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111 - 111 - TSC LEAD ENGINEER

REMOVE MANUAL TABLE OF CONTENTS DATE: 06/24/2003

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CATEGORY: PROCEDURES TYPE: EP  
ID: EP-PS-111  
REMOVE: REV: 3

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A045

# PROCEDURE COVER SHEET

PPL SUSQUEHANNA, LLC		NUCLEAR DEPARTMENT PROCEDURE	
TSC LEAD ENGINEER: Emergency Plan Position Specific Instruction			EP-PS-111 Revision 4 Page 1 of 3
<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>6-26-2003</u> PERIODIC REVIEW FREQUENCY: <u>Three Years</u> PERIODIC REVIEW DUE DATE: <u>6-26-2006</u>			
<b>RECOMMENDED REVIEWS:</b> ALL			
Procedure Owner: <u>Nuclear Emergency Planning</u> Responsible Supervisor: <u>Primary Technical Support Coord.</u> Responsible FUM: <u>Supv.-Nuclear Emergency Planning</u> Responsible Approver: <u>VP-Nuclear Operations</u>			

**TECHNICAL SUPPORT LEAD  
ENGINEER:**

**Emergency Plan-Position Specific Procedure**

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<b>WHEN:</b>	TSC is activated
<b>HOW NOTIFIED:</b>	On-hours: Phone call or PA announcement Off-hours: Phone call
<b>REPORT TO:</b>	Technical Support Coordinator
<b>WHERE TO REPORT:</b>	TSC

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**OVERALL DUTY:**

Coordinate work of the Technical Staff Support Engineers and Data Technicians. Answer questions and solve problems posed by the Technical Support Coordinator, Damage Control Team Coordinator, Operations Coordinator, and Emergency Director.

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**MAJOR TASKS:**

**TAB:**

**REVISION:**

Prepare TSC Library for assuming technical support function.	TAB A	3
Review the current emergency classification.	TAB B	0
Coordinate problem-solving efforts.	TAB C	2
Keep TSC Support Engineers and NPE Support Engineers informed of plant status.	TAB D	1
Manage the turnover of information and functions that are in progress during a change in shift.	TAB E	1
Close out your function when emergency is terminated.	TAB F	1
Determine if RB HVAC can be restarted.	TAB G	0
Responsibilities of TSC Support Engineers.	TAB H	0
Estimate initial fuel damage, prior to Emergency Operations Facility activation, when requested by the TSC Support Coordinator or Radiation Protection Coordinator.	TAB I	0

**SUPPORTING INFORMATION:**

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**TAB:**

Emergency Telephone Instructions	TAB 1
Emergency Organization	TAB 2
Logkeeping	TAB 3
TSC Library Floor Plan for Work Stations	TAB 4
Emergency Facility Form Flow	TAB 5
Emergency Classification	TAB 6
Big Picture Status	TAB 7
Emergency Forms	TAB 8
o Emergency Notification Report	
Anticipated Question List	TAB 9
Intentionally Blank	TAB 10

**REFERENCES:**

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SSES Emergency Plan

Calculation #M-RAF-024, Rev. 0 "COTTAP Analysis - Post DBA Reactor Building Temperature Issue"

NUREG-0654, Planning Standards and Evaluation Criteria

NUREG-0731, Guidelines for Utility Management Structure and Technical Resources, 1980

SEA-ME-096, Appendix R Study

EWR #M70777, "Post Accident - Reactor Building Temperature Issue"

SEA-EE-063, Rev. 0 "Post LOCA DBA Reactor Building Temperatures - Electrical Heat Loads"

**MAJOR TASK:**

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Prepare TSC Library for assuming technical support function.

**SPECIFIC TASKS:**

**HOW:**

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1. Set up administrative functions.

- 1a. Start log, recording:  
(1) Time.  
(2) Your initials.  
(3) Actions you take.

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**HELP**

**Logkeeping  
See TAB 3**

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- 1b. Check communication status of:  
(1) Telephones (dial tone)(speaker).  
(2) PA.  
(3) Computer Terminal.  
(4) Printer.

1c. Establish work stations.

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**HELP**

**TSC Library Floor Plan  
See TAB 4**

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- 1d. Check stationary supplies and direct Admin. Coordinator to supplement as required.

2. Consult with those available who can provide sequence of events and current status.

- 2a. Specifically, talk with:  
(1) STA.  
(2) Operations Coordinator.  
(3) Damage Control Team Coordinator.  
(4) Technical Support Coordinator

3. Review available data.

**SPECIFIC TASKS:**

**HOW:**

4. Set up Status Boards for specific tasks.

- 4a. Specific functions include:
- (1) Timeline.
  - (2) Open Action Item tracking and priorities.
  - (3) Emergency Status review and anticipation of next level based on circumstances.

**HELP**

**Responsibilities of TSC  
Support Engineers  
See TAB H**

- 4b. Ensure Data Technicians are available and collecting data.

**NOTE:**

**A black binder labeled "HP Survey Maps" is located in the stationary supply cabinet. These maps are to be used to ascertain the general layout of plant locations only and not to make detailed engineering decisions.**

5. Assign Support Engineer responsibilities.

- 5a. Specify white boards and/or locations for:
- (1) Data Trending.
  - (2) Emergency Status, Criteria, ECCS Equipment in service, out of service, (and unavailable).
  - (3) Action Items and priorities.
  - (4) Information.

6. Review Status Boards with Support Engineers.

- 6a. Ensure:
- (1) Information is correct.
  - (2) Data is being collected and trending properly.
  - (3) If any additional data/information is required.
  - (4) Responsibility for maintaining status boards is clearly defined.
  - (5) Priorities match those of the TSC Coordinator and the Emergency Director.

