

NINE MILE POINT NUCLEAR STATIONADMINISTRATIVE PROCEDUREPROCEDURE NO. AP-4.0ADMINISTRATION OF OPERATIONS**DRAFT**DATE AND INITIALSAPPROVALSSIGNATURESREVISION 3 REVISION 4 REVISION 5

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Summary of Pages

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January 1986
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NIAGARA MOHAWK POWER CORPORATION

THIS PROCEDURE NOT TO BE
USED AFTER _____
SUBJECT TO PERIODIC REVIEW.

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ADMINISTRATION OF OPERATIONS

1.0 PURPOSE

This procedure describes the conduct of operations, the rules for conduct in the control room, the procedures for shift changeover, the procedures for overtime control, the records maintained by operators, and other administrative controls directly the responsibility of the Superintendent Operations. It conforms with the guidelines, provided in ANSI/ANS-3.2 - 1982 as referenced in the procedures.

2.0 GENERAL SUPERVISION OF OPERATIONS

The Superintendent Operations and Assistant Superintendent Operations provide overall guidance to the day to day shift operation. They are responsible for the preparation of schedules for personnel and the allocation of operational tasks between shifts. Within the guidelines provided by Technical Specifications, the Superintendent Operations is responsible for determining the priorities and schedule for surveillance, maintenance and testing. While he may prepare daily written instructions to the Station Shift Supervisors, his direction of the operating shift should normally be channeled through an Assistant Supervisor Operations.

When the Station Superintendent delegates a portion of the station operation to a licensed senior reactor operator (SRO) other than the Station Shift Supervisor SSS, the division of duties shall be clearly established at that time and a single senior licensed operator such as the Superintendent Operations or another Station Shift Supervisor shall be delegated the overall command function. An example is when a SRO with the Station Shift Supervisor title is assigned supervision of the refueling area activities. Personnel shall at all times be kept informed as to who is in charge of their activity.

Under the general direction of the Superintendent Operations, the Supervisor Radwaste Operations shall direct Radwaste Operators and activities related to waste processing, packaging, storage and shipment.

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3.0 SHIFT OPERATIONS (Ref: ANS3.2-1982 Section 5.2.2)

3.1 Adherence to Procedures

All operations shall be conducted in accordance with approved procedures. Any deviation from established procedures which may be deemed necessary to assure the safety of the station or the general public shall be approved and documented as soon as possible in accordance with Technical Specifications 6.8.3.



3.2 Deviation from Procedures

Whenever action is taken which is needed to protect the public health and safety and which may depart from a license or Technical Specification condition, prior approval of a licensed senior operator must be obtained. If time permits prior SORC review and notification to the NRC shall be made in accordance with 10CFR 50.72c.

3.3 Operating Guidelines

When performing operating maneuvers operators shall be guided by redundant or corroborating instrumentation when available and in the absence of other definite operational evidence, they shall always believe instrument indications.

No automatic engineered safety feature shall be manually overridden unless there is sufficient operational or instrumented evidence to show that the system is not performing its intended function and is operating so that continued operation will prolong or produce an unsafe condition.

No motor operated valve shall be electrically backseated nor shall electrical circuits be over-riden or jumpered to backseat any motor operated valve unless a prior valve operability evaluation has been performed.

All operators and other personnel authorized to operate and manipulate equipment associated with safety related systems or components shall perform these duties in accordance with approved procedures unless unforeseen emergency action is required to prevent injury to personnel or damage to the plant. In accordance with 10CFR50.54(i) only licensed operators are permitted to manipulate the controls of the facility, except as provided in 10CFR55.9.

Whenever the safety of the reactor is in immediate jeopardy or when operating parameters exceed any of the reactor protection set points and automatic shutdown should but does not occur; the SRO in charge of the control room, the Chief Shift Operator CSO, or the Nuclear Auxiliary Operator E acting as CSO have the responsibility and authority to order shutdown of the reactor or to personally effect the shutdown.

Restart of a Station Unit following an unscheduled shutdown shall proceed only following the direct order of the Superintendent Operations and by authority of the Station Superintendent.

