



WELCOME TO EXELON

This brochure will provide you with important Exelon company information.

Your responsibilities include the following:

1. Operate plant equipment only if you are qualified and are authorized by the control room or procedure.
2. Report problems / conditions adverse to quality using the Corrective Action Program, consult with your supervisor for assistance.
3. Follow all procedures as written, contact your supervisor if you need assistance with a procedure.
4. In all cases, STOP if you are not absolutely sure of the action you are about to take.

FITNESS FOR DUTY – PROGRAM & CONSEQUENCES

If you violate the FFD policy, you can be suspended, have your unescorted access denied, and company employees will be referred to EAP.

All individuals will be assessed and counseled during the termination / denial period. Fitness for duty must be approved by the MRO and Exelon management following a negative drug and alcohol specimen before reinstatement of unescorted access or allowing the individuals to perform duties that require them to be subject to the FFD program.

Follow-up drug and alcohol testing is required.

Failure to follow Exelon's fatigue management requirements or failure to complete any recommended treatment and/or follow-up testing as the result of a determination of fitness by a healthcare professional, may result in discipline up to and including termination of employment and denial of unescorted access authorization.

CONTRACTOR MANAGEMENT IN HANDLING FFD CONCERNS

Due to the transient nature of contracted work, contracting and vendor firms may not always have a full complement of management on site.

In the absence of on-site company management, contractor and vendor supervisors shall notify one of the following:

- Security,
- Exelon cognizant contact, or
- other Exelon management

following the occurrence of any Fitness For Duty issues or events.

FITNESS FOR DUTY – LEGAL ACTIONS

Individuals are required to report legal actions against them to their immediate supervisor or department head AND Exelon Nuclear Security as soon as possible or on the first day back to work following the action.

Legal Actions do not include minor misdemeanor charges such as parking tickets, non-injury traffic and speeding tickets or minor civil actions such as zoning violations, city ordinances and citations or minor traffic violations such as moving violations when the individual was **not** physically taken into custody and a court appearance is **not** required.

Individuals who are completing activities to pursue unescorted access authorization/unescorted access are required to report any legal actions between signing the Personal History Questionnaire and the granting of unescorted access authorization/unescorted access.

Refer to SY-AA-103-500, "Access Authorization Program" for specific information on reporting legal action.

FITNESS FOR DUTY – SANCTIONS

A **first** confirmed positive **DRUG** test will result in an immediate unfavorable termination of the individual's authorization and denial of authorization for a **minimum of three (3) years** for:

- Exelon Management Personnel
- All Exelon Nuclear Security, LLC (Management, bargaining unit and craft personnel)

A **first** confirmed positive **DRUG** test will result in an immediate unfavorable termination of the individual's authorization for a **minimum of 14 days** for:

- An Exelon bargaining unit or non-union craft employee

A **first** confirmed positive **ALCOHOL** test will result in an immediate unfavorable termination of the individual's authorization for a **minimum of 14 days** for:

- All Exelon Personnel
- All Exelon Nuclear Security, LLC (Management, bargaining unit and craft personnel)

FATIGUE MANAGEMENT PROGRAM

Exelon Procedure LS-AA-119, Fatigue Management and Work Hour Limits, describes Exelon's program for preventing and dealing with conditions of worker fatigue. This procedure implements requirements for managing fatigue, including Self Declarations of fatigue, and controlling work hours (commonly called work hour rules) in accordance with 10CFR26, Subpart I, "Managing Fatigue." (The Fatigue Rule)

- No more than 16 hours in any 24-hour period
- No more than 26 hours in any 48-hour period
- No more than 72 hours in any 7-day period
- At least a 10-hour break between work periods
- At least a 34-hour break in any 9-day period
- ≤ 54-hour weekly average over any 6-week period

SECURITY ACCESS POINTS

Notify Security if your hand geometry has changed such that you are unable to obtain a match on the Hand Geometry Biometrics System.

The Hand Geometry Biometrics System “reads” an individual’s hand geometry to ensure that the security badge keycard is being used by the assigned person.

Examples: new jewelry, broken finger, large bandages, etc.

BADGES

The station uses security badges for access and identification purposes.

A security badge is an electronic key to various areas of the station.

You will be responsible for the control and custody of your security badge at all times.

If you remove your outer garment, ensure that the security badge is transferred to the new outer garment.

