

SP Number 67X001.12

Revision 0

P or D Apvl Level P

Effective Date 1/20/93

Number of Pages 11

Section Head	<i>[Signature]</i>	1/13/93	1.		
Quality Control	<i>[Signature]</i>	4/5/93	2.		
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	Signature or N/A	Date	TPC No	Effective Date of TPC	Expiration Date of TPC

TERMINATION SURVEY SECTION
CONDUCT OF C. ACTIONS

1.0 PURPOSE

This procedure outlines the policies and objectives of the Termination Survey Section and provides instructions to section personnel on organizational responsibilities.

2.0 RESPONSIBILITY

- 2.1 The Termination Survey Section Head is responsible for the content of this procedure.

SR2-1021.600-6.421

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3.0 DISCUSSION

- 3.1 The Termination Survey Section, within the Radiological Controls Division of the Operations and Maintenance Department, is responsible for the development and implementation of the termination survey.
- 3.2 The Termination Survey Section, consisting of a full time staff of specialists, was established by Reference 11.1. This reference further indicates this staff may be supplemented by personnel from the SNPS Health Physics Section during periods of field measurements. For example, survey measurements will be performed by Health Physics technicians who have been qualified to perform termination surveys. This procedure establishes responsibilities both for personnel within the Termination Survey Section and for persons from other organizations performing termination survey functions.
- 3.3 An organization chart is provided as Appendix 12.1. This chart is intended to show functional reporting relationships rather than the Termination Survey Section's complement.
- 3.4 This procedure contains:

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4.0 PRECAUTIONS

N/A

5.0 PREREQUISITES

N/A

6.0 LIMITATIONS AND ACTIONS

N/A

7.0 MATERIALS AND/OR TEST EQUIPMENT

N/A

8.0 PROCEDURE

8.1 Termination Survey Section Objectives and Policies

8.1.1 The objectives of the Termination Survey Section are to:

1. Conduct the final termination (radiological) survey of the Shoreham facility and satisfactorily document the results to show compliance with established release criteria to facilitate termination of the U.S. Nuclear Regulatory Commission (NRC) license, NPF-82.

2. Develop and implement a plan for conduct of the termination survey which is acceptable to regulatory agencies yet reflective of the Shoreham Decommissioning Project goals for cost and schedule.
3. Consistently apply the highest standards for excellence to all aspects of the termination survey, thus aiding the fulfillment of the Shoreham Decommissioning Project commitment to the general public.

8.1.2 The following policies are established to accomplish the above objectives:

1. Quality of the final survey process, and the data which results, is of paramount importance. Consideration of this fact shall weigh in all decisions for the planning and conduct of the termination survey.
2. No person shall take part in termination survey activities for which that individual is unqualified.
3. Each individual assigned to the termination survey shall be free (unencumbered) to openly discuss matters of quality, cost or schedule, as these topics may apply to the planning and conduct of the termination survey.
4. Persons assigned to the Termination Survey Section shall execute their duties in strict compliance with all policies and procedures established by the Shoreham Decommissioning Project.

8.2 Organizational Responsibilities

8.2.1 Termination Survey Section Head

The Termination Survey Section Head reports to the Radiological Controls Division Manager (RCDM) and is responsible for implementation of the Termination Survey Program as described in Reference 11.1. Functional responsibilities of the Termination Survey Section Head include:

1. Establishing section policies and objectives.
2. Identification of personnel and technical resource requirements.
3. Selection of personnel.
4. Management and supervision of assigned personnel.
5. Providing reports to SNPS Decommissioning Project management regarding status and results of termination survey activities and/or emerging problem areas.
6. Scheduling of termination survey activities, in conjunction with the Project Controls Division of the Finance & Administration (F&A) Department and the Work Planning & Scheduling Section of the Operations & Maintenance (O&M) Department, to meet project milestones.

7. Coordination of termination survey activities (and requirements) with other project organizations,
8. Representing the Shoreham Decommissioning Project for matters relating to the termination survey in communications with outside agencies,
9. Identification of capital expenditure requirements for the section,
10. Participation in establishment of the section's operating budget,
11. And recommendations for and coordination of revisions to termination survey program documents such as the Termination Survey Program Description, the Termination Survey Plan, or termination survey implementing procedures.

