

 Seabrook Station - STSA

Assessment Briefing Book

FYE 2024

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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 – 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.

# Contact List

## State of New Hampshire

|  |  |  |
| --- | --- | --- |
|  | Desk Phone | Cell Phone |
| NH Division of Homeland Security and Emergency Management  | (603) 271-2231 |  |
| Robert Buxton, HSEM Director | (603) 223-3615 | (603) 688-5570 |
| David Vaillancourt, Chief of Field Services | (603) 223-3630 | (603) 419-9045 |
| Kim Castle, Assistant Chief of Field Services/REP | (603) 223-3655 | (603) 545-2411 |
| Amy Carter, Senior REP Planner | (603) 227-8588 | (603) 545-4053 |
| Tiffany Kelly, REP Planner | (603) 223-3631 | (603) 931-2412 |
| Elizabeth Gilboy, Senior Field Representative | (603) 223-3668 | (603) 892-8129 |
| Paul Hatch, Field Representative | (603) 223-3635 | (603) 419-9407 |
| Courtney Jordan, Senior Field Representative | (603) 223-3657 | (603) 856-6578 |
| Jill Piwoski, Senior Field Representative | (603) 223-3626 | (603) 545-7136 |
| Nancy St. Laurent, Special Facilities Field Representative | (603) 223-3625 | (603) 419-9401 |
| Candi Tibbetts, Senior Field Representative | (603) 223-3612 | (603) 688-5877 |
| Local Liaison Line \*\*\*For Official Use Only\*\*\* | (603) 223-3663 |  |
| Radiological Instrumentation, Maintenance, and Calibration (RIMC) Facility | (603) 271-7552 |  |
| SEOC Communications | (603) 223-3689 |  |
| NH Division of Public Health Services (DPHS) Radiological Health Section | (603) 271-4588 |  |

## HSEM Field Representative STSA Assignments

|  |
| --- |
| **Candi Tibbetts** |
| Rockingham County Sheriff’s Office – STSA |

##

## NextEra Energy Seabrook Station

David Currier (603) 773-7490 - For emergency planning and preparedness contacts, after contacting HSEM.

# 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.**

# Meetings

## Seabrook Summit (Formerly the “REP Quarterly Meeting”)

The purpose of these meetings is training, collaboration and the sharing of information. Meetings will be held on an as needed basis.

# 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.

## 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 HSEM 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. You can find this course on the HSEM Resource Center at: <https://prd.blogs.nh.gov/dos/hsem/?page_id=6293>. **Time required:** 1.5 Hours.

**REP 3: RADEF Officer Training (In Person)**

This course is specifically for individuals who have been identified as RADEF Officers or have radiological screening equipment in their EOC, within the EPZ. Class instruction is broken down into specific modules:

|  |  |  |  |
| --- | --- | --- | --- |
| Emergency Worker Dosimetry Briefing | Portal Monitoring | Ludlum M-26 “Friskers” | CD-V 700P |
| Monitoring Equipment Operation | Personnel Screening | EPZ Special Facilities | Non-EPZ Host Facilities |

The RADEF officer is required to take all the modules, while a facility with only dosimetry equipment might take only a few. The participants receive a complete in person course, in addition to access to video resources. Each participant in the RADEF Officer Training 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

**REP 8: Traffic Management ( In Person )**

This course is designed for law enforcement personnel and other emergency responders who may be called upon to establish and/or staff Traffic and/or Access Control Points in the event of an evacuation. Course topics include the Seabrook Station Traffic Management Manual, the differences between traffic and access control points, staff notification, resources needed, and maps. Depending upon community needs and available time, setting up a traffic/access control point can be a practical component of this course. **Time required**: 2.0 Hours

**REP Specific WebEOC Training ( In Person )**

WebEOC REP specific training is conducted by HSEM staff for any EPZ LEOC, Reception Center, State Transportation Staging Area, or State Agency staff. The curriculum includes REP specific boards, procedures, and forms. **Time required**: 1 – 2 hours