3.4 Station Shift Supervisor Conduct

The Station Shift Supervisor (SSS) is overall commander of operations on his shift. He shall not relinquish his control of the station except to a Senior Reactor Operator of higher rank or his authorized shift relief. He should avoid becoming personally involved in the manipulative tasks or details of operation of any one portion of the plant so that he may retain a comprehensive perspective of general station conditions at all times. Station operations should be



3.4

Station Shift Supervisor Conduct (Cont'd)

exercised through the Assistant Station Shift Supervisor (AS³) when the AS³ is assigned as Control Room Supervisor or through the Chief Shift Operator when there is no other assigned Control Room Supervisor present. (Ref: ANS-3.2-1982 Section 5.2.1.3)

The Station Shift Supervisor or other Senior Reactor Operator (SRO) shall be required to be in the control room during power operations and when the emergency plan is activated. During power operations the SRO in the control room may be either the SSS or the AS³, however, when the Emergency Plan is activated the AS³ becomes the Shift Technical Advisor and cannot be used as the required SRO in the control room. Under emergency plan conditions, the SSS must accordingly immediately return to or remain in the control room until relieved by the oncoming SSS or by a SRO designated by the Superintendent Operations or higher authority. From the control room, the SSS shall continuously assess the condition of the Station and provide general direction for all operating actions. In an emergency situation, should the Station Shift Supervisor choose to perform manipulative functions to ensure that the plant is in a safe condition he shall coordinate his actions with the Chief Shift Operator. Whenever he determines that the safety of the reactor is in immediate jeopardy or when operating and parameters exceed any of the reactor protection system set points an automatic shutdown should but does not occur, he has the responsibility and the authority to order shutdown of the reactor, or to personally effect the shutdown.

3.5

Assistant Station Shift Supervisor Conduct

When assigned as the SRO in charge of the control room, the Assistant Station Shift Supervisor shall have full charge of the station operations subject to the general supervision of the Station Shift Supervisor. He shall not relinquish his position in the control room except to an authorized Senior Reactor Operator.

When the Emergency Plan is activated, the AS³ shall be relieved of duty as SRO in charge of the control room as soon as practical and shall assume the duties of Shift Technical Advisor. (Ref: ANS-3.2-1982 section 3.4.3) As such, he will provide the Shift Supervisor as requested with an assessment of station conditions and advise concerning actions to terminate or mitigate the consequences of off normal conditions. As Shift Technical Advisor, he shall perform no other duties unrelated to assessment or diagnosis.

3.6

Chief Shift Operator, NAOE and Operator Conduct

The Chief Shift Operator (CSO) is the principal reactor operator. Unless properly relieved by a qualified SRO or licensed reactor operator (RO), the CSO shall be continuously present in the control room for the duration of his assigned shift unless relieved by the oncoming CSO. His duties and authorities are described in AP-1.2 Section 2.4. Normally the Nuclear Auxiliary Operator E (NAOE) serves as the relief for the CSO. The duties and authorities of the NAOE are described in AP-1.2 Section 4.4



3.6 (Cont'd)

The duties and authorities of other operators are described in AP-1.2 Section 4.5. The Chief Shift Operator, Nuclear Auxiliary Operator E and other operators shall be continuously present at their assigned stations or in the plant until properly relieved by a qualified relief or replacement.

- 3.7 The Radwaste Auxiliary Operator "D" is responsible for processing and packaging of radioactive waste materials in the Radwaste Facility. The duties and authorities are described in AP-1.2, Section 4.5. Their responsibility includes maintaining the control room awareness of activities taking place in the Radwaste Facility at Unit II. They shall be responsible to monitor the local conditions to ensure effective operations of the LWS computer.

3.8 Reactor Analyst and Technician Conduct

The Reactor Analyst Technicians perform routine and special surveillance on the reactor core and analysis of thermal cycle operation. They work under the general technical direction of the Unit Reactor Analyst Supervisor and perform their duties with the concurrence and permission of the Station Shift Supervisor and the Chief Shift Operator. During power changing and flux shaping maneuvers, the technicians prepare and issue rod pattern schedules in accordance with approved procedures and conduct prescribed surveillance of results. The Station Shift Supervisor and operating staff use the results of the Reactor Analyst surveillance to document compliance with Technical Specifications and the reactor fuel warranty requirements.

4.0 CONTROL ROOM PROCEDURE

4.1 Scope

This section establishes rules for the conduct of operations within the Control Room.

