

State of West Virginia Field Team Center Standard Operating Procedures (SOP)



State of West Virginia Field Team Center SOP

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Background

The West Virginia Field Team Center (FTC) Standard Operating Procedures were developed to provide a systematic approach to operations at the Field Team Center for the State of West Virginia. These procedures were specifically developed to address protective actions required around a nuclear power plant; however, many of the functions described in the procedures are basic activities that may be used for any incident involving radiological materials. The West Virginia Field Team Center may be activated to assist in the oversight of field sampling teams responding to an emergency at a nuclear power plant.

Overview

The State of West Virginia has no nuclear power plants within its borders, however, the Beaver Valley Power Station, located in Shippingport, PA, directly affects the northern panhandle of West Virginia. The northern parts of Hancock County fall within the 10-mile radius Emergency Planning Zone (EPZ). Additionally, Hancock, Brooke, Ohio, and the northern portions of Marshall County fall within the 50-mile radius EPZ for ingestion planning and actions necessary for the protection of the food chain.

If a radiological release occurs, actions to protect the general public and food chain would involve the collection and lab analyses of soil, water, and foodstuffs from areas where deposition is suspected. Samples would also be collected from areas where deposition did not occur to verify the safety of the general public and their food. The data from all samples will be used for recommendations and decisions for relocation of the public, re-entry of personnel into the restricted zone (RZ), and return of the public to evacuated areas.

Responsibilities

The Field Team Center is activated and operated by the Division of Homeland Security and Emergency Management to support the sampling activities of the State of West Virginia. This support includes maintaining sampling supplies, oversight of sampling, and providing personnel trained in radiological exposure/contamination control to escort field sampling teams dispatched into the restricted zone. Additional support for personnel and field sampling techniques/expertise is provided by the Department of Environmental Protection, Department of Agriculture, Division of Natural Resources, and Bureau of Public Health.

Division of Homeland Security and Emergency Management (DHSEM)

- Operates Field Team Center
- Maintains sampling supplies
- Provides consumable items used in sampling
- Provides communication personnel
- Provides personnel trained in radiological exposure/contamination control to escort field sampling teams into the RZ
- Provides dosimetry, protective clothing, and equipment to teams sampling in the RZ

Department of Environmental Protection (DEP)

- Provides personnel for field sampling teams
- Serves as subject matter expert in sampling of soil, water, air, and leafy vegetation

Department of Agriculture (Ag)

- Provides personnel for field sampling teams
- Serves as subject matter expert in sampling of milk, produce, animal feed and grain, meat and meat products, poultry and poultry products, eggs, and honey

Division of Natural Resources (DNR)

- Provides personnel for field sampling teams
- Serves as subject matter expert in sampling of game and fish

Bureau of Public Health (BPH)

- Provides briefing on occupational dose limits
- Provides personnel for field sampling teams and/or sample collection point
- Serves as subject matter expert in sampling of air

Duties and Required Actions

Field Team Center Coordinator

1. Ensure the following are delivered/available to the Field Team Center (FTC)
 - Monitoring instruments
 - Extra dosimetry and dosimetry report forms
 - Protective clothing
 - Sampling kits/supplies
 - Sampling Team Dispatch forms (Appendix 2)
 - Sample and Laboratory Data Sheets (Annex Q of Field Sampling Team SOP)
 - Ingestion Zone map(s)
 - County map(s)
 - Markers, glass pens, and pens
 - Clipboards
 - Procedures and plans
2. Establish communications by
 - Performing radio communications verification with sample screening point, field sampling teams, and State Emergency Operations Center (SEOC). Verify backup communications of phone connections to sample screening point, field sampling teams, and SEOC.
 - Provide communications personnel with Field Team Center Communications Log (Appendix 1) and Sampling Team Dispatch Form (Appendix 2).
 - Brief communications personnel on recording all communication with field sampling teams on Communications log and completion of Sampling Team Dispatch Form with information from SEOC.
3. Prepare for sampling operations by
 - Beginning a Field Team Center Sign-in Sheet (Appendix 3) and ensuring all personnel complete the required information.
 - Post all graphic information such as maps of potential ingestion zone and road maps.
 - Assign personnel to inventory sampling kits and report needs. Items required for sampling that are identified as a need, should be purchased locally, if possible. Otherwise, needs may be secured through the assistance of the SEOC.
 - Complete Field Team Center Information Sheet (Appendix 4) through contact with SEOC.
 - Ensure that bottled water is available for field sampling teams. (Drinking, eating, or smoking shall not occur while field sampling teams are conducting their sampling duties.)
 - Direct all personnel to review their plans and procedures as they arrive.
4. Ensure the field sampling team is prepared by
 - Providing a copy of the Field Sample Team Leader and Member duties and required actions and request they review the procedures.
 - Briefing the field sampling team on information from SEOC on accident and potential impacted areas as well as operations of the FTC and support available.
 - Ensuring that any shortfalls identified in field sampling kits be communicated to FTC Coordinator.
 - Reviewing administrative dose limits and turn-back values for occupational workers (1 R or 0.5 R/hr) and how to read direct-read-dosimeters. Review the

