



Turkey Point Nuclear Power Plant
9760 S.W. 344 St.
Florida City, FL 33035

MAR 11 2002

L-2002-046
10 CFR 50.54(q)
10 CFR 50 Appendix E

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

Re: Turkey Point Units 3 and 4
Docket Nos. 50-250 and 50-251
Emergency Plan Implementing Procedure Revision

The following document has been revised:

0-EPIP-20133, Operations Support Center (OSC) Activation and Operation

The implementation date was February 20, 2002. Pursuant to the requirements of 10 CFR 50.54(q) and 10 CFR 50 Appendix E, one copy of the revised document is enclosed. FPL has determined that the changes described do not result in a decrease in the effectiveness of the Emergency Plan.

Summary of Changes

Assign responsibility to the OSC HP Supervisor to ensure that updates are made to the Plant Radiological Conditions Board.

Very truly yours,

John P. McElwain
Vice President
Turkey Point Plant

CLM

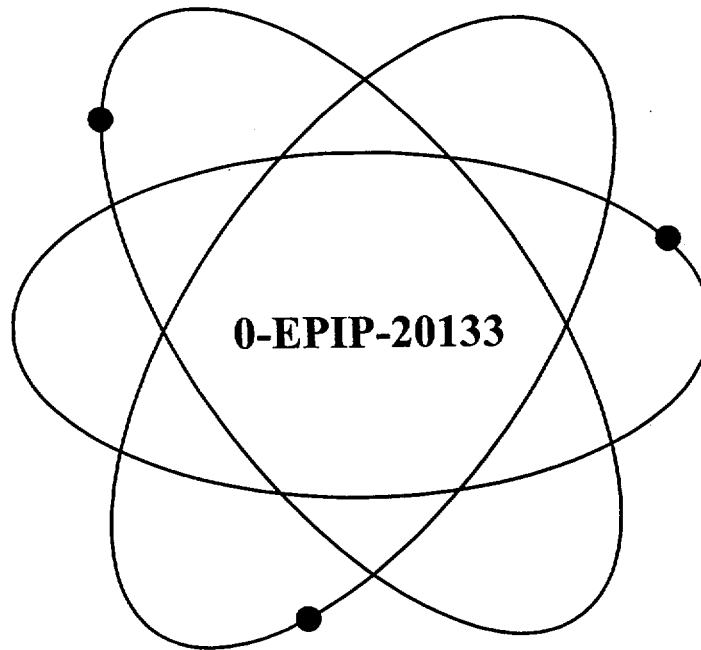
Enclosure

NRC Regulatory Issue Summary 2001-05 waived the requirements that multiple copies of documents be submitted to the NRC.

A043

Florida Power & Light Company

Turkey Point Nuclear Plant



Title:

Operations Support Center (OSC) Activation and Operation

Safety Related Procedure

<i>Responsible Department:</i>	Emergency Preparedness
<i>Revision Approval Date:</i>	2/6/02

RTSs 97-0329P, 99-0258P, 00-0201, 00-0465P, 02-0013

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1.0 **PURPOSE**

- 1.1 This procedure provides guidance for the activation and operation of the Operations Support Center (OSC).

2.0 **REFERENCES/RECORDS REQUIRED/COMMITMENT DOCUMENTS**

2.1 **References**

2.1.1 **Emergency Plan Implementing Procedures**

1. 0-EPIP-20101, Duties of Emergency Coordinator
2. 0-EPIP-20104, Emergency Response Organization Notifications/Staff Augmentation
3. 0-EPIP-20111, Re-Entry
4. 0-EPIP-20129, Emergency Response Team - Radiological Monitoring
5. 0-EPIP-20132, Technical Support Center (TSC) Activation and Operation

2.1.2 **Miscellaneous Documents**

1. Turkey Point Plant Radiological Emergency Plan
2. Security Force Instruction 6307, Emergency Evacuation and Accountability

2.2 **Records Required**

- 2.2.1 Completed copies of the below listed item(s) constitute Quality Assurance Records and shall be transmitted to QA Records for retention in accordance with Quality Assurance Records Program requirements.

1. None

- 2.2.2 Upon deactivation of the OSC, the following completed documents shall be transmitted to the Emergency Preparedness Coordinator who shall review and retain for archival purposes:

1. The OSC Manager and Supervisors/Coordinators in the OSC shall each maintain a logbook of activities performed during a plant emergency.
2. Form similar to Attachment 1
3. Form similar to Attachment 2
4. All OSC Position Check-off Sheets (Attachments 5 through 23)

- 2.2.3 The briefing of all OSC Emergency Response Teams required to be dispatched or re-directed to perform tasks shall be documented by the completion of a form similar to Attachment 1, Team Briefing/Debriefing Form, of 0-EPIP-20111, Re-Entry.

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3.0 **RESPONSIBILITIES**

3.1 The OSC Security Officer is responsible for:

- 3.1.1 Establishing an access/egress point at the door of the OSC.
- 3.1.2 Maintaining accountability of the OSC
- 3.1.3 Providing the TSC with a list of personnel in the OSC within 30 minutes of a site evacuation.

3.2 The OSC Manager is responsible for:

- 3.2.1 Ensuring accountability and minimum staffing of applicable personnel in the OSC.
- 3.2.2 Maintaining control and directing OSC activation, operation, and deactivation.
- 3.2.3 Coordinating and directing OSC activation, operation, and deactivation.
- 3.2.4 Directing implementation of Enclosure 1 if radiological hazards exist in the facility.
- 3.2.5 Ensuring that briefings are conducted to update personnel in the OSC on the status of the emergency.
- 3.2.6 Coordinating emergency worker exposures with the TSC as required.
- 3.2.7 Ensuring a log of activities is maintained.
- 3.2.8 Approving the formation of OSC Emergency Response Teams.

3.3 The OSC Supervisor is responsible for:

- 3.3.1 Maintaining accountability within the OSC.
- 3.3.2 Coordinating and verifying facility operational readiness.
- 3.3.3 Ensuring timely and accurate updates of the OSC status boards.
- 3.3.4 Ensuring communication links are established and updates are made to the TSC.
- 3.3.5 Assisting the OSC Manager in monitoring the phone tie to the TSC.
- 3.3.6 Ensuring personnel are provided with assistance in obtaining documents and prints.
- 3.3.7 Ensuring materials management personnel are assisting teams with obtaining necessary parts and materials.
- 3.3.8 Coordinating and directing shift turnover of the OSC.

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3.3.9 Ensuring dispatch of the Assembly Area Supervisor.

3.3.10 Ensuring a log of activities is maintained.

3.3.11 Initiating the TSC requests for the formation of OSC Emergency Response Teams.

3.4 The OSC Re-Entry Coordinator is responsible for:

3.4.1 Directing formation, dispatching, and maintaining accountability of OSC Emergency Response Teams.

3.4.2 Ensuring teams are tracked in the field and on the team tracking board.

3.4.3 Ensuring teams are debriefed and information is made available to the OSC Manager.

3.4.4 Acting as the liaison in the OSC for the TSC Technical Support Group.

3.4.5 Implementing 0-EPIP-20111, Re-Entry.

3.4.6 Ensuring the OSC Manager is aware of all Emergency Response Team activities.

3.4.7 Maintaining a log of activities.

3.5 The OSC Operations Supervisor is responsible for:

3.5.1 Ensuring accountability and minimum staffing of applicable personnel in the OSC.

3.5.2 Implementing 0-EPIP-20111, Re-Entry.

3.5.3 Ensuring the OSC Manager is aware of all Emergency Response Team activities.

3.5.4 Providing emergency status updates to personnel in the field.

3.5.5 Providing briefings to teams if being redirected in the field.

3.5.6 Maintaining the Plant Data Status Board.

3.5.7 Maintaining a log of activities.

3.5.8 Requesting assistance from any available Senior Reactor Operator (SRO).

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3.6 The OSC Health Physics Supervisor is responsible for:

- 3.6.1 Ensuring accountability and minimum staffing of Health Physics personnel in the OSC.
- 3.6.2 Coordinating Health Physics coverage with the discipline Supervisors/Coordinators in the OSC for Emergency Response Teams and field personnel.
- 3.6.3 Coordinating radiological monitoring (surveys and dosimetry) based on plant radiological conditions as directed by the TSC Health Physics Supervisor.
- 3.6.4 Ensuring dosimetry is distributed and the required paperwork is completed for OSC personnel and Emergency Response Teams.
- 3.6.5 If radiological conditions warrant (e.g., release in progress, Control Room Radiation Monitor Alarm) and sufficient OSC HP personnel are available, ensuring that coverage is provided to the Control Rooms for contamination control and exposure monitoring.
- 3.6.6 Dispatching off-site Emergency Response Teams for radiological monitoring in accordance with 0-EPIP-20129, Emergency Response Team – Radiological Monitoring.
- 3.6.7 Implementing 0-EPIP-20111, Re-Entry.
- 3.6.8 Ensuring the OSC Manager is aware of all ERT activities.
- 3.6.9 Conducting habitability surveys.
- 3.6.10 Coordinating emergency exposures with the OSC Manager, TSC Health Physics Supervisor, and the Emergency Coordinator.
- 3.6.11 Providing emergency status updates to personnel in the field.
- 3.6.12 Ensuring that personnel are aware of the release status and impact on the field teams. Evaluation of release on the teams should be performed.
- 3.6.13 Ensuring the HP communicator is interacting with the TSC.
- 3.6.14 Providing briefings to teams if being redirected in the field.
- 3.6.15 Maintaining a log of activities.

