

Arkansas Nuclear One - Administrative Services  
Document Control  
Thursday, April 18, 1996

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## Document Update Notification

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*COPYHOLDER NO:* 103

*TO:* NRC - WASHINGTON

*ADDRESS:* NRC

*DOCUMENT NO:* OP-1963.053

*TITLE:* LOGISITICAL SUPPORT

*REVISION NO:* 04

*CHANGE NO:* AP-04

*SUBJECT:* NEW REVISION

# ENTERGY OPERATIONS INCORPORATED ARKANSAS NUCLEAR ONE

**TITLE:** LOGISTICAL SUPPORT

**PROC/WORK PLAN NO.**  
**1903.053**

**REV.**  
**4**

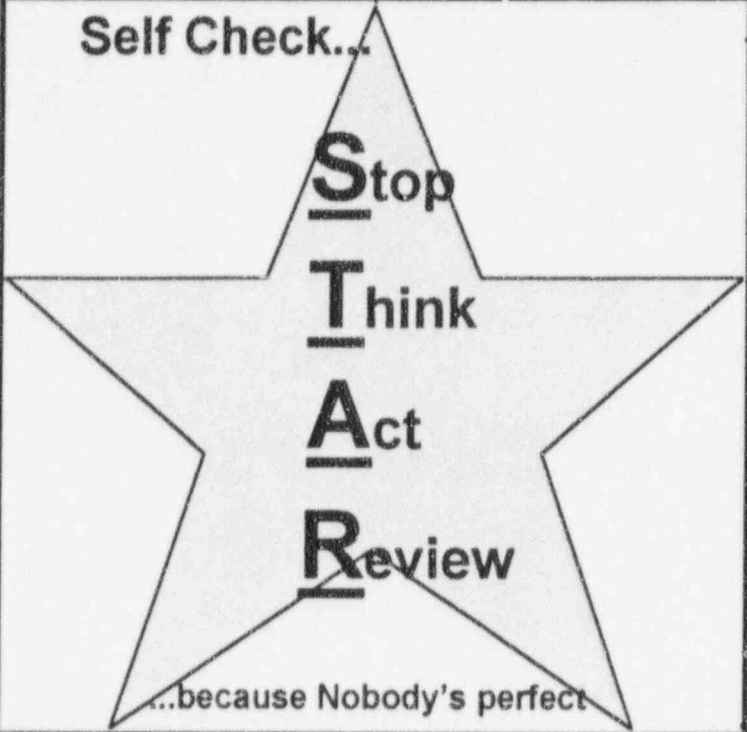
**EXP. DATE**

**SAFETY-RELATED**  
☒ YES ☐ NO

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**IPTE** ☐ YES  
☐ NO

PAGE	CHG	PAGE	CHG		PAGE	CHG	PAGE	CHG
1				<p><b>Self Check...</b></p>  <p><b>Stop</b> <b>Think</b> <b>Act</b> <b>Review</b></p> <p>...because Nobody's perfect</p>				
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**FORM TITLE:**

