ Collect-completed minimum staffing level forms from the following:
 - OSC Operations Supervisor
 - Radiation Protection Supervisor
 - Maintenance Manager
 - Equipment Engineer
 - Chemistry Manager
- _____ **WHEN** all completed minimum staffing level forms have been collected:
 - Inform the OSC Coordinator that all OSC required positions have been staffed
- _____ Collect completed OSC Pre-Activation Team Work Sheets from the following OSC positions:
 - OSC Operations Supervisor
 - Radiation Protection Supervisor
 - Maintenance Manager
 - Equipment Engineer
 - Chemistry Manager

Enclosure 4.11
OSC Log/Status Keeper

RP/0/A/5000/024

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Initial

_____ Provide completed OSC Pre-Activation Team Work Sheets to the following:

- OSC Coordinator
- TSC Security Manager for Site Assembly Accountability

_____ Assign an OSC R&R Team number for all OSC Pre-Activation Team Work Sheets approved by the OSC Coordinator for work to continue.

NOTE: Desired OSC positions are not required to be staffed to declare the OSC Operational.

_____ Verify the staffing of the following desired OSC positions:

- OSC Operations Supervisor
- Radiation Protection Manager
- Radiation Protection Supervisor
- DRC Supervisor
- Chemistry Manager
- Nuclear Supply Chain Manager
- Environmental, Health & Safety Manager
- OSC Coordinator

_____ Inform the OSC Coordinator when all desired OSC positions are staffed.

_____ Perform the following as necessary throughout the event:

- Maintain OSC R&R Team Status Board to display team status and other pertinent information.
- Maintain the emergency classification posting current as emergency classifications change.
- Use guidance from Enclosure 4.12, "Control of Assessment and Repair Teams" to log R&R Teams in and out of the OSC.
- Coordinate OSC Log/Status Keeper shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

_____ Complete the "OSC Coordinator / OSC Log/Status Keeper 24 Hour Staffing/Site Essential Personnel" form.

Enclosure 4.11
OSC Log/Status Keeper

RP/0/A/5000/024
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Initial

NOTE: The TSC may request a copy of the 24 Hour Staffing/Site Essential Personnel forms

_____ Collect completed 24 Hour Staffing/Site Essential Personnel forms from the following OSC positions:

- OSC Operations Supervisor
- Radiation Protection Supervisor
- Maintenance Manager
- Chemistry Manager
- Nuclear Supply Chain Manager
- Environmental, Health & Safety Manager
- Equipment Engineer

_____ Collect all paperwork from the following OSC positions upon deactivation of the OSC.

- OSC Operations Supervisor
- Radiation Protection Supervisor
- Maintenance Manager
- Chemistry Manager
- Nuclear Supply Chain Manager
- Environmental, Health & Safety Manager
- Equipment Engineer

_____ Submit collected paperwork to Emergency Planning.

OSC Log/Status Keeper

OSC Coordinator / OSC Log/Status Keeper 24 Hour Staffing / Essential Personnel

Date: ____/____/____

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
75 MINUTE DESIRED OSC ESSENTIAL PERSONNEL			
OSC COORDINATOR	(1)_____	OSC COORDINATOR	(1)_____
OSC LOG/STATUS KEEPER	(1)_____	OSC LOG/STATUS KEEPER	(1)_____
OTHER OSC ESSENTIAL PERSONNEL			
OSC LOG/STATUS KEEPER(S) (As Needed)	(1)_____ (2)_____ (3)_____ (4)_____	OSC LOG/STATUS KEEPER(S) (As Needed)	(1)_____ (2)_____ (3)_____ (4)_____

Submit copy of completed form to OSC Log/Status Keeper.

