

APPROVED

by the Order of Director General
of State Enterprise
Ignalina Nuclear Power Plant,
No. ĮsTa-362, 20 December 2019

DESCRIPTION OF THE PROCEDURE OF ORGANIZATION OF EXCURSIONS AT SE IGNALINA NUCLEAR POWER PLANT

CHAPTER I GENERAL PROVISIONS

1. The description of the procedure of organization of excursions at SE Ignalina Nuclear Power Plant (hereinafter – Description) establishes the procedure of organization of excursions to State Enterprise Ignalina Nuclear Power Plant (hereinafter – INPP).
2. Description is prepared in accordance with:
 - 2.1. Law of the Republic of Lithuania on the State Border and its protection;
 - 2.2. Description of the procedure for the preparation of SE Ignalina NPP documents which shall be approved by legal acts, DVSta-0208-4;
 - 2.3. Rules of the preparation of documents of State Enterprise Ignalina Nuclear Power Plant, DVSta-0251-1;
 - 2.4. Description of the procedure for valuable materials bringing in/out INPP nuclear facilities, DVSta-2108-3;
 - 2.5. Description of the procedure for the assurance of physical protection of State Enterprise Ignalina Nuclear Power Plant nuclear facilities, DVSta-2108-6;
 - 2.6. Description of the procedure for the issuing of permissions for the access to nuclear facilities for persons and means of transport, DVSta-2108-9;
 - 2.7. Description of the procedure of video and photo taking at the nuclear facility site of State Enterprise of Ignalina Nuclear Power Plant, DVSta-2108-11V2.
3. This Description replaces the Description of the procedure of organization of excursions at SE Ignalina NPP, DVSta-0308-2V1.
4. The following employees should be acknowledged with this Description: employees of Communications Division (hereinafter – CD); employees of Physical Security Organization Division, which are accompanying the excursions; employees of Decontamination Subdivision of General Service Division; dosimetrists of Radiation Safety Division (hereinafter – RSD).
5. The purpose of excursions to INPP is to provide visitors with general information on

the nuclear power plant activities, history, basic principles of operating, reasons of the choosing of the immediate dismantling and specifics of the decommissioning of the nuclear power plant. Information during the excursion may be provided in the Lithuanian, Russian and English languages.

6. There are the following types of excursions organized by INPP Communication Division:

6.1. excursions to the INPP Communication Division exhibition halls;

6.2. excursions to the INPP controlled area.

7. The price and the payment procedure for the organizational services of paid excursions to the INPP controlled area are determined by the order of INPP Director General.

8. The state border legal regime is applicable for the nuclear facility site and therefore visitors are obliged to have with them the documents which prove the personal identity and citizenship regardless of the type of excursions.

9. This Description and other information relevant to the visitors of INPP is published on the website www.inpp.lt in Lithuanian, Russian and English languages.

CHAPTER II THE PROCEDURE OF ORGANIZATION OF EXCURSIONS TO INPP COMMUNICATION DIVISION EXHIBITION HALLS

10. Excursions to the INPP Communication Division exhibition halls are organized on working days only (starting no earlier than 9:00 hour and no later than 15:00 hour). The duration of excursions to the INPP Communication division exhibition halls – 1 hour.

11. Persons wishing to visit the INPP Communication Division exhibition halls, should no later than 2 working days before the planned visit, apply to the Communication Division by e-mail info@iae.lt or by telephone (+370386) 28193, (+370386) 28512, (+370386) 29911.

12. Communication Division will inform the visitors about the decision concerning the organization of the excursion. In case of the positive decision, the suitable time, number of visitors and language of the excursion will be agreed. In case of a negative decision, INPP is not obliged to inform about the reasons.

CHAPTER III THE PROCEDURE OF ORGANIZATION OF EXCURSIONS TO INPP CONTROLLED AREA

13. Excursions to the INPP controlled area are organized on working days only. In the event of a large number of visitors, there can be organised two excursions per day (starting no later than

10:00 hour, and the second excursion will start no later than 12:30 hour). The duration of excursions – 2.5 hours.

14. The number of participants of one excursion shall not exceed 15 people.

15. Persons wishing to visit the INPP controlled area, should no later than 10 working days before the planned visit, apply to Communication Division by e-mail info@iae.lt or by telephone (+370386) 28193, (+370386) 28512, (+370386) 29911.

16. Communication Division will inform the visitors about the decision concerning the organization of the excursion. In case of the positive decision, the form of the standard application for the getting of permissions for visitors will be sent, as well as Memo on the responsibility limits and legal restrictions (see Annex 1 to Description). In case of a negative decision, INPP is not obliged to inform about the reasons.

17. The employee of Communication Division will meet the visitors at the Permissions Bureau, when till the beginning of the excursion will be left not less than 15 minutes. This time is allotted to the instructions for physical and radiation protection and getting of permissions to INPP.

18. The persons, who are not arrived on time, will not participate at the excursion.

19. A group of visitors will access the territory of INPP via the checkpoint where the documents, the persons and the bringing items will be checked. There is allowed for the visitors to have with them valid identity documents only.

Note. To the mass media representatives, in accordance with the INPP procedure, may be provided permission for the video and photo taking, with formalization of the required documents (it is necessary to write this into the request).

20. In the lockers room, visitors will be provided with the basic and special personal protective equipment: socks, special shoes, special clothes, a hat, a helmet, gloves, respirators, shoe covers, glasses. This personal protective equipment will be provided by the Decontamination Subdivision of General Service Division.