**LIST OF AFFECTED PAGES**

**FORM NO.**  
**1000.006A**

**REV.**  
**44**

# ENTERGY OPERATIONS INCORPORATED ARKANSAS NUCLEAR ONE

<b>TITLE:</b> LOGISTICAL SUPPORT			<b>PROC/WORKPLAN NO.</b> 1903.053		<b>REV.</b> 4			
<b>AFFECTED UNIT</b> <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2		<b>PROCEDURE</b> <input checked="" type="checkbox"/>		<b>WORKPLAN</b> <input type="checkbox"/> EXP. DATE _____		<b>SAFETY-RELATED</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
<b>PAGE</b> <u>1</u> <b>OF</b> <u>2</u>								
<b>REASON FOR REVISION/NEW PROCEDURE:</b> Combined Procedure 1903.054 and 1903.078 in with 1903.053 and deleted 1903.054 and 1903.078 completely.								
<b>DESCRIPTION OF REVISION:</b> Major rewrite of 1903.053 by including 1903.054 and 1903.078. Gave Support Manager signature authority for additional personnel. 1.0 Additional personnel (technical and/or non-technical). 2.0 Added wording to refer certain requests to respective procedures. 3.0 Used References section from 1903.054 and 1903.078. 4.2 and 4.3 Added definitions Technical Personnel and Non-Technical Personnel. 5.1 Support Manager: Added responsibilities from 1903.054 to include additional personnel, and signature authority. 5.5 Added Supervisor Section from 1903.054. 6.1 Technical and/or Non-Technical Personnel sections added from 1903.054. <div style="text-align: center;">(CONTINUED)</div>								
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Supersedes or Replaces Another Procedure? <input checked="" type="checkbox"/> YES    <input type="checkbox"/> NO If Yes, Complete and Attach Form 1000.006H</td> <td style="width: 50%; border: none;">Does this revision alter or delete an existing Regulatory Commitment? <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO If Yes, coordinate with Licensing BEFORE implementing.</td> </tr> </table>							Supersedes or Replaces Another Procedure? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If Yes, Complete and Attach Form 1000.006H	Does this revision alter or delete an existing Regulatory Commitment? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If Yes, coordinate with Licensing BEFORE implementing.
Supersedes or Replaces Another Procedure? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If Yes, Complete and Attach Form 1000.006H	Does this revision alter or delete an existing Regulatory Commitment? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If Yes, coordinate with Licensing BEFORE implementing.							
<b>DOES THIS DOCUMENT:</b> Yes    No				<b>Was MEF used as source document?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
<b>Change MTCL to be Untrue?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				<b>OTHER SECTION LEADER(S):</b> (Required for assignment of responsibility outside of responsible section leader's section)  DATE: _____ <div style="text-align: center; margin-top: 10px;">NA</div>				
<b>Create an Intent Change?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
<b>Implement or Change IPTE Requirements?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
<b>Require a 10CFR50.59 Review per step 6.3.2 of 1000.131</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No								
<b>ORIGINATOR:</b> <i>Sherrice Hare</i>		<b>DATE:</b> <i>3/14/96</i>		<b>UNIT SURVEILLANCE COORDINATOR:</b> <i>NA</i>		<b>DATE:</b>		
<b>INDEPENDENT REVIEWER:</b> <i>[Signature]</i>		<b>DATE:</b> <i>4/6/96</i>		<b>SECTION LEADER:</b> <i>WR [Signature]</i>		<b>DATE:</b> <i>4-2-96</i>		
<b>ENGINEERING:</b> <i>NA</i>		<b>DATE:</b>		<b>QUALITY ASSURANCE:</b> <i>NA</i>		<b>DATE:</b>		
<b>QUALITY:</b> <i>NA</i>		<b>DATE:</b>		<b>PSC CHAIRMAN/TECHNICAL REVIEWER:</b> <i>[Signature]</i>		<b>DATE:</b> <i>4-2-96</i>		
<b>FINAL APPROVAL:</b> <i>[Signature]</i>		<b>DATE:</b> <i>4-17-96</i>		<b>REQUIRED EFFECTIVE DATE:</b> <i>4/11/96</i>				
<b>FORM TITLE:</b> PROCEDURE/WORK PLAN REQUEST					<b>FORM NO.</b> 1000.006B		<b>REV.</b> 44	

**ENTERGY OPERATIONS INCORPORATED  
ARKANSAS NUCLEAR ONE**

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CONTINUATION PAGE

**REASON/DESCRIPTION OF REVISION:**

- 6.1.1 Added support organizations from 1903.078.
- 6.5 Changed wording from Office to Administrative.
- 6.7.1 Ground Transportation: Changed from AP&L to EOI.
- 7.0 Attachments and Forms: Added Form 1903.053B "Personnel Request Form" from 1903.054.  
Miscellaneous administrative changes.

**FORM TITLE:**

**PROCEDURE/WORK PLAN REQUEST**

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## 1.0 PURPOSE

This procedure identifies the responsible personnel and general guidance to follow in obtaining logistical support services that may be required by the Emergency Response Organization (ERO): additional personnel (technical and non-technical), lodging, food, laundry, office equipment and services, emergency facility repairs, and transportation.

## 2.0 SCOPE

This procedure applies to the logistical support services that may be needed during an emergency situation at ANO. This procedure does not apply to requests for law enforcement assistance, medical assistance or fire protection assistance. These requests are handled under the respective procedures listed in Section 3.3.

Non-Entergy Operations Inc. personnel assisting with the incident response/recovery efforts should also follow the instructions in this procedure.

