

KANSAS GAS & ELECTRIC COMPANY  
WOLF CREEK GENERATING STATION

WRITERS GUIDE FOR EMERGENCY  
OPERATING PROCEDURES

ADM 02-022

Revision 1

Classification: Major

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1.0 INTRODUCTION

1.1 Purpose

The purpose of this document is to provide administrative and technical guidance on the preparation of EMGs.

1.2 Scope

This writers guide applies to the writing of all emergency operating procedures (EMGs).

2.0 PREPARATION OF PLANT SPECIFIC TECHNICAL GUIDELINES

2.1 General

Generic technical guidelines have been prepared for all of the Emergency Response Guidelines. These generic guidelines provide a complete and documented analytical basis for each of the procedures. The below listed process is illustrated in Figure 1 and will be used to make these guidelines applicable to WCGS.

2.2 Development of Plant Specific Data

Each generic guideline shall be reviewed to determine which data must be made plant specific. This review shall be the basis for the development of a "WCGS Data Package" for each guideline. Attachment 1 indicates the format for the Data Package.

2.3 Verification of the Technical Guidelines

The generic technical guidelines have been verified by the Westinghouse Owner's Group. This verification applies also to the WCGS Technical Guidelines since only plant specific data has been inserted and no substantial changes have been made to the basic guideline. In order to ensure that the verification process is not compromised, the person responsible for inserting plant specific data shall determine the effect, if any, on the verification. This determination shall be documented on Attachment 1.

2.4 Documentation

The Plant Specific Technical Guidelines contain the following elements:

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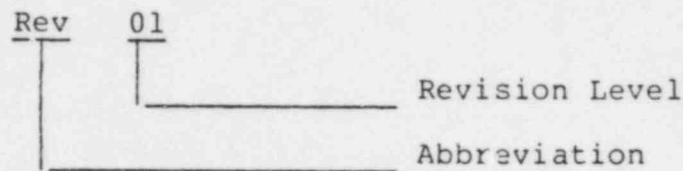
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### 3.4

#### Revision Numbering and Designation

Two digits following the abbreviation "Rev" will be used to designate the revision level of the emergency operating procedure.

Example:



To identify revisions to the text of an EMG, a change bar located in the left margin alongside the text change will be used to indicate a change in the left (Action/Expected Response) column, and a bar in the right margin will indicate the text change in the right (Response Not Obtained) column.

### 3.5

#### Page Identification and Numbering

Each page of the procedure will be identified by (1) the procedure designator and number, (2) the revision number and date, and (3) the page number specified as "Page \_\_\_\_ of \_\_\_\_". This information will be presented as shown in Figure 2.

### 4.0

#### FORMAT

The following format is to be applied consistently for all EMGs.

### 4.1

#### Page Format

A dual-column format will be used. The left-hand (Action/Expected Response) column is designated for Operator actions, and the right-hand (Response Not Obtained) column is designated for contingency actions to be taken when the expected response is not obtained. A sample page format is presented in Figure 2.

### 4.2

#### Procedure Organization

The following section headings will be used, as appropriate, for all EMGs.

TITLE -- The title will be stated for Operator association with the SYMPTOMS.

PURPOSE -- A brief statement as to the intent of the procedure.

SYMPTOMS -- The entry conditions will include only those alarms, indications, operating conditions, automatic system actions, or other unique symptoms that the Operator is to use in deciding to use the procedure.

PRECAUTIONS -- Applies to complete procedure.

STEPS -- The Operator actions will be short, concise, identifiable instructions that give appropriate directions to the user.

#### 4.3

##### Section Numbering

Arabic numerals will be used for numbering sections and subsections in the following decimal format.

A (First-Level Section Designator)  
B (First-Level Section Designator)  
I (Second-Level Section Number - Subsection)  
II (Second-Level Section Number - Subsection)  
C (First-Level Section Number)

Parallel construction for paragraphs in each section and subsection will be used.

#### 4.4

##### Instruction Step Numbering

Instruction steps in a section or subsection will be numbered and indented as follows:

1. Verify . . . .
  - a. Check . . . .
    - (1) Position . . . (not desirable)

The same substep number scheme is to be used in both the right and left columns of the procedure.

