



**Kelvin Henderson**  
Vice President  
Catawba Nuclear Station

**Duke Energy**  
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CNS-16-026

April 20, 2016

U.S. Nuclear Regulatory Commission  
Attention: Document Control Desk  
Washington, DC 20555-0001

Subject: Duke Energy Carolinas, LLC  
Catawba Nuclear Station Units 1 and 2  
Docket Nos. 50-413 and 50-414  
Emergency Plan Implementing Procedures

Please find enclosed for NRC Staff use the following Emergency Plan Implementing Procedure:

RP/0/A/5000/024

OSC Activation Procedure

Revision 035

This revision is being submitted in accordance with 10CFR 50.54(q) and does not cause a reduction in the effectiveness of the Emergency Plan Implementing Procedures or the Emergency Plan.

There are no new regulatory commitments in this document. By copy of this letter, two copies of this document are being provided to the NRC, Region II.

If there are any questions, please call Tom Arlow at 803-701-4027.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Henderson', written over a horizontal line.

Kelvin Henderson  
Vice President, Catawba Nuclear Station

Attachment

AX45  
NRR

U.S. Nuclear Regulatory Commission  
April 20, 2016  
Page 2

xc (w/attachment)

Catherine Haney, Regional Administrator  
U. S. Nuclear Regulatory Commission - Region II  
Marquis One Tower  
245 Peachtree Center Ave., NE Suite 1200  
Atlanta, GA 30303-1257

(w/o attachment):

Jeffrey Whited  
NRC Project Manager (CNS)  
U.S. Nuclear Regulatory Commission  
One White Flint North, Mail Stop 8-B1A  
11555 Rockville Pike  
Rockville, MD 20852-2738

DUKE ENERGY COMPANY  
CATAWBA NUCLEAR STATION  
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

## VOLUME I

PROCEDURE	TITLE
RP/0/A/5000/001	Classification of Emergency (Rev. 036)
RP/0/A/5000/002	Notification of Unusual Event (Rev. 045)
RP/0/A/5000/003	Alert (Rev. 050)
RP/0/A/5000/004	Site Area Emergency (Rev. 053)
RP/0/A/5000/005	General Emergency (Rev. 055)
RP/0/A/5000/06	Deleted
RP/0/A/5000/006 A	Notifications to States and Counties from the Control Room (Rev. 033)
RP/0/A/5000/006 B	Notifications to States and Counties from the Technical Support Center (Rev. 037)
RP/0/A/5000/006 C	Deleted
RP/0/A/5000/007	Natural Disaster and Earthquake (Rev. 043)
RP/0/A/5000/08	Deleted
RP/0/B/5000/008	Hazardous Materials Spill Response (Rev. 043)
RP/0/A/5000/009	Collision/Explosion (Rev. 012)
RP/0/A/5000/010	Conducting a Site Assembly or Preparing the Site for an Evacuation (Rev. 027)
RP/0/A/5000/11	Deleted
RP/0/B/5000/12	Deleted
RP/0/B/5000/013	NRC Notification Requirements (Rev. 038)
RP/0/B/5000/14	Deleted
RP/0/A/5000/015	Core Damage Assessment (Rev. 007)
RP/0/B/5000/016	Deleted
RP/0/B/5000/17	Deleted

April 4, 2016

DUKE ENERGY COMPANY  
CATAWBA NUCLEAR STATION  
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

## VOLUME I

PROCEDURE	TITLE
RP/0/A/5000/018	Emergency Worker Dose Extension (Rev. 002)
RP/0/B/5000/019	Deleted
RP/0/A/5000/020	Technical Support Center (TSC) Activation Procedure (Rev. 039)
RP/0/A/5000/021	Deleted
RP/0/B/5000/022	Deleted
RP/0/B/5000/023	Deleted
RP/0/A/5000/024	OSC Activation Procedure (Rev. 035)
RP/0/B/5000/025	Recovery and Reentry Procedure (Rev. 003)
RP/0/A/5000/026	Site Response to Security Events (Rev. 017)
RP/0/B/5000/028	Nuclear Communications Emergency Response Plan (Rev. 006)

April 4, 2016

DUKE ENERGY COMPANY  
CATAWBA NUCLEAR STATION  
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

## VOLUME II

PROCEDURE	TITLE
HP/0/B/1000/006	Emergency Equipment Functional Check and Inventory (Rev. 060)
HP/0/B/1009/001	Deleted
HP/0/B/1009/003	Radiation Protection Primary to Secondary Leakage Program (Rev. 012)
HP/0/B/1009/004	Environmental Monitoring for Emergency Conditions Within the Ten-Mile Radius of CNS (Rev. 031)
HP/0/B/1009/005	Personnel/Vehicle Monitoring for Emergency Conditions (Rev. 018)
HP/0/B/1009/006	Alternative Method for Determining Dose Rate Within the Reactor Building (Rev. 009)
HP/0/B/1009/007	In-Plant Particulate and Iodine Monitoring Under Accident Conditions (Rev. 020)
HP/0/B/1009/008	Contamination Control of Injured Individuals (Rev. 016)
HP/0/B/1009/009	Deleted
HP/0/B/1009/014	Radiation Protection Actions Following an Uncontrolled Release of Liquid Radioactive Material (Rev. 009)
HP/0/B/1009/016	Deleted
HP/0/B/1009/017	Deleted
HP/1/B/1009/017	Deleted
HP/2/B/1009/017	Deleted
HP/0/B/1009/018	Deleted
HP/0/B/1009/019	Emergency Radio System Operation, Maintenance and Communication (Rev. 010)
HP/0/B/1009/024	Implementing Procedure for Estimating Food Chain Doses Under Post- Accident Conditions (Rev. 002)

April 4, 2016

DUKE ENERGY COMPANY  
CATAWBA NUCLEAR STATION  
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

## VOLUME II

PROCEDURE	TITLE
HP/0/B/1009/025	Deleted
HP/0/B/1009/026	Superseded
SH/0/B/2005/001	Superseded
SH/0/B/2005/002	Deleted
SH/0/B/2005/003	Deleted
OP/0/A/6200/021	Deleted
SR/0/B/2000/001	Deleted
SR/0/A/2000/001	Standard Procedure for Corporate Communications Response to the Emergency Operations Facility (Applies to Catawba/McGuire/Oconee) (Rev. 002)
SR/0/B/2000/002	Deleted
SR/0/A/2000/003	Activation of the Emergency Operations Facility (Rev. 008)
SR/0/B/2000/003	Deleted
SR/0/A/2000/004	Notifications to States and Counties from the Emergency Operations Facility for Catawba, McGuire and Oconee (Rev. 006)
SR/0/B/2000/004	Deleted
AP/0/A/5500/046	Hostile Aircraft Activity (Rev. 008)
AD-EP-ALL-0202	Emergency Response Offsite Dose Assessment (Rev. 001)
AD-EP-ALL-0203	Protocol for the Field Monitoring Coordinator During Emergency Conditions (Rev 000)
AD-EP-ALL-0204	Distribution of Potassium Iodide Tablets in the Event of a Radioiodine Release (Rev 000)
AD-EP-ALL-0301	Activation of the Emergency Response Organization Notification System (ERONS) (Rev. 000)

April 4, 2016

DUKE ENERGY COMPANY  
CATAWBA NUCLEAR STATION  
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

VOLUME II

PROCEDURE

TITLE

AD-EP-ALL-0406

Duke Energy Management Network (DEMNET) (Rev 001)

April 4, 2016

Duke Energy Company  
CATAWBA NUCLEAR STATION  
OSC Activation Procedure

Procedure No.

RP/0/A/5000/024

Revision No.

035

Reference Use

PERFORMANCE

This Procedure was printed on 4/4/2016 2:03 PM from the electronic library as:

(ISSUED) - PDF Format

Compare with Control Copy every 14 calendar days while work is being performed.

Compared with Control Copy \* \_\_\_\_\_ Date \_\_\_\_\_

Compared with Control Copy \* \_\_\_\_\_ Date \_\_\_\_\_

Compared with Control Copy \* \_\_\_\_\_ Date \_\_\_\_\_

\* Printed Name and Signature

Date(s) Performed

Work Order/Task Number (WO#)

COMPLETION

- ☐ Yes ☐ NA Checklists and/or blanks initialed, signed, dated, or filled in NA, as appropriate?  
☐ Yes ☐ NA Required attachments included?  
☐ Yes ☐ NA Charts, graphs, data sheets, etc. attached, dated, identified, and marked?  
☐ Yes ☐ NA Calibrated Test Equipment, if used, checked out/in and referenced to this procedure?  
☐ Yes ☐ NA Procedure requirements met?

Verified By

Date

\* Printed Name and Signature

Procedure Completion Approved

Date

\* Printed Name and Signature

Remarks (attach additional pages, if necessary)

IMPORTANT: Do **NOT** mark on barcodes.

Printed Date: \*4/4/16\*

Attachment Number: \*TBD\*



Revision No.: \*035\*



Procedure No.: \*RP/0/A/5000/024\*







Facility Code :	CN
Applicable Facilities :	
Document Number :	RP/0/A/5000/024
Document Revision Number :	035
Document EC Number :	
Change Reason :	
Document Title :	OSC Activation Procedure

Overly, John L.	EP manager designee review	4/4/2016
Notes :		

## 10 CFR 50.54(q) Screening Evaluation Form

Screening and Evaluation Number		Applicable Sites	
EREG #: 02016133		BNP	<input type="checkbox"/>
		CNS	<input checked="" type="checkbox"/>
		CR3	<input type="checkbox"/>
		HNP	<input type="checkbox"/>
5AD #: 02015397		MNS	<input type="checkbox"/>
		ONS	<input type="checkbox"/>
		RNP	<input type="checkbox"/>
		GO	<input type="checkbox"/>
Document and Revision	OSC Activation Procedure		
RP/0/A/5000/024 Rev. 35			

## Part I. Description of Activity Being Reviewed (event or action, or series of actions that may result in a change to the emergency plan or affect the implementation of the emergency plan):

Enclosure 4.2, page 1 of 12, deleted step for assigning RP personnel to perform DRC (Dose Records Coordinator) duties. The DRC desired position in the OSC is being eliminated due to duplication of duties. This change does not impact minimum staffing requirements. (PRR 01932814)

Enclosure 4.2, page 3 of 12, modified step activating field monitoring teams to include performing pre-operational checks prior to the teams being dispatched. This will ensure any potential issues are identified prior to the teams being dispatched. (PRR 01962848)

Enclosure 4.2, page 5 of 12, deleted TSC Security Manager actions for requesting DRC personnel complete dose record forms and issuing monitoring devices to security officers. OSC DRC not needed because if electronic dose capture not available, manual dose cards will be issued and secondary monitoring devices will continue to be issued per normal site RP processes. (PRR 01932814)

Enclosure 4.2, old pages 9 thru 12 (new page 9), deleted activities that are duplicated in RP/0/A/5000/020 (Technical Support Center Activation Procedure) and actions performed by DRC. (PRR 01932814)

Enclosure 4.2, old pages 17 thru 19 (new page 12), deleted activities that are no longer performed by DRC. (PRR 01932814)

Enclosure 4.8, page 2 of 5, modified step for collection of OSC Task Work Sheets to include "inprogress" work sheets as well as completed work sheets. This will ensure all task work sheets are collected and proper disposition made. (PRR 02003346, 02003338)

## 10 CFR 50.54(q) Screening Evaluation Form

Part II. Activity Previously Reviewed?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Is this activity Fully bounded by an NRC approved 10 CFR 50.90 submittal or Alert and Notification System Design Report?		10 CFR 50.54(q) Effectiveness Evaluation is not required. Enter justification below and complete Attachment 4, Part V.		Continue to Attachment 4, 10 CFR 50.54(q) Screening Evaluation Form, Part III	
If yes, identify bounding source document number or approval reference and ensure the basis for concluding the source document fully bounds the proposed change is documented below:					
Justification:					
Bounding document attached (optional)					<input type="checkbox"/>
Part III. Editorial Change		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Is this activity an editorial or typographical change only, such as formatting, paragraph numbering, spelling, or punctuation that does not change intent?		10 CFR 50.54(q) Effectiveness Evaluation is not required. Enter justification and complete Attachment 4, Part V & VI.		Continue to Attachment 4, Part IV and address non editorial changes	
Justification:					
Part IV. Emergency Planning Element and Function Screen (Reference Attachment 1, Considerations for Addressing Screening Criteria)					
Does this activity involve any of the following, including program elements from NUREG-0654/FEMA REP-1 Section II? If answer is yes, then check box.					
1	10 CFR 50.47(b)(1) Assignment of Responsibility (Organization Control)				
1a	Responsibility for emergency response is assigned.				<input type="checkbox"/>
1b	The response organization has the staff to respond and to augment staff on a continuing basis (24-7 staffing) in accordance with the emergency plan.				<input type="checkbox"/>
2	10 CFR 50.47(b)(2) Onsite Emergency Organization				
2a	Process ensures that onshift emergency response responsibilities are staffed and assigned				<input type="checkbox"/>
2b	The process for timely augmentation of onshift staff is established and maintained.				<input type="checkbox"/>
3	10 CFR 50.47(b)(3) Emergency Response Support and Resources				
3a	Arrangements for requesting and using off site assistance have been made.				<input type="checkbox"/>
	State and local staff can be accommodated at the EOF in accordance with the emergency plan. (NA for CR3)				<input type="checkbox"/>
4	10 CFR 50.47(b)(4) Emergency Classification System				
4a	A standard scheme of emergency classification and action levels is in use. (Requires final approval of Screen and Evaluation by EP CFAM.)				<input type="checkbox"/>