## 3.0 REFERENCES

### 3.1 REFERENCES USED IN PROCEDURE PREPARATION:

- 3.1.1 Emergency Plan
- 3.1.2 Arkansas Nuclear One Industrial Security Plan
- 3.1.3 Letter of Agreement between Babcock and Wilcox and Entergy Operations Incorporated.
- 3.1.4 Letter of Agreement between ABB/CE and Entergy Operations Incorporated.
- 3.1.5 Letter of Agreement between Bechtel and Entergy Operations Incorporated.
- 3.1.6 Letter of Agreement between Oak Ridge Operations Office - U.S. Department of Energy, Region 2, and Entergy Operations Incorporated.
- 3.1.7 Nuclear Power Plant Voluntary Assistance Agreement (INPO).

### 3.2 REFERENCES USED IN CONJUNCTION WITH THIS PROCEDURE:

- 3.2.1 Procedure 1903.065, "Emergency Response Facility - Technical Support Center (TSC)"
- 3.2.2 Procedure 1903.066, "Emergency Response Facility - Operational Support Center (OSC)"
- 3.2.3 Procedure 1903.067, "Emergency Response Facility - Emergency Operations Facility (EOF)"

### 3.3 RELATED ANO PROCEDURES

- 3.3.1 Procedure 1015.007, "Fire Brigade Organization and Responsibilities"
- 3.3.2 Procedure 1203.034, "Fire or Explosion"

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- 3.3.3 Procedure 2203.034, "Fire or Explosion"
- 3.3.4 Procedure 1903.023, "Personnel Emergency"
- 3.3.5 Procedure 1903.071, "Pope County Sheriff's Department"

3.4 REGULATORY CORRESPONDENCE CONTAINING NRC COMMITMENTS WHICH ARE IMPLEMENTED IN THIS PROCEDURE:

None

#### 4.0 DEFINITIONS

- 4.1 Emergency Response Organization (ERO) - The organization which is composed of the Initial Response Staff (IRS), the EOF staff, the TSC staff, the OSC staff, and the Emergency Team members. It has the capability to provide manpower and other resources necessary for immediate and long-term response to an emergency situation.
- 4.2 Technical Personnel - Individuals trained and experienced in plant operations and functions (i.e., Chemists, Engineers, Health Physicists, Mechanics, Operators, etc.).
- 4.3 Non-Technical Personnel - Individuals who will assist the ERO personnel with administrative duties (i.e., Administrative Assistants, typists, draftsmen, etc.)

#### 5.0 RESPONSIBILITIES

##### 5.1 SUPPORT MANAGER

- 5.1.1 Responsible for logistical support during an emergency at ANO.
- 5.1.2 Responsible for coordinating all requests for additional personnel.
- 5.1.3 Responsible for reviewing requests for additional personnel and then approving or disapproving the request.
- 5.1.4 Responsible for acquiring the required additional personnel.
- 5.1.5 Responsible for making transportation and housing arrangements for additional personnel.
- 5.1.6 Responsible for coordinating the initial ANO request for assistance from INPO and other utility organizations through the TSC Director/EOF Director.
- 5.1.7 Responsible for coordinating the initial ANO requests for assistance from Entergy Operations, Inc., through the CEC Manager at the Corporate Emergency Center in Jackson.
- 5.1.8 Responsible for advising the Superintendent, Security of authorization for such support personnel to gain access to the designated emergency center.



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5.2 EOF SUPPORT SUPERINTENDENT

Responsible for coordination of logistic support for the EOF and ANO as delineated in this procedure.

5.3 TSC SUPPORT SUPERINTENDENT

Responsible for obtaining Office Services and equipment in support of the Control Room/TSC/OSC emergency response effort.

5.4 SUPERVISORS

Responsible for initiating all requests for additional personnel for their respective areas.

6.0 INSTRUCTIONS

6.1 TECHNICAL/NON-TECHNICAL PERSONNEL

6.1.1 Requests for additional technical and/or non-technical personnel support should be submitted to the Support Manager. The requestor should be prepared to provide the information necessary to complete Part I of the Personnel Request Form, Form 1903.053B. The Support Manager's staff will complete the form in order to document and track the request.

The request should specify if personnel with special qualifications or from a specific organization will be required. The purpose for the request should be stated as specifically as possible and should not be merely identified as "emergency support".

Support agreements and summaries for the organizations listed below are found in the "Support Agreements Notebook" located in the following emergency response centers: Control Rooms, Technical Support Center and Emergency Operations Facility.