#### 5.0

##### WRITING INSTRUCTIONAL STEPS

#### 5.1

##### Instruction Step Length and Content

Instruction steps will be concise and precise. Conciseness denotes brevity; preciseness means exactly defined. Thus, instructions should be short and exact. This is easily stated, but not so easily achieved. General rules to be used in meeting these objectives are as follows:



The dual-column format used equates to the logic, IF NOT the action in the left-hand column, THEN follow the action specified in the right-hand column; for example: IF RCS press. below 1536 psig, THEN verify SI pump flowmeters.

The following Format should be used for Logic statements:

IF RCS Pressure is less than 1700 psig,  
THEN stop all RCP's.

Where the response THEN, is directly below the condition Term IF, WHEN or IF NOT.

Use other logic terms as follows:

- When attention should be called to combinations of conditions, the word AND shall be placed between the description of each condition. The word AND shall not be used to join more than three conditions. If four or more conditions need to be joined, a list format shall be used.
- The word OR shall be used when calling attention to alternative combinations of conditions. The use of the word OR shall always be in the inclusive sense. To specify the exclusive "OR", the following may be used: "either A OR B but not both."
- When action steps are contingent upon certain conditions or combinations of conditions, the step shall begin with the words IF or WHEN followed by a description of the condition or conditions (the antecedent), a comma, the word THEN, followed by the action to be taken (the consequent). WHEN is used for an expected condition. IF is used for an unexpected but possible condition.
- Use of IF NOT should be limited to those cases in which the Operator must respond to the second of two possible conditions. IF should be used to specify the first condition.
- THEN shall not be used at the end of an action step to instruct the Operator to perform the next step because it runs actions together.

### 5.3

#### Use of Cautionary Information and Notes

Cautionary information can be considered in two fundamental categories: those that apply to the entire procedure and those that apply to a portion or a specific step of the procedure.

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Those that apply to the entire procedure are called "PRECAUTIONS" and are listed on the second page of the procedure if any exist. Those that apply to a portion of a procedure are called "CAUTIONS" and are placed immediately before the procedural steps to which they apply.

Cautions and notes shall extend across the entire page and shall be highlighted as shown in the Example: CAUTION. This placement of cautions helps ensure that the procedure user observes the caution before performing the step. A caution cannot be used instead of an instructional step. It should be used to denote a potential hazard to equipment or personnel associated with or consequent to the subsequent instructional step.

If additional information other than cautions is necessary to support an action instruction, a NOTE should be used. A NOTE should present information only, not instructions, and should be located as close to the applicable instruction as possible.

o The following examples illustrate these instructions.

a. Example NOTE:

NOTE: Injection from RHR will not occur until  
Reactor pressure is less than 195 psig.

b. Example CAUTION:

\*\*\*\*\*

CAUTION: When loading the Diesel, the continuous  
high current trip could occur if equipment  
is rapidly loaded.

\*\*\*\*\*

#### 5.4

##### Calculations

Mathematical calculations should be avoided in EMGs. If a value has to be determined in order to perform a procedural step, a chart or graph should be used whenever possible.

#### 5.5

##### Use of Underlining

Underlining will be used for emphasis of logic terms, CAUTIONS and NOTES.

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## 5.6

### Referencing and Branching to Other Procedures or Steps

Referencing implies that an additional procedure or additional steps will be used as a supplement to the procedure presently being used. Referencing other steps within the procedure being used, either future steps or completed steps, should be minimized. When only a few steps are involved in the referencing, the steps should be stated in the procedure wherever they are needed.

To minimize potential Operator confusion, branching will be used when the Operator is to leave one procedure or step and use another procedure or step. Use the key words "go to". Therefore, the Operator will know to leave the present step and not return until directed.

Use quotation marks to emphasize the title of the referenced or branched procedure; examples: Go to EMG E-1, "Loss of Reactor Coolant." Go to Step 20.

## 5.7

### Component Identification

With respect to identification of components, the following rules are to be followed:

- Equipment, controls, and displays will be identified in Operator language (common usage) terms. These terms may not always match engraved names on panels but will be complete.
- When the engraved names and numbers on panel placards and alarm windows are specifically the item of concern in the procedure, the engraving should be quoted verbatim and emphasized by using all capitals.
- The names of plant system titles are emphasized by initial capitalization. When the word "system" is deleted from the title because of brevity and is understood because of the context, the title is also emphasized by initial capitalization.
- If the component is seldom used or it is felt that the component would be difficult to find, location information should be given in parentheses following the identification.

