HOMELAND SECURITY
EMERGENCY MANAGEMENT
NEW HAMPSHIRE DEPARTMENT OF SAFETY

Seabrook Station - STSA Assessment Briefing Book

FY2021

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Acronyms

ACP/TCP: Access Control Points/Traffic Control Points – areas on the route in/out of the region that either prevent individuals from gaining entry to the area or direct traffic out of the area.

ALC: Annual Letter of Certification – a certificate issued yearly based upon FEMA criterion that ensures the Offsite Response Organization has developed a recommendation of reasonable assurance.

ECL: Emergency Classification Levels – is a set of titles established by the US Nuclear Regulatory Commission (NRC) for grouping abnormal events or conditions according to potential or actual effects or consequences, and resulting onsite and offsite response actions. These include Unusual Event, Alert, Site Area Emergency, and General Emergency.

EMD: Emergency Management Director – the local designated individual in charge of emergency response.

EPZ: Emergency Planning Zone – the area within 10 miles of Seabrook Station.

FEMA: Federal Emergency Management Agency – the federal entity responsible for dealing with disasters; in the context of Seabrook Station, FEMA regulates and tests the Offsite Response Organization to ensure they have developed a recommendation of reasonable assurance.

HSEM: Homeland Security and Emergency Management – the State of New Hampshire's Emergency Management agency coordinating the offsite response.

KI: Potassium Iodide – a salt of stable (not radioactive) iodine that can help block radioactive iodine from being absorbed by the thyroid gland, thus protecting this gland from radiation injury. The thyroid gland is the part of the body that is most sensitive to radioactive iodine.

NRC: Nuclear Regulatory Commission – created as an independent agency by Congress in 1974 to ensure the safe use of radioactive materials for beneficial civilian purposes while protecting people and the environment. The NRC regulates commercial nuclear power plants and other uses of nuclear materials, such as in nuclear medicine, through licensing, inspection and enforcement of its requirements.

ORO: Offsite Response Organization – the State, local organizations, and agencies that respond to an emergency at Seabrook Station.

PANS: Public Alert and Notification System – a way in which the ORO makes the public aware of situations at the plant. The State of NH uses Code Red/NH Alerts as well as radio and media outlets.

RADEF: Radiological Defense – in this context each local town in the EPZ should have a RADEF Officer who is in charge of measuring and recording radiological levels in their town and emergency operations center.

REP: Radiological Emergency Preparedness – having a plan for response to an incident involving potential radiological release including, but not limited to, transportation of radiological material, incidents at a nuclear power station, or incidents involving improper use of spent fuel.

SEOP: State Emergency Operations Plan – the State of NH's written plan for handling large scale incidents.

STSA: State Transportation Staging Area – logistical staging area for assets transporting people out of the EPZ.

Introduction

Radiological Emergency Preparedness (REP) Plan

At the State level, The Radiological Emergency Preparedness (REP) Plan has evolved into the Incident Annex—Radiological Emergency Response for Nuclear Facilities of the State Emergency Operations Plan (SEOP) and related administrative and compliance documents. It is a document that is meant to be used in concert with the SEOP and the three Implementing Procedures documents: Attachment A - Implementing Procedures for State Agencies, Attachment B - Implementing Procedures for Emergency Planning Zone (EPZ) Communities and Attachment C - Implementing Procedures for Host Communities. These documents are operationally-oriented and based on guidance criteria developed by the U.S. Nuclear Regulatory Commission (NRC) and Federal Emergency Management Agency (FEMA) for preparedness, response, and recovery activities relating to incidents at nuclear power plants.

FEMA produces the Radiological Emergency Preparedness Program Manual which contains the latest in guidance from the NRC and FEMA. Regular updates of the manual are made with Q&A Documents released, as necessary, in between revisions. State and local organizations/agencies should carefully review this document to ensure criteria and other information is understood and incorporated into their REP plans.

Together the State, local organizations, and agencies make up the Offsite Response Organization (ORO) of the nuclear facility. Each year the entire ORO must submit verification that plans and information remain current and certain criteria are met through the State's Annual Letter of Certification (ALC) to FEMA.

Annual Review and Plan Update Process

Each year, a review of preparedness and response capabilities for incidents at a nuclear power plant will be conducted. This is conducted to meet state and federal requirements (RSA:107-B, NUREG 0654). STSA Plans are considered in this process and will be reviewed no less than on an annual basis. Any changes or certification of no changes are submitted to NH Homeland Security and Emergency Management (HSEM) by **October** of each year. The date has been set to allow for a review prior to the submission of the ALC by HSEM to FEMA at the end of January.