1. OSC Team Work Sheets will be used to:

- NOTE:**
1. Use the process described in NSD114, "Site Assembly/Site Evacuation," to account for personnel assembled in designated Site Assembly Areas.
 2. Teams should be immediately dispatched for Critical Tasks (SSF Startup, MERT, Fire, Security, HazMat, or as determined by the OSC Coordinator) that occur either before or after a site assembly. An OSC Team Work Sheet must still be completed as quickly as possible after the team has been dispatched.

- 1.1 Track critical path work and account for personnel when the workers are instructed to remain on the job during site assembly.
- 1.2 Account for any personnel not assembled in a designated Site Assembly Area.
- 1.3 Track Assessment and Repair Teams dispatched from the OSC.

2. Process for Assessment and Repair Team Dispatch

- 2.1 Team Manager or designee completes OSC Team Work Sheet Block 1.
- 2.2 OSC Coordinator approves the task to be planned and performed in OSC Team Work Sheet Block 2.
- 2.3 Team Manager or designee performs the following:
 - 2.3.1 Assembles team in staging area
 - 2.3.2 Conducts pre-job briefing
 - 2.3.3 Ensures RP and/or EH&S Manager's involvement in pre-job briefing
 - 2.3.4 Records pertinent information in Pre-Job Briefing Comments section of OSC Team Work Sheet Block 3
 - 2.3.5 Complete OSC Team Work Sheet Block 3
- 2.4 Environmental, Health & Safety Manager (EH&S) representative signs OSC Team Work Sheet Block 4. **IF** an EH&S representative is not available, the OSC Operations Supervisor may sign this block.
- 2.5 Radiation Protection management signs OSC Team Work Sheet Block 5.
- 2.6 DRC Supervisor performs the following:
 - 2.6.1 Complete OSC Team Work Sheet Block 6
 - 2.6.2 Distribute copies of OSC Team Work Sheet as detailed in OSC Team Work Sheet Block 6

3. Process for Assessment and Repair Team Return to OSC

- 3.1 OSC Log/Status Keeper obtains OSC Team Work Sheet (Pink copy) from DRC.
- 3.2 OSC Log/Status Keeper logs team as "IN" on status board and OSC Log using the time entered on the team leader's OSC Team Work Sheet Block 6 by DRC.
- 3.3 Team Leader **OR** Team Manager completes OSC Team Work Sheet Block 7 on White copy of OSC Team Work Sheet
- 3.4 Team is debriefed by Team Manager.
- 3.5 "White" copy of OSC Team Work Sheet with completed Block 7 is routed to the OSC Log/Status Keeper.

OSC Team Work Sheet

SAMPLE ONLY!! USE PRE-PRINTED FORMS!!!

TEAM MANAGER _____

WORK GROUP _____

☐ PRE-OSC ACTIVATION☐ POST-OSC ACTIVATION

1 TASK DESCRIPTION: _____

TASK LOCATION: _____ UNIT _____

COMPONENT: _____ TRAIN _____

2 OSC COORDINATOR APPROVAL: _____

Signature

TEAM MANAGER

3

Name Work Group

Team Leader: _____ / _____

OSC Call Back Phone # _____

Team Members: _____ / _____

Call-back instructions:

1. Call OSC upon arrival at job location.

2. Call as necessary or as requested by

Team Manager thereafter.

Pre-Job Briefing Comments: After task completion, notify the Team Mgr. And report to debriefing area in the OSC.

4 EH&S APPROVAL: _____

Signature

5 RADIATION PROTECTION APPROVAL: _____

Signature

DRC SUPERVISOR

6

DATE: _____ / _____ / _____ TIME OUT: _____ TEAM # _____

TIME IN: _____

Distribute Copies: White - Team Manager

Yellow - Logkeeper

Pink - Team Leader

TEAM LEADER OR TEAM MANAGER

7 Post-Job Briefing Conducted By: _____

DATE/TIME: _____

Summary of work performed: _____

*****AFTER TASK COMPLETION, RETURN COMPLETED ("white copy") OSC TEAM WORKSHEET TO OSC LOGKEEPER*****