## 10 CFR 50.54(q) Screening Evaluation Form

5	10 CFR 50.47(b)(5) Notification Methods and Procedures	
5a	Procedures for notification of State and local governmental agencies are capable of initiating notification of the declared emergency within 15 minutes (60 minutes for CR3) after declaration of an emergency and providing follow-up notification.	<input type="checkbox"/>
5b	Administrative and physical means have been established for alerting and providing prompt instructions to the public within the plume exposure pathway. (NA for CR3)	<input type="checkbox"/>
5c	The public ANS meets the design requirements of FEMA-REP-10, Guide for Evaluation of Alert and Notification Systems for Nuclear Power Plants, or complies with the licensee's FEMA-approved ANS design report and supporting FEMA approval letter. (NA for CR3)	<input type="checkbox"/>
6	10 CFR 50.47(b)(6) Emergency Communications	
6a	Systems are established for prompt communication among principal emergency response organizations.	<input type="checkbox"/>
6b	Systems are established for prompt communication to emergency response personnel.	<input type="checkbox"/>
7	10 CFR 50.47(b)(7) Public Education and Information	
7a	Emergency preparedness information is made available to the public on a periodic basis within the plume exposure pathway emergency planning zone (EPZ). (NA for CR3)	<input type="checkbox"/>
b	Coordinated dissemination of public information during emergencies is established.	<input type="checkbox"/>
	10 CFR 50.47(b)(8) Emergency Facilities and Equipment	
8a	Adequate facilities are maintained to support emergency response.	<input type="checkbox"/>
8b	Adequate equipment is maintained to support emergency response.	<input type="checkbox"/>
9	10 CFR 50.47(b)(9) Accident Assessment	
9a	Methods, systems, and equipment for assessment of radioactive releases are in use.	<input type="checkbox"/>
10	10 CFR 50.47(b)(10) Protective Response	
10a	A range of public PARs is available for implementation during emergencies. (NA for CR3)	<input type="checkbox"/>
10b	Evacuation time estimates for the population located in the plume exposure pathway EPZ are available to support the formulation of PARs and have been provided to State and local governmental authorities. (NA for CR3)	<input type="checkbox"/>
10c	A range of protective actions is available for plant emergency workers during emergencies, including those for hostile action events.	<input type="checkbox"/>
10d	KI is available for implementation as a protective action recommendation in those jurisdictions that chose to provide KI to the public.	<input type="checkbox"/>
11	10 CFR 50.47(b)(11) Radiological Exposure Control	
11a	The resources for controlling radiological exposures for emergency workers are established.	<input checked="" type="checkbox"/>
12	10 CFR 50.47(b)(12) Medical and Public Health Support	
12a	Arrangements are made for medical services for contaminated, injured individuals.	<input type="checkbox"/>
13	10 CFR 50.47(b)(13) Recovery Planning and Post-accident Operations	
a	Plans for recovery and reentry are developed.	<input type="checkbox"/>

EMERGENCY PLAN CHANGE SCREENING AND  
EFFECTIVENESS EVALUATIONS 10 CFR 50.54(Q)

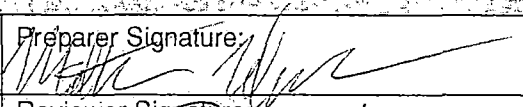
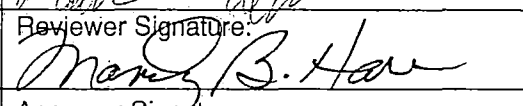
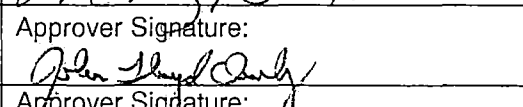
AD-EP-ALL-0602

Rev. 1

ATTACHMENT 4

Page 4 of 4

10 CFR 50.54(q) Screening Evaluation Form

Part IV. Emergency Planning Element and Function Screen (cont.)		
14	10 CFR 50.47(b)(14) Drills and Exercises	
14a	A drill and exercise program (including radiological, medical, health physics and other program areas) is established.	<input type="checkbox"/>
14b	Drills, exercises, and training evolutions that provide performance opportunities to develop, maintain, and demonstrate key skills are assessed via a formal critique process in order to identify weaknesses.	<input type="checkbox"/>
14c	Identified weaknesses are corrected.	<input type="checkbox"/>
15	10 CFR 50.47(b)(15) Emergency Response Training	
15a	Training is provided to emergency responders.	<input type="checkbox"/>
16	10 CFR 50.47(b)(16) Emergency Plan Maintenance	
16a	Responsibility for emergency plan development and review is established.	<input type="checkbox"/>
16b	Planners responsible for emergency plan development and maintenance are properly trained.	<input type="checkbox"/>
PART IV. Conclusion		
If no Part IV criteria are checked, a 10 CFR 50.54(q) Effectiveness Evaluation is not required, then complete Attachment 4, 10 CFR 50.54(q) Screening Evaluation Form, Part V. Go to Attachment 4, 10 CFR 50.54(q) Screening Evaluation Form, Part VI for instructions describing the NRC required 30 day submittal.		<input type="checkbox"/>
If any Attachment 4, 10 CFR 50.54(q) Screening Evaluation Form, Part IV criteria are checked, then complete Attachment 4, 10 CFR 50.54(q) Screening Evaluation Form, Part V and perform a 10 CFR 50.54(q) Effectiveness Evaluation. Shaded block requires final approval of Screen and Evaluation by EP CFAM.		<input checked="" type="checkbox"/>
Part V. Signatures:		
Preparer Name (Print): Matthew Nelson	Preparer Signature: 	Date: 4/1/16
Reviewer Name (Print): Mandy Hare	Reviewer Signature: 	Date: 4/1/16
Approver (EP Manager Name (Print): John Overly	Approver Signature: 	Date: 4/1/16
Approver (CFAM, as required) Name (Print)	Approver Signature:	Date:
Part VI. NRC Emergency Plan and Implementing Procedure Submittal Actions		
Create two EREG General Assignments.		<input checked="" type="checkbox"/>
One for EP to provide the 10 CFR 50.54(q) summary of the analysis, or the completed 10 CFR 50.54(q), to Licensing.		<input checked="" type="checkbox"/>
One for Licensing to submit the 10 CFR 50.54(q) information to the NRC within 30 days after the change is put in effect.		<input checked="" type="checkbox"/>

QA RECORD

EMERGENCY PLAN CHANGE SCREENING AND  
EFFECTIVENESS EVALUATIONS 10 CFR 50.54(Q)

AD-EP-ALL-0602

Rev. 1

ATTACHMENT 5

Page 1 of 3

10 CFR 50.54(q) Effectiveness Evaluation Form

Screening and Evaluation Number		Applicable Sites	
EREG #: <u>02016136</u>		BNP	<input type="checkbox"/>
		CNS	<input checked="" type="checkbox"/>
		CR3	<input type="checkbox"/>
		HNP	<input type="checkbox"/>
5AD #: <u>02015430</u>		MNS	<input type="checkbox"/>
		ONS	<input type="checkbox"/>
		RNP	<input type="checkbox"/>
		GO	<input type="checkbox"/>
Document and Revision	OSC Activation Procedure		
RP/0/A/5000/024 Rev. 35			

Part I. Description of Proposed Change:

Enclosure 4.2, page 1 of 12, deleted step for assigning RP personnel to perform DRC (Dose Records Coordinator) duties. The DRC desired position in the OSC is being eliminated due to duplication of duties. This change does not impact minimum staffing requirements. (PRR 01932814)

Enclosure 4.2, page 3 of 12, modified step activating field monitoring teams to include performing pre-operational checks prior to the teams being dispatched. This will ensure any potential issues are identified prior to the teams being dispatched. (PRR 01962848)

Enclosure 4.2, page 5 of 12, deleted TSC Security Manager actions for requesting DRC personnel complete dose record forms and issuing monitoring devices to security officers. OSC DRC not needed because if electronic dose capture not available, manual dose cards will be issued and secondary monitoring devices will continue to be issued per normal site RP processes. (PRR 01932814)

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Enclosure 4.8, page 2 of 5, modified step for collection of OSC Task Work Sheets to include "inprogress" work sheets as well as completed work sheets. This will ensure all task work sheets are collected and proper disposition made. (PRR 02003346, 02003338)

Attachment 6, 10 CFR 50.54(q) Initiating Condition (IC) and Emergency Action Level (EAL) and EAL Bases Validation and Verification (V&V) Form, is attached (required for IC or EAL change)

Yes ☐  
No ☒

**10 CFR 50.54(q) Effectiveness Evaluation Form**

Part II. Description and Review of Licensing Basis Affected by the Proposed Change:

Licensing Basis:

***Catawba Emergency Plan, Revision 16-1, March 2016***

K. Radiological Exposure Control (10 CFR 50.47(b)(11))

Planning Objective

To assure that means for controlling radiological exposures in an emergency are established for emergency workers.

K.3 Emergency Personnel Exposure and Records

K.3.a Distribution of Dosimetry

Provisions have been made for maintaining records of emergency personnel during a radiological emergency on a 4-hour per day basis. The Operations Support Center will provide a means for keeping track of exposure to personnel involved in a radiological accident. Distribution of dosimeters (self-reading and TLD badges) will be provided for all personnel.

The issuance of High Range Dosimetry will be in accordance with Radiation Protection procedures.

Should any off-site agency respond to an emergency at the site during a nuclear emergency, dosimeters will be provided for their use to determine any exposure.

K.3.b Dose Records

The Operations Support Center through the Radiation Protection section shall have the responsibility of keeping records of the doses received by emergency personnel involved in any radiological accident. Normal operating procedures shall be followed for the use of dosimeters and the TLD badges. Distribution of the dosimeters and badges shall be through Radiation Protection.

**10 CFR 50.54(q) Effectiveness Evaluation Form**

**Part III. Description of How the Proposed Change Complies with Regulation and Commitments.**

If the emergency plan, modified as proposed, no longer complies with planning standards in 10 CFR 50.47(b) and the requirements in Appendix E to 10 CFR Part 50, then ensure the change is rejected, modified, or processed as an exemption request under 10 CFR 50.12, Specific Exemptions, rather than under 10 CFR 50.54(q):

**Regulatory Basis**

**10 CFR 50.47(b)(11) states:** "Means for controlling radiological exposures, in an emergency, are established for emergency workers. The means for controlling radiological exposures shall include exposure guidelines consistent with EPA Emergency Worker and Lifesaving Activity Protective Action Guides."

The applicable emergency planning function associated with 10 CFR 50.47(b)(11) state:

- The resources for controlling radiological exposures for emergency workers are established.

**There are no applicable supporting requirements described in 10 CFR 50, Appendix E with this change.**

**The applicable informing criteria described in NUREG-0654, Section II.K. state:**

Each licensee shall provide an onsite radiation protection program to be implemented during emergencies, including methods to implement exposure guidelines. The plan shall identify individual(s), by position or title, who can authorize emergency workers to receive doses in excess of 10 CFR Part 20 limits. Procedures shall be worked out in advance for permitting onsite volunteers to receive radiation exposures in the course of carrying out lifesaving and other emergency activities. These procedures shall include expeditious decision making and a reasonable consideration of relative risks.

3.a Each organization shall make provision for 24-hour-per-day capability to determine the doses received by emergency personnel involved in any nuclear accident, including volunteers. Each organization shall make provisions for distribution of dosimeters, both self-reading and permanent record devices.

3.b Each organization shall ensure that dosimeters are read at appropriate frequencies and provide for maintaining dose records for emergency workers involved in any nuclear accident.

- Implementation of this revision does not affect the emergency planning functions associated with 10 CFR 50.47(b)(11), because the change continues to ensure means for controlling radiological exposures, in an emergency, are established for emergency workers. Additionally, the change continues to meet the intent of informing criteria described in NUREG-0654, Section II.K.