A crosswalk has been developed to ensure that the local plan meets criteria established by NUREG and FEMA/NRC and in compliance with CPG 101 Version 2.0. Crosswalks are available upon request.

Map Revisions

Maps are created in conjunction with HSEM and updated annually using the most current information available. Maps in the Mobile Incident Field Office (MIFO) include Local Transportation Staging Areas (LTSA), DOT Fuel Sites, EPZ 10 mile and 50 mile areas. **Emergency response officials in communities are asked to contribute relevant information for any revisions needed.**

Radiological Emergency Preparedness Training

REP training is available for state, local, and private sector personnel who may be called upon to respond to or assist in responding to an emergency at Seabrook Station. The training curriculum is designed to be as detailed as it is diverse, covering a host of topics including basic radiation principles, protective actions, relevant equipment, and response functions. **WebEOC training is *not* reimbursable through REP.**

Requesting and Scheduling Training

The State Transportation Staging Area (STSA) Lead or designee has the ability to request reimbursable REP training throughout the year. Contact your Field Representative with training requests or curriculum suggestions. Training may also arise out of a direct request from the State to the receiving entity if it pertains to a policy change, procedural amendment, or performance issue that was rooted in exercise cycle performance.

Available Courses

REP 101: Introduction to Radiological Emergency Preparedness in NH (Online)

This course is designed to provide attendees with an overview of the State of New Hampshire REP Program. Recommended for any member of the NH ORO, this course introduces students to the Seabrook Station EPZs, Emergency Classification Levels (ECLs), Host Communities, Protective Actions, and the Public Alert and Notification System (PANS). Students will learn of trends within the commercial nuclear power industry, federal planning requirements, and historical events. It is recommended that this course should be completed prior to taking other REP courses. It is available on the HSEM Resource Center under REP: https://prd.blogs.nh.gov/dos/hsem/. **Time required:** 1.5 Hours

REP 3: RADEF Officer

This course is specifically for individuals who have been identified as RADEF Officers in a local, county, or state agency. Class instruction is broken down into three categories: the position, relevant paperwork, and equipment familiarization. At the beginning of class, each student will receive a complete RADEF briefing by the instructor, fill out the appropriate documentation, and verify readings on instruments issued to them. At the conclusion of class, a few students will provide a proper briefing to the class. Topics discussed during class will include the operational check process for issued radiological equipment, Potassium Iodide (KI), recordkeeping, and all supplemental documentation. **Time required**: 2.0 Hours

EMI Independent Study Classes

In order to be approved for reimbursement, individuals must submit certification of completion and number of hours charged to community/agency to qualify for reimbursement. Approved Emergency Management Institute (EMI) Independent Study courses are as follows:

IS-3 Radiological Emergency Management (Online)

This course focuses on the fundamental principles of radiation, nuclear threat and protective measures, nuclear power plants, radiological transportation accidents and other radiological hazards. **REP Reimbursement:** Max. 5.0 hours

IS-331 Introduction to Radiological Emergency Preparedness Exercise Evaluation (Online)

This course introduces the student to the basic concepts and terminology of the offsite emergency preparedness program for commercial nuclear power plants. It provides an introduction to the program's exercise evaluation regulations, philosophy, and methodology. Covered will be the six evaluation areas: Emergency Operations Management; Protective Action Decision-making; Protective Action Implementation; Field Measurement and Analysis; Emergency Notification and Public Information and Support Operations/Facilities. **REP Reimbursement:** Max. 10.0 hours

Exercises/Drills

Ingestion Pathway Exercises (IPX) and Hostile Action Based Exercises (HAB) are held on an eight (8) year cycle. The most common exercises consist of one-day Plume Exercises. These Plume Exercise Cycles are usually made up of one workshop, one Tabletop Exercise (TTX), two Combined Functional Exercises (CFEs) and the Evaluated Exercise. A Participant Briefing may also be scheduled prior to each exercise. If the community or facility is also involved in Out-of-Sequence (OOS) activities including the Reception Center, Staging Areas, or special facility interviews, make sure to include these in exercise planning and/or budgeting, if appropriate.

Ingestion Pathway Exercise (2020 Exercise Cycle)		
Workshop	November 6, 2019	One Day
TTX	February 5, 2020	One Day
CFE#1	March 4-5, 2020	Two Days
CFE#2	May 20-21 2020	Two Days
Evaluated	**Sept. 29-30, 2020 (FY21)**	**Two Days**

Ingestion Pathway Exercises are two days – first day entire ORO, second day generally just state agencies & federal agencies. For Fiscal Year 2021, the only eligible exercise for reimbursement is the evaluated drill.