4.2 Authorization for Entry

The number of personnel in the Control Room shall be kept to a minimum, consistent with Station Operations. Members of the Station staff, Technicians, and Shift Operators are allowed free access only in the performance of their duties. Others may enter only by authority of the Station Superintendent or of the Station Shift Supervisor. (Ref: ANS 3.2-1982 Section 5.2.1.5)



4.3

Conduct in the Control Room

The Control Room is always under the general supervision of a Niagara Mohawk Power Corporation Station Shift Supervisor. He shall maintain proper discipline consistent with safe plant operation. The Station Shift Supervisor and in his absence the Assistant Station Shift Supervisor (Control Room Supervisor) or Chief Shift Operator shall enforce efficient and businesslike conduct in the operation of the Station. All personnel in the Control Room, not actively engaged in the operation in progress, shall be required to refrain from loud talking and unnecessarily moving about the room. They shall not be in front of the main operating control panels or computer consoles unless performing a required function and shall remain behind a rope barrier when provided. Any time the number of personnel in the Control Room interferes with Station operation, the Station Shift Supervisor and/or the SRO in charge of the control room or Chief Shift Operator shall ask the unessential personnel to leave the Control Room. Control Room Operators, while on duty, shall refrain from lengthy engagements in conversations that distract their attention from the control panels and also refrain from reading material not associated with employment or station responsibilities.

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4.4

Visitors

Normally visitors will not be allowed access to the Control Room. As a vital area, access to the Control Room must be according to AP-3.1 and the Security Plan and Procedures. Visitors must be accompanied by their sponsor. A visitor is defined as anyone not assigned to work at Nine Mile Point.

4.5

Operator Complement

4.5.1

The function and composition of the Shift Organization shall be as given in Technical Specifications 6.2.2. Note that the minimum shift crew composition changes with station conditions.

4.5.2

Additional senior licensed operators present on the site may be Niagara Mohawk Station Shift Supervisors or other supervisory personnel. Additional licensed operators may be designated as Auxiliary Operators, or Relief Operators.

4.5.3

Except when responding to alarms or when tending an emergency needing his immediate attention, the Chief Shift Operator, while on duty, shall remain at all times in the area of the control room which is encompassed by the instrument and control panels surrounding his station and which are visible to him from that station. He shall require a licensed relief when he must travel to the interior of duplex panels, the control room kitchen, lavatory, SSS office, training room or when performing routine operations at other locations which are out of sight of his normal station.

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4.5.3 (Cont'd)

With reference to the Technical Specification requirement concerning the presence of a Senior Reactor Operator in the control room, the Station Shift Supervisor or the Assistant Station Shift Supervisor will also be considered to be in the control room when located in the glassed in Station Shift Supervisor's Office, kitchen, auxiliary control room, interior of duplex panels, or lavatory at Unit #1 or in the glassed in SSS office or training room at Unit #2. When serving as the operator of the reactor, the SRO on duty must comply with the rules pertaining to the Chief Shift Operator. 3

- 4.5.4 Duties of the Station Shift Supervisor, Assistant Station Shift Supervisor (when SRO in charge of the control room) or Chief Shift Operator as referred to in this procedure shall be applicable to senior licensed operators or licensees who are properly assigned for relief to the SSS, AS³, or CSO.

4.5.5 Operation Outside the Control Room

The operation of the station is regulated from the Control Room. There shall be no manipulation of valves, controls, or instrumentation pertaining to reactor operation or station safety without first notifying the Control Room of the conditions and receiving approval.

No operations, except in an extreme emergency, which affect the station process systems should be performed without informing the Chief Shift Operator and receiving his prior permission.

4.6 Shift Changeover Procedure

- 4.6.1 To accomplish an efficient shift turnover, the incoming shift shall relieve the shift going off duty in the Control Room, or at their point of work. Prior to the Station Shift Supervisor, Assistant Station Shift Supervisor and Chief Shift Operator leaving, the incoming Station Shift Supervisor, Assistant Station Shift Supervisor and Chief Shift Operator must read their log book and sign the bottom of the last page. The signature shall signify that the operator has read all logs since that operator was last on duty.