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3.7 The OSC Chemistry Supervisor is responsible for:

- 3.7.1 Ensuring accountability and minimum staffing of applicable personnel in the OSC.
- 3.7.2 Implementing 0-EPIP-20111, Re-Entry.
- 3.7.3 Ensuring the OSC Manager is aware of all Emergency Response Team activities.
- 3.7.4 Ensuring medical assistance is available.
- 3.7.5 Providing emergency status updates to personnel in the field.
- 3.7.6 Providing briefings to teams if being redirected in the field.
- 3.7.7 Maintaining a log of activities.

3.8 The OSC Mechanical Coordinator is responsible for:

- 3.8.1 Ensuring accountability and minimum staffing of applicable personnel in the OSC.
- 3.8.2 Implementing 0-EPIP-20111, Re-Entry.
- 3.8.3 Ensuring the OSC Manager and Re-Entry Coordinator are aware of all Emergency Response Team activities.
- 3.8.4 Providing emergency status updates to personnel in the field.
- 3.8.5 Providing briefings to teams if being redirected in the field.
- 3.8.6 Maintaining a log of daily activities.

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3.9 The OSC Electrical Coordinator is responsible for:

- 3.9.1 Ensuring accountability and minimum staffing of applicable personnel in the OSC.
- 3.9.2 Implementing 0-EPIP-20111, Re-Entry.
- 3.9.3 Ensuring the OSC Manager and OSC Re-Entry Coordinator are aware of all Emergency Response Team activities.
- 3.9.4 Providing emergency status updates to personnel in the field.
- 3.9.5 Providing briefings to teams if being redirected in the field.
- 3.9.6 Maintaining a log of activities.

3.10 The OSC I&C Coordinator is responsible for:

- 3.10.1 Ensuring accountability and minimum staffing of applicable personnel in the OSC.
- 3.10.2 Implementing 0-EPIP-20111, Re-Entry.
- 3.10.3 Ensuring the OSC Manager and OSC Re-Entry Coordinator are aware of all Emergency Response Team activities.
- 3.10.4 Providing emergency status updates to personnel in the field.
- 3.10.5 Providing briefings to teams if being redirected in the field.
- 3.10.6 Maintaining a log of activities.

3.11 Emergency Response Team Members are responsible for:

- 3.11.1 Bringing radios to the OSC.
- 3.11.2 Performing tasks as requested by their supervisor/coordinator.
- 3.11.3 Maintaining communications with the OSC.

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4.0 **DEFINITIONS**

- 4.1 Radiological Hazard - Any radiation monitors 100 mrem/hr over normal readings or airborne radioactivity at DAC levels.
- 4.2 Emergency Response Team - A team of selected, qualified individuals comprised of Health Physics Radiation Protection Technologists, Chemistry Technicians, Journeymen from Mechanical, I&C, and Electrical Maintenance, Contract Medical Response Personnel, and Plant Operators utilized to respond to an emergency situation and conduct re-entry, mitigation, and radiological monitoring activities, also known as Re-Entry Team, or Field Monitoring Team.
- 4.3 Essential Personnel - Personnel assigned to fill positions in the Turkey Point Emergency Response Organization as listed in the Emergency Response Directory.
- 4.4 Non-Essential Personnel - Personnel not preassigned specific emergency response duties.

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5.0 PROCEDURE

NOTES

- The OSC is a staging area for emergency response team personnel involved in re-entry and field monitoring activities.
- The OSC is normally located on the second floor, west end of the Nuclear Maintenance Building. If radiological conditions make this area uninhabitable, the OSC may be relocated to another area. One such area is the second floor of the TSC Building. For severe weather disturbances, the Cable Spreading Room may be utilized as an alternate OSC location.
- Personnel may use the restroom facilities next to the OSC for a dress-out area.
- Enclosure 1 provides instructions for minimizing potential radiological hazards, but does not isolate the facility. Alternate facility locations should be considered if hazardous conditions persist.
- The OSC is a designated non-smoking facility. Eating and drinking shall be controlled and limited by the OSC Manager. Eating and drinking is prohibited whenever habitability surveys reveal any surface or airborne contamination activity.
- When disposing of silver zeolite cartridges, they are characterized as a characteristic hazardous waste (D0110), and if contaminated by radioactive by-product material, are characterized as a mixed waste.
- Whenever possible and as conditions warrant, security cameras located around the plant may be used to investigate problems during an emergency. Requests should be made through the TSC Security Supervisor.
- An instant camera is provided in the OSC supply cabinet. The camera may be utilized by teams investigating problems.
- If additional equipment or supplies are needed, the OSC Health Physics Supervisor should evaluate the radiological conditions before personnel are dispatched to obtain the needed materials.
- Additional radios may be obtained from plant departments for re-entry and field monitoring use, as required.
- Two fax machines are available in the OSC. The OSC Operations fax machine will be used primarily for communications with the TSC. The OSC Chemistry fax machine will be used primarily for communications with the Health Physics and/or Chemistry count rooms.

Only controlled copies of nuclear safety-related procedures, drawings, and other available plant information shall be used. Non-controlled documents or drawings should be verified with a controlled copy prior to use in the OSC.

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NOTE

To ensure all position responsibilities are completed, appropriate ERO staff shall complete applicable Check-Off attachments.

5.1 Activation of the OSC

5.1.1 When notified, OSC emergency responders are to report to the facility as quickly as possible.

5.1.2 The first responders to the OSC should do the following:

NOTE

Normally, Security will have the OSC door unlocked prior to responders arriving in order to expedite the activation process. If the door is locked upon arrival, any emergency responder may unlock the OSC by using the key in the break glass box located outside the OSC.

1. Acquire a copy of Attachment 5, OSC First Responder Check-Off Sheet from the Document Control File to ensure all required activities are completed.
 2. Ensure all steps in Attachment 5, OSC First Responder Check-Off Sheet have been completed and initialed. Forward the completed Attachment 5 to the Emergency Preparedness Coordinator upon conclusion of the event.
- 5.1.3 Only controlled copies of nuclear safety related procedures, drawings, and other available plant information shall be used. Non-controlled documents or drawings should be verified with a controlled copy prior to use in the OSC.
- 5.1.4 During facility briefings, stop what you are doing, pay attention, and contribute as requested.

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5.2 The following OSC positions shall acquire a copy of their associated Check-Off attachment and ensure all steps are completed (document exceptions on form), all attachments are signed and dated and all completed attachments are forwarded to the Emergency Preparedness Coordinator at the conclusion of the event:

NOTE

OSC personnel can acquire associated attachments from the Document Control File.

<u>OSC POSITION</u>	<u>ATTACHMENT NO.</u>
OSC FIRST RESPONDER.....	5
OSC MANAGER.....	6
OSC SUPERVISOR.....	7
OSC RE-ENTRY COORDINATOR.....	8
OSC OPERATIONS SUPERVISOR.....	9
OSC HEALTH PHYSICS SUPERVISOR.....	10
OSC CHEMISTRY SUPERVISOR.....	11
OSC MECHANICAL COORDINATOR.....	12
OSC ELECTRICAL COORDINATOR.....	13
OSC I&C COORDINATOR.....	14
OSC EMERGENCY RESPONSE TEAM MEMBERS.....	15
CONTRACT MEDICAL PERSONNEL	16
OSC DOSE RECORDERS.....	17
OSC MATERIALS MANAGEMENT PERSONNEL.....	18
OSC RECORDER.....	19
OSC HP COMMUNICATOR.....	20
OSC STATUS BOARD KEEPER.....	21
OSC DOCUMENT CONTROL PERSONNEL.....	22
OSC SECURITY OFFICER.....	23

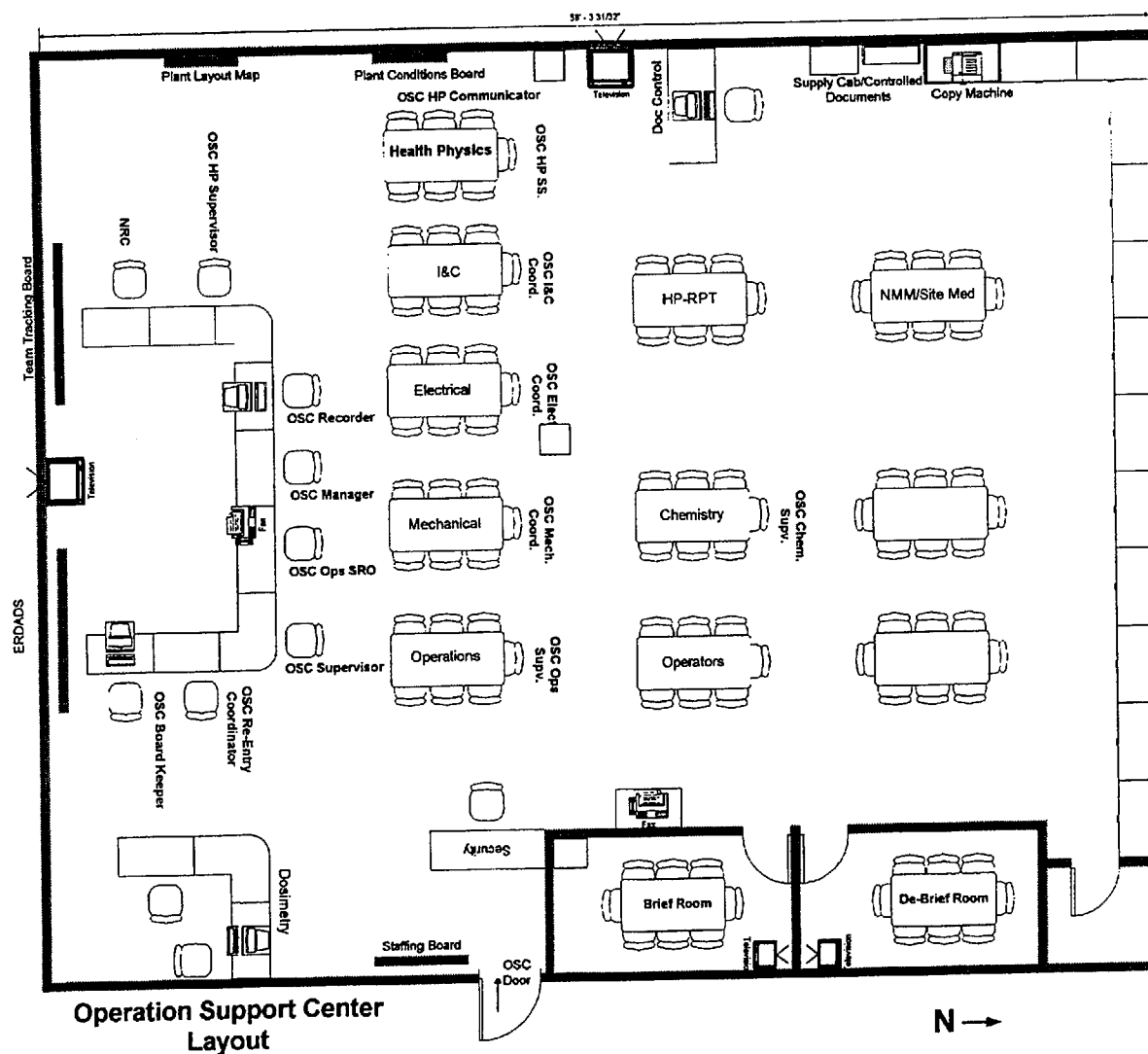
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Operations Support Center (OSC) Activation and Operation