**10 CFR 50.54(q) Effectiveness Evaluation Form**

Part IV. Description of Emergency Plan Planning Standards, Functions and Program Elements Affected by the Proposed Change (Address each function identified in Attachment 4, 10 CFR 50.54(q) Screening Evaluation Form, Part IV of associated Screen):

11. 10 CFR 50.47(b)(11) Radiological Exposure Control

11a. The resources for controlling radiological exposures for emergency workers are established.

Part V. Description of Impact of the Proposed Change on the Effectiveness of Emergency Plan Functions:

DRC desired position in OSC is being eliminated due to duplication of duties. The actions of the DRC are completed by normal RP processes and the RP manager in the TSC. This change has no impact on ERO minimum staffing requirements. This change continues to ensure means for controlling radiological exposures, in an emergency, are established for emergency workers as required by 10CFR50.47(b)(11). As described in NUREG-0654 Section II.K, this change continues to:

- Provide an onsite radiation protection program to be implemented during emergencies, including methods to implement exposure guidelines.
- To make provision for 24-hour-per-day capability to determine the doses received by emergency personnel involved in any nuclear accident, including volunteers.
- Make provisions for distribution of dosimeters, both self-reading and permanent record devices.
- Ensure that dosimeters are read at appropriate frequencies and provide for maintaining dose records for emergency workers involved in any nuclear accident.

A change was made to ensure field monitoring teams perform pre-operational checks prior to the team needing to be dispatched. This is an enhancement to ensure any potential issues are identified and corrected prior to the teams being dispatched. This change does not affect any planning standards.

A change was made to ensure OSC Task Work Sheets are collected including sheets that are in progress. This is an enhancement to ensure all task work sheets are collected and proper disposition made. This change does not affect any planning standards.

## 10 CFR 50.54(q) Effectiveness Evaluation Form

## Part VI. Evaluation Conclusion.

Answer the following questions about the proposed change.

1	Does the proposed change comply with 10 CFR 50.47(b) and 10 CFR 50 Appendix E?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2	Does the proposed change maintain the effectiveness of the emergency plan (i.e., no reduction in effectiveness)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3	Does the proposed change maintain the current Emergency Action Level (EAL) scheme?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
4	Choose one of the following conclusions:		
a	The activity does continue to comply with the requirements of 10 CFR 50.47(b) and 10 CFR 50, Appendix E, and the activity does not constitute a reduction in effectiveness or change in the current Emergency Action Level (EAL) scheme. Therefore, the activity can be implemented without prior NRC approval.	<input checked="" type="checkbox"/>	
b	The activity does not continue to comply with the requirements of 10 CFR 50.47(b) or 10 CFR 50 Appendix E or the activity does constitute a reduction in effectiveness or EAL scheme change. Therefore, the activity cannot be implemented without prior NRC approval.	<input type="checkbox"/>	

## Part VII. Disposition of Proposed Change Requiring Prior NRC Approval

Will the proposed change determined to require prior NRC approval be either revised or rejected?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

If No, then initiate a License Amendment Request in accordance 10 CFR 50.90 and AD-LS-ALL-0002, Regulatory Correspondence, and include the tracking number: \_\_\_\_\_.

EMERGENCY PLAN CHANGE SCREENING AND  
EFFECTIVENESS EVALUATIONS 10 CFR 50.54(Q)

AD-EP-ALL-0602

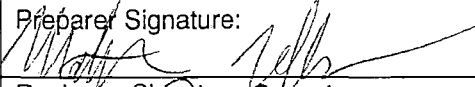
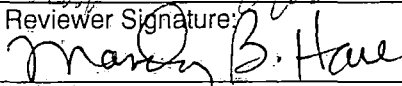
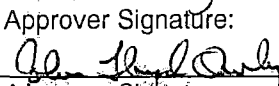
Rev. 1

ATTACHMENT 5

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10 CFR 50.54(q) Effectiveness Evaluation Form

Part VIII. Signatures: EP CFAM Final Approval is required for changes affecting risk significant planning standard 10 CFR 50.47(b)(4).

Preparer Name (Print): Matthew Nelson	Preparer Signature: 	Date: 4/1/16
Reviewer Name (Print): Mandy Hare	Reviewer Signature: 	Date: 4/1/16
Approver (EP Manager) Name (Print): John Overly	Approver Signature: 	Date: 4/1/16
Approver (CFAM, as required) Name (Print):	Approver Signature:	Date:

If the proposed activity is a change to the E-Plan or implementing procedures, then create two EREG General Assignments.

One for EP to provide the 10 CFR 50.54(q) summary of the analysis, or the completed 10 CFR 50.54(q), to Licensing.

☒

One for Licensing to submit the 10 CFR 50.54(q) information to the NRC within 30 days after the change is put in effect.

☒

QA RECORD

## 1. Symptoms

- 1.1 Conditions exist where events resulted in the activation of the Emergency Response Organization (ERO).

## 2. Immediate Actions

- NOTE:**
1. The OSC must be "ACTIVATED" within 75 minutes of the emergency declaration time. The TSC Emergency Coordinator will declare the TSC and the OSC "ACTIVATED" together.
  2. This procedure is **NOT** required to be followed in step-by-step sequence. Sections of the procedure are to be implemented, as the applicable action becomes necessary.
  3. Specific telephone numbers are not provided in this procedure. Telephone numbers are located in the Emergency Response Telephone Directory. A hard copy of the Emergency Response Telephone Directory is located in the OSC storage cabinet. An electronic version of the Emergency Response Telephone Directory is also available on the Catawba Nuclear Site Emergency Planning Web Page.

- 2.1 Upon notification to activate, ERO members assigned to the OSC shall report to the OSC.
- 2.2 The OPS OSC Supervisor will assume the role of OSC Coordinator until relieved by a qualified OSC Coordinator.

## 3. Subsequent Actions

- 3.1 Each represented group is responsible for ensuring their appropriate Enclosure is completed.
- 3.2 Contact the TSC Data Coordinator for resolution of any computer hardware/software problems, **OR** the OSC Nuclear Supply Chain Manager for resolution of other equipment problems.
- 3.3 The TSC Emergency Coordinator must approve the participation of personnel with training deficiencies; e.g. respiratory fit test, BBA, allowed exposure limit, specific ERO training, etc. as an ERO member.
- 3.4 Assessment and Repair Team activities shall be conducted in accordance with AD-HU-ALL-0004, Procedure and Work Instruction Use and Adherence".

### 3.5 Definitions:

- 3.5.1 Alternate OSC - Should the OSC become uninhabitable OSC members will relocate to the Alternate OSC, which is located in TSC. The Alternate OSC layout is provided in the Emergency Response Telephone Directory.  
[IER-L1-13-13]
- 3.5.2 Critical Task – A task that must be completed as soon as possible and normally becomes the number one priority task. The Assessment and Repair Team is dispatched immediately. The OSC team dispatch paperwork is completed as soon as possible after the dispatch of the team. Examples include: SSF Startup, Fire Response, MERT or as determined by the TSC or OSC staff.
- 3.5.3 Essential Personnel - Any personnel required to assist in the performance of assigned emergency response tasks. These personnel would not evacuate in the event of Site Evacuation.
- 3.5.4 Site Boundary - Entire owner Controlled Area.
- 3.5.5 Protected Area - Area located inside the double security fence.
- 3.5.6 V. A. P. (Vehicle Access Portal) - Access to the Protected Area for vehicles. It is located next to Warehouse #1.
- 3.5.7 V. B. S. (Vehicle Barrier System) - Barrier system to prevent unauthorized/unsearched vehicle access. The system includes areas such as the trench around the plant area, Vehicle Checkpoint #2 and trench crosswalks.

- 3.6 The following SDS Group Displays have been established for emergency response use. To access these group displays enter; GD (space) Group Display Name, in the white box at the upper right portion of the screen.

<u>Group Display Name</u>	<u>Group Display Description</u>
ERDS1	ERDS Group 1
ERDS2	ERDS Group 2
EROCONT	Selected values associated with Containment
EROCORE1	Incore temperature values
EROCORE2	Additional Incore temperature values
EROCORE3	Additional Incore temperature values
EROEMF	Selected EMF instantaneous values
EROEMF15	Selected EMF 15 minute average values
EROENV	Selected Meteorological values
EROINJCT	Selected Letdown/Charging values
EROPLEAK	Selected Primary to Containment Leakage Values
EROPRIM	Selected Primary system values
ERORXG	Reactor Engineer Data
EROSAMG	Severe Accident Management Guideline (SAMG) Parameters
EROSSECND	Selected Secondary system values
EROSLEAK	Selected Primary to Secondary Leakage Values

To access the above list in SDS, select Trends from the pulldown menu, then Group List (scroll down to ERO Listing).

- 3.7 The following process shall be used when calling in additional support personnel.

3.7.1 **IF** personnel being called in are already on site, GO TO Step 3.7.5.

3.7.2 STATE: "There is a drill/emergency at Catawba Nuclear Site."

3.7.3 ASK: "Have you consumed alcohol within the past five hours?"

3.7.4 **IF** "NO," **GO TO** to Step 3.7.5.

**NOTE:** Employees who acknowledge consumption of alcohol within five hours must be evaluated by supervision upon reporting to work.

**IF** "YES," ask the following questions, and use judgment to determine whether the person is fit for duty.

- A. What did you consume?
- B. How much did you consume?
- C. Can you perform your duties unimpaired?
- D. Can you drive safely?

- 3.7.5 Provide the person called with the following information:
- A. Where they should respond - TSC or OSC as applicable
  - B. Emergency Conditions/Plant Status
  - C. Areas of plant to avoid while in route to TSC/OSC
  - D. Dosimeter requirements for access (TLD, Electronic Dosimeter, RWP 33, etc.)
  - E. Provide the person called to the TSC/OSC with the name of their job sponsor. The job sponsor is responsible for providing them with all the information required in this step.
  - F. Ensure this person is tracked on an OSC Team Sheet, if and when applicable.

3.7.6 Inform Security of additional personnel that will be arriving from off-site.

3.8 Beyond Design Basis Guidance:

- Makeup and structure of the ERO organization will be determined by the facility Manager/Coordinator.
- Facility organizations may be modified or supplemented as necessary to support the particular circumstances given to the existing onsite and offsite conditions.
- Consideration shall be performed for the need for unit-specific responses in the event of the implementation of Beyond Design Basis guidance (SAMG, EDMG, etc.) for more than one unit.
- In addition to regular OSC staffing; Unit specific response teams are required with Maintenance Manager and Equipment Engineer for each affected unit in the OSC.
- OSC Staffing shall consist of the following:
  - One team comprised of all OSC positions.
  - An additional team of "decision makers", comprised of an OSC Manager, Maintenance Manager, and Equipment Manager.
- **IF** the OSC is determined to be uninhabitable, then the Alternate OSC may be used.
- Vacant ERO positions may be filled with other plant staff members present in the facility and who are qualified for the position(s). Individual(s) assigned to fill vacancy should have ERO training as defined in CNS Training Addendum 7111.0 (CNS Emergency Response Training Program Description) (Emergency Planning Group Manual 5.4.1).

{NEI 12-01 rev 0}

#### **4. Enclosures**

- 4.1 OSC Coordinator
- 4.2 RP Supervisor
- 4.3 Chemistry Manager
- 4.4 OSC Operations Supervisor
- 4.5 Equipment Engineer
- 4.6 Maintenance Manager
- 4.7 Nuclear Supply Chain Manager
- 4.8 OSC Log/Status Keeper
- 4.9 Control of Assessment and Repair Teams



Enclosure 4.1  
OSC Coordinator

RP/0/A/5000/024  
Page 1 of 7

Initial

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- \_\_\_\_\_ Obtain self reading dosimeter from the Single Point Access storage rack.
- \_\_\_\_\_ Log into Electronic Dose System **OR** complete a dose card using RWP #33.
- \_\_\_\_\_ Sign in on OSC Staffing Board.
- \_\_\_\_\_ Obtain your position procedure notebook located in the OSC supply cabinet.
- \_\_\_\_\_ Put on position name badge sticker located in your position notebook.
- \_\_\_\_\_ Scan badge for attendance or sign in on OSC Training/Roster Sheet.
- \_\_\_\_\_ Initiate/maintain a log of events related to your position. Log should provide details sufficient for turnover if needed.
- \_\_\_\_\_ Contact OSC Operations Supervisor and request turnover of command and control for the OSC:  
OPS Supervisor (name) \_\_\_\_\_  
OSC Coordinator (name) \_\_\_\_\_  
Time of Turnover \_\_\_\_\_
- \_\_\_\_\_ Ensure the OSC is habitable through discussions with the RP Supervisor.  
[IER L1-13-13]

**Enclosure 4.1**  
**OSC Coordinator**

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**NOTE:** The Alternate OSC is located in the TSC.