- requirements for dosimeter readings to be communicated to FTC every 30 minutes while sampling is being conducted.
- Describing proper personal protective equipment (PPE) and donning/doffing procedures for field sampling teams working in the restricted zone, as well as procedures for entering/exiting the RZ.
 - Assigning the sample to the Field Sampling Team using the Sampling Team Dispatch form. Be sure to ensure that the field sampling team leader has assigned appropriate personnel to the team and if the sample is inside the RZ issue a State of West Virginia Restricted Zone Pass (Appendix 5) to the field sampling team. Samples inside the RZ also require an escort trained in radiological monitoring and contamination control.
5. Assist and monitor the field sampling team by
- Reviewing the assignment for sampling with the field sampling team leader, field sampling team members, and escort (if present).
 - Ensuring the Sample Team Dispatch Form is completed with locations of sample screening point, access control points, intended routes, and location of monitoring and decontamination, as well as date/time dispatched, the name of the FTC Coordinator, and phone number for the FTC.
 - Retaining the bottom copy of the Sample Team Dispatch Form for records and give the remaining copies to the field sampling team leader.
 - Communicating with the field sampling team to ensure that dosimeters are checked every 30 minutes to adhere to administrative dose limits.
6. Finalize the shipment of samples to the lab by
- Collecting any items delivered from the sample screening point including both copies of the Sample Team Dispatch Form. Give the bottom copy to field sampling team leader. Match the original with the earlier retained copy.
 - Taking note of any comments from sample screening point and discuss with field sampling team and leader, as appropriate.
 - Conducting a debriefing of the field sampling team or reassigning as needed.

Field Sampling Team Leader

1. Prepare for sampling activities by
 - Signing-In at the Field Team Center
 - Reviewing procedures and sampling kits to identify problems or shortages
 - Receiving briefing from FTC Coordinator on dosimetry, field sampling team needs, status of the accident, and other procedures.
 - Discuss sampling kit shortfalls with FTC Coordinator.
 - Providing information to field sampling team members and requesting that members standby to begin sampling.
2. Prepare field sampling team for departure by
 - Receiving assignment from FTC Coordinator and reviewing Sample Team Dispatch form.
 - Assigning members to the field sampling team, being sure to record members on Sample Team Dispatch form.
 - Reviewing assignment (route, access control point, monitoring and decontamination station if inside RZ) and sample screening location with field sampling team.
 - Ensuring that vehicle has a State of West Virginia Restricted Zone Pass from FTC Coordinator if samples are to be taken inside the RZ.
 - Advising FTC Coordinator of readiness to depart
3. Lead field sampling team in obtaining samples by
 - Ensuring the field sampling team members follow procedures.
 - Reporting dosimeter readings every 30 minutes while participating in sampling activities.
 - Assuring that communications to FTC are working and backups have been verified.