FIGURE 1
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TYPICAL OSC LAYOUT



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ENCLOSURE 1

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SECURING OSC VENTILATION

NOTES

- Auxiliary equipment (e.g., compressors, chill water pumps) does not need to be shutdown in order to stop air movement within the building.
- Even with all the air handlers shutdown, outside air is still present to the system through a common duct from the roof. The system is NOT designed to provide isolation, and will not prevent free flow of air into the building.
- The NMB will not have a positive pressure within the structure with the NMB ventilation system secured.

The following instructions are to be used to secure all the air handlers supplying the Nuclear Maintenance Building in the event that the OSC ventilation must be secured for radiological hazards:

1. In Room 116 (located outside on the north side of the NMB) on the west wall by the entrance, position the Hand/Auto switch for AHU1 and AHU2 to the OFF (center) position.
2. In Room 207 (located on the second floor of the NMB) position the AHU3 Hand/Auto switch (on the west wall near the back of the room) and AHU4 Hand/Auto switch on the north wall (in the back of the room) to the OFF (center) position.
3. In Room 304 (located on the third floor of the NMB) position the Hand/Auto switch for AHU5 (on the west wall near the back of the room) and AHU6 Hand/Auto switch (on the north wall in the back of the room) to the OFF (center) position.

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ENCLOSURE 2

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ANTICIPATED EMERGENCY RESPONSE TEAM TASKS

CAUTION

The immediate dispatch of teams is dependent on the type of emergency occurring. The situation should be assessed and the existing or potential hazards (electricity, toxic gases, obstructions, security situation, radiological conditions) to the Emergency Response Team members should be addressed.

1. Review the following suggested list for possible activities in which a team could be pre-staged:
 - a. Emergency Response Teams to perform lineups in response to ECCS equipment failures, i.e., AFW, SI malfunction, etc.
 - b. Containment Air Sampling
 - c. In-plant/onsite radiological monitoring
 - d. Offsite radiological monitoring
 - e. RCS sample team
 - f. Breaker alignment for Cold Leg Recirc
2. If conditions change, then the OSC Manager is responsible for ensuring that the pre-staged teams are notified, as deemed necessary.
 - a. Turbine Deck
 - b. Auxiliary Building
 - c. 18 Foot Elevation of the Turbine Building
 - d. EDG Buildings
3. Assess plant conditions.
4. Considering plant conditions, determine the potential requests for teams.
5. **IF** the decision is made to immediately dispatch team(s), **THEN** accountability and dose must be tracked by the OSC.
6. Inform the TSC of the dispatched team.
7. **IF** plant conditions do not pose a potential hazard to the team, **THEN** dispatch teams to prestaged locations to await further instructions.

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ATTACHMENT 1

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OSC STAFF ACCOUNTABILITY LOG

DATE: _____

<u>POSITION</u>	<u>NAME</u>	<u>BADGE NO.</u>
OSC Health Physics Technicians	_____	_____
(Cont'd)	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
OSC Chemistry Supervisor	_____	_____
OSC Chemistry Technicians	_____	_____
	_____	_____
	_____	_____
	_____	_____
Contract Medical Personnel	_____	_____
(First Aid)	_____	_____
OSC Mechanical Coordinator	_____	_____
Mechanical Maintenance Personnel	_____	_____
	_____	_____
	_____	_____
OSC Electrical Coordinator	_____	_____
Electrical Maintenance Personnel	_____	_____
	_____	_____
	_____	_____
OSC I&C Coordinator	_____	_____
I&C Maintenance Personnel	_____	_____
	_____	_____
	_____	_____

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SECURITY ACCOUNTABILITY SHEET

Badge #'s 1-500	Badge #'s 501-1000	Badge #'s 1001-1500	Badge #'s 1501-2000	Badge #'s 2001-2500	Badge #'s 2501-3000
Badge #'s 3001-3500	Badge #'s 3501-4000	Badge #'s 4001-4500	Badge #'s 4501-5000	Badge #'s 5001-5500	Badge #'s 5501-5599

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ATTACHMENT 5
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**OSC FIRST RESPONDER
CHECK-OFF SHEET**

NOTES

- The following attachment steps may be performed out of sequence.
- These instructions assume that the OSC is being set up in its normal location (NMB second Floor OSC). However, the OSC may need to be set up in another location if radiological conditions threaten the safety of OSC responders. Movement of the equipment in the OSC cabinets to a location directed by the EC or the OSC Manager needs to be coordinated through Maintenance. The set up diagrams and directions provided in the OSC should be brought to the new facility. The OSC should be set up as close to the normal fashion as possible utilizing Figure 1 under the direction of the OSC Manager, if this move is required.

- ☐ If not already unlocked by Security, unlock the OSC using the OSC key located in the break glass box at the door to the OSC.
- ☐ Turn on the OSC lighting.
- ☐ Sign in on the OSC Accountability Board and record badge number.
- ☐ If not already performed, open all cabinets/lockers in the OSC.
- ☐ a. The key to the OSC keybox may be obtained from the breakglass box at the door to the OSC or on the west wall of the OSC, as necessary.
- ☐ b. Obtain cabinet/locker keys for the HP, Chemistry, supply and document cabinets from the OSC keybox.
- ☐ c. Unlock and open all cabinets/lockers.
- ☐ Verify audibility of the Plant Page System throughout the OSC.
- ☐ Ensure the PA amplifier control switch, located on the support column in the center of the OSC, is placed in ON (up) position.
- ☐ Test the PA microphone and adjust the volume as necessary using the volume control knob located next to the PA microphone plug.
- ☐ Turn copy machines, computers, and fax machines **ON** and check machines for operability.

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ATTACHMENT 6
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**OSC MANAGER
CHECK-OFF SHEET**

Facility Activation

NOTE

The following attachment steps may be performed out of sequence.

- ☐ Sign in on the Accountability Board, name and badge number.
- ☐ Determine from the OSC Supervisor when the OSC can be activated.
- ☐ Provide updates to OSC personnel and teams in the plant (classification changes, status of release, etc), approximately every 30 minutes, or as significant changes occur. Consider using other facility supervisors/coordinators in these updates.
- ☐ Ensure the Re-entry Coordinator is ready for the dispatch and tracking of teams.
- ☐ Contact the TSC Maintenance Manager using the speakerphone, or cordless headset phone, and maintain an open line.
- ☐ a. Make an announcement, as necessary, to keep the noise levels down so the speakerphone may be easily heard.
- ☐ Ensure all discipline Supervisors and team coordinators are implementing 0-EPIP-20111, Re-Entry.
- ☐ Upon receiving notice from the OSC Supervisor that the OSC is ready for operation, announce operational readiness to OSC personnel and inform the TSC.
- ☐ Acquire equipment out of service and status of the plant from the TSC Maintenance Manager and provide to the OSC Operations Supervisor if ERDADS is not available. Consider utilizing discipline leads to provide update in their areas.
- ☐ Brief the OSC personnel on the status of the emergency.
- ☐ Direct the OSC Recorder to maintain time and event information in the OSC Manager Logbook.
- ☐ Obtain personal dosimetry and ensure OSC personnel are obtaining dosimetry as directed by the OSC HP Supervisor.

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**OSC MANAGER
CHECK-OFF SHEET**

Facility Operation

- ☐ Provide updates to OSC personnel and teams in the plant (classification changes, status of release, plant status, etc), approximately every 30 minutes or sooner, if necessary.
- ☐ Utilizing the OSC Supervisor, provide updates to the TSC Maintenance Manager of team activities and verify priorities.
- ☐ Direct and approve all Team formation through the Re-entry Coordinator based on requests from the TSC.
- ☐ Coordinate approval of exposures exceeding 10 CFR 20 exposure limits with the Emergency Coordinator and using 0-EPIP-20111, RE-ENTRY.
- ☐ Ensure all discipline Supervisors and team coordinators are implementing 0-EPIP-20111, Re-Entry.
- ☐ Prior to an evacuation of the Protected Area, ascertain the need to activate the assembly area and ensure Health Physics personnel are dispatched accordingly.
- ☐ **IF** the habitability of the OSC requires OSC evacuation, **THEN** contact the Emergency Coordinator to discuss relocation of the OSC.
- ☐ **IF** the OSC ventilation should be secured, **THEN** direct the OSC Team Coordinators to implement Enclosure 1, and to set up fans in the OSC for ventilation.
- ☐ Coordinate the need for Potassium Iodine (KI) with the TSC Health Physics Supervisor, as required.