\_\_\_\_\_ **IF** the OSC is not habitable or becomes not habitable, relocate to the Alternate OSC. Consider the following when relocating to the Alternate OSC:

- Safety of OSC personnel is always the first priority.
- The Alternate OSC layout is provided in the Emergency Response Telephone Directory.
- Inform OSC Managers:
  - A. When to relocate the Alternate OSC
  - B. The route to be taken to the Alternate OSC
  - C. Any hazards which may be encountered while moving to the Alternate OSC
  - D. Where to re-assemble for accountability
  - E. Take OSC position notebooks with them to the Alternate OSC
  - F. Verify accountability of OSC personnel after relocation to the Alternate OSC
- Inform the Emergency Coordinator when the OSC relocation is completed.

\_\_\_\_\_ Announce the following using the OSC Public Address:

- A. "Anyone who has consumed alcohol within the past five (5) hours or believes their work quality may be compromised due to fatigue, notify the OSC Coordinator."
- B. "All personnel in the OSC must have on a TLD and an electronic dosimeter."
- C. "Eating and drinking are permitted in the OSC Area unless otherwise determined by RP."
- D. "Consider hours previously worked prior to ERO activation in determining shift turnover schedules for 24 hour staffing."

\_\_\_\_\_ Verify the OSC Log/Status Keeper position is staffed. **IF** the OSC Log/Status Keeper position is **NOT** staffed, assign someone the responsibility of performing Enclosure 4.9 (Control of Assessment and Repair Teams) until OSC Log/Status Keeper position is staffed.

**Enclosure 4.1**  
**OSC Coordinator**

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**NOTE:** Vacant ERO positions may be filled with other plant staff members present in the facility and who are qualified for the position(s). Individual(s) assigned to fill a vacancy should have the training, experience and skills required by the ERO training program for that position.

**IF** less than the below listed minimum OSC positions are filled,

**AND**

An extra person(s) is available whom the Emergency Coordinator believes is capable of filling a missing position(s) based on the training, experience and skills required by the ERO training program for that position:

CNS Addendum 7111.0, "Catawba Nuclear Site Emergency Response (ER) Training Program Description"

**AND**

An appropriate log entry is made. {PIP G-11-1389}

Make an announcement that the following groups have required positions and should submit completed minimum staffing level forms to the OSC Log/Status Keeper.

- Operations
- Radiation Protection
- Maintenance
- Engineering
- Chemistry

**NOTE:** Upon completion of all minimum staffing level forms, the OSC may be declared "**OPERATIONAL.**"

Establish communications with the TSC Emergency Coordinator. Using the polycom phone to the left of the OSC Coordinator position, call the Emergency Coordinator at 2905. (You may want to leave this phone on speaker with it muted).

Inform the Emergency Coordinator that the OSC is "**OPERATIONAL.**"  
Emergency Coordinator \_\_\_\_\_  
OSC Operational at \_\_\_\_\_

Evaluate the completed OSC Task Work Sheets collected by the OSC Log/Status Keeper to determine if any in-progress work should be discontinued. This evaluation should include the following as a minimum:

- Cause of the event
- Discussion with the TSC
- Discussion with RP Manager

**Enclosure 4.1**  
**OSC Coordinator**

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\_\_\_\_\_ **IF AT ANY TIME** there is a need to deviate from normal work processes, refer to AD-OP-ALL-1000 (Conduct of Operations) Attachment 7 (Deviation from Normal Work Processes/Requirements Documentation).

\_\_\_\_\_ Give all OSC Task Work Sheets that were approved for work to continue to the OSC Log/Status Keeper for assignment of OSC Assessment and Repair Team number.

\_\_\_\_\_ Verify that the appropriate OSC manager has stopped all work identified on OSC Task Work Sheets that were **NOT** approved for work to continue.

\_\_\_\_\_ Inform the TSC Emergency Coordinator of encountered plant conditions and status of emergency actions in progress.

\_\_\_\_\_ **IF** non-essential personnel are to be evacuated from the site, announce the following to the OSC Managers:

- No "declared" pregnant females are to remain on site.
- Account for all site-essential personnel remaining on site.
- All site-essential personnel not assembled in the TSC, OSC or Control Room will be assigned an OSC R&R Team number using an OSC Task Work Sheet.
- RP Manager/Supervisor shall ensure that all areas outside of OSC/TSC/CR where site-essential personnel are located are radiologically habitable.

\_\_\_\_\_ **IF** any vacant ERO positions are filled with other plant staff members present in the facility and who are qualified for the position(s), have the OSC Log/Status Keeper make an appropriate log entry. Individual(s) assigned to fill a vacancy should have the training, experience and skills required by the ERO training program for that position.

\_\_\_\_\_ **IF** Environmental Group assistance is needed, contact the Environmental Group Duty Person at Extension 3333 or after hours pager #777-3333.

\_\_\_\_\_ **IF** Health and Safety Group assistance is needed, contact the Health and Safety Duty Person at Extension 4210 or after hours pager #777-8002.

\_\_\_\_\_ Inform the OSC Log/Status Keeper of any items that should be documented in the OSC Log.

\_\_\_\_\_ **IF** Blanket Dose Extension(s) are approved by TSC Emergency Coordinator:

- Ensure new exposure limits are posted in OSC
- Announce new exposure limits to the OSC

**Enclosure 4.1**  
**OSC Coordinator**

RP/0/A/5000/024  
Page 5 of 7

Initial

\_\_\_\_\_ Perform assessments approximately every hour as necessary.

- Monitor the Emergency Coordinator "round table discussions." Request TSC Personnel use microphones during TSC Updates.
- Ensure team activities are prioritized and in agreement with TSC established priorities.
- Conduct a briefing of the OSC Managers to assess emergency conditions, radiological conditions, team status, equipment/plant conditions and available human resources.

\_\_\_\_\_ Provide updates to OSC personnel via the OSC PA system approximately every thirty minutes. These updates provide OSC personnel with information that is in addition to the Emergency Coordinator updates. Examples are:

- OSC priorities based on the event priorities established by the Emergency Coordinator
- Personnel situations
- Radiological conditions
- Plant conditions
- Expected actions
- Any classification changes when they occur

\_\_\_\_\_ Perform the following as necessary throughout the event:

- Call out additional OSC support personnel as needed. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

**Enclosure 4.1**  
**OSC Coordinator**

RP/0/A/5000/024  
Page 6 of 7

**NOTE:** During Critical Tasks, Assessment and Repair Teams should be dispatched immediately. The "OSC Task Work Sheet" will be completed as soon as possible after dispatch.

- Ensure Assessment and Repair Teams are:
  - Formed (appropriate expertise for the task)
  - Briefed
  - Dispatched
  - Status monitored
  - Debriefed
- Prior to approving work on plant equipment or systems, ensure the responsible group for that equipment or system is informed.
- Ensure OSC remains habitable.

Enclosure 4.1  
OSC Coordinator

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Initial

**NOTE:** The OSC Log/Status Keeper will maintain 24 Hr. Staffing/Essential Personnel documentation for the OSC Coordinator Position.

Verify that the OSC Log/Status Keeper has obtained a completed 24-hour staffing/essential personnel form from each OSC Manager.

During a Beyond Design Basis External Event (BDBEE) or an Extended Loss of AC Power (ELAP) event, work with the Emergency Coordinator and the Emergency Planner in the TSC to establish 24 hour coverage for an extended period (up to 10 days) using a combination of qualified CNS ERO personnel. Include the staffing requirements of the "Expanded Response Capabilities" when setting up the shift rotation.

**NOTE:**

- Deactivation of the OSC will be implemented when the Emergency Coordinator or EOF Director terminates emergency conditions.
- During declared emergencies, Duke Energy does **NOT** need to meet Fatigue Rule Work Hour Controls. Once the declared emergency or unannounced drill has been terminated, **ALL HOURS worked during the declared emergency will be included in future work hour calculations including determination of minimum breaks between shifts.**

Upon termination of the emergency condition, announce the following over the OSC PA System:

- A critique will be conducted in the TSC. All OSC positions are to be represented at the critique.
- Provide all completed paperwork to the OSC Log/Status Keeper.
- Ensure OSC staff informs all Assessment and Repair Teams in the field that the emergency condition has been terminated.
- Return your work area to a state of readiness.
- **ALL HOURS worked during the declared emergency will be included in future work hour calculations including determination of minimum breaks between shifts.**

**Enclosure 4.2**  
**RP Supervisor**

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Initial \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- \_\_\_\_\_ Obtain self-reading dosimeter from the Single Point Access storage rack.
- \_\_\_\_\_ Log into Electronic Dose System **OR** complete a dose card using RWP #33.
- \_\_\_\_\_ Sign in on OSC Staffing Board.
- \_\_\_\_\_ Obtain your position procedure notebook located in the OSC supply cabinet.
- \_\_\_\_\_ Put on position name badge sticker located in your position notebook.
- \_\_\_\_\_ Scan badge for attendance or sign in on OSC Training/Roster Sheet.
- \_\_\_\_\_ Initiate/maintain a log of events related to your position. Log should provide details sufficient for turnover if needed.

**NOTE:** The OSC RP positions are considered Operational after submittal of the completed "Minimum Staffing Levels for Required OSC RP Personnel" form to the OSC Log/Status Keeper.

- \_\_\_\_\_ Ensure RP personnel are qualified to perform assigned ERO tasks.
- \_\_\_\_\_ Ensure all RP positions on the OSC Staffing Board are listed by name.
- \_\_\_\_\_ Dispatch RP Technician to TSC.

**NOTE:**

1. During ERO drills, radiological monitoring and controls of the OSC will be configured to have minimum impact on the day-to-day operations of the WCC. Non-drill participants are exempted from the designated restrictions of the drill and may enter the WCC area as needed.
2. During ERO drills, all personnel are allowed to access OSC/WCC area bathrooms.
3. The RP Supervisor will coordinate the establishment of appropriate access points and/or barriers of the OSC/WCC area for both drills and events. Additional RP support may be used to accomplish these tasks.
4. Signs for the OSC/WCC area are located in the RP Supervisor's position notebook.

- \_\_\_\_\_ Establish Contamination Control Point, as needed on the Unit 1 side entrance.
- \_\_\_\_\_ Set up the Tensa barrier on the Unit 2 entrance to the WCC.
- \_\_\_\_\_ Place a sign on Unit 2 side indicating that personnel must enter the OSC/WCC from the Unit 1 side only.



**Enclosure 4.2**

**RP Supervisor**

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Complete the following forms (assign RP Technician to assist if preferred):

- Minimum Staffing Levels for Required OSC RP Personnel.
- "OSC Task Work Sheet" form (Refer to Enclosure 4.9, "Control of Assessment and Repair Teams"):
  - ♦ IF no Tasks are in progress for your work group write "No Tasks in progress" in Block 1.
  - ♦ IF Tasks are in progress fill out form with relative information and obtain necessary signatures.

Provide the following to the OSC Log/Status Keeper:

- Completed Minimum Staffing Levels for Required OSC RP Personnel (Enclosure 4.2, [RP Supervisor] pages 14 & 15) within EP allotted time to activate the OSC
- Completed "OSC Task Work Sheet" form(s)
- Completed "Radiation Protection 24 Hour Staffing/Site Essential Personnel" (Enclosure 4.2, [RP Supervisor] page 16)

Establish communications with TSC RP Manager and/or TSC Dose Assessors.

Ensure MG readers are operational in SPA area.

Conduct a pre-job brief that includes the following:

- ♦ Status of the plant/affected unit
- ♦ Whether a release is in progress or expected
- ♦ Wind direction/expected path of potential or actual plume
- ♦ Whether teams are needed to change normal travel path to the Emergency Kit Room
- ♦ Whether teams are needed to monitor dose during transit to Emergency Kit Room

Enclosure 4.2

RP Supervisor

RP/0/A/5000/024

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WHEN requested by the TSC, activate Field Monitoring Teams (FMTs) as follows:

- Dispatch FMTs to begin pre-operational checks.
- WHEN pre-operational checks are completed, direct FMTs to contact the Field Monitoring Team Coordinator (primary contact) or TSC Dose Assessor (secondary contact) for dispatch instructions.

Direct FMTs to go to Electronic Dose Capture station and sign in under RWP 98.