8.2.2 Termination Survey Engineer

The Termination Survey Engineer reports to the Termination Survey Section Head. This individual is responsible for preparation of the Termination Survey Plan and for providing necessary technical direction for the Termination Survey Program. Additional functional responsibilities of the Termination Survey Engineer include:

1. Design and implementation of the Termination Survey Plan to meet established project objectives and regulatory requirements,
2. Determination of specialized instrumentation and equipment needs, initiation of procurement, and development of procedures to support such instruments,
3. Design of termination survey sampling methodology,
4. Providing technical direction to Termination Survey Section personnel,
5. In conjunction with the Health Physics Engineer and the Work Planning and Scheduling Section of the O&M Department, determination of the most efficient schedule for survey of individual survey units in order to minimize the potential for resurvey or impact on decommissioning activities,
6. Coordination of review of survey results,
7. Preparation and approval of survey unit release records,
8. Preparation of the Termination Survey Final Report,
9. Identification of components which require disassembly to allow the termination survey to be accomplished, and initiation of the Maintenance Work Requests (MWRs) by which this work will be controlled,

10. Preparation and/or coordination of revisions to termination survey program documents such as the Termination Survey Program Description, the Termination Survey Plan, or termination survey implementing procedures.
11. And acting for the Termination Survey Section Head during periods when this individual is not available.

8.2.3 Termination Survey Radiological Engineer, Data and Instrumentation Specialist

The Termination Survey Radiological Engineer, Data and Instrumentation Specialist reports to the Termination Survey Engineer. This individual is responsible for the quality of survey measurement data and conducts special studies required to support the survey measurements program. Functional responsibilities of this position include:

1. Evaluation and selection of survey instrumentation,
2. Development of termination survey methods,
3. Characterization of background radiation levels,
4. Termination Survey implementing procedures development and review,
5. Survey data analysis,
6. Preparation of reports on survey results,
7. And development of gamma spectroscopy or other specialized instrument applications as needed.

8.2.4 Termination Survey Radiological Engineer, Systems Specialist

The Termination Survey Radiological Engineer, Systems Specialist reports to the Termination Survey Engineer. This individual is responsible for planning and implementing the termination surveys of plant systems. Functional responsibilities of this position include:

1. Review of system operational histories, preparation of history files for plant systems, and/or coordination of other individuals assigned to perform these tasks,
2. Development of methodologies for selection of survey measurement locations within piping systems,
3. Preparation of survey designs for individual plant systems, and/or coordination of other individuals assigned to perform these tasks,
4. Identification of engineering modifications, maintenance support, or other support required for survey of plant systems,
5. Tracking of decommissioning progress and schedule of surveys on plant systems,

6. Conducting walkdowns of plant systems and associated plant areas prior to acceptance for termination survey purposes, and/or coordination of individuals assigned to perform these tasks,
7. Preparation of documentation necessary to support survey designs and supporting data,
8. And preparation of procedures or other required written reports.

8.2.5 Termination Survey Radiological Engineer, Documentation Specialist

The Termination Survey Radiological Engineer, Documentation Specialist reports to the Termination Survey Engineer. This individual is responsible for compilation of data and supporting information used for evaluation of termination survey results. Functional responsibilities of this position include:

1. Design and management of a Termination Survey Section record system for history files, survey packages, release records and other records associated with support of termination survey results,
2. Design of standard formats for the above listed records,
3. Preparation of history files, release records, survey designs and other supporting documents and/or coordination of other individuals assigned these tasks,
4. Communication and coordination of record requirements to support preparation of survey maps, grip maps, or other graphic materials,
5. And preparation of procedures or other written reports.

8.2.6 Termination Survey Radiological Engineer, Computer-Assisted Design (CAD) and Graphics Specialist

The Termination Survey Radiological Engineer, Computer-Assisted Design (CAD) and Graphics Specialist reports to the Termination Survey Engineer. This individual is responsible for production of all graphics materials used in the design, implementation or reporting of termination survey results. Functional responsibilities of the position include:

1. Preparation of facility layout diagrams for survey sequencing and tracking,
2. Preparation of scale grid maps of plant areas for use in survey design or for survey documentation, and/or coordination of other individuals assigned these tasks,
3. Preparation of composite view drawings of equipment rooms, as needed, to support survey design or for survey documentation, and/or coordination of other individuals assigned these tasks,
4. Design of survey forms and/or maps,

5. Preparation and maintenance of map and drawing indexes.
6. Design and preparation of specialized graphics which may be required to support presentation of survey results and/or status reports.
7. Preparation of procedures or other written reports.
8. And assisting with survey design, documentation and reporting.