Organizations

Babcock & Wilcox  
Bechtel  
Combustion Engineering  
INPO  
Oak Ridge

6.1.2 The Support Manager is responsible for evaluating the request in terms of the overall emergency response and approving or disapproving the request. The approval or disapproval shall be documented on Part II of the Personnel Request Form and relayed back to the requestor as soon as practical.

6.1.3 Following personnel request approval, the Support Manager will acquire the personnel and make arrangements for transportation and housing. The Support Manager may require the assistance of the requestor in making these arrangements. These arrangements shall be documented on Part III of the Personnel Request Form.

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In addition, when a personnel request is approved, the Support Manager's staff will advise the Superintendent, Security of authorization for such support personnel to gain access to the designated emergency center. Notification to Security shall be documents don Part IV of the Personnel Request Form.

- 6.1.4 The completed Personnel Request Forms shall be turned over to the EOF Director or TSC Director at the termination of the emergency event.
- 6.1.5 The initial ANO request for assistance from, Entergy Operations, Incorporated, INPO, and other utility organizations should be coordinated by the Support Manager, through the Corporate Emergency Center (CEC).

## 6.2 LODGING

Coordination of requests for accommodation for the response organization in the Russellville area shall be carried out by the EOF Support Superintendent. The EOF Support Superintendent will evaluate requests for accommodations and then acquire the needed accommodations. If Russellville is evacuated, accommodations will be arranged at a public facility through local authorities.

At ANO the EOF Support Superintendent or his designee will provide a limited number of cots for temporary use principally for Emergency Operations Facility personnel.

The EOF Support Superintendent is responsible for reviewing or designating a reviewer for accommodation requests for ANO.

The Support Manager or his designee is responsible for advising the EOF Support Superintendent of any significant change in the number of ERO personnel requiring such assistance.

When making the request for lodging assistance, the following information should be provided:

- Requestor's Name
- Position (Company, Department, Position)
- Telephone Extension
- Date Lodging Needed
- Estimated Check-Out Date

Requests should be submitted to the above appropriate individual.



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### 6.3 FOOD

For a major incident at ANO, the ERO will require special catering to provide food for the emergency response personnel. The EOF Support Superintendent or his designee shall be responsible for catering. Should Russellville be evacuated, the EOF Support Superintendent will coordinate with local and state officials in order to establish facilities to supply meals to response personnel. The food services local and corporate telephone numbers may be found in the Emergency Telephone Directory.

The EOF Support Superintendent is responsible for making or designating an individual to make short or long term food service arrangements for ANO.

The Support Manager is responsible for advising the EOF Support Superintendent of any significant change in the number of ERO personnel requiring such assistance.

Personnel should follow normal procedures to be reimbursed for meal costs if not pre-paid. Receipts attached to an expense report should be submitted for payment to their immediate supervisor after termination of the emergency event.

### 6.4 LAUNDRY

There are both laundry and dry cleaning facilities available in Russellville. Response personnel should use these facilities as needed and file the cost with their expense accounts.

Personnel clothing which becomes radioactively contaminated and determined by Health Physics to be above the limits for release to general public will be confiscated. In such cases, individuals should estimate the fair market replacement value and submit this claim with their expense report.

### 6.5 ADMINISTRATIVE SERVICES AND EQUIPMENT

The ERO personnel responsible for obtaining or designating an individual to obtain administrative services (coordinate with Task J-5, Procedure 1903.067, "EOF Administrative Services Team Leader") and equipment to meet emergency response needs are as follows:

<u>Individual</u>	<u>Location</u>
EOF Support Superintendent	EOF
TSC Support Superintendent	TSC

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#### 6.5.1 Administrative Services

It is anticipated that the present secretarial and clerical personnel should be sufficient to meet administrative service needs (typing, reproduction, etc.) during ERO activation. However, due to increased workloads or prolonged or extended work periods, temporary service personnel may be required to support or relieve existing secretarial and clerical personnel at the various ANO emergency centers. Requests for assistance should be made through the requestor's immediate supervisor to the appropriate individual.