Equipment Maintenance and Repair

The Equipment Maintenance and Repair procedures provide administrative guidance for initiating and processing equipment maintenance, repair, or replacement requests. These procedures ensure that all equipment required to support the REP Program is maintained in a constant state of readiness.

GENERAL INFO

- HSEM and community public safety officials are responsible for the operational testing and completion of quarterly inventories of REP related equipment.
- Each community will keep an inventory that lists the equipment covered by this section.
- All equipment requests will be evaluated on a case-by-case basis.
- Seabrook Station will, with sufficient documentation, pay for the cost of maintenance and repairs to REP required equipment. The cost to repair damage caused by vandalism, misuse, or abuse is not covered by this policy.
- In the event that a piece of equipment is no longer capable of performing its intended function and unable to be repaired, Seabrook Station will provide a comparable replacement that shall be capable of performing the intended function of the original item.
- HSEM retains ownership of all State-issued equipment, including equipment deployed to or stored at local communities (e.g., Command and Control radios, radiological dosimeters, survey instruments, etc.). Repairs to or replacement of this equipment must be directed through the HSEM Field Representative assigned to the community.
- Travel time and mileage related to transporting equipment to a designated service facility is not reimbursable.
- Traffic Control/Management equipment is not a reimbursable item.
- Telephone monthly charges (generally two lines) and communication equipment maintenance is paid directly by Seabrook Station. Contact David Currier for further information.

STSA Timeline

January 31, 2020	Annual Letter of Certification submitted to FEMA (Calendar Year 2019)
February 2020	FY2021 Briefing Book Distribution
April 1, 2020	FY2021 Assessment request submitted
April 2020	FY2021 Assessment submissions reviewed by HSEM
April 15, 2020	FY2020 Third Quarter Checklist Due/ Updated PDAFN List
June 1, 2020	FY2020 Fourth Quarter Checklist Due
	Final invoices for reimbursement for FY2020 due
June 2020	FY2021 Assessment Requests Posted and Finalized
State Fiscal Year 2021 Begins July 1, 2020	
August 2020	FY2021 Assessment Awards Distributed
October 15, 2020	FY2021 First Quarter Checklist Due
October 2020	Local REP Plan/Crosswalk/Updates due. Plan Review Begins
December 2020	2021 Brochures Distributed
January 2021	FY2022 Briefing Book Distribution
	Annual Letter of Certification submitted to FEMA (Calendar Year 2020)
January 15, 2021	FY2021 Second Quarter Checklist Due
March 15, 2021	FY2022 Assessment request submitted
April 2021	FY2022 assessment submissions reviewed by HSEM
April 15, 2021	FY2021 Third Quarter Checklist Due/ Updated PDAFN List
June 1, 2021	FY2021 Fourth Quarter Checklist Due
	Final invoices for reimbursement for FY2021 due
June 2021	FY2022 Assessment Requests Posted and Finalized

Inventory

Inventories of the STSA will be conducted **QUARTERLY** by the STSA lead or designated staff to ensure equipment availability. Inventories are required to ensure that each community or agency is able to maintain a constant state of readiness.

Inventory for the purposes of quarterly checks will be comprised of communications equipment, traffic management equipment, dosimetry and radiological equipment. Other equipment purchased with REP funds should be inventoried on an annual basis. Ensure that quarterly inventory forms are kept on file for the year.

Communications

Radio Equipment

Communications tests between offsite response organizations and the State are required to exercise radio equipment and must be completed and documented monthly. A phone call should be made to HSEM communications to schedule a radio test date and time during regular business hours. The phone number to HSEM communications is 603-223-3689.

The STSA Lead or designee should inform their HSEM Field Representative when any radio equipment is out-of-service and/or failed the monthly communications tests.

Cost for any work completed by a non-designated service facility will not qualify for reimbursement, unless previously and specifically agreed to by Seabrook Station.

Telephone Equipment

The STSA Lead or designee will coordinate repairs and/or maintenance of phone-related lines directly with their carrier. Telephone line accounts that are billed directly to Seabrook Station require that maintenance be requested through and by Seabrook Station.

The STSA Lead or designee must inform the Field Representative when any telephone equipment is out-of-service.