Facility Closeout and Restoration

- ☐ Coordinate OSC deactivation with the Emergency Coordinator.
- ☐ Direct OSC deactivation with all OSC personnel.
- ☐ Ensure the OSC Recorder collects all OSC generated paperwork.
- ☐ Release OSC personnel, as appropriate

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ATTACHMENT 7
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**OSC SUPERVISOR
CHECK-OFF SHEET**

Facility Activation

NOTE

The following attachment steps may be performed out of sequence.

- ☐ Sign in on the Accountability Board, name and badge number.
- ☐ Ensure the OSC Security personnel are initiating the accountability process and have begun to control access/egress of the OSC.
- ☐ Ensure all discipline Supervisors and team coordinators are accounting for personnel presently working on tasks for the Control Room and are entering information on the Accountability Board and Team Status Board.
- ☐ Ensure all personnel are performing activation steps as outlined in this procedure.
- ☐ Ensure the Status Board Keeper is obtaining the details of the event from the TSC and has begun to update the boards.
- ☐ Ensure the Status Board Keeper and Materials Management Personnel have reported to the OSC, signed in, and are performing activation steps and prepared for assignment.
- ☐ Determine need to dress out teams in advance if plant conditions show signs of a potential radiological release.
- ☐ Ensure medical facility personnel are responding to the OSC.
- ☐ Ensure the following communication links with the TSC are established:
 - ☐ a. Health Physics (OSC HP Communicator)
 - ☐ b. Chemistry (OSC Chemistry Supervisor)
 - ☐ c. TSC Maintenance Manager (OSC Re-entry Coordinator)
- ☐ Monitor the phone tie to the TSC and periodically update the OSC Manager as necessary.

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**OSC SUPERVISOR
CHECK-OFF SHEET**

Facility Activation (Cont'd)

NOTES

- The numbers marked in red next to the various positions on the Accountability Board indicate the minimum number of personnel required in that position. If that number is not present, the OSC can NOT be activated.
- If personnel are in the field performing actions needed to mitigate the emergency or are dispatched prior to the facility being activated, their names and badge numbers should be recorded on the Accountability Board. These personnel count toward minimum staffing.
- If personnel are available on site who can fill positions on the OSC Accountability Board, they should be contacted and asked to report to the OSC.

Ensure the following OSC positions are filled to satisfy minimum staffing requirements prior to declaring the OSC operational:

- ☐ a. OSC Manager (1)
- ☐ b. Mechanical Maintenance Journeymen (2)
- ☐ c. Electrical Maintenance Journeymen (3)
- ☐ d. I&C Maintenance Journeymen (1)
- ☐ e. Radiation Protection Personnel (12)
- ☐ f. Chemistry Technicians (2)

NOTE

The Emergency Coordinator has the authority to waive individual's emergency response training requirements.

- ☐ If adequate staffing is not established in a timely manner in the OSC, then immediately initiate corrective actions to fill vacant positions, as necessary.
- ☐ Coordinate the support of the assembly area with the TSC Health Physics Supervisor.
- ☐ a. If the emergency may require the use of the assembly areas, dispatch the assembly area supervisor to the designated assembly area prior to the initiation of a site evacuation/site emergency declaration.

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**OSC SUPERVISOR
CHECK-OFF SHEET**

Facility Operation

- ☐ Ensure accountability (access/egress) is being maintained by Security.
- ☐ Ensure that the list of OSC personnel is transmitted to the TSC Security Supervisor for accountability.
- ☐ Check personal dosimetry and ensure OSC staff check personal dosimetry approximately every thirty minutes or as directed by the OSC HP Supervisor.
- ☐ Ensure that the Sequence of Events Status Board is visible through the TSC camera system in the TSC.
- ☐ Periodically verify the information on the Team Status Board and the Plant Data Board (ERDADS).
- ☐ Determine OSC manpower requirements for extended operations, as necessary.
 - ☐ a. Establish a shift relief schedule.
 - ☐ b. Transmit the shift relief schedule to the OSC Manager for approval by the Emergency Coordinator.
 - ☐ c. Direct shift turnover of OSC personnel, when appropriate.
 - ☐ d. Perform shift turnover to alternate OSC Supervisor.
- ☐ Ensure the communication link between the OSC Manager and the TSC Maintenance Manager is maintained.
- ☐ Notify the OSC Manager of all requests from the TSC to form OSC Emergency Response Teams.
- ☐ Enter information for OSC team formation on the type of team needed and the task to be performed on a form similar to Attachment 1, Team Briefing/Debriefing Form, of 0-EPIP-20111, Re-Entry.
- ☐ Observe Emergency Coordinator Briefings on the monitors and ensure facility attentiveness to the briefings.

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**OSC SUPERVISOR
CHECK-OFF SHEET**

Facility Closeout and Restoration

- ☐ Ensure a printout of the Accountability Board or a form similar to Attachment 1 has been completed by OSC Security personnel and relayed to the OSC Recorder.
- ☐ Ensure the status boards are copied and saved.
- ☐ Ensure the OSC has been returned to its original condition and an inventory of equipment has been completed.
- ☐ Forward all documentation to the Emergency Preparedness Coordinator.

Completed by: _____ Date: _____

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ATTACHMENT 8
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**RE-ENTRY COORDINATOR
CHECK-OFF SHEET**

Facility Activation

NOTE

The following attachment steps may be performed out of sequence.

- ☐ Sign in on the OSC Accountability Board, name and badge number.
- ☐ Ensure all available departmental radios are brought to the OSC.
- ☐ Verify all team coordinators and discipline supervisors, as needed, are planning for typical accident team tasks by dispatching teams as described in Enclosure 2.
- ☐ Ensure all OSC discipline supervisors/coordinators are accounting for personnel presently working on tasks in the plant for the Control Room and are entering information on the Accountability Board and Team Status Board.

NOTE

Contact with the TSC Engineering/Maintenance Liaison is for exchange of information between the Engineering Group in the TSC and the Maintenance Personnel in the OSC. Requests for teams must be initiated through the Emergency Coordinator.

- ☐ Establish contact with the OSC Manager and the TSC Maintenance Manager.
- ☐ Notify the OSC Supervisor you have completed your activation steps.

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ATTACHMENT 8
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**RE-ENTRY COORDINATOR
CHECK-OFF SHEET**

Facility Operation

- ☐ Direct the formation of, dispatch and maintain accountability of OSC Emergency Response Teams.

NOTE

Teams redirected in the field should receive a briefing prior to being redirected. Briefings should commensurate with the conditions in the plant and the necessity to expedite the action of the team.

- ☐ Ensure all OSC Emergency Response Teams are properly briefed using Attachment 1 of 0-EPIP-20111, RE-ENTRY and discipline supervisors/coordinators are implementing 0-EPIP-20111, RE-ENTRY.

- ☐ a. Ensure all briefing forms are completed and signed
- ☐ b. Ensure teams are provided with copies of the briefing/debriefing forms, as necessary.
- ☐ c. Ensure the Status Board Keeper is provided with the completed briefing forms so the information may be recorded on the board.

- ☐ Non-ERO personnel who may be requested to perform damage assessments, QC verifications, etc., should be utilized as part of an ERO-qualified team whose members can provide appropriate radiological monitoring support, as necessary, and are familiar with plant layout.

- ☐ Keep the OSC Manager informed of the status of all OSC Emergency Response Teams.

- ☐ Ensure OSC Emergency Response Teams are properly debriefed using Attachment 1 of 0-EPIP-20111, RE-ENTRY.

- ☐ a. De-Briefing forms should be given to the Status Board Keeper so the information may be recorded on the board.

- ☐ b. Ensure all de-briefing forms are completed and signed

- ☐ Ensure updates are provided to field personnel performing re-entry activities.

- ☐ a. Updates should include release status and impact on the team, as applicable.

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**RE-ENTRY COORDINATOR
CHECK-OFF SHEET**

Facility Operation (Cont'd)

If it becomes necessary to re-direct a team while they are out in the field, the Re-entry Coordinator should ensure the following or have the team return to the OSC:

- ☐ a. The team is de-briefed on previous task and information is documented on de-briefing form.
- ☐ b. The team is briefed on the new task
- ☐ c. Current radiological conditions are provided
- ☐ d. Dose received from previous task is considered before re-assignment
- ☐ e. Team members have proper protective clothing and equipment for performance of the task
- ☐ f. Briefing form is completed to document transmitted information.
- ☐ g. Ensure Status Board is updated with the new assignments.

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ATTACHMENT 9
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**OSC OPERATIONS SUPERVISOR
CHECK-OFF SHEET**

Facility Activation

NOTE

The following attachment steps may be performed out of sequence.

- ☐ Sign in on the Accountability Board, name and badge number.
- ☐ Obtain personal dosimetry, as directed by the OSC HP Supervisor.
- ☐ Obtain copies of the Team Briefing/Debriefing Form stored in the OSC Document Cabinet (form similar to Attachment 1 in 0-EPIP-20111, Re-Entry).