- FMTs should wear own ED, OR if necessary, obtain ED from Emergency Kits

Notify TSC RP Manager that FMTs have been dispatched to Emergency Kit Room

Establish an RP Supervisor position log which captures as a minimum:

- Evolutions impacting this position
- Decisions made by this position
- Communications to/from other work groups
- OSC Habitability Surveys

Ensure the following OSC RP items are brought to the OSC by RP personnel:

- Respiratory Printout
- RP Survey Instruments

**CAUTION:** Give due consideration to the fact that plant conditions may be unstable and radiological conditions unknown.

Obtain preliminary radiological information from computer programs (e.g., OAC, DRMS) or the Control Room, as necessary.

- Place emphasis upon determining those areas of the plant that may have increasing radiation levels.
- Control the Radiation Control Area (RCA) access.
- Request the TSC RP Manager to have Operations conduct a Site Assembly, if current radiological conditions warrant per RP/0/A/5000/010 (Conducting a Site Assembly or Preparing the Site for an Evacuation).

**Enclosure 4.2**  
**RP Supervisor**

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Page 4 of 12

Continuously monitor plant radiological status.

- Report plant radiological status to RP Manager, OSC Coordinator or Emergency Coordinator as necessary.

Provide immediate support and RP job coverage as necessary, for the following:

- Fire Brigade
- Contaminated Medical Injury Response
- Emergency Rescue
- Emergency Team - damage control
- RP job coverage for chemistry sampling, operations and/or maintenance activities.
- Other Emergency Response Teams, as necessary

Coordinate dispatch of Field Monitor Teams with TSC or EOF Field Monitor Coordinator, as appropriate.

Provide RP personnel for radiation survey teams inside the security protected area boundary fence, upon request from TSC or EOF.

<b>NOTE:</b> On-Site Teams report information back to OSC RP Supervisor and report survey results and radioactive release information to TSC or EOF as directed by OSC RP Supervisor.
---

Coordinate RP activities for assessment and repair teams, as necessary:

- Ensure completion of OSC Task Work Sheet.
- Establish travel route to and from job to be performed.
- Establish dose limits and/or dose rate considerations for high exposure jobs.
- Post Plant Radiation Levels in the OSC for Job Planning as necessary.
- Direct assignment of additional dosimetry, as needed.
- Direct the use of protective clothing for teams to prevent the spread of contamination.
- Direct RP technicians to monitor and report radiological conditions periodically while in the field and upon return to OSC.

Coordinate the set up and source check of radiological monitoring equipment in OSC, TSC and Control Room, as necessary; (e.g., portal monitor, hand and foot monitor, friskers and air samplers).

**Enclosure 4.2**  
**RP Supervisor**

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Monitor dose rate in OSC.

- Establish control over OSC personnel radiation exposure.
- Limit personnel exposure to blanket dose extension levels.

Perform the following as requested by the TSC Security Manager for Security officers remaining on post(s) and as necessary throughout the event:

- Evaluate potential dose exposure.
- Recommend any needed protective actions for officers remaining on post.

IF a decision is made to no longer allow eating and drinking in the OSC, perform the following:

- Announce in the OSC that eating and drinking is no longer allowed. Discard/trash all food and drink at this time.
- Ensure the OSC Team Room occupants are informed of the change.
- Place the "No Eating and Drinking" signs throughout the facility (signs are located in the OSC Supply Cabinet.). (4)
- Initiate/establish a Single Point of Entry to the OSC placing a swing gate near the Entry/Monitor point.

IF General Area dose rate approaches 5 mrem/hr and is expected to continue, initiate discussion with TSC RP Manager on the need to evacuate the OSC.

- Relocate Personnel Monitoring Teams to Low dose areas (< 5 mrem/hr), appropriate to site radiological conditions; (e.g., plume directional movement).

Direct contamination survey of OSC, as appropriate to radiological conditions:

- Evaluate contamination potential in the OSC.
- Initiate use of personnel monitoring equipment, as necessary; (e.g., Hand/Foot friskers).
- Initiate decontamination of equipment or personnel, as appropriate.

Identify RP personnel and personnel monitoring teams as they become available, for the following locations:

- On-site assembly areas identified in Nuclear Policy Manual NSD 114, "Site Assembly/Site Evacuation"
- Other assembly points for surveys as directed by RP Manager
- PAP Area
- Evacuation Facility

**IF** Site Evacuation is activated, initiate HP/0/B/1009/005, "Personnel/Vehicle Monitoring for Emergency Conditions," as necessary.

**NOTE:** Consider wind direction to determine affected site assembly points; (e.g., staging locations which should be opposite of the plume radioactive gaseous release path), as monitored by Field Monitor Teams (FMTs) and TSC.

Recommend on-site protective actions for assembled personnel (e.g., relocated affected personnel assembly points in the downwind plume path) to the TSC RP Manager.

Provide protective actions for those personnel with work duties in radiological areas.

Coordinate in-plant monitoring to support Control Room, TSC and OSC.

- Initiate contamination control requirements, as necessary.
- Initiate "no eating or drinking" contamination control requirements, as necessary.
- Ensure that personnel monitoring equipment is available in OSC, TSC and Control Room (e.g., hand held frisking equipment).

Initiate emergency procedures, as necessary:

- HP/0/B/1009/007, "In-Plant Particulate and Iodine Monitoring Under Accident Conditions"
- SH/0/B/2005/003, "Distribution of Potassium Iodine Tablets in the Event of A Radioiodine Release"

## Enclosure 4.2

### RP Supervisor

RP/0/A/5000/024

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Coordinate OSC and TSC groups to ensure adequate preplanning to limit radiation exposures.

- Manage planned emergency exposures using CNS Emergency Plan and System Radiation Protection Manual (e.g., personnel exposure above normal administrative dose limits requires upper Duke Management pre-approval).

Provide updated information to OSC Coordinator, TSC staff and EOF staff concerning plant radiological conditions, as necessary.

- Direct trending and recording of available information to support RP OSC response.

Ensure appropriate radiological R & R Team debriefing information is provided to the OSC Coordinator.

Coordinate RP shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

**IF** Site Evacuation is required:

- Ensure all Required RP positions remain staffed during and following Site Evacuation.
- Ensure all assembly points outside of OSC/TSC/Control Room for radiological habitability where site essential personnel are located (e.g., warehouses, tool room, etc.) approved by TSC RP Manager.
- Direct non-essential RP personnel to a staging area considering directional movement of a plume based on information provided by TSC Dose Assessor and Field Monitor Teams.

Communicate with TSC Dose Assessor or EOF Field Monitoring Coordinator as appropriate.

- **IF** an onsite survey team is dispatched from OSC (e.g., Foxtrot Team), notify TSC RP Dose Assessor or EOF Field Monitor Coordinator, as appropriate.
- Notify TSC RP Dose Assessor or EOF Field Monitor Coordinator, as necessary, when survey results are from radiological surveys taken inside Protected Area fence.

**Enclosure 4.2**

**RP Supervisor**

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Assist OSC Coordinator in forming re-entry and recovery plans assuring the following are addressed as necessary:

- Areas to be surveyed
- Anticipated radiation levels
- Survey equipment required
- Protective clothing requirements
- Access control procedures
- Exposure control procedures
- Communication capabilities
- Need for dose extensions or additional personnel
- Personnel exposure is controlled per station limits
- Request recovery teams perform visual inspections of station areas and equipment to determine recovery condition of CNS
  - **IF** irregularities of station areas **OR** improper equipment configurations are observed, report conditions to senior ERO Management.

Obtain additional emergency kit items and supplies to support OSC, if needed.

Assign personnel to verify respiratory qualifications of OSC personnel, as necessary.

Coordinate radiological monitoring of food items supplied to OSC with Nuclear Supply Chain and Emergency Planning representatives, as necessary.

Enclosure 4.2  
RP Supervisor

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**Complete the following after drill or actual emergency termination:**

\_\_\_\_\_ Ensure Tensa barrier on the Unit 2 side of the WCC has been taken down.

\_\_\_\_\_ Ensure swing gate at OSC Entry Point has been removed and properly stored.

\_\_\_\_\_ Ensure Tensa barrier signs have been removed and properly stored at the appropriate location.

\_\_\_\_\_ Ensure the "No Eating and Drinking" signs have been returned to the OSC Supply Cabinet (4).

\_\_\_\_\_ Ensure all survey sheets, logs, and Team Personnel List forms are completed and signed.

\_\_\_\_\_ Restore equipment to a ready state condition after a drill or event is terminated.

\_\_\_\_\_ **IF** opened during OSC/TSC activation, ensure RP OSC and TSC Emergency Kits are inventoried and sealed.

\_\_\_\_\_ Ensure all "OSC Task Work Sheets" (Enclosure 4.9) initiated by your respective position or work group are completed and closed out properly. Provide all completed sheets to the OSC Log/Status Keeper.

\_\_\_\_\_ Provide all paperwork to the OSC Log/Status Keeper upon deactivation of the OSC.

\_\_\_\_\_ Provide critique or debrief issues to RPM after a drill or event is terminated.



## Minimum Staffing Levels for Required OSC RP Personnel

**NOTE:** 24 Hour Staffing Relief is **NOT** needed for the activation of the facility.

Date/Time Event Declared: \_\_\_\_\_ / \_\_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME / ARRIVAL TIME	24 HOUR STAFFING RELIEF NAME
<b>ON SHIFT RESPONDERS - REQUIRED</b>		
Dose Assessment	(1) _____	N/A
Access Control, Coverage Personnel, Monitoring and Dosimetry, Countroom	(1) _____ (2) _____	N/A N/A
<b>45 MINUTE RESPONSE TIME - REQUIRED</b>		
Out of Plant Surveys	(1) _____	(1) _____
In-Plant Surveys	(1) _____	(1) _____
<b>75 MINUTE RESPONSE TIME - REQUIRED</b>		
Off-Site Surveys (FMT)	(1) _____ (2) _____ (3) _____ (4) _____	(1) _____ (2) _____ (3) _____ (4) _____
On-Site (Out of Plant)	(1) _____	(1) _____
In-Plant Surveys	(1) _____	(1) _____

CONTINUED ON NEXT PAGE

**Minimum Staffing Levels for Required OSC RP Personnel (Continued)**

**NOTE:** 24 Hour Staffing Relief is **NOT** needed for the activation of the facility.

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	24 HOUR STAFFING RELIEF NAME
<b>75 MINUTE RESPONSE TIME - REQUIRED - CONTINUED</b>		
Access Control, Coverage Personnel, Monitoring and Dosimetry	(1) _____	(1) _____
	(2) _____	(2) _____
	(3) _____	(3) _____
	(4) _____	(4) _____
	(5) _____	(5) _____
	(6) _____	(6) _____

All above positions Have / Have Not been filled within the allotted time frame to activate the OSC

\_\_\_\_\_  
Signature

RP Manager/Supervisor  
Title

- Submit completed form to OSC Log/Status Keeper.

## Enclosure 4.2

RP Supervisor

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## Radiation Protection 24 Hour Staffing / Essential Personnel

**NOTE:** 24 Hour Staffing Relief is **NOT** needed for the activation of the facility.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
<b>75 MINUTE DESIRED OSC RP PERSONNEL</b>			
(1) RP Supervisor	(1) _____	(1) RP Supervisor	(1) _____
(2) RP Supervisor	(2) _____	(2) RP Supervisor	(2) _____
(1) DRC Support	(1) _____	(1) DRC Support	(1) _____
<b>OTHER ESSENTIAL RP PERSONNEL</b>			
Other Essential RP Personnel	(1) _____	Other Essential RP Personnel	(1) _____
(As Needed)	(2) _____	(As Needed)	(2) _____
	(3) _____		(3) _____
	(4) _____		(4) _____
	(5) _____		(5) _____
	(6) _____		(6) _____
	(7) _____		(7) _____
	(8) _____		(8) _____
	(9) _____		(9) _____
	(10) _____		(10) _____

• Submit copy of completed form to OSC Log/Status Keeper.

**Enclosure 4.3**  
**Chemistry Manager**

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Initial \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- \_\_\_\_\_ Obtain self-reading dosimeter from the Single Point Access storage rack.
- \_\_\_\_\_ Log into Electronic Dose System **OR** complete a dose card using RWP #33.
- \_\_\_\_\_ Sign in on OSC Staffing Board.
- \_\_\_\_\_ Obtain your position procedure notebook located in the OSC supply cabinet.
- \_\_\_\_\_ Obtain your position cell phone and headset from the OSC supply cabinet.
- \_\_\_\_\_ Put on position name badge sticker located in your position notebook.
- \_\_\_\_\_ Scan badge for attendance or sign in on OSC Training/Roster Sheet.
- \_\_\_\_\_ Initiate/maintain a log of events related to your position. Log should provide details sufficient for turnover if needed.

**NOTE:** The OSC Chemistry positions are considered Operational after submittal of the completed "Minimum Staffing Levels for Required OSC Chemistry Personnel" form to the OSC Log/Status Keeper.