4.6.2 In addition to the narrative logs which must be signed on shift transfer, a shift turnover check sheet shall be signed by the oncoming SSS, AS³, CSO, NAOE as applicable. The check sheet will be prepared and updated as required by the Superintendent Operations. As a minimum it will provide documentation that the following have been reviewed by the oncoming SSS and CSO. | 3

- 1) Status of tests or special operations in progress. Special valve/switch line-ups.
- 2) Status and location of jumpers and blocks.
- 3) Acknowledgement of instructions from the Superintendent Operations. | 3
- 4) Equipment status as reflected in the Equipment Status Log.
- 5) A tabulation of key data or special items as required by the Superintendent Operations.

4.6.3 Additional information on the status of the station shall be included in a verbal exchange between the outgoing and oncoming shift personnel.

5.0 LOG BOOKS AND RECORDS

5.1 Narrative Log Books

The Control Room Log Book and the Station Shift Supervisor's Log Book shall be maintained in the Control Room until completed. The Radwaste Control Room Log Book shall be maintained in the Radwaste Control Room. After completion, they shall be maintained in the Administrative Office Active File until the file is purged and the log books are forwarded to Central Files for permanent storage on microfilm. | 3

These log books shall be in duplicate with the original remaining bound in a book and the duplicate routed to the Station Supervisory Staff. Log books, which have been completed and forwarded to Central Files for microfilm storage, may be removed from their original bindings to accommodate microfilming.

To assist in documentation of authorship and transfer, the following shall be written or stamped at the close of each record:

"The above is a true record of events on the preceding shift _____ SSS, CSO"

"I have read and understand the events recorded in this log since I was last on shift _____ SSS, CSO"



5.1.1 Control Room Log Book

The Control Room Log Book shall contain all information pertaining to changing core reactivity during all modes of reactor operation, including rod manipulation, orifice modifications, control rod testing, etc.. Also, entries affecting Station outputs, changes in auxiliary equipment, unusual condition, line trips, annunciator signals not recorded on data logger, etc. will be entered in this log. The log shall contain the date and time of all entries and the name of the Chief Shift Operator or alternate on duty. The Control Room log book is to be treated as a legal document subject to being entered in a court record. All entries in this log book shall be by the Operator on duty or his Supervisor. No other entries are authorized. Included with the control room log book is a Fuel Log Book in which specific detailed fuel moves, channel changes, poison curtain moves and in core instrumentation changes are recorded.

5.1.2 Station Shift Supervisors Book

The SSS Log Book shall contain an overall summary of Station Operation including the name of the Station Shift Supervisor on duty, the Operators and Auxiliary Operators on duty, major equipment not in service or inoperable, and the date and time of all entries. Also note any operator surveillance tests conducted and deviations from acceptance criteria. The log may be written by the Assistant Station Shift Supervisor as an aid to the Station Shift Supervisor but must be signed and acknowledged by the SSS.

5.1.3 Radwaste Control Room Log Book

The Radwaste Control Room shall maintain a log book in the Radwaste Control Room that shall contain information pertinent to the activities in the Radwaste Facility. The entries shall include the date and time of activities.

5.2 Equipment Status Log (Ref: ANS 3.2 - 1982, Section 5.2.6)

A log of all station equipment which may limit station output or which must be normally operable as defined in Technical Specifications or which may require cognizance of Quality Control prior to placing in service, shall be maintained in the Station Shift Supervisor's office whenever the equipment or system is not capable of performing its intended function in its required manner. All equipment which is "not operable" per Technical Specifications shall be tagged at all controlling points with a red, blue or yellow tag per AP-3.3.1.



5.2 (Cont'd)

The Status Log shall include the following:

- a) Date and time start of equipment malfunction or outage.
- b) E.P. Number of principal component.
- c) Name of equipment or system and nature of malfunction or failure.
- d) Applicable Tech. Spec. paragraph, and verification of review.
- e) M:W. reduction required.
- f) Surveillance tests which must be run while subject equipment is not available per Technical Specifications.
- g) Tests or inspections required prior to placing equipment in service.
- h) Q.C. verification required prior to placing in service.
- i) W.R. number calling for corrective action.
- j) Date W.R. completed and equipment ready for service.

When equipment is returned to normal, the record may be purged from the control room. A wall posting or computer printout may be used.

During extended station outages, the Equipment Status Log as here described need not be maintained, however, records shall be maintained on the status of equipment so that documentation available at startup will provide evidence that all systems placed in service have met the quality and Technical Specification requirements for operability.