NOTES

- *The names and badge numbers of plant operators remaining in the plant need to be relayed from the Control Room to the OSC or acquired from the operators using other communication paths (i.e., radio, plant page, etc.)*
- *Any operators performing mitigation activities will continue their assigned tasks, as long as those activities can be performed without seriously jeopardizing their health and safety.*
- *Plant operators should remain in the plant UNLESS there is a radiological hazard (an area radiation monitor reading 100 mreml/hr or more above normal, or airborne activity at or above DAC levels).*
- *If there is a radiological hazard, plant operators should obtain radiological monitoring coverage and withdraw to a safe location. Dosimetry and monitoring personnel may need to be sent out to them.*
- *No one should remain in an area where they may exceed their allowed dose margin without the permission of the Emergency Coordinator.*
- *Plant operators should follow directions from the Control Room until the OSC and TSC are activated. Upon TSC and OSC activation, plant operators should be directed by the TSC through the OSC Operations Supervisor.*
- *Plant operators receive Advanced Radiation Worker Training and are therefore not required to be with an RPT unless there is a radiological event in progress.*

- ☐ Establish communications with the Control Room to obtain status of operations actions in the field and accountability information.
- ☐ a. Determine status of current and past plant operator activities and assign a team number to each operator currently in the plant.
- ☐ b. Ensure each plant operator team is logged on the Team Status Board.

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**OSC OPERATIONS SUPERVISOR
CHECK-OFF SHEET**

Facility Activation (Cont'd)

- ☐ c. Obtain accountability information (name, badge number) of plant operators currently working in the plant and enter on the OSC Staff Accountability Board.
 - ☐ d. Verify those present in the OSC have signed in on the OSC Staff Accountability Board.
 - ☐ e. Obtain emergency information status (equipment status, radiological hazards, etc.) and update the Status Board.
 - ☐ Direct any available Senior Reactor Operator (SRO) to report to the OSC to assist the OSC Operations Supervisor.
 - ☐ Ensure that each operator or team of operators is assigned a hand-held radio.
 - ☐ Ensure proper dosimetry is assigned and provided to the NLO's, as necessary.
 - ☐ Ensure the Control Room staff and OSC Manager are notified of the plant operator team assignments.
 - ☐ Refer to Enclosure 2 for a guide to anticipate and plan for the request of typical accident response / EOP team tasks.
- IF** a radiological release is in progress, adverse radiological conditions exist, or other conditions warrant, **THEN** perform the following:
- ☐ a. Ensure plant operators have or obtain personal dosimetry.
 - ☐ b. Ensure plant operators have radiological monitoring coverage.
 - ☐ c. Obtain necessary radiological coverage by discussing radiological conditions with the OSC HP Supervisor.

NOTE

During emergency situations, the plant operator prior to reporting to the OSC should obtain ICCS keys from the break glass boxes in the plant operator shacks.

- ☐ Ensure the ICCS keys and all available department radios are obtained by the Plant Operators prior to them reporting to the OSC.

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**OSC OPERATIONS SUPERVISOR
CHECK-OFF SHEET**

Facility Operation

- ☐ Initiate a log of activities.
- ☐ Inform the OSC Supervisor that you have completed your activation steps.
- ☐ Assume control of the NLO's from the Control Room once the TSC and OSC are activated.
- ☐ a. Notify the TSC, NLO's, and the Control Room that you have assumed control.
- ☐ Maintain an adequate number of qualified team personnel for re-entry assignments.
- ☐ a. Request additional support as necessary.
- ☐ Coordinate the formation of OSC Emergency Response Teams with the Re-entry Coordinator.
- ☐ a. Assign tasks to teams in the plant.
- ☐ b. Ensure teams are provided with adequate task and radiological briefings.
- ☐ (1) Briefings should commensurate with the conditions in the plant and the necessity to expedite the action of the team (i.e., trip the reactor).
- ☐ c. Ensure Team Status Board accurately reflects status of team.
- ☐ Ensure team dose is being tracked and recorded.
- ☐ Ensure time and manpower constraints are enforced for teams utilizing SCBAs and track the airtime remaining in each SCBA throughout SCBA use.
- ☐ If it becomes necessary to re-direct a team while they are out in the field, the Re-entry Coordinator should ensure the following or have the team return to the OSC:
- ☐ a. The team is de-briefed on previous task and information is documented on de-briefing form.
- ☐ b. The team is briefed on the new task
- ☐ c. Current radiological conditions are provided
- ☐ d. Dose received from previous task is considered before re-assignment

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**OSC OPERATIONS SUPERVISOR
CHECK-OFF SHEET**

Facility Operation (Cont'd)

- ☐ e. Team members have proper protective clothing and equipment for performance of the task
- ☐ f. Briefing form is completed to document transmitted information.
- ☐ g. Ensure Team Status Board is updated with the new assignments.
- ☐ Maintain communications with team personnel performing re-entry activities.
- ☐ a. Updates should include release status and impact on the team, as applicable.
- ☐ Check personal dosimetry and ensure operators check personal dosimetry approximately every thirty minutes, or as required by plant radiological conditions.
- ☐ Maintain applicable OSC documentation (as neat and complete as possible, limit abbreviations).
- ☐ Brief the OSC Manager on OSC Emergency Response Team status, as necessary.
- ☐ Coordinate shift relief with the OSC Supervisor, as necessary.

Completed by: _____ Date: _____

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ATTACHMENT 10
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**OSC HEALTH PHYSICS SUPERVISOR
CHECK-OFF SHEET**

Facility Activation

NOTE

The following attachment steps may be performed out of sequence.

- ☐ Sign in on the OSC Staff Accountability Board, name and badge number.
- Ensure accountability of Health Physics personnel:
- ☐ a. **IF** all on shift Health Physics personnel are present in the OSC, **THEN** verify that they have signed in on the Accountability Board.
- ☐ b. **IF** all on shift Health Physics personnel are not present in the OSC, **THEN** establish contact (radio or plant page) with them to acquire accountability information (name, badge number) and enter on the OSC Staff Accountability Board.
- ☐ Initiate corrective actions, as necessary, to fill open Health Physics positions needed for activation of the OSC.
- ☐ a. If available, qualified Operations Department fire brigade members should relieve Health Physics Department fire brigade members to ensure Health Physics personnel are available for re-entry and field monitoring activities.
- ☐ Obtain emergency status information from shift personnel.
- ☐ Ascertain the status of and secure the RCA Control Point.
- ☐ a. Maintain the RCA Checkpoint open if the Emergency Coordinator deems it necessary.
- ☐ b. Support the RCA Checkpoint until all non-essential personnel have left the RCA and accountability is established.
- ☐ c. Prior to leaving the HP Control Point, ensure the phones are forwarded to the OSC.
- ☐ Ensure all available HP Department hand held radios are brought to the OSC.
- ☐ Ensure the OSC Health Physics Communicator has established the telephone link to the TSC.
- ☐ 9. Assign a qualified RPT to issue respirators to OSC personnel as necessary.

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**OSC HEALTH PHYSICS SUPERVISOR
CHECK-OFF SHEET**

Facility Activation (Cont'd)

- ☐ Contact the TSC HP Supervisor and determine the personal dosimetry requirements based on plant radiological conditions.
- ☐ a. Obtain personal dosimetry and instruct the Dose Recorders to distribute dosimetry to OSC personnel in accordance with 0-EPIP-20111, Re-Entry.
- ☐ b. Ensure the Dose Recorders initiate all required dosimetry paperwork.
- ☐ c. Personnel required to remain in the plant may need to have dosimetry brought out to them.
- ☐ d. NRC personnel will bring government issued dosimetry with them.

NOTE

During any declared emergency with radiological hazards, no OSC personnel should be in the field without dedicated HP coverage. For example, if only one RPT is attached to a team, that team should not break up until another RPT joins the team to provide necessary coverage.

- ☐ Determine the need to send Health Physics coverage and dosimetry to personnel presently in the plant (operators, maintenance personnel, etc. currently involved in mitigating the event). Ascertain the tasks being performed in the plant.
- ☐ Ensure the keys to the OSC HP equipment lockers have been obtained from the HPSS Office or the OSC emergency key box.
- ☐ a. Ensure that the Health Physics Emergency Equipment Lockers have been opened
- ☐ b. Ensure equipment has been checked for operability.
- ☐ Ensure that the OSC radiological control point (usually established on the ground floor at the NE end of the NMB) has been established and is properly posted.
- ☐ a. Ensure all remaining first floor entrance doors and the second floor exit doors are blocked by the stanchions stored in the OSC cabinets.
- ☐ b. Ensure communications are established with the control point personnel by means of radio, phone or otherwise.

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**OSC HEALTH PHYSICS SUPERVISOR
CHECK-OFF SHEET**

Facility Activation (Cont'd)

- ☐ Ensure habitability surveys of the OSC are initiated, as necessary and results are provided to the OSC Manager.
- ☐ If abnormal radiological conditions threaten the facility, then evaluate securing OSC ventilation using Enclosure 1 and make appropriate recommendations to the OSC Manager.
- ☐ Refer to Enclosure 2 as a guide to anticipate and plan for the request of typical accident team tasks.
- ☐ **IF** a radiological release is occurring or expected, **THEN** anticipate the dispatch of field monitoring teams (onsite teams to perform in-plant radiological monitoring and offsite teams to perform offsite radiological monitoring).
- ☐ a. Ensure the offsite field monitoring teams are prepared to perform radiological monitoring using 0-EPIP-20129, EMERGENCY RESPONSE TEAM - RADIOLOGICAL MONITORING.
- ☐ b. Inform the TSC Offsite Team Leader that the offsite teams may be dispatched when needed.