Note. INPP shall not be responsible for the visitors' personal things which are left in the lockers room, as well as for their safety.

21. During the excursion, visitors should perform all instructions of the accompanying person. If visitors have violated requirements of physical safety assurance or radiation protection, they will be asked to go out from the INPP. If necessary, the officials of Visaginas Division of the Public Security Service under the Ministry of Interior will be involved for the assistance.

22. In case of an accident, fire or other incident at the INNP during the excursion, the excursion shall be interrupted and the measures shall be taken for the immediately going out of the visitors from the INPP territory.

CHAPTER IV RESPONSIBILITY OF PERSONS, WHICH ARE ORGANIZING EXCURSIONS

23. The employee of Communication Division is responsible for:

23.1. the planning, organization and accounting of excursions;

23.2. the receipt of a dosimeter, returning it back to the RSD shift supervisor (or RSD dosimetrist), and receipt of dosimetry measurements statement for the devices which were brought into INPP during the excursion;

23.3. the assurance of the compliance with the planned route;

23.4. the content of information provided for visitors;

23.5. the control the visitor's body dosimetry measurements by the using of special equipment after the finishing of the excursion.

Note. If the automatic body dosimetry measurements control equipment does not work, the RSD dosimetrist is responsible for the body dosimetry measurements control.

23.6. The providing of information to the responsible persons of the INPP divisions regarding the excursions which will be hold at their premises.

CHAPTER V FINAL PROVISIONS

24. This Description can be amended or terminated its validity by the order of the Director General.

Prepared by
Senior Communication Specialist of Communication Division
(signature)

Jurgita Norvaišienė
18.12.2019

(Memo on the responsibility limits and legal restrictions)

**RESPONSIBILITY LIMITS AND LEGAL RESTRICTIONS FOR VISITORS
OF STATE ENTERPRISE IGNALINA NUCLEAR POWER PLANT**

In order to ensure the safety of visitors and to inform them in advance about the excursions requirements, as well as to determine the responsibility limits between State Enterprise Ignalina Nuclear Power Plant (hereinafter – INPP) and visitors, please read the information regarding the established responsibility limits and legal restrictions:

1. The purpose of the excursion to INPP is to provide the visitors with **general information** about the INPP activities. During the excursion, INPP does not undertake to answer all or some questions of the visitors.

2. As participants of the excursion to the nuclear facility may be persons not younger than 18 years. INPP **does not provide any guarantee and is not responsible** for any possible damage to the visitor's property or health which may occur due to the visit to the INPP, contamination with radionuclides or other hazardous materials. INPP does not provide insurance cover for the visitors in any scope, and will not be considered as responsible for any direct, indirect, incidental, secondary property and non-property (moral) damage in any scope. **The visitors assume all responsibility for their own health condition and damages** which may disrupt their visit to INPP. Prior to the INPP excursion, it is recommended to consult with your doctor and make sure that your health condition allows you to participate in the INPP excursion. The excursion route is not adapted for people with disabilities or limited mobility.

3. **Visitor is responsible** for the knowledge of information which was received prior the beginning of the excursion; for the wearing of the permission card for the access to the nuclear facility site, during all excursion; for the performing of directives of INPP staff and other persons; for the assurance of the legal acts requirements which are applicable to INPP and nuclear facility. INPP does not guarantee and does not take any responsibility regarding the disruption of planned excursion route or duration time. INPP reserves the right to terminate the excursion at any time without prior notice and **for any reason at its sole discretion**, to change the route or the planned to visit objects. The excursion fees are not returnable due to the change of the route, the termination of the excursion before the scheduled

time or any other reason by which the excursion may have been changed or may not have met the visitors' expectations.

4. All personal data submitted by visitors are collected, managed, organized and protected by INPP in strict compliance with the Law of Republic of Lithuania on Legal Protection of Personal Data, **General Data Protection Regulations** and provisions of other legal acts. Personal data of visitors (name, surname, date of birth, number of the identity document, place of work, position, address of the residence place, photo) are managed in order to assure the legal obligation of the data owner which is established by the Nuclear Safety Requirements BSR-1.6.1-2012 "Physical protection of nuclear facilities, nuclear material and nuclear fuel cycle material". Personal data in any amount will not be transferred to any third parties, except in cases specified by the laws of the Republic of Lithuania.

5. During the excursion visitors **may be photographed** individually or together with a group. INPP respects the rights of a person if he or she disagrees to be photographed, therefore, the photographs shall be taken only after receiving the visitors' verbal and (or) written consent. At the request of the visitors, INPP may send the photos in digital format, and the photos with the visitors' images shall be kept for not more than 5 working days, after that they will be fully destroyed.

(Form of Excursion organization request)_____
(Name, surname / Company)_____
(Residence place address / Company details)_____
(Telephone, e-mail)To SE INPP Director General
Audrius Kamienas**EXCURSION ORGANIZATION REQUEST**_____
(Date)

Visaginas

Please provide an opportunity to participate at the excursion to the INPP controlled area

(Specify the desired date of the excursion),
for the purpose of _____
(Specify the motives of the visit).

The planned number of excursion participants _____ (Insert the number of persons), desired
language during the excursion – Lithuanian, English, Russian language (Underline required).

We have been informed that the excursions to the INPP territory controlled area price for one person is
57,92 Eur (including VAT).

(If you belong to the group from which the excursions fee is not applicable, please specify)_____
(Specify all other relevant information, which by your opinion would be useful for the considering of your request for the
access to INPP controlled area)_____
Name, surname_____
Signature