**SPECIFIC TASKS:**

**HOW:**

- |  |   |
|--|---|
| 7. Request a FUS, if available for support in the TSC.                                       | 7a. Request through the Operations Coordinator.   |
| 8. Inform Technical Support Coordinator the Support Staff is ready to assume their function. | <p>8a. The Technical Support Coordinator is the only engineering position required for TSC activation.</p> <p>8b. The following engineering support personnel are required within 60 minutes:</p> <ul style="list-style-type: none"><li>(1) Electrical Engineer.</li><li>(2) Mechanical Engineer.</li><li>(3) Core Thermal Hydraulic Engineer (Rx. Engr).</li></ul> <p>8c. Analyze mechanical problems and other discipline related issues and determine solutions and provide support for implementation of required mechanical actions. (Mechanical Engineer)</p> <p>8d. Analyze electrical and instrumentation and control problems and other discipline related issues. Determine alternate solutions and provide support for implementation of required electrical/I&amp;C actions. (Electrical Engineer)</p> <p>8e. Utilize the Core Thermal Hydraulic Engineer in performing fuel damage calculations.</p> |

**MAJOR TASK:**

Coordinate problem-solving efforts.

**SPECIFIC TASKS:**

**HOW:**

1. Consult with Technical Support Coordinator.

- 1a. Use this conference to:
  - (1) Determine Action items.
  - (2) Determine priorities.

**NOTE:**

Priorities should agree with Open Items board in the main TSC Area (across from ED's desk).

**NOTE:**

Methods of collecting information and conducting conference to be determined by Lead Engineer and Technical Support Coordinator.

2. Assign Action Items.

- 2a. Provide direction to specific Support Engineer for resolution of Action Item.

**NOTE:**

Action Item resolution can also be assigned to EOF/GO support group if available.

3. Provide direction to the Chemistry Technician(s) until relieved by the Chemistry Coordinator.

- 3a. Use EP-PS-114 as a reference guide.

4. Track status of Action Items.

- 4a. Review Action Item status board and ensure current status is maintained by responsible engineer.

5. Establish/maintain a list of concurrent EAL's.

- 5a. Ensure tracking of concurrent EAL's for all emergency action levels.

- 5b. Provide information to Technical Support Coordinator for downgrade discussions.



**SPECIFIC TASKS:**

**HOW:**

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6. Report results and make engineering recommendations.

- 6a. Provide status and recommendations to Technical Support Coordinator, Damage Control Team Coordinator, and Operations Coordinator as required.

**NOTE:**

May use a written 3-part memo for distribution. Maintain one copy for your log.

7. If the TSC Lead Engineer leaves the library for any reason, a temporary Lead Engineer must be designated until your return.

**MAJOR TASK:**

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Manage the turnover of information and functions that are in progress during a change in shift.

**SPECIFIC TASKS:**

**HOW:**

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1. Remain at your duty station with full responsibility until properly relieved.

2. Make sure all your personnel going off duty relay pertinent information to their counterparts.

3. Advise off-going staff about any Protective Actions that should be taken when they leave the facility.

4. Brief the relieving Lead Engineer on the status of both the Emergency and shift turnover.

2a. Instruct personnel on what to relay. Information should include:

- (1) Relay pertinent information and data.
- (2) Discuss in detail only that information that is directly related to their own function.
- (3) Review logbooks and status boards, as necessary.

**NOTE:**

**Information regarding Protective Actions should come from Rad Protection Coordinator.**

4a. Make sure the relieving Lead Engineer is fully briefed.

- (1) Brief on all pertinent emergency information and data:
  - (a) Current status of plant.
  - (b) Emergency classification.
  - (c) Big Picture.
  - (d) Review assigned open items and priority of each.
  - (e) Review actions taken and results.
  - (f) Current rad conditions.
- (2) Make him/her aware of initial and long-term manning schedules in the facility.

**SPECIFIC TASKS:**

**HOW:**

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5. Advise the Technical Support Coordinator when shift turnover is complete.
6. Leave a contact telephone number with the Admin. Coordinator.

**MAJOR TASK:**

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Close out your function when emergency is terminated.

**SPECIFIC TASKS:**

**HOW:**

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- |  |   |
|--|---|
| 1. Turn in appropriate documents.                                  | 1a. Review and update logs and forms.                   |
|  | 1b. Collect logs and forms that have been generated.    |
|  | 1c. Turn written material in to the Admin. Coordinator. |
| 2. Identify open technical action items that need to be completed. | 2a. Issue AR's as necessary.                            |
| 3. Review plant status and configuration.                          |   |
| 4. Debrief with Technical Support Coordinator.                     | 4a. Determine action items.                             |
|  | 4b. Establish priorities.                               |
|  | 4c. Assign tasks.                                       |

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**MAJOR TASK:**

Estimate initial fuel damage, prior to Emergency Operations Facility activation, when requested by the TSC Support or Radiation Support Coordinators.

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**SPECIFIC TASKS:**

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**HOW:**

- |  |  |
|--|--|
| <ol style="list-style-type: none"><li>1. When requested by the TSC Support or Radiation Support Coordinator, estimate initial fuel damage.</li><li>2. Refine the fuel damage estimates as additional data becomes available.</li><li>3. Provide refined fuel damage estimates to the TSC Tech and Radiation Protection Coordinators.</li></ol> | <ol style="list-style-type: none"><li>1a. Direct the Rx Engineer to perform fuel damage calculations (Ref: EP-PS-136).</li></ol> |
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