\_\_\_\_\_ Complete the following forms:

- Minimum Staffing Levels for Required OSC Chemistry Personnel.
- "OSC Task Work Sheet" form (Refer to Enclosure 4.9, "Control of Assessment and Repair Teams"):
  - ◆ **IF** no Tasks are in progress for your work group write "No Tasks in progress" in Block I.
  - ◆ **IF** Tasks are in progress fill out form with relative information and obtain necessary signatures.

\_\_\_\_\_ Provide the following completed forms to the OSC Log/Status Keeper.

- Minimum Staffing Levels for Required OSC Chemistry Personnel.
- "OSC Task Work Sheet" form.

**Enclosure 4.3**  
**Chemistry Manager**

RP/0/A/5000/024  
Page 2 of 5

Initial

\_\_\_\_\_ Establish a Chemistry Manager position log, which captures as a minimum:

- Evolutions impacting this position
- Decisions made by this position
- Communications to/from other work groups

\_\_\_\_\_ Verify operability of Chemistry Manager equipment:

- Chemistry computer
- Chemistry telephone

\_\_\_\_\_ Perform the following as necessary throughout the event:

- Provide Chemistry technical content in Assessment and Repair Team briefings.
- Ensure Chemistry teams dispatched to obtain samples (primary, secondary, etc.), etc., are properly dispatched using "OSC Task Work Sheet" form (Refer to Enclosure 4.9, "Control of Assessment and Repair Teams").
- Provide the necessary Chemistry information needed for emergency Assessment and Repair Teams.
- Provide Chemistry teams in the field with available information on changing plant conditions.
- Ensure R&R Team Debriefing information is immediately provided to the OSC Coordinator.

**NOTE:** 1. The Operations Bridge Line phone number is contained in the Emergency Response Telephone Directory.

2. The Chemistry Manager telephone headset shall be muted when not in use.

- Dial into the Operations Bridge Line to monitor communications on the Operations Communication Loop.
- Establish communications with the Corporate Office Chemistry Section.
- Coordinate Chemistry shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

**Enclosure 4.3**  
**Chemistry Manager**

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\_\_\_\_\_ Provide a completed "Chemistry 24 Hour Staffing/Site Essential Personnel" (Enclosure 4.3, Page 4) form to the OSC Log/Status Keeper.

<b>NOTE:</b> Required Chemistry positions must remain staffed following a site evacuation.
--

\_\_\_\_\_ Inform the OSC RP Manager of any locations outside the OSC where Chemistry personnel are located following a site evacuation.

\_\_\_\_\_ Ensure all "OSC Task Work Sheets" (Enclosure 4.9) initiated by your respective position or work group are completed and closed out properly. Provide all completed sheets to the OSC Log/Status Keeper.

\_\_\_\_\_ Provide all paperwork to the OSC Log/Status Keeper upon deactivation of the OSC.

Enclosure 4.3  
Chemistry Manager

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Minimum Staffing Levels for Required OSC Chemistry Personnel

NOTE: 24 Hour Staffing Relief is **NOT** needed for the activation of the facility.

Date/Time Event Declared: \_\_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	24 HOUR STAFFING RELIEF NAME
ON SHIFT RESPONDERS - REQUIRED		
Chemistry Technician	(1) _____	N/A

All above positions Have / Have Not been filled within the allotted time frame to activate the OSC.

\_\_\_\_\_  
Signature

Chemistry Manager  
Title

- Submit completed form to OSC Log/Status Keeper.

Enclosure 4.3  
Chemistry Manager

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Chemistry 24 Hour Staffing / Site Essential Personnel

**NOTE:** 24 Hour Staffing Relief is **NOT** needed for the activation of the facility.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
<b>(75 MINUTE) DESIRED OSC CHEMISTRY PERSONNEL</b>			
CHEMISTRY MANAGER	(1) _____	CHEMISTRY MANAGER	(1) _____
<b>OTHER ESSENTIAL CHEMISTRY PERSONNEL</b>			
CHEMISTRY TECHNICIANS  (As Needed)	(1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____ (7) _____ (8) _____ (9) _____ (10) _____	CHEMISTRY TECHNICIANS  (As Needed)	(1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____ (7) _____ (8) _____ (9) _____ (10) _____

- 24 hour staffing for **Required** Chemistry Positions must be maintained until termination of event.
- Submit copy of completed form to OSC Log/Status Keeper.



**Enclosure 4.4**  
**OSC Operations Supervisor**

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Initial

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- \_\_\_\_\_ Obtain self-reading dosimeter from the Single Point Access storage rack.
- \_\_\_\_\_ Log into Electronic Dose System **OR** complete a dose card using RWP #33.
- \_\_\_\_\_ Sign in on OSC Staffing Board.
- \_\_\_\_\_ Obtain your position procedure notebook located in the OSC supply cabinet.
- \_\_\_\_\_ Obtain your position cell phone and headset from the OSC supply cabinet.
- \_\_\_\_\_ Put on position name badge sticker located in your position notebook.
- \_\_\_\_\_ Scan badge for attendance or sign in on OSC Training/Roster Sheet.
- \_\_\_\_\_ Initiate/maintain a log of events related to your position. Log should provide details sufficient for turnover if needed.
- \_\_\_\_\_ Assume the OSC Coordinator position until properly relieved by a qualified OSC Coordinator.
  - Refer to Enclosure 4.1.

**NOTE:** The OSC Operations positions are considered Operational after submittal of the completed "Minimum Staffing Levels for Required OSC Operations Personnel" form to the OSC Log/Status Keeper.

- \_\_\_\_\_ Complete the following forms:
  - Minimum Staffing Levels for Required OSC Operations Personnel
  - "OSC Task Work Sheet" form (Refer to Enclosure 4.9, "Control of Assessment and Repair Teams":
    - ◆ **IF** no Tasks are in progress for your work group write "No Tasks in progress" in Block I.
    - ◆ **IF** Tasks are in progress fill out form with relative information and obtain necessary signatures.
- \_\_\_\_\_ Provide the following completed forms to the OSC Log/Status Keeper.
  - Minimum Staffing Levels for Required OSC Operations Personnel
  - "OSC Task Work Sheet" form.

**Enclosure 4.4**  
**OSC Operations Supervisor**

RP/0/A/5000/024  
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Initial

- \_\_\_\_\_ Ensure all Operations positions listed on OSC Staffing Board are listed by name.
- \_\_\_\_\_ Establish an OSC Operations Supervisor position log, which captures as a minimum:
- Evolutions impacting this position.
  - Decisions made by this position.
  - Communications to/from other work groups
- \_\_\_\_\_ Verify operability of Operations equipment.
- Operations computer
  - Operations telephone equipment
  - Operations radio equipment

**NOTE:**

1. The Operations Bridge Line phone number is contained in the Emergency Response Telephone Directory.
2. Instructions for the Ericsson phone and Operations Bridge Line are provided at the phone location and in the Emergency Response Telephone Directory.

- \_\_\_\_\_ Call the Control Room/Simulator and instruct the Control Room/TSC Communicator to dial into the Operations Bridge Line.
- \_\_\_\_\_ Establish communications with Control Room/Simulator, TSC and EOF with the Ericsson phone/headset via the Operations Bridge Line.
- \_\_\_\_\_ Perform the following as necessary throughout the event:

**Enclosure 4.4**  
**OSC Operations Supervisor**

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**NOTE:** Assessment and Repair Teams should be dispatched immediately for Critical Tasks (Fire Brigade, MERT, SSF Startup, etc.). The "OSC Task Work Sheet" will be completed as soon as possible after team dispatch.

- Establish Fire Brigade radio communications with Control Room/Simulator using the OSC Operations Fire Brigade radio base station (communication established to Simulator during drills only).
- Assist OSC Coordinator in making recommendations for OSC Assessment and Repair Team task priorities.
- Ensure OSC Coordinator/staff is kept current on status of plant equipment and is immediately notified of changes affecting the plant or plant personnel.
- Ensure OSC Coordinator/staff is kept current on the status of any Fire Brigade and HazMat team activities.
- Ensure Operations teams are properly dispatched using "OSC Task Work Sheet" form (Refer to Enclosure 4.9, "Control of Assessment and Repair Teams").
- Ensure Operations teams are properly dispatched to operate Radwaste equipment.
- Evaluate OSC Team task safety concerns and sign OSC Task Work Sheet Line 4, "Safety Approval".
- Provide the necessary Operations information needed for emergency Assessment and Repair Teams.
- Provide Operations teams in the field with available information on changing plant conditions.
- Ensure R&R Team Debriefing information is immediately provided to the OSC Coordinator.
- Coordinate Operations shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

— Provide a completed "Operations 24 Hour Staffing/Site Essential Personnel" form to the OSC Log/Status Keeper.

**Enclosure 4.4**  
**OSC Operations Supervisor**

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**NOTE:** Required Operations positions must remain staffed following a site evacuation.

\_\_\_\_\_ Inform the TSC RP Manager of any locations outside the OSC where Operations personnel are located following a site evacuation.

\_\_\_\_\_ Ensure all "OSC Task Work Sheets" (Enclosure 4.9) initiated by your respective position or work group are completed and closed out properly. Provide all completed sheets to the OSC Log/Status Keeper.

\_\_\_\_\_ Provide all paperwork to the OSC Log/Status Keeper upon deactivation of the OSC.

\_\_\_\_\_ Notify SSA in the Work Control Center if EPs or APs are used.

Enclosure 4.4  
OSC Operations Supervisor

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**Minimum Staffing Levels for Required OSC Operations Personnel**

**NOTE:** 24 Hour Staffing Relief is NOT needed for the activation of the facility.

Date/Time Event Declared: \_\_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	24 HOUR STAFFING RELIEF NAME
<b>ON SHIFT RESPONDERS - REQUIRED</b>		
Auxiliary Operators - NLO	(1) _____  (2) _____	N/A
OPS OSC Supervisor (Nuclear Shift Supervisor)	(1) _____	N/A
Fire Brigade Team (Fire Fighting)	(1) _____ (FIRE BRIGADE LEADER)  (2) _____  (3) _____  (4) _____  (5) _____	N/A
<b>75 MINUTE RESPONSE TIME - REQUIRED</b>		
Radwaste Operator	(1) _____	(1) _____

All above positions Have / Have Not been filled within the allotted time frame to activate the OSC.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
OSC OPS Supervisor  
Title

Submit completed form to OSC Log/Status Keeper.

Enclosure 4.4

OSC Operations Supervisor

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Operations 24 Hour Staffing / Essential Personnel

**NOTE:** 24 Hour Staffing Relief is NOT needed for the activation of the facility.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
<b>OTHER ESSENTIAL OPERATIONS PERSONNEL</b>			
Essential Operations Personnel	(1) _____	Essential Operations Personnel	(1) _____
	(2) _____		(2) _____
(As Needed)	(3) _____	(As Needed)	(3) _____
	(4) _____		(4) _____
	(5) _____		(5) _____
	(6) _____		(6) _____
	(7) _____		(7) _____

- 24 hour staffing for **Required** Operations Positions must be maintained until termination of event.
- Submit copy of completed form to OSC Log/Status Keeper.

**Enclosure 4.5**  
**Equipment Engineer**

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Initial \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- \_\_\_\_\_ Obtain self-reading dosimeter from the Single Point Access storage rack.
- \_\_\_\_\_ Log into Electronic Dose System **OR** complete a dose card using RWP #33.
- \_\_\_\_\_ Sign in on OSC Staffing Board.
- \_\_\_\_\_ Obtain your position procedure notebook located in the OSC supply cabinet.
- \_\_\_\_\_ Put on position name badge sticker located in your position notebook.
- \_\_\_\_\_ Scan badge for attendance or sign in on OSC Training/Roster Sheet.
- \_\_\_\_\_ Initiate/maintain a log of events related to your position. Log should provide details sufficient for turnover if needed.
- \_\_\_\_\_ Complete the following forms:
  - Minimum Staffing Levels for Required OSC Engineering Personnel
  - "OSC Task Work Sheet" form (Refer to Enclosure 4.9, "Control of Assessment and Repair Teams"):
    - ◆ **IF** no Tasks are in progress for your work group write "No Tasks in progress" in Block 1.
    - ◆ **IF** Tasks are in progress fill out form with relative information and obtain necessary signatures.
- \_\_\_\_\_ Provide the following completed forms to the OSC Log/Status Keeper.
  - Minimum Staffing Levels for Required OSC Engineering Personnel
  - "OSC Task Work Sheet" form.
- \_\_\_\_\_ Establish an Equipment Engineer position log, which captures as a minimum:
  - Evolutions impacting this position
  - Decisions made by this position
  - Communications to/from other work groups
- \_\_\_\_\_ Verify operability of Equipment Engineer equipment.
  - Equipment Engineer computer
  - Equipment Engineer telephone

**Enclosure 4.5**  
**Equipment Engineer**

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Page 2 of 4

Initial

\_\_\_\_\_ Perform the following as necessary throughout the event:

- Ensure any Engineering team dispatched from the OSC is properly briefed on the task to be performed and communications are established.
- Ensure OSC Coordinator/staff is kept current on status of plant equipment and is immediately notified of changes affecting the plant or plant personnel.
- Ensure Engineering teams (appropriate expertise for the task) are properly dispatched from the "OSC Task Work Sheet" form (Refer to Enclosure 4.9, "Control of Assessment and Repair Teams").
- Provide Engineering teams in the field with available information on changing plant conditions.
- Ensure R&R Team Debriefing information is immediately provided to the OSC Coordinator.
- Coordinate Equipment Engineer shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

\_\_\_\_\_ Provide a completed "Equipment Engineer 24 Hour Staffing/Site Essential Personnel" form to the OSC Log/Status Keeper.