EMPLOYEE CONCERNS

Contact your Site Employee Concerns Representative directly by phone, e-mail, stop by their office, OR

Complete and mail an ECP Brochure, Contact the ECP Hotline at 1-877-724-7783 (1-877-72-ISSUE), or send an e-mail message to employeeconcernsprogram@exeloncorp.com.

PLANT COMMUNICATIONS / EMERGENCY PREPAREDNESS

For all emergency classifications, all personnel within the Protected Area are notified within 15 minutes of an emergency by recognizable alarms and/or verbal announcements over the plant Public Address (PA) System. Announcements include the emergency classification and response actions to be taken by all personnel onsite.

SITE EVACUATION

If a Site evacuation is necessary, after listening to the PA announcement, personnel shall take the following actions:

- Place any equipment and work in progress in a safe condition.
- Escort all visitors to Security or another location identified by site procedures.
- If you are in a radiologically controlled area, exit normally unless told otherwise.

Nonessential personnel are directed to either assemble within designated Site Assembly Areas or to immediately evacuate the site and either proceed to their homes or to reassemble at designated offsite locations (station dependent) as directed.

Visitors to the station will assemble with and follow the instructions of their escorts. Nonessential personnel within the Protected Area will normally exit through the security building. Personal transportation (if available) will normally be used. Personnel without transportation will be identified and provided transportation as necessary.

CONTROL OF PORTABLE DIGITAL MEDIA

As part of the cyber security practices implemented at Exelon, MA-AA-716-235, “Control of CDA Storage Media and Portable Devices” provides requirements to be followed prior to connecting portable digital media to any CDA.

To Report Suspicious Cyber-Related

Conditions: Ensure your work is in a safe condition, and **immediately** report unusual or suspicious conditions related to cyber security using the following available resources depending on your location and role:

- Your Supervisor
- Security
- Exelon Security Operations Center (ESOC) at 1-800-550-6154 (24/7)

Additional details are found in the Exelon Industrial / Nuclear Safety and Security course located in NANTeL.

2-MINUTE DRILL

The “2 Minute Drill @ the Job Site” is a human performance tool used to ensure employees focus on the critical aspects of a job and that job site conditions reflect those that are expected or were discussed during the pre-job brief and that the workers are re-focused on the critical aspects of the job immediately prior to beginning the task or re-commencing a task after a break.

- The “2 Minute Drill @ the Job Site” supplements, but does not supersede, pre-job briefs or other human performance tools applicable to the task.
- **PERFORM** a “2 Minute Drill @ the Job Site” for tasks requiring a pre-job brief immediately prior to beginning the task or re-commencing the task after a break.
- **REVIEW** the front of the card to ensure conditions are what you expected. Also, be familiar with the information on the back of the card to help reinforce hazard recognition and key fundamental behaviors. Use this time to check for, understand, and mitigate hazards associated with the activity.
- **If** the review determines that conditions are not what you expected such that a plan change is warranted, then **CONTACT** your Supervisor and resolve the situation prior to proceeding with the task.

2 Foot Zone Rule

- The purpose of the 2 Foot Zone Rule is to heighten the awareness of plant personnel to the risk of inadvertent bumping and mispositioning of plant components.
- Maintain a distance of 2 feet from positionable components in the plant to prevent inadvertent bumping and mispositioning of components. Entry within this zone is permissible following an appropriate pre-job brief or completed 2-minute drill at the job site.
- While in the plant if you suspect that any component was bumped, repositioned, or damaged in any way, immediately contact the Operations Department so they can take appropriate action to assure the integrity of the plant and the safety of the public.

RADIATION WORKER POCKET RWP DATA

Each worker will be given a “**Radiation Worker Pocket RWP Data Sheet**” (Trip Ticket) so they can document radiological information that is important to their specific job.

Workers are required to complete the appropriate information prior to entry into the RCA. This information can be obtained from the RWP, Survey Map, and Pre-job Brief. Trip Tickets should be with the worker during the entire work evolution in the RCA.

Additionally, workers are expected to use the Trip Ticket to perform a visible self-check when obtaining Electronic Dosimetry. This includes verifying the information on the log-in screen matches the information on the trip ticket as well as verifying the dosimeter alarms match the RWP alarm set points.