Field Sampling Team Member

1. Prepare for sampling activities by
 - Signing-In at the Field Team Center
 - Reviewing procedures and sampling kits to identify problems or shortages
 - Receiving briefing from FTC Coordinator on dosimetry, field sampling team needs, status of the accident, and other procedures.
 - Receiving briefing on field sampling team activities and duties from field sampling team leader.
2. Prepare for departure by
 - Receiving assignment from FTC Coordinator and reviewing Sample Team Dispatch form with field sampling team leader.
 - Reviewing assignment (route, access control point, monitoring and decontamination station if inside RZ) and sample screening location with field sampling team leader.
 - Advising field sampling team leader of readiness to depart
3. Complete sampling by
 - Following field sampling team procedures.
 - Reporting dosimeter readings every 30 minutes while participating in sampling activities.

Appendix 4
Field Team Center Information Sheet

Date _____

Time _____

This information should be updated daily or when boundaries and/or advisories change

Restricted Zone Boundary (Mark on map if possible): _____

Expected dose rate within RZ: _____

Areas expected to exceed Protective Action Guides or Derived Intervention Levels: _____

Manned Access Control Point(s): _____

Sample Screening Point: _____

Monitoring and Decon Center Location(s): _____

Did release contain particulates? _____ Yes _____ No

Areas included in advisory for emergency workers to take KI: _____

Other advisories that are in effect that could impact field sampling team activities: _____

**Appendix 5
State of West Virginia Restricted Zone Pass**

No. _____

Figure II-M-2

**State of West Virginia
Restricted Zone Pass
Non-Transferable**

SECTION I: Issuing Agency

1. Issuing Authority: _____ Phone #: _____

2. Issued To: _____ Phone #: _____

3. Address: _____ SSN: _____

4. Access Point:

Designated Route:

5. Time Restriction: _____ Monitoring Station: _____

6. Serial Number TLD#: _____ SRD #1: _____ SRD #2: _____

Initial Reading SRD #1: _____ SRD #2: _____

7. Time Pass Issued: _____ Date Issued: _____

I understand that I am entering a restricted area and agree to follow the instructions and limitation listed on this pass. I have received instruction on the use of dosimetry and understand that this pass is not transferable. In accepting this pass, I acknowledge responsibility for my own safety.

Signature: _____ Date: _____

SECTION 2: Access Point Officer

1. Access Point Officer: _____ Agency: _____

2. Entry Time _____ Expected Exit Time (entry time plus time restriction) _____

3. Actual Exit Time _____ Comments: _____

SECTION 3: Monitoring Station

1. Monitoring Station Official: _____ Station: _____

2. Date: _____ Time: _____

Final SRD Readings: SRD #1 _____ Dose _____ SRD #1 _____ Dose _____

3. Comments: _____

**Appendix 7
State of West Virginia Status Report**

****Fill form out in entirety, leaving no blanks. If not applicable, mark as such****

Time: _____ Date: _____

- The governor declared a “State of Emergency” at _____ on _____ for the following areas: _____
- The State of West Virginia requested the US Coast Guard was broadcast a “Special Local Notice to Mariners” at _____ on _____
- Coast Guard assistance to clear the waterways in the EPZ was requested through FEMA by West Virginia at _____ on _____
- West Virginia requested assistance from
 - Federal Emergency Management Agency at _____ on _____
 - Department of Energy at _____ on _____
 - Federal Radiological Monitoring & Assessment Center at _____ on _____
- The State of West Virginia requested the Federal Aviation Administration restrict air space at _____ on _____
- Request to restrict rail traffic at _____ on _____
- State Emergency Operations Center Activated at _____ on _____
- Beaver Valley Plant Classification: _____ at _____ on _____
 - Reason for Classification: _____
 - Plant Status: _____
 - Release stopped at _____ on _____
- Protective Action Recommendations (PAR) included
 - Emergency Alert System and Sirens at _____ on _____
 - Protective Action Recommendations were: _____
 - Advisory to shelter farm animals was issued for the following areas: _____
 - Potassium Iodide was recommended for emergency workers and the general public at _____ on _____
 - Waterways/parks were/will be cleared at _____ on _____
 - Other PARs issued: _____
- Receptions and Care Centers are located at _____
- Monitoring and Decontamination Stations are located at _____

- Recovery Actions include
 - Protective Action Guidance boundaries: _____

 - Restricted Zone boundaries: _____

 - Embargos on the following products: _____

 - Re-entry by critical workers is authorized for the following areas: _____

_____ and workers should report to the Re-entry and Verification Orientation Center located at _____
 - Other Actions include: _____