\_\_\_\_\_ Inform the OSC RP Manager of any locations outside the OSC or TSC where Engineering personnel are located following a site evacuation.

\_\_\_\_\_ Ensure all "OSC Task Work Sheets" (Enclosure 4.9) initiated by your respective position or work group are completed and closed out properly. Provide all completed sheets to the OSC Log/Status Keeper.

\_\_\_\_\_ Provide all paperwork to the OSC Log/Status Keeper upon deactivation of the OSC.



Enclosure 4.5  
Equipment Engineer

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Minimum Staffing Levels for Required OSC Engineering Personnel

**NOTE:** 24 Hour Staffing Relief is **NOT** needed for the activation of the facility.

Date/Time Event Declared: \_\_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	24 HOUR STAFFING RELIEF NAME
<b>75 MINUTE RESPONSE TIME - REQUIRED</b>		
Equipment Engineer	(1) _____	(1) _____

All above positions Have / Have Not been filled within the allotted time frame to activate the OSC.

\_\_\_\_\_  
Signature

OSC Equipment Engineer  
Title

Submit completed form to OSC Log/Status Keeper.

Enclosure 4.5  
Equipment Engineer

RP/0/A/5000/024  
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Equipment Engineer 24 Hour Staffing / Essential Personnel

**NOTE:** 24 Hour Staffing Relief is **NOT** needed for the activation of the facility.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
<b>OTHER ESSENTIAL EQUIPMENT ENGINEERING PERSONNEL</b>			
ESSENTIAL EQUIPMENT ENGINEERING PERSONNEL  (As Needed)	(1) _____	ESSENTIAL EQUIPMENT ENGINEERING PERSONNEL  (As Needed)	(1) _____
	(2) _____		(2) _____
	(3) _____		(3) _____
	(4) _____		(4) _____
	(5) _____		(5) _____

- Submit copy of completed form to OSC Log/Status Keeper.

**Enclosure 4.6**  
**Maintenance Manager**

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Initial      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- \_\_\_\_\_ Obtain self-reading dosimeter from the Single Point Access storage rack.
- \_\_\_\_\_ Log into Electronic Dose System **OR** complete a dose card using RWP #33.
- \_\_\_\_\_ Sign in on OSC Staffing Board.
- \_\_\_\_\_ Obtain your position procedure notebook located in the OSC supply cabinet.
- \_\_\_\_\_ Put on position name badge sticker located in your position notebook.
- \_\_\_\_\_ Scan badge for attendance or sign in on OSC Training/Roster Sheet.
- \_\_\_\_\_ Initiate/maintain a log of events related to your position. Log should provide details sufficient for turnover if needed.

**NOTE:** The OSC Maintenance positions are considered Operational after submittal of the completed "Minimum Staffing Levels for Required OSC Maintenance Personnel" form to the OSC Log/Status Keeper.

- \_\_\_\_\_ Complete the following forms:
  - Minimum Staffing Levels for Required OSC Maintenance Personnel.
  - "OSC Task Work Sheet" form (Refer to Enclosure 4.9, "Control of Assessment and Repair Teams"):
    - ◆ **IF** no Tasks are in progress for your work group write "No Tasks in progress" in Block I.
    - ◆ **IF** Tasks are in progress fill out form with relative information and obtain necessary signatures.
- \_\_\_\_\_ Provide the following completed forms to the OSC Log/Status Keeper.
  - Minimum Staffing Levels for Required OSC Maintenance Personnel
  - "OSC Task Work Sheet" form
- \_\_\_\_\_ Ensure all Maintenance positions listed on OSC Staffing Board are listed by name.

**Enclosure 4.6**  
**Maintenance Manager**

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Initial

\_\_\_\_\_ Establish a Maintenance Manager position log, which captures as a minimum:

- Evolutions impacting this position
- Decisions made by this position
- Communications to/from other work groups

\_\_\_\_\_ Verify operability of Maintenance equipment.

- Maintenance computer
- Maintenance telephone

\_\_\_\_\_ Perform the following as necessary throughout the event:

- Ensure any Maintenance team dispatched from the OSC is properly briefed on the task to be performed and communications are established.
- Ensure OSC Coordinator/staff is kept current on status of plant equipment and is immediately notified of changes affecting the plant or plant personnel.
- Ensure Maintenance teams (appropriate expertise for the task) are properly dispatched from the OSC using "OSC Task Work Sheet" form (Refer to Enclosure 4.9, "Control of Assessment and Repair Teams").
- Provide Maintenance teams in the field with available information on changing plant conditions.
- Ensure R&R Team Debriefing information is immediately provided to the OSC Coordinator.
- Coordinate Maintenance shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

\_\_\_\_\_ Provide a completed "Maintenance 24 Hour Staffing/Site Essential Personnel" form to the OSC Log/Status Keeper.

**Enclosure 4.6**  
**Maintenance Manager**

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**NOTE:** Required Maintenance positions must remain staffed following a site evacuation.

- \_\_\_\_\_ Inform the OSC RP Manager of any locations outside the OSC where Maintenance personnel are located following a site evacuation.
- \_\_\_\_\_ Ensure all "OSC Task Work Sheets" (Enclosure 4.9) initiated by your respective position or work group are completed and closed out properly. Provide all completed sheets to the OSC Log/Status Keeper.
- \_\_\_\_\_ Provide all paperwork to the OSC Log/Status Keeper upon deactivation of the OSC.

Enclosure 4.6  
Maintenance Manager

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Minimum Staffing Levels for Required OSC Maintenance Personnel

**NOTE:** 24 Hour Staffing Relief is NOT needed for the activation of the facility.

Date/Time Event Declared: \_\_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	24 HOUR STAFFING RELIEF NAME
<b>ON SHIFT RESPONDERS - REQUIRED</b>		
Repair and Corrective Actions (Mech. Maint. Technician)	(1) _____	(1) _____
Repair and Corrective Actions (IAE Maint. Technician)	(1) _____ (2) _____	(1) _____ (2) _____
<b>75 MINUTE RESPONSE TIME - REQUIRED</b>		
Repair and Corrective Actions (Mech. Maint. Technician)	(1) _____	(1) _____
Repair and Corrective Actions (IAE Maint. Technician)	(1) _____ (2) _____	(1) _____ (2) _____
Technical Support (Maintenance Manager)	(1) _____	(1) _____

All above positions Have / Have Not been filled within the allotted time frame to activate the OSC.

\_\_\_\_\_  
Signature

OSC Maintenance Manager  
\_\_\_\_\_  
Title

Submit completed form to OSC Log/Status Keeper.

**Enclosure 4.6**  
**Maintenance Manager**

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**Mechanical Maintenance 24 Hour Staffing/ Essential Personnel**

**NOTE:** 24 Hour Staffing Relief is **NOT** needed for the activation of the facility.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
<b>OTHER ESSENTIAL MAINTENANCE PERSONNEL</b>			
Essential Mechanical Maintenance Personnel  (As Needed)	(1) _____	Essential Mechanical Maintenance Personnel  (As Needed)	(1) _____
	(2) _____		(2) _____
	(3) _____		(3) _____
	(4) _____		(4) _____
	(5) _____		(5) _____
	(6) _____		(6) _____
	(7) _____		(7) _____
	(8) _____		(8) _____
	(9) _____		(9) _____
	(10) _____		(10) _____
Essential IAE Maintenance Personnel  (As Needed)	(1) _____	Essential IAE Maintenance Personnel  (As Needed)	(1) _____
	(2) _____		(2) _____
	(3) _____		(3) _____
	(4) _____		(4) _____
	(5) _____		(5) _____
	(6) _____		(6) _____
	(7) _____		(7) _____
	(8) _____		(8) _____
	(9) _____		(9) _____
	(10) _____		(10) _____

- 24 hour staffing for **Required** Mechanical Maintenance/IAE Positions must be maintained until termination of event.
- Submit copy of completed form to OSC Log/Status Keeper.

**Enclosure 4.7**  
**Nuclear Supply Chain Manager**

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Initial

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- \_\_\_\_\_ Obtain self-reading dosimeter from the Single Point Access storage rack.
- \_\_\_\_\_ Log into Electronic Dose System **OR** complete a dose card using RWP #33.
- \_\_\_\_\_ Sign in on OSC Staffing Board.
- \_\_\_\_\_ Obtain your position procedure notebook located in the OSC supply cabinet.
- \_\_\_\_\_ Put on position name badge sticker located in your position notebook.
- \_\_\_\_\_ Scan badge for attendance or sign in on OSC Training/Roster Sheet.
- \_\_\_\_\_ Initiate/maintain a log of events related to your position. Log should provide details sufficient for turnover if needed.
- \_\_\_\_\_ Verify PA System is operational and volume in all OSC rooms is sufficient for all personnel to hear announcements.
- \_\_\_\_\_ Establish a Nuclear Supply Chain Manager position log which captures as a minimum:
  - Evolutions impacting this position.
  - Decisions made by this position.
  - Communications to/from other work groups
- \_\_\_\_\_ Verify operability of Nuclear Supply Chain equipment.
  - Nuclear Supply Chain computer
  - Nuclear Supply Chain telephone

<p><b>NOTE:</b> The TSC Data Coordinator is responsible for the repair of OSC computer and P. A. equipment.</p>
---

- \_\_\_\_\_ **IF** there is a Beyond Design Basis External Event (BDBEE or Extended Loss of AC Power (ELAP) event, perform job responsibilities for Site SPOC per FSG-05 (Initial Assessment and FLEX Equipment Staging).
- \_\_\_\_\_ Assist OSC responders in repair of OSC communications or other equipment.



**Enclosure 4.7**

**Nuclear Supply Chain Manager**

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Perform the following as necessary throughout the event:

- Provide coordination between the warehouses and the OSC.
- Utilize computer programs to verify availability of needed material/parts and take action to obtain.
- Provide material as expeditiously as possible for emergency response activities.
- Contact appropriate work group to provide heavy equipment support.
- Contact Site Services duty person to make arrangements to provide food/meals for TSC/OSC/Control Room.
- Provide facility support to OSC and TSC as needed/requested.
- Ensure any Nuclear Supply Chain team dispatched from the OSC is properly briefed on the task to be performed and communications are established.
- Ensure OSC Coordinator/staff is kept current on status of material issues and is immediately notified of changes affecting the plant or plant personnel.
- Ensure Nuclear Supply Chain teams (appropriate expertise for the task) are properly dispatched from the OSC using the "OSC Task Work Sheet" form (Refer to Enclosure 4.9, "Control of Assessment and Repair Teams").
- Provide Nuclear Supply Chain teams in the field with available information on changing plant conditions.
- Coordinate Nuclear Supply Chain shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.
- Communicate with EOF Services Manager.

Provide a completed "Nuclear Supply Chain 24 Hour Staffing/Site Essential Personnel" form (Enclosure 4.7, Page 3 of 3) to the OSC Log/Status Keeper.

Inform the OSC RP Manager of any locations outside the OSC where Nuclear Supply Chain personnel are located following a site evacuation.

Ensure all "OSC Task Work Sheets" (Enclosure 4.9) initiated by your respective position or work group are completed and closed out properly. Provide all completed sheets to the OSC Log/Status Keeper.

**Enclosure 4.7**  
**Nuclear Supply Chain Manager**

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Initial

\_\_\_\_\_, Assist Emergency Planning in assuring facility is placed back to a state of readiness.

\_\_\_\_\_, Perform the following upon deactivation of the OSC:

- Provide all paperwork to the OSC Log/Status Keeper.