NOTE

If the below mentioned emergency response vehicles are unavailable, any suitable alternate vehicle may be used.

- ☐ c. For off-site field monitoring activities, obtain the keys from security for the emergency response vehicles at the exit window in the Nuclear Entrance Building. Two of the following vehicles shall be available for off-site field monitoring activities: Security Van (4389), Security SUV (4342), and Security SUV (4346)
- ☐ d. Coordinate the acquisition of other company vehicles, as needed with the Re-Entry Coordinator or TSC Security Supervisor.
- ☐ **IF** radiological conditions warrant, **AND** sufficient personnel are available, **THEN** dispatch HP coverage to the Control Rooms, and to CAS/SAS, as needed.

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**OSC HEALTH PHYSICS SUPERVISOR
CHECK-OFF SHEET**

Facility Activation (Cont'd)

- ☐ If necessary, access to individual control points should be tracked using form HP-2, Area Access Log.
- ☐ If necessary, ensure steps are being taken to make operable the portable multi-channel analyzer.
- ☐ Initiate a log of activities.
- ☐ Notify the OSC Supervisor you have completed your activation steps.

Facility Operation

- ☐ Check personal dosimetry and ensure OSC staff check personal dosimetry approximately every thirty minutes, or as required by plant radiological conditions.
- ☐ Maintain an adequate number of qualified team personnel for re-entry assignments.
 - ☐ a. Request additional support as necessary.
- ☐ Ensure radiological briefings are being conducted for teams dispatched from the OSC or redirected in the field in accordance with 0-EPIP-20111, RE-ENTRY.
 - ☐ a. Briefings should be commensurate with the conditions in the plant and the necessity to expedite the action of the team.
- ☐ Ensure radiological conditions are posted on the Plant Diagrams Board, and Plant Radiological Conditions Board, as necessary.
- ☐ Evaluate an actual or potential release impact on the teams in the plant.
- ☐ Maintain communications with team personnel performing re-entry activities.
 - ☐ a. Updates should include release status and impact on the team, as applicable.
- ☐ Ensure dose received by team members is being tracked and recorded by the Dose Recorders and on the Team Status Board.
- ☐ Ensure time and manpower constraints are enforced for Emergency Response Teams utilizing SCBAs and track the airtime remaining in each SCBA throughout SCBA use.

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**OSC HEALTH PHYSICS SUPERVISOR
CHECK-OFF SHEET**

Facility Operation (Cont'd)

- ☐ Maintain communications with the TSC HP Supervisor through the OSC HP Communicator.
- ☐ Ensure coordination with the Re-Entry Coordinator is accomplished in the event that field teams need to be re-directed.
- ☐ Brief the OSC Manager on significant radiological changes in the plant.
- ☐ Maintain applicable OSC documentation (as neat and complete as possible, limit abbreviations).
- ☐ Coordinate shift relief with the OSC Supervisor, as necessary.

Completed by: _____ Date: _____

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ATTACHMENT 11
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**OSC CHEMISTRY SUPERVISOR
CHECK-OFF SHEET**

Facility Activation

NOTE

The following attachment steps may be performed out of sequence.

- ☐ Ensure all available departmental radios are brought to the OSC.
- ☐ Sign in on the OSC Accountability Board, name and badge number.
- Ensure accountability of Chemistry and Contract Medical Response Personnel.
- ☐ a. **IF** all Chemistry and Contract Medical Response Personnel are present in the OSC, **THEN** verify that they have signed in (name and badge number) on the OSC Staff Accountability Board.
- ☐ b. **IF** all Chemistry and Contract Medical Response Personnel are not present in the OSC, **THEN** establish contact (radio or plant page) with them to acquire accountability information (name, badge number) and enter required information on the OSC Staff Accountability Board.
- ☐ Initiate corrective actions to fill open positions.
- ☐ Ensure the Emergency Medical Vehicle is staged inside the Protected Area.
- ☐ Obtain emergency status information from shift personnel regarding tasks previously performed.
- ☐ Ensure that the Chemistry communication link to the TSC has been established.

NOTE

Two Fax Machines are available in the OSC. The OSC Operations Fax Machine is used primarily for communications with the TSC. The OSC Chemistry Fax Machine is used primarily for communication with the Health Physics and/or Chemistry Count Rooms.

- ☐ Verify operability of the OSC Chemistry Fax Machine and the Chemistry Count Room Fax Machine.
- ☐ Obtain personal dosimetry, as directed by the OSC HP Supervisor.
- ☐ a. Instruct Chemistry and Contract Medical personnel to obtain dosimetry.
- ☐ Obtain HP coverage for Chemistry personnel in the plant, as required by the OSC Health Physics Supervisor.

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**OSC CHEMISTRY SUPERVISOR
CHECK-OFF SHEET**

Facility Activation

Prepare for re-entry activities.

- ☐ a. From the OSC Document Cabinets, obtain copies of the Team Briefing/Debriefing Form, a form similar to Attachment 1 in 0-EPIP-20111, Re-Entry.
- ☐ b. Refer to Enclosure 2 of this procedure for a guide in anticipating and planning for the request of Containment Air Sampling, and other accident team tasks, as necessary.
- ☐ Initiate a log of activities.
- ☐ Notify the OSC Supervisor you have completed your activation steps.

Facility Operation

- ☐ Check personal dosimetry and ensure Chemistry and Contract Medical personnel check personal dosimetry approximately every thirty minutes, or as required by plant radiological conditions.
- ☐ Maintain an adequate number of qualified team personnel for re-entry assignments.
- ☐ a. Request additional support as necessary.
- ☐ Coordinate the formation of Emergency Response Teams with the OSC Manager.
- ☐ a. Ensure teams are provided with adequate task and radiological briefings.
 - ☐ (1) Briefings should be commensurate with the conditioning in the plant and the necessity to expedite the action of the team.
- ☐ b. Ensure Team Status Board accurately reflects status of team.
- ☐ Maintain communications with team personnel performing re-entry activities.
- ☐ a. Updates should include release status and impact on the team, as applicable.

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**OSC CHEMISTRY SUPERVISOR
CHECK-OFF SHEET**

Facility Operation (Cont'd)

If it becomes necessary to re-direct a team while they are out in the field, the Re-entry Coordinator should ensure the following or have the team return to the OSC:

- ☐ a. The team is de-briefed on previous task and information is documented on de-briefing form.
- ☐ b. The team is briefed on the new task
- ☐ c. Current radiological conditions are provided
- ☐ d. Dose received from previous task is considered before re-assignment
- ☐ e. Team members have proper protective clothing and equipment for performance of the task
- ☐ f. Briefing form is completed to document transmitted information.
- ☐ g. Ensure Team Status Board is updated with the new assignments.
- ☐ Ensure dose received by team members is tracked by Dose Recorders and on the Team Status Board.
- ☐ Ensure time and manpower constraints are enforced for Emergency Response Teams utilizing SCBAs and track the airtime remaining in each SCBA throughout SCBA use.
- ☐ **IF** Medical Facility personnel are dispatched from the OSC, **THEN** ensure they return to the OSC after completing assigned tasks.
- ☐ Maintain communications with counterparts in the TSC, as necessary.
- ☐ Maintain applicable OSC documentation (as neat and complete as possible, limit abbreviations).
- ☐ Coordinate shift relief with the OSC Supervisor, as necessary.

Completed by: _____ Date: _____

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**OSC MECHANICAL COORDINATOR
CHECK-OFF SHEET**

Facility Activation

NOTE

The following attachment steps may be performed out of sequence.

- ☐ Ensure all available departmental radios are brought to the OSC.
- ☐ Sign in on the OSC Accountability Board, name and badge number.
- Ensure accountability of Mechanical personnel.
- ☐ a. **IF** all Mechanical personnel are present in the OSC, **THEN** verify they have signed in on the OSC Staff Accountability Board.
- ☐ b. **IF** all Mechanical personnel are not present in the OSC, **THEN** establish contact (radio or plant page) with them to acquire accountability information (name, badge number) and enter required information on the OSC Staff Accountability Board.
- ☐ Initiate corrective actions to fill open positions.
- ☐ Obtain personal dosimetry and complete associated documentation, as directed by the OSC HP Supervisor.
- ☐ Obtain Health Physics coverage for Mechanical Maintenance personnel in the plant, as required by the OSC Health Physics Supervisor.
- ☐ Synchronize the OSC clock with ERDADS time.
- Prepare for re-entry activities.
- ☐ a. From the OSC Document Cabinets, obtain copies of the Briefing/Debriefing Form, a form similar to Attachment 1 in 0-EPIP-20111, Re-entry.
- ☐ **IF** directed by the OSC Manager, **THEN** dispatch personnel to secure OSC ventilation using Enclosure 1, and obtain fans to circulate air within the facility.
- ☐ Initiate a log of activities.
- ☐ Notify the OSC Supervisor you have completed your activation steps.

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**OSC MECHANICAL COORDINATOR
CHECK-OFF SHEET**

Facility Operation

- ☐ Check personal dosimetry and ensure responsible OSC staff check personal dosimetry approximately every thirty minutes, or as required by plant radiological conditions.
- ☐ Maintain an adequate number of qualified team personnel for re-entry assignments.
- ☐ a. Request additional support as necessary.
- ☐ Coordinate formation of Emergency Response Teams with the Re-entry Coordinator.
- ☐ a. Ensure teams are provided with adequate task and radiological briefings.
- ☐ (1) Briefing should be commensurate with the conditions in the plant and the necessity to expedite the action of the team.
- ☐ b. Ensure Team Status Board accurately reflects status of teams.
- ☐ Maintain communications with team personnel performing re-entry activities.
- ☐ a. Updates should include release status and impact on the team, as applicable.
- If it becomes necessary to re-direct a team while they are out in the field, the Re-entry Coordinator should ensure the following or have the team return to the OSC:
- ☐ a. The team is de-briefed on previous task and information is documented on de-briefing form.
- ☐ b. The team is briefed on the new task
- ☐ c. Current radiological conditions are provided
- ☐ d. Dose received from previous task is considered before re-assignment
- ☐ e. Team members have proper protective clothing and equipment for performance of the task
- ☐ f. Briefing form is completed to document transmitted information.
- ☐ g. Ensure Team Status Board is updated with the new assignments.

