

MANUAL HARD COPY DISTRIBUTION  
DOCUMENT TRANSMITTAL 2003-27806

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TO: ~~GERLACH\*ROSE M~~ 06/10/2003

LOCATION: [ ] DOCUMENT CONTROL DESK

FROM: NUCLEAR RECORDS DOCUMENT CONTROL CENTER (NUCSA-2)

THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY OR ELECTRONIC MANUAL ASSIGNED TO YOU:

119 - 119 - EMERGENCY DIRECTOR (ED) LOGKEEPER CLERK: EMERGENCY PLAN-POSITION  
SPECIFIC PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS DATE: 12/13/2001

ADD MANUAL TABLE OF CONTENTS DATE: 06/09/2003

CATEGORY: PROCEDURES TYPE: EP

ID: EP-PS-119

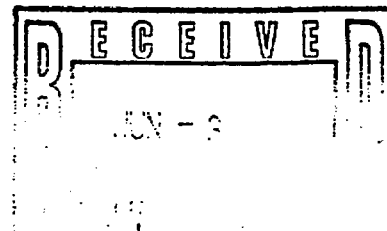
ADD: PCAF 2003-1397 REV: N/A

UPDATES FOR HARD COPY MANUALS WILL BE DISTRIBUTED WITHIN 5 DAYS IN ACCORDANCE WITH DEPARTMENT PROCEDURES. PLEASE MAKE ALL CHANGES AND ACKNOWLEDGE COMPLETE IN YOUR NIMS INBOX UPON RECEIPT OF HARD COPY. FOR ELECTRONIC MANUAL USERS, ELECTRONICALLY REVIEW THE APPROPRIATE DOCUMENTS AND ACKNOWLEDGE COMPLETE IN YOUR NIMS INBOX.

A045

## PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. <u>2003-1397</u>	2. PAGE 1 OF <u>3</u>	3. PROC. NO. <u>EP-PS-119</u> REV. <u>2</u>
4. FORMS REVISED - <u>  </u> R <u>  </u> , - <u>  </u> R <u>  </u> , - <u>  </u> R <u>  </u> , - <u>  </u> R <u>  </u> , - <u>  </u> R <u>  </u> , - <u>  </u> R <u>  </u>		
5. PROCEDURE TITLE Emergency Director Logkeeper Clerk Emergency Plan Position Specific Instruction		
6. REQUESTED CHANGE PERIODIC REVIEW <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES INCORPORATE PCAFS <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES # <u>      </u> # <u>      </u> # <u>      </u> # <u>      </u> REVISION <input type="checkbox"/> PCAF <input checked="" type="checkbox"/> DELETION <input type="checkbox"/> (CHECK ONE ONLY)		
7. SUMMARY OF / REASON FOR CHANGE Revised cover sheet to make procedure review requirement every two years		
Continued <input type="checkbox"/>		
8. DETERMINE COMMITTEE REVIEW REQUIREMENTS (Refer to Section 6.1.4) PORC REVIEW REQ'D? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		9. PORC MTG# <u>                    </u>
<b>BLOCKS 11 THRU 16 ARE ON PAGE 2 OF FORM</b>		
17. T.C. Dalpiaz / <u>3227</u> / <u>06/01/2003</u> PREPARER ETN DATE (Print or Type)		18. COMMUNICATION OF CHANGE REQUIRED? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (TYPE) <u>                    </u>
19. <u>Jeffrey L. Woodward</u> RESPONSIBLE SUPERVISOR DATE <u>6/2/03</u>		SIGNATURE ATTESTS THAT RESPONSIBLE SUPERVISOR HAS CONDUCTED QADR AND TECHNICAL REVIEW UNLESS OTHERWISE DOCUMENTED IN BLOCK 16 OR ATTACHED REVIEW FORMS. CROSS DISCIPLINE REVIEW (IF REQUIRED) HAS BEEN COMPLETED BY SIGNATURE IN BLOCK 16 OR ATTACHED REVIEW FORMS.
20. <u>Jeffrey L. Woodward</u> FUM APPROVAL DATE <u>6/2/03</u>		
21. RESPONSIBLE APPROVER <u>N/A</u> INITIALS DATE <u>                    </u>		ENTER N/A IF FUM HAS APPROVAL AUTHORITY



## PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. <u>203-1397</u>	2. PAGE 2 OF <u>3</u>	3. PROC. NO. <u>EP-PS-119</u> REV. <u>2</u>
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11. This question documents the outcome of the 50.59 and 72.48 Review required by NDAP-QA-0726. Either 11a, b, c or d must be checked "YES" and the appropriate form attached or referenced.

a. This change is an Administrative Correction for which 50.59 and 72.48 are not applicable.	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> N/A
b. This change is a change to any surveillance, maintenance or administrative procedure for which 50.59 and 72.48 are not applicable.	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> N/A
c. This change is bounded by a 50.59/72.48 Screen/Evaluation, therefore, no new 50.59/72.48 Evaluation is required. Screen/Evaluation No. _____	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> N/A
d. 50.59 and/or 72.48 are applicable to this change and a 50.59/72.48 Screen/Evaluation is attached.	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> N/A

12. This change is consistent with the FSAR or an FSAR change is required. ☒ YES  
Change Request No. \_\_\_\_\_

13. Should this change be reviewed for potential effects on Training Needs or Material? ☐ YES ☒ NO  
If YES, enter an Action Item @ NIMS/Action/Gen Work Mech/PICN \_\_\_\_\_

14. Is a Surveillance Procedure Review Checklist required per NDAP-QA-0722? ☐ YES ☒ NO

15. Is a Special, Infrequent or Complex Test/Evolution Analysis Form required per NDAP-QA-0320? (SICT/E form does not need to be attached.) ☐ YES ☒ NO

16. Reviews may be documented below or by attaching Document Review Forms NDAP-QA-0101-1.

REVIEW	REVIEWED BY WITH NO COMMENTS	DATE
QADR	_____	_____
TECHNICAL REVIEW	_____	_____
REACTOR ENGINEERING/NUCLEAR FUELS *	_____	_____
IST **	_____	_____
OPERATIONS	_____	_____
NUCLEAR SYSTEMS ENGINEERING	_____	_____
NUCLEAR MODIFICATIONS	_____	_____
MAINTENANCE	_____	_____
HEALTH PHYSICS	_____	_____
NUCLEAR TECHNOLOGY	_____	_____
CHEMISTRY	_____	_____
OTHER <u>10 CFR 50.54Q</u>	<u><i>J. Chalpus</i></u>	<u>5/29/13</u>

\* Required for changes that affect, or have potential for affecting core reactivity, nuclear fuel, core power level indication or impact the thermal power heat balance. <sup>(58)</sup>

\*\* Required for changes to Section XI Inservice Test Acceptance Criteria.

PROCEDURE COVER SHEET

PCAF # 0003-1397  
PAGE 3 OF 3

PPL SUSQUEHANNA, LLC		NUCLEAR DEPARTMENT PROCEDURE	
Emergency Director Logkeeper Clerk: Emergency Plan Position Specific Instruction			EP-PS-119 Revision 2 Page 1 of 4
<b>QUALITY CLASSIFICATION:</b> <input type="checkbox"/> QA Program <input checked="" type="checkbox"/> Non-QA Program		<b>APPROVAL CLASSIFICATION:</b> <input type="checkbox"/> Plant <input type="checkbox"/> Non-Plant <input checked="" type="checkbox"/> Instruction	
EFFECTIVE DATE: <u>12-13-2001</u> PERIODIC REVIEW FREQUENCY: <u>Two Year</u> PERIODIC REVIEW DUE DATE: <u>6-09-2005</u>			
<b>RECOMMENDED REVIEWS:</b> All			
Procedure Owner: <u>Nuclear Emergency Planning</u> Responsible Supervisor: <u>Primary Administrative Coordinator</u> Responsible FUM: <u>Supervisor Nuclear Emergency Planning</u> Responsible Approver: <u>Vice president Nuclear operations</u>			