



INTEROFFICE MEMORANDUM

DATE: February 27, 2002

TO: Distribution

FROM: Procedure Control, Administrative Services, WNP-2 (927A)

SUBJECT: **PLANT PROCEDURES MANUAL - VOLUME SWP
PACKAGE NO. 2002-109**

REFERENCE:

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following Procedure(s) have been revised/approved and are to be inserted in your controlled copy of the Manual and the superseded revisions are to be destroyed:

<u>Procedure</u>	<u>Rev.</u>	<u>Title/Comments</u>
SWP-CHE-05	2	CHEMICAL CONTROL PROGRAM
SWP-DOC-01	2	DOCUMENT CONTROL

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

<u>Procedure</u>	<u>Page(s)</u>
SWP-OPS-05	10
SWP-EPP-01	3

To verify receipt or cancellation of the subject Procedure(s), please sign, date and **return this receipt to Procedure Control, MD 927A** within TEN (10) WORKING DAYS of the date of this IOM.

Energy Northwest
Procedure Control (Mail Drop 927A)
PO Box 968
Richland, WA 99352

Date

Signature of Manual Holder

87
Controlled Copy Number

A045

DISTRIBUTION - SITE WIDE PROCEDURES

<u>Control Copy</u>	<u>Location</u>	<u>Mail Drop</u>
2	*Control Room (IOM to CRS)	927A
3	*Shift Manager	927A
5	Licensed Training	1027
6	*Simulator	1027
12	PEC Library	PEC
20	Chemistry Supervisor	927A
25	Bruce Bond	911
26	Region IV, NRC (SWP-EPP-01 Only)	----
28	Region IV, NRC (SWP-EPP-01 Only)	----
30	EOF Support Engineering Library	1050
31	*TSC Emergency Response	927A
35	NRC Resident Inspector (SWP-EPP-01 Only)	988C
52	State of WA, Military Dept. (SWP-EPP-01 Only)	----
55	Federal Emerg. Mgmt. Agency (SWP-EPP-01 Only)	----
57	BC Dept. of Emerg. Mgmt. (SWP-EPP-01 Only)	----
63	Emergency Training (SWP-EPP-01 Only)	PE30
64	*Radwaste Control Room	927A
66	*Simulator Shift Manager	1027
75	Dept. of Health Rad Prot. (SWP-EPP-01 Only)	----
80	GSB Library	927A
87	Document Control Desk, NRC (SWP-EPP-01 Only)	----
+ + 90	*Joint Information Center (SWP-EPP-01 Only)	PE30
114	EP Manager (SWP-EPP-01, SWP-FFD-01 Only)	PE30
118	Procedure Development Group	901A
127-130 (4)	Licensed Training	1027
132	Licensed Training	1027
144	*Work Control	927A
146	FEMA RX Liaison (SWP-EPP-01 Only)	----
155	*Maintenance Library	927A
164	Oregon St. Dept. of Energy (SWP-EPP-01 Only)	----
215	*Ops Production Center (SWP-MAI-01)	927A
217	WNP-1 Records (SWP-REC-01 Only)	817
218	U.S. NRC (SWP-EPP-01 Only)	----
219-221 (3)	Licensed Training	1027
223	Franklin County Emerg. Mgmt. (SWP-EPP-01 Only)	----
N/A	Sharon Grunst (SWP-PRO-01, PRO-02 & PRO-03)	927A
N/A	M Avery (OPS PRF & Summary of Changes Only)	1022
N/A	Rose Morse (memo only)	927A
N/A	Records Processing	964Y

++ Procedure Control assures delivery is arranged/made to J.Ittner

* Level 1 File

DATE: 02/27/02

EDITORIAL

SWP-EPP-01

3.0 RESPONSIBILITIES

{R-1582, R-1583, R1604}

- 3.1 The Plant General Manager (PGM) has overall responsibility for Energy Northwest emergency protective response to nuclear emergencies.
- 3.2 The Vice President for Operations Support and Public Information Officer has the responsibility and authority to implement Energy Northwest emergency preparedness program for the PGM.
- 3.3 Appropriate divisional vice presidents have the responsibility to approve assignment of emergency response organization (ERO) members to the ERO.
- 3.4 Appropriate management has the responsibility to support implementation of corrective actions relative to Columbia Generating Station Emergency Preparedness identified by critique and audit findings.
- 3.5 The Supervisor, Emergency Preparedness is responsible to identify and administer an ERO that fulfills the commitments and intents of the Columbia Generating Station Emergency Plan. Additionally, the Supervisor, Emergency Preparedness:
 - Proposes assignment of personnel with appropriate skills to the ERO.
 - Has overall responsibility for implementation and maintenance of the Emergency Preparedness Training Program.
 - Assigns responsibility for development, implementation, and maintenance of emergency preparedness training materials.
 - Reviews and approves emergency preparedness training materials.
 - Ensures program meets required internal and external program and quality requirements, including offsite agency interface.
 - Ensures adverse findings by audit/inspection groups are addressed and resolved.
 - Ensures a review of emergency response personnel qualification status is conducted quarterly.
 - Maintains and implements a schedule of drills and exercises.

PROCEDURE NUMBER	REVISION	PAGE
SWP-EPP-01	7	3 of 16