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TO: GERLACH\*ROSE M      09/10/2003

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

200 - 200 - RECOVERY MANAGER (RM): EMERGENCY PLAN-POSITION SPECIFIC PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS      DATE: 08/27/2003

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

CATEGORY: PROCEDURES      TYPE: EP

ID: EP-PS-200

ADD: PCAF 2003-1639 REV: N/A

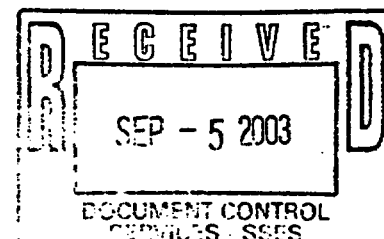
REMOVE: PCAF 2003-1600 REV: N/A

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>203-1639</u>	2. PAGE 1 OF <u>11</u>	3. PROC. NO. <u>EP-PS-200</u> REV. <u>16</u>
4. FORMS REVISED - <u>A R 14</u> , - <u>D R 8</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 Plan Position Specific Instruction: Recovery manager		
6. REQUESTED CHANGE PERIODIC REVIEW <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES INCORPORATE PCAFS <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES # <u>2003-1600</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 Incorporate PCAF 2003-1600 Added step 3 to provide guidance in referring to Tab I to determine if there is a non-routine radiological release in progress. This is an administrative PCAF since it provides a reference step to an existing Tab.		
Continued <input checked="" 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>
BLOCKS 11 THRU 16 ARE ON PAGE 2 OF FORM		
17. T.C. Dalpiaz / <u>3227</u> / <u>09/04/2003</u> PREPARER ETN DATE (Print or Type)		18. COMMUNICATION OF CHANGE REQUIRED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES (TYPE) <u>E Mail notification</u>
19. <u>Jeffrey H. Hines</u> RESPONSIBLE SUPERVISOR <u>9/5/03</u> DATE		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 H. Hines</u> FUM APPROVAL <u>9/5/03</u> DATE		
21. RESPONSIBLE APPROVER <u>MA</u> INITIALS <u>  </u> DATE <u>  </u>		ENTER N/A IF FUM HAS APPROVAL AUTHORITY



## PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. 2003-1639 | 2. PAGE 2 OF 11 | 3. PROC. NO. EP-PS-200 REV. 16

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. ☐ YES ☒ 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. ☒ YES ☐ 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. ☐ YES ☒ N/A  
Screen/Evaluation No. \_\_\_\_\_
- d. 50.59 and/or 72.48 are applicable to this change and a 50.59/72.48 Screen/Evaluation is attached. ☐ YES ☒ 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. A. [Signature]</i></u>	<u>9/18/03</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.

PCAF #213-1639  
PAGE 3 OF 11

EP-PS-200  
Revision 16  
Page 2 of 4

**RECOVERY MANAGER (RM):** Emergency Plan-Position Specific Procedure

**WHEN:** Emergency Plan activation or event of potential public interest

**HOW NOTIFIED:** Primary: Paged, telephone call, or Telenotifications System

**REPORT TO:** Senior Vice President - Nuclear

**WHERE TO REPORT:** Emergency Operations Facility

**OVERALL DUTY:**

As the lead company representative, contribute a prognosis, knowledge, and data to federal and state representatives. As the Recovery Manager, direct EOF managers to provide needed information.

<b>MAJOR TASKS:</b>	<b>TAB:</b>	<b>REVISION:</b>
Respond appropriately to being notified.	TAB A	11 14
Coordinate PPL emergency response efforts to assure priority issues are being addressed and a common understanding of the situation exists.	TAB B	8
Represent the company in discussions with state and federal agencies, primarily PEMA, DEP/BRP, FEMA, and the NRC.	TAB C	3
Reclassify the emergency based on continuing assessment of the situation.	TAB D	7 8
Make a Protective Action Recommendation.	TAB E	6
Establish an ongoing EOF capability to respond to the emergency.	TAB F	3
Support termination of the emergency.	TAB G	2
Review Severe Accident Management (SAM), strategies as presented by the TSC Emergency Director.	TAB H	1
Determine if there is a non-routine Radiological Release in Progress.	TAB I	0