Your supervisor should provide you with a dose goal for the task you are performing. When performing a task and you recognize that the task cannot be completed within the dose goal, inform your supervisor as soon as possible.

RAD AREAS

High Radiation Area – A High Radiation Area briefing and direction for controlling the area is required prior to entering. When exiting, ensure doors, swing gates and any device used to secure the area are returned to their original position. You will be asked to acknowledge that you have received this briefing by **signing a briefing acknowledgment form**. Failure to comply with the HRA entry requirements will result in disciplinary action up to and including termination.

Locked High Radiation Area – An area, accessible to individuals, in which radiation levels from radiation sources external to the body could result in an individual receiving a deep dose equivalent rate greater than or equal to 1000 mRem/hr at 30 cm from the radiation source. The access is locked due to the high dose rates. **An area that cannot be locked will be identified with a red flashing or rotating light and signs.** To access a Locked High Radiation Area, special precautions are required. Contact RP for assistance. You are required to have a brief prior to Locked High Radiation Area entries by Radiation Protection.

Very High Radiation Area – This is the only posting that uses the words, “GRAVE DANGER”. This is an area accessible to individuals in which radiation levels from radiation sources external to the body could result in an individual receiving an absorbed dose **greater than or equal to 500 Rad** in one hour at one meter from the radiation source or from any surface that the radiation penetrates. Typically posted in areas with dose rates equal to or greater than 500 Rad per hour at 1 meter from the source of radiation. **Note:** For this application, Rad is equivalent to Rem.

SMALL ARTICLE MONITOR OPERATION

1. **OPEN** the door to the **SAM** and **PLACE** the personal item in the center of the SAM. **CLOSE** the door. **PRESS** the **START** on the **SAM** within 10 seconds. **MOVE** 3 feet away from the SAM while it is counting.
2. **IF MONITOR ALARMS, DO NOT REMOVE THE ITEM, CONTACT** Radiation Protection.
3. IF the item(s) clears the **SAM, REMOVE** the item from the **SAM** and **PLACE** item(s) outside the **RCA** or **IF** using a two door **SAM REMOVE** item(s) from the **non-RCA** side.

ATTACHMENT 1
Sample - Radiation Worker Pocket RWP Data Sheet
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Radiation Worker Pocket RWP Data Sheet (Trip Ticket)	Good Rad Worker Practices
NAME: _____	1. Read AND Understand YOUR RWP.
RWP # _____ REVISION: _____	2. Wear your DLR in close proximity (e.g. hands width) of your ED.
RWP Task # _____	3. Contact RP Prior to going above 7 feet in the RCA.
Specific Component, Location or Area: _____	4. Check ED 1-2 times/hr routinely
Work to Be Performed: _____	5. Check ED every 15 minutes in HRA.
Approved RP Self Briefing Area (Circle One) YES NO	6. Exit RCA at 80% of ED accumulated dose alarm
Minimal requirements:	7. Secure all material crossing a contaminated boundary
4.2mR/hr and $100\ \mu\text{Sv}/100\text{cm}^2$	8. Exit your work area safely and contact RP if:
No system breach event expected to change conditions	a. Failure or suspected failure of PCs
No welding, burning, grinding in contaminated area	b. Loss or damage of personal dosimetry
No entry into Alpha Level II or Level III areas	c. Unexpected change in or unexpected radiological conditions
No entry into airborne areas	d. Any unexpected ED alarm
No entry into areas above 7 feet	e. Unexpected ARM alarm
No entry into posted high radiation areas	f. You have any concerns with working in the area.
Electronic Dosimetry Alarms	Submit ALARA Suggestions Below
Accumulated Dose Alarm: _____ mrem	_____
Accumulated dose to exit the RCA: _____ mrem (80% of the Accumulated Dose Alarm/RWP Back-out Dose)	_____
Dose Rate Alarm: _____ mrem/hr	_____
Working Area Information	_____
Expected Dose Rate Range: _____ mrem/hr	_____
Expected Contamination Levels: _____ dpm/100cm ²	_____
My Dose Goal: _____ mrem	_____
High Radiation Area: YES NO (Circle One)	
If YES, then a High Radiation Area Briefing by Radiation Protection is required prior to entering the area.	
Name of the RP Technician who performed the HRA Briefing: _____	
(Name): _____	
RP-AA-1008	