8.2.7 Termination Survey Database Programmer

The Termination Survey Database Programmer reports to the Termination Survey Engineer. This individual is responsible for design, programming, testing and management of the Termination Survey Section computerized database. Functional responsibilities of this position include:

1. Determination of project database software requirements from descriptions of survey data types, reporting formats and other design objectives provided.
2. Selection of software and software development tools.
3. Creation of necessary software modules to allow data input, storage, backup, security, retrieval and standardized reporting formats.
4. Development of user software menus to support data entry, report generation, and other routine database tasks.
5. And conducting verification testing on developed software and documentation of results.

8.2.8 Termination Survey Radiological Engineer, Survey Design Specialist

Termination Survey Radiological Engineer(s), Survey Design Specialist(s) report to the Termination Survey Engineer. These individuals are responsible for preparation of survey packages for individual survey units, including necessary support documentation, for supervising the conduct of surveys, and reporting the results. Functional responsibilities of this position include:

1. Review of survey unit operational histories and preparation of history files for assigned survey units.
2. Preparation of survey designs for individual survey units.
3. Identification of engineering modifications, maintenance support, or other support required for survey of individual survey units.
4. Conducting walkdowns of plant systems and associated plant areas prior to acceptance of a survey unit for termination survey purposes.

5. Preparation of documentation necessary to support survey designs and supporting data.
6. Tracking the conduct of surveys on individual survey units, processing and reviewing measurement results, and compilation of data reports.
7. And preparation of release reports for individual survey units.

8.2.9 Termination Survey Section Data Clerk

Termination Survey Section Data Clerk(s) report to the Termination Survey Engineer. These individuals are responsible for survey data entry and for general clerical support of the Termination Survey Section. Functional responsibilities of this position include:

1. Entering survey measurement data into the computer database.
2. Performing verification of data entry for accuracy.
3. Generation of data reports using standard formats.
4. Maintenance of the Termination Survey Section filing system.
5. Maintenance of office supplies, including computer printer paper, and performing office support.
6. And supporting preparation of technical procedures and reports.

8.3 Interface with Other Organizations

While the Termination Survey Section is the organization primarily responsible for conducting the termination surveys numerous other groups within the Shoreham Decommissioning Project are required to support the survey. The responsibilities of other individuals and organizations are outlined in reference 11.1.

Certain individuals perform fundamental parts of the termination survey, even though these individuals are not within the Termination Survey Section. These positions and the functional responsibilities which relate to the Termination Survey Section are provided below.

8.3.1 Health Physics Foreman (Survey Supervisor)

The Health Physics Foreman reports to the Health Physics Engineer, in accordance with reference 11.2, and is responsible for the following activities related to conduct of the termination survey:

1. Assignment of qualified technicians to perform survey measurements, sample collection, data collection, data recording and other activities required to complete the field activities of the termination survey.
2. Provide Termination Survey Section management with periodic reports on survey technician assignments.

3. Make recommendations to the Health Physics Engineer on the appropriate number of personnel required to support termination survey activities,
4. Supervision of assigned technicians, including maintenance of training and qualification records,
5. Maintenance of instrument quality control records,
6. Scheduling instrument calibrations and repairs,
7. Providing survey status reports or other information important to project schedule,
8. Review of survey measurements and measurement documentation for accuracy and completeness,
9. Maintenance of instrument custody records,
10. And ensuring the timely transfer of survey data for each survey unit from collection personnel to the Termination Survey Radiological Engineer responsible for the survey unit.

8.3.2 Health Physics Lead Technician

Health Physics Lead Technician(s) report to the assigned Health Physics Foreman, in accordance with reference 11.2, and are responsible for the following activities related to conduct of the termination survey:

1. Supervision of survey measurements, sample collection, data collection, data recording and other activities required to complete the field activities of the termination survey.
2. Investigation and resolution of anomalous survey measurements, instrumentation problems or survey design deficiencies which may become apparent during field measurement activities.
3. Ensuring proper transfer of survey data for each survey unit to the Termination Survey Radiological Engineer responsible for the survey unit.
4. Ensuring completion of instrument custody records,
5. And ensuring proper documentation of all activities.

8.3.3 Health Physics Technician (Termination Survey Technician)

Health Physics Technician(s) report to the assigned Health Physics Foreman, in accordance with reference 11.2, or to the Health Physics Lead Technician when one is assigned, and are responsible for the following activities related to conduct of the termination survey:

1. Performance of survey measurements, sample collection, data collection, data recording and other activities required to complete the field activities of the termination survey,

2. Performance of instrument calibrations, repairs and quality control checks,
3. Completion of instrument custody records,
4. Transfer of survey data for each survey unit to be the Termination Survey Radiological Engineer responsible for the survey unit,
5. And proper documentation of all activities.