- Agency Actions include
 - WV National Guard _____

 - WV Department of Agriculture _____

 - WV Bureau of Public Health _____

 - WV Public Service Commission _____

 - WV Division of Homeland Security and Emergency Management _____

 - WV Department of Environmental Protection _____

 - WV Division of Natural Resources _____

 - WV Department of Transportation _____

 - Other State Agencies _____

 - County/Federal Agencies _____

**Appendix 8
State of West Virginia Protective Action Recommendations**

The State of West Virginia recommends the following to the general public (circle all that apply):

- Evacuate _____

- Shelter-in-place _____

- Take Potassium Iodide in accordance with instructions in the following areas _____

- Do not take Potassium Iodide
- Other _____

The State of West Virginia also recommends the following precautionary actions (circle all that apply):

- Farm animals should be placed on stored feed and water in the following areas _____

- Other actions _____

These recommendations are effective as of _____ on _____

Reviewed by:

- WV DHSEM _____
- WV DEP _____
- WV DNR _____
- WV BPH _____
- WV Agriculture _____
- _____
- _____
- _____
- _____
- _____

Appendix 9 Reference Documents

NUREG-0654/FEMA-REP-1, Rev. 1, *Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants*, November 1990.

NUREG-0654/FEMA-REP-1, Rev. 1, *Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants, Addenda*, March 2002.

NUREG-0654/FEMA-REP-1, Rev. 1, Supplement 1, *Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants-Criteria for Utility Offsite Planning and Preparedness*, September 1988.

NUREG-0654/FEMA-REP-1, Rev. 1, Supplement 2, *Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants-Criteria for Emergency Planning in an Early Site Permit Application*, April 1996.

NUREG-0654/FEMA-REP-1, Rev. 1, Supplement 3, *Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants-Guidance for Protective Action Strategies*, October 2011.

NUREG-0654/FEMA-REP-1, Rev. 1, Supplement 4, *Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants-Criteria for National Preparedness Initiative Integration, Exercise Enhancement, and Backup Alert and Notification Systems*, October 2011.

FEMA-REP-2, *Guidance on Offsite Emergency Radiation Measurement Systems, Phase 1 – Airborne Release*, June 1990.

FEMA-REP-5, Rev. 2, *Guidance for Developing State, Tribal, and Local Radiological Emergency Response Planning and Preparedness for Transportation Accidents*, November 2000.

FEMA-REP-10, *Guide for Evaluation of Alert and Notification Systems for Nuclear Power Plants*, November 1985.

FEMA-REP-12, *Guidance on Offsite Emergency Radiation Measurement Systems, Phase 2 - The Milk Pathway*, September 1987.

FEMA-REP-13, *Guidance on Offsite Emergency Radiation Measurement Systems, Phase 3 Water and Non-Dairy Food Pathway* May 1990.

NUREG-1442/FEMA-REP-17, Rev. 1, *The Emergency Response Resources Guide for Nuclear Power Plant Emergencies*, July 1992.

FEMA-REP-21, *Contamination Monitoring Standard for Portal Monitors used in Radiological Emergency Response*, March 1995.

FEMA-REP-22, Contamination Monitoring Guidance for Portable Instruments used in Radiological Emergency Response to Nuclear Power Plant Accidents, October 2002.

FEMA *Program Manual – Radiological Emergency Preparedness*, October 2011.
FEMA *Federal Policy on Use of Potassium Iodide (KI)*, January 2002.

FEMA REP *Guidance to States and Local Governments for Shelf Life Extension of Potassium Iodide (KI)*, April 2007.

Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 106-390, October 2000.

44 CFR 350, *Review and Approval of State and Local Radiological Emergency Plans and Preparedness*,.

44 CFR 351, *Radiological Emergency Planning and Preparedness*,.

44 CFR 352, *Commercial Nuclear Power Plants: Emergency Preparedness Planning*.

National Response Framework, January 2008.

10 CFR 20, *Standards for Protection Against Radiation*.

EPA-400-R-92-001, *Manual of Protective Action Guides and Protective Actions for Nuclear Incidents*, May 1992.