## Available FEMA Courses

**REP Core Concepts (RCCC AWR-317)**

This course provides an overview of the NRC-licensed nuclear power plant off-site radiological emergency preparedness program. Addresses the REP Program history and sentinel events, federal regulatory policies, basic radiation principles, REP guidance (planning standards), REP demonstration guidance (exercise evaluation areas) and the REP Disaster Initiated Review (DIR) process. At the successful completion of this course, the student will have satisfied the instructor-led training prerequisites for both the MGT-445 REP Plan Review Course (RPPR) and the PER-314 REP Exercise Evaluator Course (REEC). **Time required**: 1.5 Days

**REP Post-Plume Awareness Course (ROOA AWR-351)**

The FEMA/NPD/THD/Radiological Emergency Preparedness (REP) Program has developed an instructor-led course that will help Federal, State, tribal and local emergency managers and planners more effectively meet the challenges presented to the emergency responder community during a radiological incident at a NRC-licensed commercial nuclear power plant (NPP). The main purpose for the development of this abbreviated awareness-level course is to provide a precise training track which focuses on the specific needs of those 50-mile emergency planning zones jurisdictions responsible for addressing protective actions related to contaminated commercial food products during a radiological incident. **Time required**: 1 Day

# Exercises/Drills

Full scale graded exercises are held every two years on an eight year cycle. The types of exercises are: Ingestion Pathway Exercises (IPX), Hostile Action Based Exercises (HAB) and Plume Release exercises. 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.

# 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.
* Seabrook Station retains ownership of all sirens and siren-related equipment.
* 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 at david.currier@nexteraenergy.com for further information.

## Planning

|  |
| --- |
| **CALENDAR YEAR 2023** |
| **JANUARY*** 15th – Second Quarter FY2023 Checklist Due
* 31st – Annual Letter of Certification submitted to FEMA
 | **APRIL*** 1st – FYE2024 Assessment requests due
* FYE2024 Assessment submissions reviewed by HSEM
* 15th – Third Quarter FY2023 Checklist Due
 | **JUNE*** FYE2024 Assessment Requests Posted and Finalized
* 15th – Final Invoices for reimbursement for FYE2023 due
 | **JULY – New Fiscal Year*** 1st – State Fiscal Year 2024 Begins
* **Seabrook Summit: Exercise Cycle Workshop**
 |
| **AUGUST*** FYE2024 Assessment Award Letters distributed
 | **SEPTEMBER*** **Tabletop Exercise**
 | **OCTOBER*** Local REP Plan/Crosswalk/Updates Due
* Plan Review Begins
* 15th – FYE2024 First Quarter Checklist Due
 | **DECEMBER*** 2024 Seabrook Station Brochures Distributed
* **CFE1**
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| --- |
| **CALENDAR YEAR 2024** |
| **JANUARY*** 15th – Second Quarter FY2024 Checklist Due
* 31st – Annual Letter of Certification submitted to FEMA
* FYE2025 Briefing Book Distributed
 | **FEBRUARY*** **CFE2**
 | **MARCH*** 15th – FYE2025 Assessment request due
 | **APRIL*** **Graded Exercise – Plume Exposure**
* FYE2025 Assessment submissions reviewed by HSEM
* 15th – Third Quarter FY2024 Checklist Due / Update PDAFN list
 | **JUNE*** FYE2025 Assessment Requests Posted and Finalized
* 15th – Final Invoices for reimbursement for FYE2024 due
 |

# 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 (OROs) and the State are required, to exercise radio equipment and must be completed and documented monthly. These tests take place on the **1st Thursday of each month at 1000 hours**. It is the OROs responsibility to have a staff member at the radio to perform these tests monthly. If there is a need to reschedule a test, the phone number for ESF 2 is 603-223-3689.

The local EMD 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.

# 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.

# Assessments

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

RSA 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 fire safety and 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**](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, 2023** 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.
* 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 End 2023 Assessments will run from **July 1, 2023 – June 30, 2024**. All awarded activities must occur within this period.