9.0 ACCEPTANCE CRITERIA

N/A

10.0 FINAL CONDITIONS

N/A

11.0 REFERENCES

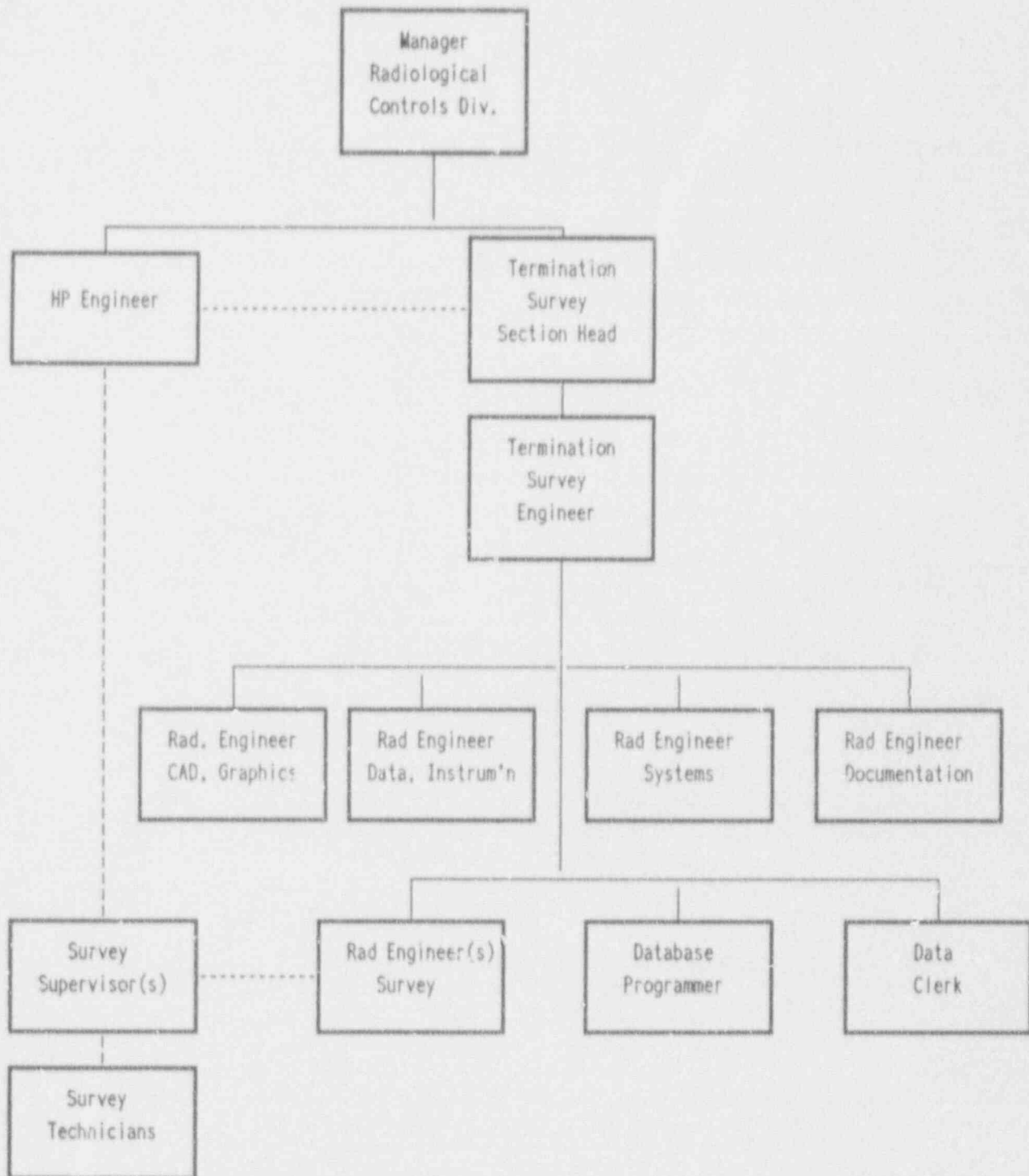
11.1 PDXOM-01, Decommissioning Termination Survey Program Description

11.2 SP61X001.01, Conduct of Health Physics

12.0 APPENDICES

12.1 Termination Survey Organization Chart

Termination Survey Organization Chart



Termination Survey Report for Turbine System (N31)

APPENDIX C. TERMINATION SURVEY PROGRAM DESCRIPTION