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Level of Detail

Too much detail in the EMGs should be avoided in the interest of being able to effectively execute the instructions in a timely manner. The level of detail required is the detail that a newly trained and licensed Operator would desire during an emergency condition.

To assist in determining the level of EMG detail, the following general rules apply:

- For each control with a number engraved on the control panel placard, the number should be included in parentheses within the instructional step; for example, "Start RCIC Water Leg Pump (P33)".
- For control circuitry that executes an entire function upon actuation of the control switch, the action verb appropriate to the component suffices without further amplification of how to manipulate the control device; for example, "Close FEED PUMP A SUCTION VALVE (F028A)". Recommended action verbs are as follows:
  - a. For power-driven rotating equipment, use Start, Stop.
  - b. For valves, use Open, Close, Throttle Open, Throttle Close, Throttle.
  - c. For power distribution breakers, use Synchronize and Close, Trip.
- For control switches with a positional placement that establishes a standby readiness condition, the verb "Set" should be used, along with the engraved name of the desired position. Positional placements are typically associated with establishing readiness of automatic functions and are typically named AUTO or NORMAL; for example, "Set the GLAND SEAL AIR COMPRESSOR Control Switch (S15) in AUTO".
- For multiposition control switches that have more than one position for a similar function, placement to the desired position should be specified; for example, "Place DIESEL FIRE pump SELECTOR Switch to TEST NO. 2".
- Standard practices for observing for abnormal results need not be prescribed within procedural steps. For example, observation of noise, vibration, erratic flow, or discharge pressure need not be specified by steps that start pumps.

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## 5.9

### Printed Operator Aids

When information is presented using graphs, charts, tables, and figures, these aids must be self-explanatory, legible, and readable under the expected conditions of use and within the reading precision of the Operator.

#### 5.9.1

##### Place Keeping Aid

Place keeping aids for use during cross referencing will be provided for the control room copy of the EMG manual. This aid will consist of a "boot lace", attached to the binder, and will be used as a marker during transitions from one page to another.

#### 5.9.2

##### Units of Measure

Units of measure on figures, tables, and attachments should be given for numerical values that represent observed, measurement data, or calculated results. A virgule (slant line) should be used instead of "per"; examples: ft/sec, lbs/hr.

#### 5.9.3

##### Titles and Headings

Capitalization should be used for references to tables and figures, titles of tables and figures within text material, and column headings within a table.

Examples: Refer to Figure 201 for . . . .  
. . . . as shown in Table 201, Equipment  
Power Supplies, the . . . .

#### 5.9.4

##### Figure, Table, and Attachment Numbering

Sequential arabic numbers should be assigned to figures, tables, and attachments in separate series. The sequence should correspond with the order of their reference in the text. The symbol "#" and abbreviation "No." are unnecessary and should not be used. The number alone suffices.

Examples: Figure 1, Figure 2, etc.  
Table 1, Table 2, etc.  
Attachment 1, Attachment 2, etc.

Page identification for attachments should consist of a block of information that identifies (1) procedure number, (2) attachment number, (3) page number, and (4) revision number. Page numbering of attachments should meet the requirements of Subsection 2.5.

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Section numbering for attachments should be in accordance with Subsection 3.3.

6.0 MECHANICS OF STYLE

6.1 Spelling

Spelling should be consistent with modern usage. When a choice of spelling is offered by a dictionary, the first spelling should be used.

6.2 Hyphenation

Hyphens are used between elements of a compound word when usage calls for it. The following rules should be followed for hyphenation.

- When doubt exists, the compound word should be restructured to avoid hyphenation.
- Hyphens should be used in the following circumstances:
  - a. in compound numerals from twenty-one to ninety-nine; example: one hundred thirty-four
  - b. in fractions; examples: one-half, two-thirds
  - c. in compounds with "self"; examples: self-contained, self-lubricated
  - d. when the last letter of the first word is the same vowel as the first letter of the second word -- as an alternative, two words may be used; example: fire-escape or fire escape
  - e. when misleading or awkward consonants would result by joining the words; example: bell-like
  - f. to avoid confusion with another word; examples: re-cover to prevent confusion with recover, pre-position to avoid confusion with preposition.
  - g. when a letter is linked with a noun; examples: X-ray, O-ring, U-bolt, I-beam
  - h. to separate chemical elements and their atomic weight; examples: Uranium-235  
U-235

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### 6.3

#### Punctuation

Punctuation should be used only as necessary to aid reading and prevent misunderstanding. Word order should be selected to require a minimum of punctuation. When extensive punctuation is necessary for clarity, the sentence should be rewritten and possibly made into several sentences. Punctuation should be in accordance with the following rules:

#### 6.3.1

##### Brackets

Do not use brackets.