5.3 Markups, Radiation Work Permits and Work Requests

Log of outstanding Markups and Radiation Work Permits shall be kept in the control room or station shift supervisor area. These shall be maintained current whenever an addition or termination takes place. At least once each quarter a review of all active markups shall be made to determine continued applicability and need. A physical check of all blue and red markups shall be made at least once per quarter year. (See AP 3.3.1 and 3.3.2)

A file of all current work requests issued with the cognizance of the Station Shift Supervisor shall be maintained in the Shift Supervisor's office. This file should be maintained current so that it contains only the work requests which have been issued but not completed.

5.4 Other records some of which originate in the control room shall be maintained as described in AP-10.1, 10.2.1, and 10.2.2.



5.5 Documents required in the Control Room

The following publications shall be in the control room available for the Operators on duty:

- a. Administrative Procedures
- b. Operating Procedures for the applicable Unit
- c. Special Operating Procedures or Emergency Operating Procedures for the applicable Unit
- d. Standing Orders
- e. Site Emergency Plan and Procedures
- f. Radiation Protection Procedures
- g. Operator Performed Surveillance Procedures
- h. Reactor Analyst Procedures for Operators
- i. Technical Specifications
- j. P & I Drawings For Unit #1 or FSK, ESK, LSK Drawings for Unit #2
- k. Electrical drawings sufficient to describe station functions.

These documents shall not be removed from the control room at any time.

6.0 SUPPLEMENTAL PERSONNEL

6.1 At least three members of the Site Supervisory staff (other than the Station Shift Supervisor on duty) are available on call or present at the site at all times.

6.2 Whenever there is a requirement for additional or replacement operators, maintenance personnel or technicians, the Station Shift Supervisor or an on-call Supervisor has the authority to call in off-duty personnel on a call-out basis.

7.0 OFF NORMAL RESPONSE (Ref: ANS-3.2, Section 5.3.9)

The Site Emergency Plan and Procedures designate actions to be taken in the event of an unplanned release or unplanned potential release of radioactivity from the Site. The object of this section is to outline the actions to be taken which will tend to preclude the occurrence of such an emergency or damage to the reactor core. The administrative provisions for a prolonged emergency and the resolution of an accident which threatens to harm the station or the general public is covered in Section 9.0

7.1 As already stated, operations shall always proceed according to approved procedures. Changes shall be made only in accordance with Technical Specification 6.8.3.

7.2 The Station Superintendent, Supervisor Operations and/or Operations On Call Supervisor shall be also notified in the following circumstances:

7.2.1 Whenever there is occasion to use a special operating or emergency operating procedure.



- 7.2.2 Whenever automatic controls should function but fail to function.
- 7.2.3 Whenever the reactor is scrammed or there is an unscheduled shutdown of the turbine generator or reactor.
- 7.2.4 Whenever a safety system becomes inoperable or fails to function as designed.
- 7.2.5 Whenever there is an unscheduled shutdown of any major component in the process or safety systems.
- 7.3 In the event an off normal condition is not resolved the provisions of Section 9 shall be activated.
- 7.4 The criteria in which the station superintendent will use for determining the acceptability of restart, after an unscheduled shutdown, shall be as follows:
 - 7.4.1 The plant is shown to be in a safe condition.
 - 7.4.2 The cause of the event is either understood or, after a detailed investigation, is considered to have been a spurious trip with a reasonably low potential for reoccurrence.
 - 7.4.3 The need for corrective action has been determined and appropriately implemented.
 - 7.4.4 The expected automatic operation of plant safety related systems has been observed.
- 8.0 OVERTIME PROCEDURES FOR STATION PERSONNEL (Ref ANS-3.2 1982, Section 5.2.1.6 and Technical Specifications 6.2.2)

Each supervisor responsible for implementing and maintaining work schedules shall be responsible for ensuring compliance with the guidelines outlined in this section. The objective shall be to have personnel work a normal 8 hour day, 40 hour week while the station is operating.

In the event that overtime must be used on temporary basis because of unforeseen problems, during extended periods of shutdown for refueling, major maintenance or major plant modifications, the following guidelines for overtime shall be followed: The overtime work of designated members of the station staff who perform safety related functions shall be limited. This shall include the on shift overtime work of on duty Station Shift Supervisors, assistant shift supervisors and operators and the regular and scheduled work periods of personnel who are responsible for the correct performance of maintenance, repair, modification or calibration of safety-related structures, systems or components, and who are performing or immediately supervising the performance of such activities involving radiation protection, chemistry, reactor analyst, instrument and control and maintenance personnel.