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**OSC MECHANICAL COORDINATOR
CHECK-OFF SHEET**

Facility Operation (Cont'd)

- ☐ Ensure dose received by team members is tracked by Dose Recorders and on the Team Status Board.
- ☐ Ensure time and manpower constraints are enforced for Emergency Response Teams utilizing SCBAs and track the airtime remaining in each SCBA throughout SCBA use.
- ☐ Provide mechanical expertise to assist the TSC Technical Support Group as necessary.
- ☐ Maintain applicable OSC documentation (as neat and complete as possible, limit abbreviations).
- ☐ Coordinate shift relief with the OSC Supervisor, as necessary.

Completed by: _____ Date: _____

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**OSC ELECTRICAL COORDINATOR
CHECK-OFF SHEET**

Facility Activation

NOTE

The following attachment steps may be performed out of sequence.

- ☐ Ensure all available departmental radios are brought to the OSC.
- ☐ Sign in on the OSC Accountability Board, name and badge number.
- Ensure accountability of Electrical Maintenance Personnel.
- ☐ a. **IF** all Electrical personnel are present in the OSC, **THEN** verify that they have signed in on the OSC Staff Accountability Board.
- ☐ b. **IF** all Electrical personnel are not present in the OSC, **THEN** establish contact (radio or plant page) with them to acquire accountability information (name, badge number) and enter required information on the OSC Staff Accountability Board.
- ☐ Initiate corrective actions to fill open positions.
- ☐ Obtain personal dosimetry and complete associated documentation, as directed by the OSC HP Supervisor.
- ☐ Obtain Health Physics coverage for the Electrical Maintenance personnel in the plant, as required by the OSC Health Physics Supervisor.
- ☐ Verify audibility of the plant page system in the OSC.
- Prepare for re-entry activities.
- ☐ a. From the Document Cabinets, obtain copies of Team Briefing/Debriefing Form, a form similar to Attachment 1 in 0-EPIP-20111, Re-entry.
- ☐ **IF** directed by the OSC Manager, **THEN** dispatch personnel to secure OSC ventilation using Enclosure1, and obtain fans to circulate air within the facility.
- ☐ Initiate a log of activities.
- ☐ Notify the OSC Supervisor you have completed your activation steps.

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**OSC ELECTRICAL COORDINATOR
CHECK-OFF SHEET**

Facility Operation

- ☐ Check personal dosimetry and ensure responsible OSC staff check personal dosimetry approximately every thirty minutes, or as required by plant radiological conditions.
 - ☐ Maintain an adequate number of qualified team personnel for re-entry assignments.
 - ☐ a. Request additional support as necessary.
 - ☐ Coordinate formation of Emergency Response Teams with the Re-entry Coordinator.
 - ☐ a. Ensure teams are provided with adequate task and radiological briefings.
 - ☐ (1) Briefings should be commensurate with the conditions in the plant and the necessity to expedite the action of the team.
 - ☐ b. Ensure Team Status Board accurately reflects status of teams.
 - ☐ Maintain communications with team personnel performing re-entry activities.
 - ☐ a. Updates should include release status and impact on the team, as applicable.
- If it becomes necessary to re-direct a team while they are out in the field, the Re-entry Coordinator should ensure the following or have the team return to the OSC:
- ☐ a. The team is de-briefed on previous task and information is documented on de-briefing form.
 - ☐ b. The team is briefed on the new task
 - ☐ c. Current radiological conditions are provided
 - ☐ d. Dose received from previous task is considered before re-assignment
 - ☐ e. Team members have proper protective clothing and equipment for performance of the task
 - ☐ f. Briefing form is completed to document transmitted information.
 - ☐ g. Ensure Team Status Board is updated with the new assignments.

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**OSC ELECTRICAL COORDINATOR
CHECK-OFF SHEET**

Facility Operation (Cont'd)

- ☐ Ensure dose received by team members is tracked by Dose Recorders and on the Team Status Board.
- ☐ Ensure time and manpower constraints are enforced for Emergency Response Teams utilizing SCBAs and track the airtime remaining in each SCBA throughout SCBA use.
- ☐ Provide electrical expertise to assist the TSC Technical Support Group as necessary.
- ☐ Maintain applicable OSC documentation (as neat and complete as possible, limit abbreviations).
- ☐ Coordinate shift relief with the OSC Supervisor, as necessary.

Completed by: _____ Date: _____

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**OSC I&C COORDINATOR
CHECK-OFF SHEET**

Facility Activation

NOTE

The following attachment steps may be performed out of sequence.

- ☐ Ensure all available departmental radios are brought to the OSC.
- ☐ Sign in on the OSC Accountability Board, name and badge number.
- Ensure accountability of I&C Maintenance personnel.
- ☐ a. **IF** all I&C Maintenance personnel are present in the OSC, **THEN** verify they have signed in on the OSC Staff Accountability Board.
- ☐ b. **IF** all I&C Maintenance personnel are not present in the OSC, **THEN** establish contact (radio or plant page) with them to acquire accountability information (name, badge number) and enter required information on the OSC Staff Accountability Board.
- ☐ Initiate corrective actions to fill open positions.
- ☐ Obtain personal dosimetry and complete associated documentation, as directed by the OSC HP Supervisor.
- ☐ Obtain Health Physics coverage for the I&C Maintenance personnel in the plant, as required by the OSC Health Physics Supervisor.
- ☐ Ensure the TV System is on and turned to the Emergency Information Channel (usually Channel 8).
- Prepare for re-entry activities.
- ☐ a. From the OSC Document Cabinets, obtain copies of the Briefing/Debriefing Form, a form similar to Attachment 1 in 0-EPIP-20111, Re-entry.
- ☐ **IF** directed by the OSC Manager, **THEN** dispatch personnel to secure OSC ventilation using Enclosure 1, and obtain fans to circulate air within the facility.
- ☐ Initiate a log of activities.
- ☐ Notify the OSC Supervisor you have completed your activation steps.

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**OSC I&C COORDINATOR
CHECK-OFF SHEET**

Facility Operation

- ☐ Check personal dosimetry and ensure responsible OSC staff check personal dosimetry approximately every thirty minutes, or as required by plant radiological conditions.
 - ☐ Maintain an adequate number of qualified team personnel for re-entry assignments.
 - ☐ a. Request additional support as necessary.
 - ☐ Coordinate formation of Emergency Response Teams with the Re-entry Coordinator.
 - ☐ a. Ensure teams are provided with adequate task and radiological briefings.
 - ☐ (1) Briefings should be commensurate with the conditions in the plant and the necessity to expedite the action of the team.
 - ☐ b. Ensure Team Status Board accurately reflects status of teams.
 - ☐ Maintain communications with team personnel performing re-entry activities.
 - ☐ a. Updates should include release status and impact on the team, as applicable.
- If it becomes necessary to re-direct a team while they are out in the field, the Re-entry Coordinator should ensure the following or have the team return to the OSC:
- ☐ a. The team is de-briefed on previous task and information is documented on de-briefing form.
 - ☐ b. The team is briefed on the new task
 - ☐ c. Current radiological conditions are provided
 - ☐ d. Dose received from previous task is considered before re-assignment
 - ☐ e. Team members have proper protective clothing and equipment for performance of the task
 - ☐ f. Briefing form is completed to document transmitted information.
 - ☐ g. Ensure Team Status Board is updated with the new assignments.

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**OSC I&C COORDINATOR
CHECK-OFF SHEET**

Facility Operation (Cont'd)

- ☐ Ensure dose received by team members is tracked by Dose Recorders and on the Team Status Board.
- ☐ Ensure time and manpower constraints are enforced for Emergency Response Teams utilizing SCBAs and track the airtime remaining in each SCBA throughout SCBA use.
- ☐ Provide I&C expertise to assist the TSC Technical Support Group as necessary.
- ☐ Maintain applicable OSC documentation (as neat and complete as possible, limit abbreviations).
- ☐ Coordinate shift relief with the OSC Supervisor, as necessary.

Completed by: _____ Date: _____

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ATTACHMENT 15
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**OSC EMERGENCY RESPONSE TEAM MEMBERS
CHECK-OFF SHEET**

Activation/Operation

NOTE

The following attachment steps may be performed out of sequence.

- ☐ Bring available departmental radios to the OSC.
- ☐ If convenient, obtain necessary tools and equipment to perform emergency repair or damage control activities.
- ☐ Sign in on the OSC Accountability Board, name and badge number.
- ☐ Report any equipment or supply problems to your respective Team Coordinator or Discipline Supervisor.
- ☐ Notify your supervisor of your readiness status.
- ☐ Remain in your designated area and await further instructions from your team coordinator / discipline supervisor.
- If selected as a team member, prepare for re-entry activities.
 - ☐ a. Don personal protective equipment and clothing, as necessary.
 - ☐ b. Obtain appropriate dosimetry from Dose Recorders.
 - ☐ c. Move to the team briefing area for task and radiological briefing.
 - ☐ d. Ensure the Team Status Board appropriately reflects your team members and assigned task.
- ☐ When leaving the OSC, check out with the OSC Security officer and dose recorders.
- ☐ Proceed along the pre-planned route to the work location
- ☐ Perform emergency repair or damage control activities, as directed.
- ☐ Maintain frequent communications with the discipline supervisor / team coordinator using communications via the quickest available medium (handheld radio, plant page, etc.) provided no additional radiological concerns result from the use.
- ☐ a. Results of equipment damage assessments should be reported back to the OSC as soon as the evaluation is complete.