#### 6.3.2

##### Colon

Use a colon to indicate that a list of items is to follow, for example: Restore cooling flow as follows:

#### 6.3.3

##### Comma

Use of many commas is a sign the instruction is too complex and needs to be rewritten. Therefore, evaluate the number of commas to ensure the instruction is not too complex.

Use a comma after conditional phrases for clarity and ease of reading. Example: WHEN level decreases to 60 inches, THEN start pump . . .

#### 6.3.4

##### Parentheses

Parentheses shall be used to indicate alternative items in a procedure, instruction, or equipment numbers.

#### 6.3.5

##### Period

Use a period at the end of complete sentences and for indicating the decimal place in numbers.

### 6.4

#### Vocabulary

Words used in procedures should convey precise understanding to the trained person. The following rules apply:

- Use simple words. Simple words are usually short words of few syllables. Simple words are generally common words.

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- Use common usage if it makes the procedure easier to understand.
- Use words that are concrete rather than vague, specific rather than general, familiar rather than formal, precise rather than blanket.
- Define key words that may be understood in more than one sense.
- Verbs with specific meaning should be used. Examples are listed in Table 1.
- Equipment status should be denoted as follows:
  - a. Operable/operability -- These words mean that a system, subsystem, train, component, or device is capable of performing its specified function(s) in the intended manner. Implicit in this definition is the assumption that all necessary attendant instrumentation, controls, normal and emergency electrical power sources, cooling or seal water, lubrication or other auxiliary equipment required for the system, subsystem, train, component or device to perform its function(s) are also capable of performing related support function(s).
  - b. Operating -- This word means that a system, subsystem, train, component, or device is in operation and is performing its specified function(s), and that "Out of Service Cards" or other conditions do not prevent it from maintaining that service.
  - c. Available -- This word means that a system, subsystem, train, component, or device is operable and can be used as desired; however, it need not be operating.

## 6.5

### Numerical Values

The use of numerical values should be consistent with the following rules:

- Arabic numerals should be used.
- For numbers less than unity, the decimal point should be preceded by a zero; for example: 0.1.

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- The number of significant digits should be equal to the number of significant digits available from the display and the reading precision of the Operator.
- Acceptance values should be specified in such a way that addition and subtraction by the user is avoided if possible. This can generally be done by stating acceptance values as limits. Examples: 510°F maximum, 300 psig minimum, 580° to 600°F. For calibration points, statement of the midpoint and its lower and upper limits for each data cell would accomplish the same purpose; for example, 10 milliamperes (9.5 to 10.5). Avoid using  $\pm$ .
- Engineering units should always be specified for numerical values of process variables. They should be the same as those used on the Control Room displays, for example: psig instead of psi.

## 6.6

### Abbreviations, Letter Symbols, and Acronyms

The use of abbreviations should be minimized because they may be confusing to those who are not thoroughly familiar with them. Abbreviations may be used where necessary to save time and space, and when their meaning is unquestionably clear to the intended reader. The full meaning of the abbreviation, other than the abbreviations listed in ADM 08, should be written in before the first use of the abbreviation and whenever in doubt. Consistency should be maintained throughout the procedure.

Capitalization of abbreviations should be uniform. If the abbreviation is comprised of lowercase letters, it should appear in lowercase in a title or heading. The period should be omitted in abbreviations except in cases where the omission would result in confusion.

Letter symbols may be used to represent operations, quantities, elements, relations, and qualities.

An acronym is a type of symbol formed by the initial letter or letters of each of the successive parts or major parts of a compound term. Acronyms may be used if they are defined or commonly used.

Abbreviations, symbols, and acronyms should not be overused. Their use should be for the benefit of the reader. They can be beneficial by saving reading time, ensuring clarity when space is limited, and communicating mathematical ideas.

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7.0

## TYPING FORMAT

7.1

### General Typing Instructions

For emergency operating procedures, the following general requirements are to be followed.

- Paper size should be 8 1/2 x 11 inches.
- White, bond paper with printed border should be used. Controlled procedures will be issued on green bond paper.
- Procedures are to be typed on an electric typewriter.
- Courier, pitch 10, typewriter element is to be used.