#### 6.5.2 Office Equipment

If available office equipment (typewriter, copier, etc.) or supplies are not sufficient to meet the actual or anticipated workload, a request should be made through one's immediate supervisor to the appropriate individual listed above. If required, additional equipment may be obtained on loan from another department, if available, or may be rented from a local vendor. Supplies will usually be procured under normal operating procedures. Requests for additional administrative personnel and equipment should include the following information:

- Requestor's Name
- Position (Company, Department, Position)
- Type of Administrative Service Requested:
  - Personnel Services (Typist, Clerical), Copier Service, Special Courier, etc.
  - Equipment (Typewriters, Copier, Desks, etc.)
- Date/Time Required
- Estimated Length of Time Service Required (if applicable).

#### 6.6 EMERGENCY FACILITY REPAIRS

This section applies only to obtaining services for repairing facilities and equipment in the emergency response centers.

The EOF Support Superintendent is responsible for obtaining repair services for each emergency response center at ANO.

Request for assistance should be made through one's immediate supervisor to the EOF Support Superintendent.

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Requests should include the following information:

- Name of Requestor
- Position/Department
- Location and Telephone Extension
- Problem or Item Needing Repair or Adjustment
- Priority for Repair (verbal)

#### 6.7 TRANSPORTATION

The EOF Support Superintendent has the overall responsibility for assuring that transportation needs of the Emergency Response Organization are met. The EOF Support Superintendent will coordinate with the Superintendent, Security to establish priorities in assignment, scheduling, and utilization of transportation services. The Russellville District Office may be requested to assist in obtaining transportation services in the Russellville area.

##### 6.7.1 Ground

Enterger Operations Incorporated vehicles shall be used to the maximum extent; however, a shortage will require the procurement of rental or leased cars, vans, or trucks as required. The EOF Support Superintendent may direct the reassignment of company vehicles from other areas to Russellville as needed. Arrangements for ground transportation at the Little Rock airport and the Russellville airport for emergency response personnel will be made by the EOF Support Superintendent.

##### 6.7.2 Air

In an emergency, air transportation may be required for the most expeditious movement of emergency personnel and equipment. The EOF Support Superintendent will coordinate all requests for utilization of air transportation services. Private flight services for plane or helicopter trips to and from Little Rock and Russellville are available in Little Rock and to a limited extent in Russellville. Utilization of helicopters may be required for aerial surveys, security, or direct deployment of personnel and supplies to ANO. Commercial airline services are available in Little Rock and should be utilized for out-of-state flights to the extent possible considering availability and time factor requirements. Commercial travel arrangements usually can be handled within normal company procedures.

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### 6.7.3 Other Transportation

Arrangements for other transportation needs such as boats, charter buses, and special transport equipment may be necessary. Requests for these type of transportation needs should be coordinated through the EOF Support Superintendent or his designee.

To request transportation services in Russellville and Little Rock the following information should be submitted to the EOF Support Superintendent or his designee.

- Name of Requestor/Telephone Extension
- Location of Telephone Extension
- Type of Transportation Service Requested
- Purpose or Special Need
- Time Period Required/Proposed Schedule
- Special Considerations (i.e., Number of Extra Personnel or Equipment, Unusual Loads, etc.)

## 7.0 ATTACHMENTS AND FORMS

### 7.1 ATTACHMENTS

None

### 7.2 FORMS

- 7.2.1 Form 1903.053A - Logistical Support Request/Record Tracking Form
- 7.2.2 Form 1903.053B - Personnel Request Form

LOGISTICAL SUPPORT  
REQUEST/RECORD TRACKING FORM

	Date	Requestor	Tel. Ext.	Service Requested	Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

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Qualifications/Quantity/Source:

Purpose: \_\_\_\_\_

II. Response Action/Approval: \_\_\_\_\_

Call back to requestor: Time: Date:

III. Personnel Arrangements:

By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_



IV. Access authorization to: ☐ District Office ☐ EOF ☐ ANO

Names/Affiliation: 1. \_\_\_\_\_ 6. \_\_\_\_\_  
2. \_\_\_\_\_ 7. \_\_\_\_\_  
3. \_\_\_\_\_ 8. \_\_\_\_\_  
4. \_\_\_\_\_ 9. \_\_\_\_\_  
5. \_\_\_\_\_ 10. \_\_\_\_\_

Superintendent, (or \_\_\_\_\_) advised: \_\_\_\_\_  
Security (alternate) Date/Time

Responsible Entergy Operations, Inc.,  
contact at access point: Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

FORM TITLE:

PERSONNEL REQUEST FORM

FORM NO.

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