<p><b>NOTE:</b> PT/0/B/4600/004 may be utilized as a reference for performing the OSC equipment inventory. (PT/0/B/4600/004 is located in the OSC procedure drawer).</p>
--

- Inventory OSC equipment and supplies following OSC activation.

Enclosure 4.7  
Nuclear Supply Chain Manager

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Page 4 of 4

**Nuclear Supply Chain 24 Hour Staffing / Essential Personnel**

**NOTE:** 24 Hour Staffing Relief is NOT needed for the activation of the facility.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
<b>75 MINUTE DESIRED NUCLEAR SUPPLY CHAIN PERSONNEL</b>			
NSC MANAGER	(1) _____	NSC MANAGER	(1) _____
<b>OTHER NUCLEAR SUPPLY CHAIN ESSENTIAL PERSONNEL</b>			
INSIDE WHSE	(1) _____ (2) _____	INSIDE WHSE	(1) _____ (2) _____
RECEIVING	(1) _____	RECEIVING	(1) _____
OUTSIDE WHSE	(1) _____	OUTSIDE WHSE	(1) _____
OTHER NSC PERSONNEL (As Needed)	(1) _____ (2) _____ (3) _____	OTHER NSC PERSONNEL (As Needed)	(1) _____ _____ (2) _____ _____ (3) _____ _____

- Submit copy of completed form to OSC Log/Status Keeper.

**Enclosure 4.8**  
**OSC Log/Status Keeper**

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Initial

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- \_\_\_\_\_ Obtain self-reading dosimeter from the Single Point Access storage rack.
- \_\_\_\_\_ Log into Electronic Dose System **OR** complete a dose card using RWP #33.
- \_\_\_\_\_ Sign in on OSC Staffing Board.
- \_\_\_\_\_ Obtain your position procedure notebook located in the OSC supply cabinet.
- \_\_\_\_\_ Put on position name badge sticker located in your position notebook.
- \_\_\_\_\_ Scan badge for attendance or sign in on OSC Training/Roster Sheet.
- \_\_\_\_\_ Initiate/maintain a log of events related to your position. Log should provide details sufficient for turnover if needed.
- \_\_\_\_\_ Obtain the timer cube from the OSC supply cabinet (to assist the OSC Coordinator in scheduling facility briefings).
- \_\_\_\_\_ Verify operability of OSC Log/Status Keeper equipment.
  - OSC Log/Status Keeper computer
  - OSC Log/Status Keeper telephone
- \_\_\_\_\_ Refer to EP FAM Section 3.15, Attachment 3.15.3.1 for WebEOC Instructions.

<b>NOTE:</b> Handwritten logs will be utilized when the electronic log software is not available.
---

- \_\_\_\_\_ Establish an OSC log, which captures as a minimum:
  - Time OSC declared Operational
  - OSC R&R Team status
  - OSC task priorities
  - Any significant event requested by the OSC Coordinator
  - Vacant ERO positions that are filled with other plant staff members present in the facility and who are qualified for the position(s)
- \_\_\_\_\_ Verify the staffing of the following required OSC manager positions:
  - Equipment Engineer
  - Maintenance Manager
- \_\_\_\_\_ **IF** these required positions are not staffed, inform OSC Coordinator.

**Enclosure 4.8**  
**OSC Log/Status Keeper**

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Initial

Collect completed minimum staffing level forms from the following:

- OSC Operations Supervisor (Enclosure 4.4, Page 4 of 5)
- Radiation Protection Supervisor (Enclosure 4.2, Pages 11 and 12 of 16)
- Maintenance Manager (Enclosure 4.6, page 3 of 4)
- Equipment Engineer (Enclosure 4.5, Page 3 of 4)
- Chemistry Manager (Enclosure 4.3, Page 3 of 4)

**WHEN** all completed minimum staffing level forms have been collected:

- Inform the OSC Coordinator that all OSC required positions have been staffed.

Collect any completed/in progress OSC Task Work Sheets from the following OSC positions:

- OSC Operations Supervisor
- Radiation Protection Supervisor
- Maintenance Manager
- Equipment Engineer
- Chemistry Manager

As necessary, use the timer cube (or other method) to assist in reminding the OSC Coordinator when to perform scheduled facility briefings.

Provide completed OSC Task Work Sheets to the following:

- OSC Coordinator
- TSC Security Manager for Site Assembly Accountability

Ensure an OSC R&R Team number is assigned for all OSC Task Work Sheets approved by the OSC Coordinator for work to continue.

**Enclosure 4.8**  
**OSC Log/Status Keeper**

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**NOTE:** Desired OSC positions are not required to be staffed to declare the OSC Operational.

\_\_\_\_\_ Verify the staffing of the following desired OSC positions:

- OSC Operations Supervisor
- Radiation Protection Manager
- Radiation Protection Supervisor
- DRC Supervisor
- Chemistry Manager
- Nuclear Supply Chain Manager
- OSC Coordinator

\_\_\_\_\_ Inform the OSC Coordinator when all desired OSC positions are staffed.

\_\_\_\_\_ Perform the following as necessary throughout the event:

- Maintain OSC R&R Team Status Board to display team status and other pertinent information.
- Maintain the emergency classification posting current as emergency classifications change.
- Use "Control of Assessment and Repair Teams" sheets to log R&R Teams in and out of the OSC.
- Coordinate OSC Log/Status Keeper shift rotation and augmentation of personnel and equipment. Refer to Step 3.7 of the procedure for guidance when calling in additional personnel.

\_\_\_\_\_ Complete the "OSC Coordinator / OSC Log/Status Keeper 24 Hour Staffing/Site Essential Personnel" form (Enclosure 4.8, Page 5 of 5).

**Enclosure 4.8**  
**OSC Log/Status Keeper**

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**NOTE:** The TSC may request a copy of the 24 Hour Staffing/Site Essential Personnel forms.

\_\_\_\_\_ Collect completed 24 Hour Staffing/Site Essential Personnel forms from the following OSC positions:

- Radiation Protection Supervisor (Enclosure 4.2, Page 16 of 19)
- Chemistry Manager (Enclosure 4.3, Page 5 of 5)
- OSC Operations Supervisor (Enclosure 4.4, Page 5 of 5)
- Equipment Engineer (Enclosure 4.5, Page 4 of 4)
- Maintenance Manager (Enclosure 4.6, Page 5 of 5)
- Nuclear Supply Chain Manager (Enclosure 4.7, Page 4 of 4)

\_\_\_\_\_ Collect all paperwork from the following OSC positions upon deactivation of the OSC.

- OSC Operations Supervisor
- Radiation Protection Supervisor
- Maintenance Manager
- Chemistry Manager
- Nuclear Supply Chain Manager
- Equipment Engineer

\_\_\_\_\_ Verify that all "OSC Task Work Sheets" (Enclosure 4.9) have been completed and closed out properly.

\_\_\_\_\_ Submit collected paperwork to Emergency Preparedness.

Enclosure 4.8

OSC Log/Status Keeper

RP/0/A/5000/024

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OSC Coordinator / OSC Log/Status Keeper 24 Hour Staffing / Essential Personnel

**NOTE:** 24 Hour Staffing Relief is **NOT** needed for the activation of the facility.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

JOB FUNCTION	INITIAL RESPONDER NAME ARRIVAL TIME	JOB FUNCTION	24 HOUR STAFFING RELIEF NAME
<b>75 MINUTE DESIRED OSC ESSENTIAL PERSONNEL</b>			
OSC COORDINATOR	(1) _____	OSC COORDINATOR	(1) _____
OSC LOG/STATUS KEEPER	(1) _____	OSC LOG/STATUS KEEPER	(1) _____
<b>OTHER OSC ESSENTIAL PERSONNEL</b>			
OSC LOG/STATUS KEEPER(S) (As Needed)	(1) _____ (2) _____ (3) _____ (4) _____	OSC LOG/STATUS KEEPER(S) (As Needed)	(1) _____ (2) _____ (3) _____ (4) _____

Submit copy of completed form to OSC Log/Status Keeper.



**1. OSC Task Work Sheets will be used to:**

- NOTE:**
1. Use the process described in NSD114, "Site Assembly/Site Evacuation," to account for personnel assembled in designated Site Assembly Areas.
  2. Teams should be immediately dispatched for Critical Tasks (SSF Startup, MERT, Fire, Security, HazMat, or as determined by the OSC Coordinator) that occur either before or after a site assembly. An OSC Task Work Sheet must still be completed as quickly as possible after the team has been dispatched.

- 1.1 Track critical path work and account for personnel when the workers are instructed to remain on the job during site assembly.
- 1.2 Account for any personnel not assembled in a designated Site Assembly Area.
- 1.3 Track Assessment and Repair Teams dispatched from the OSC.

**2. Process for Assessment and Repair Team Dispatch**

- 2.1 Team Manager or designee completes OSC Task Work Sheet Block 1.
- 2.2 OSC Coordinator approves the task to be planned and performed in OSC Task Work Sheet Block 2.
- 2.3 Team Manager or designee performs the following:
  - 2.3.1 Assembles team in staging area
  - 2.3.2 Conducts pre-job briefing
  - 2.3.3 Ensures RP involvement in pre-job briefing
  - 2.3.4 Records pertinent information in Pre-Job Briefing Comments section of OSC Task Work Sheet Block 3
  - 2.3.5 Complete OSC Task Work Sheet Block 3
- 2.4 Radiation Protection management signs OSC Task Work Sheet Block 4.
- 2.5 RP/DRC performs the following:
  - 2.5.1 Complete OSC Task Work Sheet Block 5
  - 2.5.2 Distribute copies of OSC Task Work Sheet as detailed in OSC Task Work Sheet Block 5

**Enclosure 4.9**

**Control of Assessment and Repair Teams**

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**3. Process for Assessment and Repair Team Return to OSC**

- 3.1 OSC Log/Status Keeper obtains OSC Task Work Sheet (Pink copy) from DRC.
- 3.2 OSC Log/Status Keeper logs team as "IN" on status board and OSC Log using the time entered on the team leader's OSC Task Work Sheet Block 5 by DRC.
- 3.3 Team Leader OR Team Manager completes OSC Task Work Sheet Block 6 on White copy of OSC Task Work Sheet
- 3.4 Team is debriefed by Team Manager.
- 3.5 "White" copy of OSC Task Work Sheet with completed Block 6 is routed to the OSC Log/Status Keeper.

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## OSC Task Work Sheet

Task/Team # \_\_\_\_\_ Time Critical (circle) Yes or No \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

<p><u>1 TASK/TEAM MANAGER</u></p>	<p><u>WORK GROUP</u></p>
-----------------------------------	--------------------------

☐ TEAM IN FIELD PRIOR TO RESPONDING TO OSC      ☐ TEAM BEING DISPATCHED FROM OSC

TASK DESCRIPTION: \_\_\_\_\_

TASK LOCATION: \_\_\_\_\_ UNIT(s) \_\_\_\_\_

COMPONENT: \_\_\_\_\_ TRAIN \_\_\_\_\_

2 OSC MANAGER APPROVAL:

3 **TASK/TEAM LEADER** OSC Call Back Phone # \_\_\_\_\_

1. Call OSC upon arrival at job location.  
2. Call as necessary or as requested by Team Manager thereafter.

Task/Team	Name	Work Grp.	TEDE Dose/task
Leader:			
Members:			
<b>Total Dose</b>			

Can be necessary or as requested by each Manager thereafter

○ 1. Safety Briefing	○ 9. Radio Needed?
○ 2. Plant Status	○ 10. Confined Space?
○ 3. Procedure Req'd?	○ 11. Breathing Air Available?
○ 4. Route/Path to Location?	○ 12. Power Available?
○ 5. Dose Extensions Req'd?	○ 13. Mobile Equipment Req'd?
○ 6 Respirators/Anti-Ca?	○ 14. Ladder/Scaffold Req'd
○ 7. Shielding Needed?	○ 15. Supply Personnel Contacted?
○ 8. Door Key Req'd?	

Pre-Job Briefing Comments: After task completion, notify Task/Team Mgr. and report to debriefing area in the OSC.

4 RP Information: RWP# \_\_\_\_\_ RP Coverage: <sup>(Signature)</sup> (circle) Yes or No  
RP Approval: \_\_\_\_\_

5 DRC (RP) (if required)

TIME OUT: \_\_\_\_\_ TIME IN: \_\_\_\_\_

Distribute Copies: White - Team Manager Yellow - OSC Log keeper Pink - Team Leader

## 6 TASK/TEAM MANAGER

Post-Job Briefing Conducted By: \_\_\_\_\_ DATE/TIME: \_\_\_\_\_

Detailed Summary of Work Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*AFTER TASK COMPLETION, RETURN COMPLETED ("white copy") OSC TEAM WORK SHEET TO OSC LOGKEEPER\*\*\*\*\*