PCAF

PCAF

PCAF # 2013-1639  
PAGE 7 OF 11

**SUPPORTING INFORMATION:**

**TAB:**

Emergency Telephone Instructions	TAB 1
Emergency Organization	TAB 2
Logkeeping	TAB 3
Brief Non-Technical Description of EAL	TAB 4
Intentionally Blank	TAB 5
Emergency Classification	TAB 6
Public Protective Action Recommendation Guide	TAB 7
PPL Emergency Personnel Dose Assessment and Protective Action Recommendation (PAR) Guide	TAB 8
Response Levels for Protection Action Guides (PAG)	TAB 9
Turnover/Briefing Checklists:	TAB 10
• TSC/EOF Turnover Checklist	
• TSC/EOF Briefing Checklist	
Intentionally Left Blank	TAB 11
Restoration Organization Guidelines	TAB 12
PAR State Notification Form	TAB 13

**MAJOR TASK:**

Respond appropriately to being notified.

**SPECIFIC TASKS:**

**HOW:**

1. Proceed to the EOF promptly without responding to TNS.
2. Talk to the Emergency Director for a briefing on plant status.

- 1a. The first Recovery Manager responding to TNS should report to the EOF promptly to ensure activation within the ninety minute requirement.

**NOTE:**

This can be done before, during, or after travel to the EOF.

**HELP**

**TSC/EOF BRIEFING CHECKLIST**  
See TAB 10

- 2a. Telephone the Control Room or TSC Emergency Director if you haven't talked with the Emergency Director during call-out.
- 2b. Obtain the following data:
  - (1) Affected Unit(s)
  - (2) Classification, if any
  - (3) Overview of the situation
  - (4) Prognosis
  - (5) Who will notify senior management
  - (6) Interaction with off-site agencies
  - (7) Protective Action Recommendation made
  - (8) What Emergency Response Facilities have or should be activated

**NOTE:**

EOF staffing is automatic at declaration of an ALERT or higher classification. Otherwise, you or the Emergency Director may call for activation.

**SPECIFIC TASKS:**

**HOW:**

3. Upon arrival at the EOF, prepare to assume responsibility for off-site communications and radiological activities, public information, and overall command and control of the Emergency Response Organization from the TSC.

**NOTE:** When the NERO is called out, the EOF should be activated regardless of the classification level.

**NOTE:** The activation process is the same regardless of classification level

**HELP**

**TSC/EOF TURNOVER CHECKLIST**

See TAB 10

- 3a. Verify that an adequate staff has responded. The following are required for EOF Activation.
- Recovery Manager
  - Engineering Support Supervisor
  - Dose Assessment Supervisor
  - Dose Assessment Staffer
  - Field Team Director
  - Radiation Monitoring Team personnel-2
  - EOF Support Supervisor
  - EOF Communicator
- 3b. Review all available status information, pertinent data, and press releases.
- 3c. Obtain staff input on readiness for turnover.
- 3d. When staff is ready for turnover, place ED on speaker and have staff available to participate.
- 3e. Complete TSC/EOF Turnover Checklist.
- 3f. Solicit questions from staff.

**SPECIFIC TASKS:**

**HOW:**

**NOTE: IF AN EAL  
DECLARATION HAS JUST BEEN  
MADE IN THE TSC, ENSURE  
THE TSC ALSO MAKES THE  
OFFSITE NOTIFICATIONS AND  
PAR NOTIFICATIONS (if a  
General Emergency was declared)**

PCAF

4. Inform the Emergency Director that you are prepared to assume control of the PPL Nuclear Emergency Response.
5. Take control of PPL emergency response.
  - 5a. Ensure a PA announcement is made:
    - (1) The EOF has assumed control from the TSC.
    - (2) Provide a brief summary of the emergency status.
  - 5b. Notify the Public Information Manager you have assumed control from the TSC.
6. Consider contacting other PPL line managers who can support the emergency effort.
7. Call out additional personnel as required.
  - 7a. Request the EOF Support Supervisor or Administrative Assistant to make the contacts.
8. When required, request Federal assistance to augment NERO capabilities.
  - 8a. Coordinate with PEMA and/or DEP/BRP.