Food and Drug Administration Accidental Radioactive Contamination of Human Food and Animal Feeds Recommendations for State and Local Agencies, August 1998.

Food and Drug Administration Guidance on Use of Potassium Iodide as a Thyroid Blocking Agent in Radiation Emergencies, December 2001.

United States Department of Agriculture Radiological Emergency Manual for Livestock, Poultry and Animal Products, December 1987.

West Virginia Emergency Operations Plan, February 2008.

West Virginia Radiological Emergency Preparedness Plan, February 2012.

West Virginia Division of Homeland Security and Emergency Management Standard Operating Procedure for BVPS, February 2012.

West Virginia Field Team Center Standard Operating Procedure, February 2012.

West Virginia Field Sampling Team Standard Operating Procedure, February 2012.

West Virginia Field Monitoring Team Standard Operating Procedure, February 2012.

West Virginia Sample Reception Center Standard Operating Procedure, February 2012.

WV Division of Homeland Security and Emergency Management REP Public Information Standard Operating Procedure, February 2012.

WV 15-5, State Emergency Services Act, .

Radiological Emergency Information for Farmers and Food Processors in the State of West Virginia, February 2012.

West Virginia University Disaster Handbook for Extension Agents, As amended.

West Virginia Emergency Alert System Plan, August 2010.

West Virginia Division of Health and Human Resources Bureau of Public Health Policy on Distribution and Use of Potassium Iodide, As amended.

Hancock County Radiological Emergency Response Plan, As amended.

Beaver Valley Power Station Emergency Preparedness Plan, As amended

**Appendix 10
NUREG Evaluation Criteria Crosswalk**

****The references for each Evaluation Criterion are for this plan only and are not all inclusive****

NUREG-0654/FEMA REP-1 Criterion	Description	Reference in Plan	
Assignment of Responsibility (Organization Control)	A.1.a	Agencies Identified in EPZ Response	p. 3
	A.1.b	Concept of Ops and Inter-relations	p. 3-7
	A.1.c	Block Diagram of Inter-relations	
	A.1.d	Individual in charge of Response	p. 4
	A.1.e	24-Hour Response/Communications	p. 3
	A.2.a	Responsibilities of Major Elements	p. 3
	A.2.b	Legal Basis for Such Authorities	p. 17
	A.3	Written Agreements Between Parties	
	A.4	24-Hour Operations and Responsibility	
Emergency Response and Support Resources	C.1.a	Title of Requester of Fed Assistance	
	C.1.b	Expected Federal Resources	
	C.1.c	Local Support for Feds	
	C.2.a	EOF Representatives Dispatched	
	C.3	Radiological Laboratories/Capability	
	C.4	Individuals Able to Assist in Nuclear	
Emergency Classification System	D.3	Classification Scheme Consistent	
	D.4	Actions Consistent with Recommendation	
Notification Methods and Procedures	E.1	Warning Points and Verification	
	E.2	Alerting/Mobilizing Personnel	
	E.5	Public Notification/EAS	
	E.6	Instructions to EPZ Public	
	E.7	Protective Action Instructions to Public	
Emergency Communications	F.1.a	24-Hour Communications/Response	p. 3
	F.1.b	Communications with EPZ Governments	
	F.1.c	Communications with Federal OROs	
	F.1.d	Communications with EOF	
	F.1.e	Alerting/Activating Personnel in OROs	
	F.2	Communication for Medical Support	
	F.3	Periodic Testing of Emergency Comm.	
Public Education and Information	G.1	Annual Info and Education	
	G.2	Annual Info and Education for Transients	
	G.3.a	Points of Contact for Media in Emergency	
	G.4.a	Spokesperson Designation	
	G.4.b	Exchange of Information for PIOs	
	G.4.c	Rumour Control Procedures	
Emergency Facilities and Equipment	G.5	Annual Media Outreach	
	H.3	Establish EOC	
	H.4	Activation of Facilities	
	H.7	Offsite Rad Monitoring Near Facility	
	H.10	Maintain Emergency Equipment	
	H.11	Appendix of Emergency Kits/Equipment	
	H.12	Central Receiving for Monitoring Data	