7.2

### Page Arrangement

- Page margins are specified by the printed borders. Two type spaces are to be maintained between the text and borders.
- Page identification information (refer to Subsection 2.5) will be two spaces below the lower border, and even with the right-hand border.
- The 8 1/2 inch edges shall constitute top and bottom of pages and text. Tables and figures shall be readable with the page so arranged. Rotation of printed matter should be avoided for emergency operating procedures. Refer to Subsection 6.5 if rotation is absolutely necessary.

7.3

### Heading and Text Arrangement

Block style, as illustrated in Figure 1, is to be used. First-level section headings shall be in full capitals, with an underscore; second-level section headings shall be in full capitals without an underscore; and third-level section headings shall be placed in initial capitals without an underscore (refer to Subsection 3.3 for its numbering).

- Section numbers shall begin two spaces from the left-hand printed border.
- Three line spaces shall be allowed between headings and respective text.
- Three line spaces shall be allowed between paragraphs.

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- Text will be typed using double spacing.

#### 7.4

##### Breaking of Words

Breaking of words shall be avoided to facilitate Operator reading.

#### 7.5

##### Rotation of Pages

If pages need to be rotated, these rules shall be followed:

- The top of the page with rotated print is the normal left-hand edge.
- The page margins do not rotate.
- Page identification and numbering will not be rotated.

#### 7.6

##### Printed Operator Aids

Figures include graphs, drawings, diagrams, and illustrations. The following rules are established:

- The figure number and its title are placed three line spaces below the figure field (refer to Subsection 4.9)
- The figure number and title should be of courier type, pitch 10.
- The figure field must not violate specified page margins.
- The figure field should be of sufficient size to offer good readability.
- The essential message should be clear; simple presentations are preferred.
- Grid lines of graph should be at least 1/8-inch apart; numbered grid lines should be bolder than unnumbered grid lines.
- Labeling of items within the figure should be accompanied by arrows pointing to the item.
- The items within the figure should be oriented naturally insofar as possible. For example, height on a graph should be along the vertical axis.

- In general, items within the figure should be labeled. Typed labels should use courier type, pitch 10. Handwritten labels should be printed, using all capitals, with letters and numbers at least 1/8-inch high.
- All lines in figures should be reproducible.

#### 7.6.1

Tables should be typed using the following rules:

- Type style and size should be the same as that for the rest of the procedure.
- The table number and title should be located above the table field and three line spaces below preceding text.
- A heading should be entered for each column and centered within the column; the first letter of words in the column headings should be capitalized.
- Horizontal lines should be placed above and below the column headings; vertical lines, while desirable, are not necessary or required.
- Tabular headings should be aligned as follows:
  - a. horizontally be related entries
  - b. vertically be decimal point for numerical entries
  - c. vertically be first letter for word entries; however, run-over lines should be indented three spaces
- Double spacing between horizontal entries suffices to segregate such entries, although horizontal lines may also be used if desired. If used, double horizontal lines should be used above and below the column headings.
- There should not be a vacant cell in the table. If no entry is necessary, "N.A." should be entered to indicate not applicable.

#### 7.7

##### Cautions and Notes

All notes and cautions should be distinguishable from the rest of the text by using the following format:

- The applicable heading "NOTE" and "CAUTION" should be capitalized, even with the left margin, and placed three line spaces below the preceding text.

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- The text of the note or caution should be block format, double spaced. The caution text will be indented three spaces from the word CAUTION. The text for notes will begin three spaces from the word NOTE. See example subsection 4.3.
- The right-hand margin of the text of the note or caution should be five spaces to the left of the right-hand printed margin.
- CAUTIONS shall be further highlighted by a line of asterisks two spaces below the last line of the text, and two spaces below the last line of the CAUTION.
- Examples are presented in Subsection 4.3.

## 7.8

### Use of Foldout Pages

When used, a foldout page is treated as a single page. It should follow the same format as a standard page except the width is different. The page should be folded so that a small margin exists between the fold and the right-hand edge of standard pages. This will reduce wear of the fold. The page will be identified by a red tab with the appropriate EMG designator and number.

## 7.9

### Use of Oversized Pages

Oversize pages should not be used. They should be reorganized or reduced to a standard page. If this cannot be done, a foldout page should be used.

## 7.10

### Use of Reduced Pages

Reduced pages should be avoided whenever possible. Final size of reduced pages should be standard page size. Reduced pages should be readable.