8.0

(Cont'd)

- a) An individual should not be permitted to work more than 16 hours straight (not including shift turnover time).
- b) There should be a break of at least 8 hours (which can include shift turnover time) between all work periods.
- c) An individual should not work more than 16 hours in any 24 hour period excluding shift turnover time.
- d) An individual should not be permitted to work more than 24 hours in any 48 hour period nor more than 72 hours in any 7 day period excluding shift turnover time.
- e) Except during extended shutdown periods, the use of overtime should be considered on an individual basis and not for the entire staff on shift.
- f) If a reactor operator is required to work in excess of 8 continuous hours, he should be periodically relieved of primary duties at the control board, such that periods of duty at the board do not exceed about 4 hours at a time.

8.1

If circumstances during normal office hours arise requiring deviation from these overtime restrictions, prior approval shall be obtained from the Station Superintendent or General Superintendent before making the assignment. Appropriate documentation as to cause shall be made when confirming restrictions during other than normal office hours. When the Station Superintendent or General Superintendent is not present at the station, the supervisor responsible for implementing the work or the SSS may arrange temporary schedules necessary to meet Technical Specification requirements and/or to ensure safe and reliable operation and maintenance of the station.

8.1.1

When work schedules deviate from the restrictions noted in this section such work schedules shall be reported to the Station Superintendent or his alternate during his first normal work period following initiation of the temporary schedule. The Superintendent shall then signify his approval of the schedule change or direct that alternate action be taken. The attached form, Figure 1, is provided for facilitating documentation of deviation from the overtime hours restrictions.

If other than the individual's supervisor arranges the exception to the overtime restriction, the supervisor concerned shall be notified as soon as practical by copy of the Deviation from Overtime Form.

Individual supervisors shall be responsible for maintaining records to substantiate compliance with and authorization for exception to these rules concerning overtime.

Overtime assignments shall be reviewed monthly by the Station Superintendent, Nuclear Generation or designee to assure that excessive hours have not been assigned.



FIGURE 1

DEVIATION FROM OVERTIME HOURS RESTRICTIONS

1. ☐ More than 16 consecutive hours authorized.
2. ☐ Less than 8 hour break between work periods.
3. ☐ More than 16 hours in any 24 hour period.
4. ☐ More than 72 hours in 7 day period authorized.
5. ☐ Over 24 hours in a 48 hour period authorized.

<u>Names</u>	<u>Code(1-5)</u>	<u>Names</u>	<u>Code(1-5)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for Deviation

Temporary Schedule Change Approved:

Supervisor	/	Date
Station Superintendent	/	Date
General Superintendent	/	Date

Alternate Action Ordered:

Station or General Superintendent Date
AP-4.0 -13 January 1986



9.0

OPERATION WHEN THE EMERGENCY PLAN IS ACTIVATED

The NMPNS Site Emergency Plan and Procedures describe the provisions for safeguarding the station and the public in the event of fire or release of radioactivity other than the normal effluent operations. The Special Operating Procedures describe operator action in the event of certain postulated abnormal operating conditions. This procedure treats administrative provision which will be in place in the event that circumstances will require the application of the Site Emergency Plan & Procedures, Special Operating Procedure, Emergency Operating Procedure, or comparable conditions.

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9.1

Personnel Reporting Centers

9.1.1

Normal Reporting Centers

During normal station operations personnel may be anywhere within the station. However, the following reporting centers are established and are referred to as normal work headquarters in this procedure:

1. Administrative and Technical Staff

Assigned offices in the Administration Building

2. Clerical Personnel

Assigned offices in the Administration Building

3. Operators

The Control Room

4. Instrument and Control Technicians

The Control Room Instrument Shop

5. Radiation Protection Technicians

The Radiation Protection Office in the Administration Building

6. Chemistry and Radiochemistry Technicians

The Chemistry Lab office in the Turbine Building

7. Mechanical and Electrical Maintenance Personnel

The Maintenance Shop in the Administration Building

8. Reactor Analyst Technicians

Assigned office space in the Administration Building

9. Stores Personnel

Storeroom office



9.1.2 During an incident for which this procedure may be applicable, the following Emergency Response centers have been established.