NUREG-0654/FEMA REP-1 Criterion	Description	Reference in Plan	
Accident Assessment	I.7	Field Monitoring Capability	
	I.8	Methods of Rapid Assessment	
	I.9	Field Detection of Radioiodine in EPZ	
	I.10	Relating Measurements to Dose Rates	
	I.11	Locating/Tracking Airborne Plume	
Protective Response Protective Response (cont.)	J.2	Evacuation Route Provisions	
	J.9	Capability to Implement Protective Actions	
	J.10.a	Route Maps with Sample Locations	
	J.10.b	Map Showing Population Distribution	
	J.10.c	Means for Notification to Entire Population	
	J.10.d	Protection of Special Populations	
	J.10.e	Provisions for Radioprotective Drugs	
	J.10.f	Decision Method for Radioprotective Drugs	
	J.10.g	Means of Relocation	
	J.10.h	Relocation Centers 5mi from EPZ	
	J.10.i	Traffic Capacities of Evacuation Routes	
	J.10.j	Access Control to Evacuated Areas	
	Radiological Exposure Control	J.10.k	Control of Impediments to Evacuation
J.10.l		Time Estimates for Evacuation	
J.10.m		Bases for Protective Action Choices	
J.11		Ingestion Pathway Protective Actions	p. 3-7
J.12		Registration/Monitoring of Evacuees	
K.3.a		Capability for 24-hour Dose Projection	
Medical and Public Health Support	K.3.b	Dosimetry Read at Appropriate Intervals	p. 4-7
	K.4	Decision Chain for Authorizing Higher Doses	
	K.5.a	Action Levels for Decontamination	
	K.5.b	Means for Decontamination	
	L.1	Local/Backup Medical Services	
Recovery and Reentry Planning and Post Accident Operations	L.3	Hospitals Capable of Admitting Contaminated	
	L.4	Medical Transportation	
	M.1	Reentry Plans/Procedures	
Drills and Exercises	M.3	Informing Public of Recovery Operations	
	M.4	Estimation of Population Exposure	
Drills and Exercises	N.1.a	Exercises Require Offsite Response	
	N.1.b	Mobilization of State Adequate to Emergency	
	N.2.a	Monthly Communication Drills in EPZ	
	N.2.c	Annual Medical Emergency Drill	
	N.2.d	Annual Radiological Monitoring Drills	
	N.2.e	Semi-Annual Health Physics Drills	
	N.3.a	Identification of Basic Objectives for Drills	
	N.3.b	Identification of Date, Time, and Place for Drills	
	N.3.c	Identification of Simulated Events for Drill	
	N.3.d	Identification of Schedule of Events for Drill	
	N.3.e	Identification of Narrative Summary for Drill	
	N.3.f	Description of Arrangements for Observers	
	N.4	Critique at the End of Drills/Exercises	
	N.5	Means of Corrections from Exercises	

NUREG-0654/FEMA REP-1 Criterion		Description	Reference in Plan
Radiological Emergency Response Training	O.1	Training of Appropriate Individuals	
	O.1.b	Offsite Agency Training	
	O.4.a	Offsite Training Program for Directors	
	O.4.b	Offsite Training Program for Assessment	
	O.4.c	Offsite Training Program for Rad Monitoring	
	O.4.d	Offsite Training Program for Police/Fire	
	O.4.f	Offsite Training Program for Rescue	
	O.4.g	Offsite Training Program for Local EM	
	O.4.h	Offsite Training Program for Medical Persons	
	O.4.j	Offsite Training Program for Communicators	
	O.5	Annual Training/Retraining of Personnel	
Responsibility for Planning Effort: Development, Periodic Review, and Distribution of Emergency Plans	P.1	Planning Individuals Training	
	P.2	Planning Authority by Title	
	P.3	Plan Update Responsibility	
	P.4	Annual Update Provision	
	P.5	Revisions Communicated to Organizations	
	P.6	List of Support Plans	p. 17-19
	P.7	List of Required Procedures	
	P.8	Table of Contents/Cross-Reference	p. 1, 20-22
	P.10	Quarterly Update of Telephone Numbers	