## 8.0

### REPRODUCTION

### 8.1

Reproduction will be done on a standard copier, single-sided copy only. Except curves and graphs referred to in the procedure may be copied on the back of the preceeding page for ready reference.

## 8.0

### RECORDS

### 9.1

The following lifetime QA records are generated and shall be retained for the life of the plant.

- Emergency Procedure Data Package
- Validation Checklist
- Improvement Recommendation

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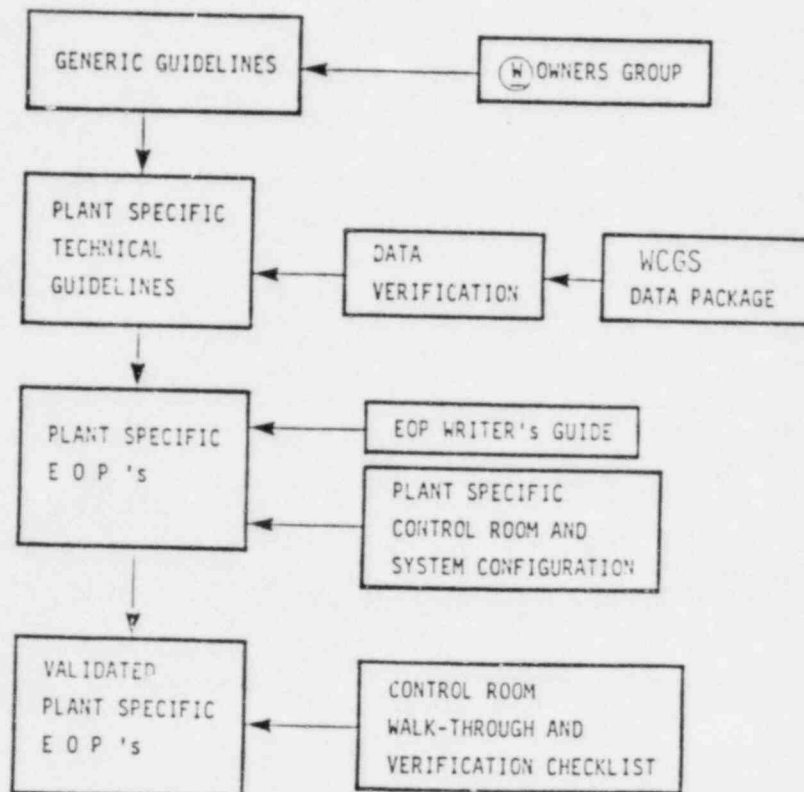
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FIGURE 1



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NUMBER:	SYMPTOM/TITLE:	REVISION NO./DATE
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STEP	ACTION/EXPECTED RESPONSE	RESPONSE NOT OBTAINED

Figure 2. Page Format

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Table 1. Action Verbs

Verb	Application
Allow	To permit a stated condition to be achieved prior to proceeding, for example, "allow discharge pressure to stabilize"
Ensure	To observe an expected condition or characteristic and if necessary take the appropriate action(s) to place that condition or characteristic into the required safe condition
Check	To perform a comparison with a procedural requirement "Check if SI can be terminated"
Close	To change the physical position of a mechanical device so that it prevents physical access or flow or permits passage of electrical current, for example, "close Valve IFP142"
Complete	To accomplish specified procedural requirements, for example, "complete valve checkoff list 'A,'" "complete data report QA-1," "complete Steps 7 through 9 of Section III"
Decrease	<u>Do not</u> use because of oral communication problems.
Establish	To make arrangements for a stated condition, for example, "establish communication with Control Room"
Increase	<u>Do not</u> use because of oral communication problems.
Inspect	To measure, observe, or evaluate a feature or characteristic for comparison with specified limits; method of inspection should be included, for example, "visually inspect for leaks"
Open	To change the physical position of a mechanical device, such as valve or door to the unobstructed position that permits access or flow, for example, "open Valve IFP143"
Record	To document specified condition or characteristic, for example, "record discharge pressure"
Set	To physically adjust to a specified value an adjustable feature, for example, "set diesel speed to . . . rpm"
Start	To originate motion of an electric or mechanical device directly or by remote control, for example, "start . . . pump"

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Table 1. Action Verbs  
(continued)