For any other telephone systems purchased via the assessment process, the STSA Lead or designee is responsible for coordinating repairs and maintenance directly with the service provider.

Public Alert Notifications

CodeRED/NH Alerts

As an additional backup notification system, Seabrook Station has entered into a contract with CodeRED to supplement current notification procedures in the event of a radiological emergency. This reverse notification system will be activated by RCDC or the State. It will notify individuals within the EPZ who have a landline telephone or who have provided their mobile phone information through the CodeRED website included in the SS Emergency Public Information Calendar. CodeRED activation will not be available to the local communities for local use.

In January 2015 the NH Department of Safety launched an emergency alert system: NH Alerts, utilizing the CodeRED software. NH Alerts allows emergency information to be disseminated to anyone in the state who has registered their contact info or has downloaded the mobile app. This product is able to provide location based alerts and can be utilized for notifications within the Seabrook Station EPZ (and/or statewide). Individuals wishing to receive alerts can go to https://www.nh.gov/nhalerts to sign up.

Assessments

RSA 107-B / Section RSA 107-B:2

107-B: 2 Annual Emergency Response Budget—the municipalities in each emergency planning zone shall submit annually their emergency response budget to the director of emergency management *who shall provide a reasonable opportunity for public comment and consideration*. The director shall also receive and review the appropriateness of any budget request from any other state agency necessary for radiological emergency preparedness as outlined in the relevant plan. The director shall then submit an approved total annual budget to the commissioner of safety for assessment under RSA 107-B:3 and RSA 107-B:4. Prior to assessing the annual budget, the commissioner shall consult with the assessed entity and obtain its input into the budget.

http://www.gencourt.state.nh.us/rsa/html/VIII/107-B/107-B-2.htm

Public comment will be accepted via the following procedure:

- After the **April 1, 2020** submission deadline for the assessments, HSEM will post them on its website and make a public announcement that they are posted.
- Comments will be accepted electronically or in writing to REP Planning.
- Comments will be considered within two weeks of the posting of the assessment request.

The STSA, Rockingham County Sheriff's Office, is also eligible to apply for annual Assessments due to the participation in the Radiological Emergency Preparedness (REP) Program for the State of New Hampshire.

Period of Performance

The period of performance for Fiscal Year 2020 Assessments will run from **July 1, 2020 – May 30, 2021.** All awarded activities must occur within this period.

STSA Categories for Assessment Reimbursement

Non-flat rate

A. **Training**: Covers the cost of personnel participation in REP training, including cost of food, if any. Invoices with training must be accompanied by a roster of participants with the name of the course and date it was held or a copy of the certificate of completion. Online training must be courses identified in the Briefing Book and may not exceed the maximum hour allowance.
B. **Drills & Exercises**: Covers the cost of personnel in REP drills and exercises including food, if provided.
C. **Equipment:** Covers equipment greater than $2,500 that was previously approved.

Flat Rate

- $8,500 flat base rate per year (4 quarters).
- Includes money for planning, including annual review and update, administration, general supplies, equipment less than $2,500.00, and meeting expenses.
- The STSA will be able to spend it on the program as they wish provided the flat rate checklists are completed and returned to REP Planning.
- Does NOT include reimbursement or supplies for:
  - Workshops, Tabletop Exercises, Drills, or Graded Exercises
  - Training
  - Equipment >$2,500

Facility and Equipment

This section provides guidance and recommendations concerning changes to and maintenance of emergency facilities and equipment.

Facility Changes

HSEM should be notified of any anticipated facility changes or alterations.

Equipment/Storage Supply

- Potassium Iodide (KI) should be stored at room temperature.
- Dosimeters and Radiation Detection Instruments should be kept stored in the boxes as provided by HSEM. This equipment should also be kept at normal room temperature and in a dry location. Moisture and dust can affect the sensitivity and electrical components of this equipment.

Operational Readiness

The primary responsibility for maintaining each emergency facility lies with the STSA Lead. Emergency services personnel must ensure the emergency facilities are maintained in a continuous state of readiness for their community. To that end, they shall:

- Return their specific work areas to their pre-exercise condition (general housekeeping).
- Identify missing or out-of-stock plans, procedures, and other paper utilized in that position.
- Identify shortages of administrative supplies, forms, and consumables utilized in that position. Replenish them immediately.
- Identify inoperative or improperly operating equipment utilized in that position.
- Report any equipment problems, requests for additional training, etc., to your Field Representative.
- Ensure that all operational radiological equipment that was dispersed is accounted for and placed back into the Dosimetry Kit and stored properly.
- Ensure any electronic devices that have REP related data are reset after the exercise or other usage (i.e., ready for the next NH REP exercise or actual incident).
- Replace all individual job aids and checklist packets for all STSA staff.