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**OSC EMERGENCY RESPONSE TEAM MEMBERS
CHECK-OFF SHEET**

Activation/Operation

- ☐ Request additional personnel and equipment, if necessary.
 - ☐ Check dosimetry and monitor personal exposure.
 - ☐ Upon return, follow personnel decontamination procedures as specified by the Control Point HP, as necessary.
 - ☐ Upon return to the OSC, check in with the OSC Security Officer.
 - ☐ Prepare for de-briefing.
 - ☐ a. Report to the debriefing area.
 - ☐ b. Actively participate in the de-briefing.
 - ☐ c. Ensure the Dose Recorders have recorded exposure.
 - ☐ d. Ensure Team Status Board accurately reflects the status of the team.
 - ☐ Return to designated area and stand by for further instruction from Team Coordinator.
- During facility briefings, stop what you're doing, pay attention, and contribute as requested.

Completed by: _____ Date: _____

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**CONTRACT MEDICAL PERSONNEL
CHECK-OFF SHEET**

Facility Activation

NOTE

The following attachment steps may be performed out of sequence.

- ☐ Ensure the Emergency Medical Vehicle is staged inside the Protected Area.
- ☐ Respond to the OSC
- ☐ Sign in on the Accountability Board, name and badge number.
- ☐ Prepare to respond to medical emergencies, as necessary.

Facility Operation

- ☐ Perform as a Emergency Response Team member, as directed by OSC Chemistry Supervisor
- ☐ Maintain communications with the Control Room and OSC, as necessary
- ☐ Monitor personal radiation dose.

Completed by: _____ Date: _____

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ATTACHMENT 17
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**DOSE RECORDERS
CHECK-OFF SHEET**

Facility Activation/Operation

NOTE

The following attachment steps may be performed out of sequence.

- ☐ Sign in on the Accountability Board, name and badge number.
- ☐ Ensure adequate number of DADs are present in the OSC. If additional DADs are needed, obtain from Health Physics Control Point.
- ☐ Obtain current HIS-20 from computer or obtain printout for exposure history and personnel qualifications.
- ☐ Obtain necessary procedure, forms, and dosimetry from OSC cabinets.
- ☐ Begin the assignment of dosimetry to OSC personnel utilizing 0-EPIP-20111, RE-ENTRY, Enclosure 1.
- ☐ Record and track exposure (DDE and thyroid) of team personnel.
- ☐ a. Utilize HP-9.20 and HP-9.21 or similar forms located in the Health Physics spare forms files to record and track dose.
- ☐ b. Actively participate in briefings to ensure team members are provided with proper dosimetry.
- ☐ c. Actively participate in de-briefings to adequately capture dose history of team members.
- ☐ Assist OSC HP Supervisor in setting margins.
- ☐ Keep OSC HP Supervisor and TSC HP Supervisor appraised of dose status of those nearing or exceeding exposure limit guidance.

Completed by: _____ Date: _____

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ATTACHMENT 18
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**MATERIALS MANAGEMENT PERSONNEL
CHECK-OFF SHEET**

Facility Activation/Operation

NOTE

The following attachment steps may be performed out of sequence.

- ☐ Sign in on the Accountability Board, name and badge number.
- ☐ Ensure the Re-Entry Coordinator and the OSC Supervisor are aware of your availability to assist Emergency Response Teams.
- ☐ Remain in your designated area and await further instructions from the Re-entry Coordinator.
- ☐ Assist teams in obtaining necessary parts and materials.

Completed by: _____ Date: _____

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**OSC RECORDER
CHECK-OFF SHEET**

Facility Activation/Operation

NOTE

The following attachment steps may be performed out of sequence.

- ☐ Ensure the ERDADS board is logged on and is displaying the correct screen.
- ☐ Sign in on the Accountability Board, name and badge number.
- ☐ Obtain the OSC Manager logbook.
- ☐ Notify the OSC Manager you are ready to perform your duties.
- ☐ Begin logging time/event information in the OSC Manager logbook.
- ☐ a. Maintain documentation adequate to recreate the event.
- ☐ b. Document team requests from the TSC and time of request.
- ☐ c. Document emergency event status information and time received.
- ☐ Maintain communication with the TSC Maintenance Manager and periodically update the OSC Manager as necessary.

Completed by: _____ Date: _____

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**OSC HP COMMUNICATOR
CHECK-OFF SHEET**

Facility Activation

NOTE

The following attachment steps may be performed out of sequence.

- ☐ Sign in on the OSC Accountability Board, name and badge number.
- ☐ Ensure your workstation phone is operable.
- ☐ Initiate contact with your counterpart in the TSC.
 - a. The phone number for the TSC HP OSC Communicator should be on the phone or can be found in the ERD.
- ☐ Notify the OSC HP Supervisor you have completed your activation steps.

Facility Operation

- ☐ Maintain communications with counterparts in the TSC.
- ☐ Provide updates and clarification to OSC HP Supervisor, as necessary.

Completed by: _____ Date: _____

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ATTACHMENT 21
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**OSC STATUS BOARD KEEPER
CHECK-OFF SHEET**

Facility Activation

NOTE

The following attachment steps may be performed out of sequence.

- ☐ Sign in on the OSC Accountability Board, name and badge number.
- ☐ Ensure the Status Board Keeper's computer is operational and logged on to the correct screen.
- ☐ Begin documenting team status for those teams currently in the field.
- ☐ Notify the OSC Supervisor that you have completed your activation steps.

Facility Operation

- ☐ Ensure you are being provided with a copy of all Team Briefing/Debriefing Forms (a form similar to Attachment 1 in 0-EPIP-20111, RE-ENTRY).
- ☐ a. Record information from the Briefing/Debriefing forms on the Status Board.
- Update the Emergency Response Team Status Board:
- ☐ a. Ensure team numbers are sequential (i.e., #1, #2, #3...)
- ☐ b. List the names of the team leader and all team members.
- ☐ c. Ensure a priority is established for each team.
- ☐ d. Provide a brief description of the team task. Indicate major equipment involved, task to be performed and plant location.
- ☐ e. Indicate the time the team is dispatched from the OSC.
- ☐ f. Indicate the time the team returns to the OSC.
- ☐ g. Record any comments, special considerations, status updates, problems encountered, etc. in the comments block.
- ☐ h. As significant changes occur, copy the board for assisting in the recreation of the event.

Ensure data is accurate.

- ☐ a. Verify any discrepancies with the OSC Supervisor.
- ☐ b. Indicate corrected data by circling the entry on printouts.

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**DOCUMENT CONTROL PERSONNEL
CHECK-OFF SHEET**

Facility Activation

NOTE

The following attachment steps may be performed out of sequence.

- ☐ Sign in on the OSC Accountability Board, name and badge number.
- ☐ Ensure the copy machine has been turned on.

NOTES

- The keys to the OSC Document Cabinets are located in the OSC Key Box. Refer to Figure 1 for location.
- Not all procedures that could potentially be needed are in the OSC file cabinets. All procedures can be obtained through the Document Control computer using Lotus Notes.

- ☐ Establish access to the OSC Document Cabinets.
 - ☐ Provide assistance to the OSC staff in obtaining controlled documents.
- Anticipate the following requests from the document cabinets:
- ☐ a. ERDs for facility phone numbers.
 - ☐ b. Assembly Area Supervisor's Binder.
 - ☐ c. Office supplies.
- ☐ Notify the OSC Supervisor you have completed your activation steps.

Facility Operation

- ☐ Maintain access to the OSC Document Cabinets.
- ☐ Provide assistance in obtaining controlled documents by OSC staff.
- ☐ Provide assistance in obtaining office supplies as necessary.

Completed by: _____ Date: _____

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ATTACHMENT 23
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**OSC SECURITY OFFICER
CHECK-OFF SHEET**

Facility Activation/Operation

NOTE

The following attachment steps may be performed out of sequence.

- ☐ Refer to SFI-6307 for information on responding to and preparing the post in the OSC.
- ☐ Ensure keys for the Protected Area and Vital Areas have been obtained.
- ☐ Sign in on the Accountability Board, name and badge number.
- ☐ Ensure personnel are signing in upon entry and recording badge numbers.
- ☐ Obtain the following from the OSC document cabinets:
 - ☐ a. OSC Staff Accountability Log (form similar to Attachment 1),
 - ☐ b. OSC Access Log (form similar to Attachment 2),
 - ☐ c. Key Charge Out Log (form similar to Attachment 3).
- ☐ Accountability information may be obtained by printing out the Accountability Board and taking a head count or by completion of a form similar to Attachment 1.
- ☐ Upon completion of the OSC Staff Accountability Log (form similar to Attachment 1) complete the Security Accountability Sheet (form similar to Attachment 4) and fax or deliver to the Secondary Alarm Station (SAS).
- ☐ Ensure control of access to, and egress from the OSC is maintained by signing personnel in and out using a form similar to Attachment 2.
- ☐ Issue Protected Area and Vital Area keys as directed by the TSC Security Supervisor and maintain accountability using the Key Charge Out Log (form similar to Attachment 3).

Completed by: _____ Date: _____

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