9.1.2.1 Control Room

During normal station operation and during events in the Unusual Event category, which have a low potential for increasing risk to public safety, the station is operated and managed from the Control Room by the Station Shift Supervisor (SSS). During other categories of events, advice and management direction will come from the emergency response facilities (TSC and EOF), but station manipulations will continue to be performed from the Control Room.

The Control Room is equipped with readouts and controls for major process and safeguards systems. A portion of this system is designated as the Safety Parameter Display System whose purpose is to provide a display of plant parameters from which the safety status of station operation may be assessed in the Control Room and TSC. In addition, readouts and assessment aids interrelated with meteorological and radiological dose calculation data are also provided, as well as access to emergency communications systems. |3

9.1.2.2 Technical Support Center

The Technical Support Center is located in the north east corner of the Administration Building elevation 248 to be equally accessible to both the Unit 1 and the Unit 2 control rooms. |3

9.1.2.3 Operations Support Center

The Operations Support Center is a facility from which personnel and equipment necessary for the support of emergency operations can be dispatched. The Lunch Room areas in the Administration Building at elevation 261 and 277 feet, which have sufficient space to assemble station personnel, are designated as the OSC. These same areas are also designated as the primary assembly area so that after personnel assemble and are accounted for, they are immediately available for assignment.

The Operations Support Center elevation 261 has communications equipment, with which to control OSC related activities, either installed or readily available. Personnel dispatching from the elev. 277 center shall be controlled from the elevation 261 location. The First Aid Room and Emergency Cabinets with supplies and equipment for various teams are near the 261 foot elevation Lunch Room.



9.1.2.4 Emergency Operations Facility (EOF)

The Nuclear Training Facility is designated as the Near Site Emergency Operations Facility. This facility is used for continued evaluation and coordination of all activities related to an emergency having potential environmental consequences. Space is provided so that Federal, State and local response agencies can manage their activities from this location. Space will be provided for a limited number of the news media at appropriate times, such as media briefings. Recovery operations will also be handled at this facility. Appropriate Communications and Emergency Operations kit with necessary maps and clerical supplies are provided to aid the EOF while it performs its function.

The EOF will be fully staffed by appropriate members of the Emergency Response/Recovery Staff as detailed in Section 9 of the NMPNS Site Emergency Plan.

9.1.2.5 Alternate (Offsite) Emergency Operations Facility

The Niagara Mohawk Service Center on Howard Rd in the Town of Volney, which is normally an electrical maintenance service dispatch center, is designated as the Alternate Emergency Operations Facility. This facility is located 12 miles from the site and generally is in the upwind direction. In the event that the TSC and/or the near site EOF is deemed to be inappropriate for occupancy, the offsite facility will be activated. The alternate EOF serves the same function as the EOF and has essentially the same emergency equipment and communication systems.

9.2 Procedure

9.2.1 Events Requiring Departure from Normal Operations

Five classes of events are described in the Site Emergency Plan and Procedures which require a departure from normal station operations. They are:

- Operational event
- Unusual Event
- Alert
- Site Area Emergency
- General Emergency

The first class of events is not categorized as an emergency but should be subject to management review. The others require notification and response according to the Site Emergency Plan and its implementing procedures.



9.2.2 Announcements and Notifications

9.2.2.1 Operational Event

This emergency class may or may not result in the sounding of the station or fire alarm depending upon the requirements for response as determined by the Station Shift Supervisor. Once a station alarm or PA announcement is made, the only persons who may enter the control room without specific summons are personnel who have specific duties in the control room, the members of SORC, or the emergency response personnel identified in the Site Emergency Procedure No. 13.

9.2.2.2 Unusual Event

Announcements and notifications for these events are provided in Site Emergency Action Procedure No. 1. The initial response and staffing of the Emergency Facilities is described in Site Emergency Implementing Procedure No. 13. Personnel accountability and evacuation procedures are covered in Site Emergency Implementing Procedure No. 5 and No. 19.