- Expenses (materials and labor) related to facility reset from a declared radiological emergency are reimbursable. An invoice for these expenses should be submitted to HSEM upon completion of this incident. (Drill/exercise material and labor are part of the flat rate assessment).
- Ensure all plans and procedures are updated and maintained at the STSA.

Contact List

State of New Hampshire

NH Division of Homeland Security and Emergency Management	(603) 271-2231
Jennifer Harper, HSEM Director	(603) 223-3615
Kevin LaChapelle, Assistant Director	(603) 223-8428
Fallon Reed, Chief of Planning	(603) 223-3628
Robert Gustafson, Assistant Chief of Planning, REP	(603) 223-8072
Karen O'Neil-Roy, REP Program Planner	(603) 223-3748
Brian Eaton, REP Program Planner	(603) 227-8724
David Vaillancourt, Chief of Field Services	(603) 223-3630
Kathy Partington, Assistant Chief of Field Services	(603) 223-3642
Julia Chase, Senior Field Representative	(603) 223-3612
Heather Dunkerley, Special Facilities Field Representative	(603) 223-3614
Elizabeth Gilboy, Field Representative	(603) 223-3668
Paul Hatch, Field Representative	(603) 223-3635
Heidi Lawton, Senior Field Representative	(603) 223-3631
Alex Marinaccio, Senior Field Representative	(603) 223-3657
Nancy St. Laurent, Special Facilities Field Representative	(603) 223-3625
Robert Christensen, Operations Chief	(603) 223-3636
Joann Beaudoin, State Training Officer	(603) 223-3638
SEOC Communications	(603) 223-3689
RIMC	(603) 271-7957
NH Division of Public Health Services (DPHS) Radiological Health Section	(603) 271-4588

HSEM Field Representative STSA Assignments

Heidi Lawton
RCSO

NextEra Energy Seabrook Station

David Currier - For emergency planning and preparedness contacts, after contacting HSEM.

STSA Flat Rate Funding and Budgeting

This form can also be found on the HSEM Resource Center under REP:
https://prd.blogs.nh.gov/dos/hsem/?page_id=5369

SEABROOK STATION STSA – FY 2021 Supplementary Budget

(Must be submitted no later than April 1st, 2020)

Name of Community: _____ Date: _____

Part I: Training Plan & Requests

(Training should reflect ONLY individuals from your municipality)

Name of Training	Date Anticipated	Number of Individuals	Hourly Rate (average)	Number of Hours	$$ Request
Food & Supplies					
				TOTAL TRAINING PLAN REQUEST	

To be reimbursed for training expenses, course record with names of municipality's participants must be submitted in addition to the invoice from appropriate community.

Part 2 – Drill & Exercise Participation

(Drills & Exercises should reflect expenses incurred ONLY by individuals from your municipality)

Name of Activity	Date Anticipated	Number of Individuals	Hourly Rate (average)	Number of Hours	$$ Request
Food & Supplies					
				TOTAL DRILL AND EXERCISE REQUEST	

SS Exercise Cycle dates are provided by HSEM. If a municipality wishes to have an event and be reimbursed, prior approval from HSEM REP Planning must be obtained.

Part 3 – Equipment Requests

Equipment Requests are made for any single piece of equipment > $2,500. Equipment purchases of $2,500 or less per individual piece of equipment must come from the $8,500 flat fee.

Name of Equipment	Use in REP	Percentage of Total Cost (if applicable)	$$ Request
		TOTAL EQUIPMENT REQUEST	
		TOTAL ASSESSMENT REQUEST	

Approval/Recommendation of Request:

_____ _____

Municipal Representative (Approval) Date

_____ _____

HSEM Field Representative (Recommendation) Date

Assessment Agreement

This form can also be found on the HSEM Resource Center under REP:
https://prd.blogs.nh.gov/dos/hsem/?page_id=4685

SCOPE OF SERVICES FOR ROCKINGHAM COUNTY SHERIFFS OFFICE

SEABROOK STATION ASSESSMENT – CLASS 73 (RSA 107-B)

Scope of Performance:
This reimbursement process is issued in accordance with NH RSA 107-B: 2-4, and all applicable federal and state laws, statutes, rules, regulations, policies, and other governing documents.