Verb	Application
Stop	To terminate operation, for example, "stop . . . pump"
Throttle	To operate a valve in an intermediate position to obtain a certain flow rate, for example, "throttle Valve IFPl40 to . . ."
Trip	To manually activate a semi-automatic feature, for example, "trip breaker . . ."
Vent	To permit a gas or liquid confined under pressure to escape at a vent, for example, "vent . . .pump"
Verify	To observe an expected condition or characteristic, for example, "verify discharge pressure is stable"

INFO ONLY

WOLF CREEK GENERATING STATION  
EMERGENCY PROCEDURE DATA PACKAGE

GUIDELINE NO. \_\_\_\_\_  
REVISION NO. \_\_\_\_\_  
GENERAL GUIDELINE \_\_\_\_\_  
REVISION DATE \_\_\_\_\_  
NAME \_\_\_\_\_

**INFO ONLY**

WOLF CREEK GENERATING STATION EMERGENCY PROCEDURE DATA PACKAGE	REVISION NO.	GUIDELINE NO. EMG
GUIDELINE NAME:	REVISION DATE	Page of

Procedure Generation:

1. Data on pages 3 through \_\_\_ of this data package has been made specific to the Wolf Creek design and does not compromise the generic technical basis for this guideline.

Comments:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name of person entering data \_\_\_\_\_

Procedure Verification:

2. Data on pages 3 through \_\_\_ of this data package has been verified as specific to the Wolf Creek design and does not compromise the generic technical basis for this guideline.

Comments/brief description of verification process:

**INFO ONLY**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name of person entering data \_\_\_\_\_  
Attachment 1 ADM 02-022  
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WOLF CREEK GENERATING STATION EMERGENCY PROCEDURE DATA PACKAGE	REVISION NO.	GUIDELINE NO. EMG
GUIDELINE NAME:	REVISION DATE	Page of

Guideline Step No.	Plant Specific Data Required	Source/Justification/ Calculations
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INFO ONLY

WOLF CREEK GENERATING STATION  
Validation Checklist

PROCEDURE TITLE	DATE	PAGE 1 OF 2
	PROCEDURE NO.	REVISION NO.

This checklist shall be used to establish the accuracy of information and instructional steps and to determine that the procedure can be accurately and efficiently carried out. Indicate the method (s) to be used below.

- ( ) Procedure Walkthrough
- ( ) Desk top review
- ( ) Other \_\_\_\_\_

Criteria

Reviewer      /      Date

1. The procedure accurately reflects the information presented in the technical guidelines.
2. The procedure is written in accordance with the writer's guide.
3. The procedure has been walked through the Control Room, or performed on the Plant Specific Simulator, and can be followed without confusion, delays or errors.
4. Controls, equipment and indications that are referenced in the procedure are available in the plant, use the same designation, use the same units, and operate (or will operate) as specified in the procedure.
5. The level of detail is sufficient to allow the least qualified operator on the shift crew to use it effectively.
6. The minimum shift crew can complete the procedure without outside assistance.

/s/ \_\_\_\_\_ / \_\_\_\_\_

/s/ \_\_\_\_\_ / \_\_\_\_\_

/s/ \_\_\_\_\_ / \_\_\_\_\_

/s/ \_\_\_\_\_ / \_\_\_\_\_

/s/ \_\_\_\_\_ / \_\_\_\_\_

/s/ \_\_\_\_\_ / \_\_\_\_\_

INFO ONLY

WOLF CREEK GENERATING STATION  
Validation Checklist

WOLF CREEK GENERATING STATION VERIFICATION CHECKLIST	DATE	PAGE 2 OF 2
PROCEDURE TITLE	PROCEDURE NO.	REVISION NO.

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

/s/ \_\_\_\_\_ /

RECOMMENDED ACTIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

/s/ \_\_\_\_\_ /

CHECKLIST REVIEWED (SUPERINTENDENT OF OPERATIONS) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

/s/ **INFO ONLY** /

WOLF CREEK GENERATING STATION  
Improvement Recommendation

WOLF CREEK GENERATING STATION IMPROVEMENT RECOMMENDATION	DATE	PAGE 1 OF 1
PROCEDURE TITLE	PROCEDURE NO.	REVISION NO.

1. The following change(s) are recommended to improve the Wolf Creek procedure. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Justification/Reason for Change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name of person recommending change

3. Evaluation (incorporate/do not incorporate) and Justification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Superintendent of Operations

INFO ONLY

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