9.2.3 Personnel Reassignments

During station and site emergencies station management personnel and technical support personnel from off site are assigned special duties. These individuals, with their designated titles, are described in detail in Site Emergency Implementing Procedure No. 13 and summarized in Figure 1. These position titles are used throughout the Emergency Plan and Procedures when assigning appropriate responsibilities during an emergency.

9.2.4 Conduct of Operations

9.2.4.1 The nine sections of the Emergency Plans and the 26 Emergency Plan Implementing Procedures (EPP) describe the conduct of emergency operations.

9.2.4.2 Initially the Station Shift Supervisor assumes the role of the NMPNS Emergency Director, and continues in that capacity until relieved by the General Superintendent Nuclear Generation or his designated alternate.

9.2.4.3 The NMPNS Emergency Director performs assessment actions relative to the situation in accordance with Section 6.0 of the Site Emergency Plan and appropriate Emergency Plan Implementing Procedures. This assessment and concurrent classification of the emergency are based on available information such as the initial verbal communication, Control Room instrumentation readings, dose projection data, follow-up monitoring data and other supportive information. The assessment is updated as new information becomes available, with appropriate changes in the emergency classification being made, if necessary.



9.2.4.4 The Emergency Director ensures that both onsite and offsite emergency personnel, organizations, and response centers are alerted and, if necessary, activated. (See Figures 1 and 2 for Emergency Response Organizations.) Offsite notification methods for various emergency conditions are discussed in Section 6.0 of the Site Emergency Plan and are summarized as follows:

- a. Requests for assistance, such as fire fighting and medical transportation, from local offsite support groups may be made by telephone or radio directly to the individual group(s).
- b. Notification to offsite authorities of an emergency is made primarily to assure that those agencies are cognizant of the details of events which may arouse public concern. Thus, the authorities will be informed on a timely basis. These notifications will be made to the OCOEP, NYDOH and NRC.
- c. Notification to the above listed offsite authorities will commence immediately upon the declaration of an Unusual Event, an Alert, a Site Area Emergency or a General Emergency. Section 4.0 of the Site Plan describes the time limitations between the first indication of an event and declaration of the applicable emergency condition.

9.2.4.5 Onsite corrective actions may proceed concurrently with assessment, and are described in detail for situations within each emergency classification in the Emergency Plan Implementing Procedures and in applicable Special Operating Procedures.

9.2.4.6 Onsite protective actions, including criteria and methods, are described in Section 6.0 of the Site Emergency Plan. The primary protective action is evacuation of nonessential personnel and the use of protective equipment and clothing for those personnel who are required to perform emergency activities. Provision is made for evacuating increasingly larger areas commensurate with existing conditions, summarized as follows:

- a. A Station Evacuation may be implemented by the Emergency Director if the affected area is or may be the area within the NMPNS Unit 1 security fence.
- b. A Site Evacuation may be implemented by the Emergency Director if the affected area is or may be beyond the NMPNS Unit 1 security fence.



9.2.4.7 Offsite protective actions are addressed in Section 6.6.2 of the Site Emergency Plan. Such actions are primarily the responsibility of State and local emergency organizations, but may be based on recommendations made by the Emergency Director. These offsite organizations may invoke any emergency actions which they deem appropriate based on their assessment of the situation, with respect to the level of radioactivity released and the projected offsite dose. The key element which ensures compatibility of this Plan and offsite emergency plans is the provision for initial notification and continuing status reports to the State and local agencies, and for conveying current release and dose projection information. A description of the communications systems which assure the capability for prompt notification and continuing transmittal of vital information is contained in Section 7.2 of the Site Emergency Plan.

9.3 Termination of Emergency

The Corporate Emergency Director/Recovery Manager will determine when the emergency phase has ended. Some of the criteria for making this determination are discussed in Section 9.1.3 of the Site Emergency Plan. The determination will result from joint evaluations made by the Corporate Emergency Director/Recovery Manager, the Emergency Director, the State and County emergency response agencies and other involved agencies.

9.4 Recovery

Provisions for establishing a Recovery Organization which is commensurate with the scope and magnitude of the emergency condition are discussed in Section 9 of the Site Emergency Plan.

This organization is comprised of two major groups: Functional and Support. The Functional Group is essentially comprised of the normal station organization and would be responsible for the development and implementation of plans and procedures necessary to support long-term emergency response and recovery operations. The Support Group is comprised essentially of corporate support personnel and would provide necessary administration and engineering support.