PCAF # 2013-1639  
PAGE 8 OF 11

TAB A  
EP-PS-200-A  
Revision 14  
Page 4 of 4

PCAF

**SPECIFIC TASKS:**

**HOW:**

9. Send a representative to the State  
Emergency Operations Center.

9a. Coordinate with PEMA.

9b. Dispatch another Recovery Manager to  
perform this function.

PCAF # 203-1639  
PAGE 9 OF 11

TAB D  
EP-PS-200-D  
Revision 7 8  
Page 1 of 3

PCAF

### MAJOR TASK:

Reclassify the emergency based on continuing assessment of the situation.

### SPECIFIC TASKS:

### HOW:

- |  |   |
|--|---|
| 1. Monitor conditions to determine if the classification should change.        | 1a. You must reclassify within fifteen minutes of receiving information indicating the need to reclassify.  |
| 2. Evaluate current and projected off-site radiological and plant information. | 2a. Obtain and evaluate the following data:<br><br>(1) Plant conditions and prognosis received from the Emergency Director.<br><br>(2) Field radiation data received from the Dose Assessment Supervisor or Field Team Director.<br><br>(3) Plant conditions, prognosis and release status received from the Engineering Support Supervisor.<br><br>(4) Fuel integrity and prognosis received from the Fuels Lead Engineer. |
| 3. Assess if there is a non-routine Radiological release in progress.          | 3a. Refer to Tab I for assistance in determining if there is a non-routine Radiological release in progress.<br><br>3b. If there is a non-routine Radiological release in progress, insure the EOF Communicator indicates that on the ENR form.<br><br>3c. Insure that information is communicated to EOF personnel.  |

PCAF

**SPECIFIC TASKS:**

**HOW:**

4. Reclassify the emergency.

4a. If the emergency action level is a specific, measured value, reclassify the emergency.

4b. Refer to EAL Bases document for additional guidance.

4c. If no EAL's are applicable to the current situation, be sure to renew the General Criteria EAL 4.

4d. If the emergency action level is based on an assessment and is judgmental:

(1) Coordinate an evaluation of the situation among the ED, RM and, if present, the NRC, PEMA, and DEP/BRP.

(2) Determine the change in classification.

**NOTE:**

If you upgrade to a **GENERAL EMERGENCY**, you must make a **Protective Action Recommendation within fifteen minutes**. (see TAB E)

4e. If downgrading from a Site Area or General Emergency, you must obtain concurrence from:

(1) NRC

(2) DEP/BRP

(3) PPL Senior Management

5. Ensure changes in classification are communicated to all off-site agencies.

5a. Identify the specific number used to reclassify the emergency.

5b. Sign, (date and time), the Emergency Notification Report to document your decision.

**NOTE:**

Refer to Tab I for guidance in assessing if there is a non-routine Radiological Release in progress. (ENR form Block 4)

**NOTE:**

The Recovery Manager can delegate ENR approval responsibility to another qualified RM located in the facility.

He can also delegate approval responsibility to the EOF Support Supervisor except for a change in classification.

**SPECIFIC TASKS:**

**HOW:**

- |   |   |    |   |
|---|---|----|---|
| 6 | Ensure changes in classification are communicated to the PPL emergency organizations. | 5c | Return the Emergency Notification Report to the EOF Support Supervisor or EOF Communicator for required notification to off-site agencies:<br>(1) PEMA<br>(2) LCEMA<br>(3) CCDPS<br>(4) NRC |
|   |   | 6a | Notify the:<br>(1) Emergency Director<br>(2) Public Information Manager<br>(3) EOF Staff<br>(4) Off-site agencies present in the EOF  |