## STSA Categories for Assessment Reimbursement

**Non-flat rate**

1. **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.
2. **Drills & Exercises**: Covers the cost of personnel in REP drills and exercises including food, if provided. STSA is exercised out of sequence from the regular SS exercises, and they should budget for one full set up during FY2024.
3. **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, 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.
* Does NOT include reimbursement or supplies for:
	+ Workshops, Tabletop Exercises, Drills, or Graded Exercises
	+ Training
	+ Equipment >$2,500

# STSA Flat Rate Funding and Budgeting

**SEABROOK STATION STSA – FY 2024 Supplementary Budget**

 **(Must be submitted no later than April 1st, 2023)**

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 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:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STSA Representative (Approval) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HSEM Field Representative (Recommendation) Date

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

# Assessment Agreement

**SCOPE OF SERVICES FOR ROCKINGHAM COUNTY SHERIFF’S 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) 2024, from July 1, 2023 through June 30, 2024. (Expenses for trainings, drills/exercises, and equipment >$2,500 per item excluded from this agreement)

**Budget:**

The total value of this agreement is $8,500. 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 15**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed Date**

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

# 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.

**EMERGENCY MANAGEMENT DIRECTOR REP MAINTENANCE CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State Fiscal Year 2024** | [ ]  **Q1** | [ ]  **Q2** | [ ]  **Q3** | [ ]  **Q4** |
| **STSA:** |  | **July – Sept** | **Oct – Dec** | **Jan- March** | **April - June** |
| **EQUIPMENT** |   |   |   |   |
| 1. Communications tests completed.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| 1. Telephone numbers for personnel, facilities, and agencies verified.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| 1. Inventory checks completed.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| 1. Checks of STSA equipment (other than dosimetry).
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| 1. Checks of dosimetry (re-zeroing). Any equipment issues reported to RIMC.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| **TRAINING AND DRILLS** |   |   |   |   |
| 1. All required training requested/needed completed.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| 1. Participated in Drills/exercises, Workshops, TTXs as required.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| **REP ANNUAL UPDATE** |   |   |   |   |
| 1. Facilities inspected for any alterations, including relocation. Report to REP.
 | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ | \_\_\_/\_\_\_ |
| 1. 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 = October 15th Q2 = January 15th Q3 = April 15th Q4 = June 15th** |

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>

# SAMPLE INVOICE - Flat Rate Expenses

(RCSO Letterhead)

**Seabrook Station STSA** **FYE 2024**

**NH REP Flat-Rate Invoice**

**DATE:** Month XX, 20XX

**INVOICE NO:** X

**REQUEST FROM:** Rockingham County Sheriff’s Office

Address

Town, NH Zip

**FOR:** Seabrook Station, Flat Rate Submission, FY 2024

 Quarter X

**AMOUNT:**  $2,125.00

The required STSA REP Maintenance Checklist is attached and verifies that the Rockingham County Sheriff’s Office is performing activities to maintain a high level of preparedness for responding to a radiological emergency.

**APPROVED BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name/Title

# SAMPLE INVOICE - Non-Flat Rate Expenses

(RCSO Letterhead)

**Seabrook Station STSA** **FY2024**

**NH REP Non Flat-Rate Expenses**

**Invoice**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Invoice No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**From:** Rockingham County Sheriff’s Office

**To:** REP

 NH DOS - HSEM

 33 Hazen Drive

 Concord, NH 03305

 FY 2024 Quarter (check box for quarter this invoice is for)

|  |  |
| --- | --- |
| [ ]  Q1: July 1 – September 30 | [ ]  Q2: October 1 – December 31 |
| [ ]  Q3: January 1 – March 31 | [ ]  Q4: April 1 – June 30 |

|  |
| --- |
| 1. **Training** (include roster)
 |
| **Date:** |  | **Name of Event:** |  |
| **Payroll:** | $ |
| **Food:** | $ |
| **Total:** | $ |

|  |
| --- |
| 1. **Drills & Exercises** (include roster))
 |
| **Date:** |  | **Name of Event:** |  |
| **Payroll:** | $ |
| **Food:** | $ |
| **Total:** | $ |

|  |
| --- |
| 1. **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 15th.*