Funds may be expended for the purpose of maintaining the State of New Hampshire's Radiological Emergency Response Preparedness Program for the State Transportation Staging Area (STSA). The period of performance will be state fiscal year (SFY) 2021, from July 1, 2020 through June 30, 2021. (Expenses for Drills, Exercises, and Equipment >$2,500 per item excluded from this agreement.)

Budget:
The total value of this agreement is $8,500.00. Payment will be issued upon receipt and acceptance of adequate documentation of completion of agreement performance requirements.

One-quarter of the awarded flat funding will be distributed upon execution of this agreement and receipt of checklist completion #1. The balance of the flat rate funding will be distributed quarterly thereafter upon satisfactory completion of the checklist activities for each quarter. Quarters will be based upon the State Fiscal Year (July-June).

Reporting:
The STSA Lead must complete the activities listed on the ***Emergency Management Director REP Maintenance Checklist*** throughout the fiscal year.

RSCO agrees that all financial and programmatic records, supporting documents, statistical records, and other records associated with this agreement are required to be retained for a period of seven (7) years, beginning on the first day after the final payment under this agreement, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit, or any inquiry involving this agreement.

QUARTER	CERTIFICATION DUE DATE
#1 July 1st-September 30th	**October 15**
#2 October 1st – December 31st	**January 15**
#3 January 1st – March 31st	**April 15**
#4 April 1st – June 30th	**June 1***

* Quarter 4 Certification must be returned by June 1st in order to issue reimbursement in the proper fiscal year.

_____ _____

Signed **Date**

STSA Quarterly Checklist

This section summarizes the minimum REP responsibilities for the STSA Lead during the year. Each quarter is to be reported to receive quarterly flat rate reimbursement.

This checklist is also found and can be completed on the HSEM Resource Center under REP: https://prd.blogs.nh.gov/dos/hsem/?page_id=4770

EMERGENCY MANAGEMENT DIRECTOR REP MAINTENANCE CHECKLIST

State Fiscal Year 2021 **STSA:**	☐ **Q1** **July – Sept**	☐ **Q2** **Oct – Dec**	☐ **Q3** **Jan-March**	☐ **Q4** **April - June**
EQUIPMENT				
1. Communications tests completed.	___/___	___/___	___/___	___/___
2. Telephone numbers for personnel, facilities, and agencies verified.	___/___	___/___	___/___	___/___
3. Inventory checks completed.	___/___	___/___	___/___	___/___
4. Checks of STSA equipment (other than dosimetry).	___/___	___/___	___/___	___/___
5. Checks of dosimetry (re-zeroing). Any equipment issues reported to RIMC.	___/___	___/___	___/___	___/___
TRAINING AND DRILLS				
1. All required training requested/needed completed.	___/___	___/___	___/___	___/___
2. Participated in Drills/exercises, Workshops, TTXs as required.	___/___	___/___	___/___	___/___
REP ANNUAL UPDATE				
1. Facilities inspected for any alterations, including relocation. Report to REP Planning.	___/___	___/___	___/___	___/___
2. Any Local Letters of Agreement reviewed and updated.	___/___	___/___	___/___	___/___
BUDGETS				
1. Annual Assessment Request prepared and forwarded to HSEM by April 1st.			___/___	

Signature _____ Date _____

Due: Q1 = 10/15 Q2=1/15 Q3=4/15 Q4=6/1

SAMPLE INVOICE - Non-Flat Rate Expenses

This form can also be found on the HSEM Resource Center under REP:
https://prd.blogs.nh.gov/dos/hsem/?page_id=4685

(RCSO Letterhead)

Seabrook Station STSA FY2021
NH REP Non Flat-Rate Expenses
Invoice

Date: _____ **Invoice No:** _____

From: Rockingham County Sheriff's Office

To: REP Planning
NH DOS - HSEM
33 Hazen Drive
Concord, NH 03305

FY 2021 Quarter (check box for quarter this invoice is for)

☐ July 1 – September 30 ☐ October 1 – December 31
☐ January 1 – March 31 ☐ April 1 – June 30

A. Training (include roster)

Date: _____ **Name of Event:** _____

Payroll: $ _____
Food: $ _____
Total: $ _____

B. Drills & Exercises (include roster)

Date: _____ **Name of Event:** _____

Payroll: $ _____
Food: $ _____
Total: $ _____

C. Equipment (>$2,500, previously approved)

Total: $ _____

Description of Equipment purchased:

Total Reimbursement Request: $ _____

† Billings for the State fiscal year need to arrive at HSEM no later than June 1.