

February 3, 2000

Mr. James Davis, Director
Operations Department
Nuclear Energy Institute
1776 I Street, N. W.
Suite 400
Washington, DC 20006-3708

Subject: FORMAT OF STS

Dear Mr. Davis:

Enclosed is the Corel8 WordPerfect (WP) format information for the Standard Technical Specifications (STS), titled "STS Formats," that we agreed to send you during our recent meeting on Revisions 2 of the STS.

This information may be useful when you update the Writer's Guide, but does not completely address the format of every section of the STS. The information covers Section 1.1, Definitions, Chapter 3, Limiting Conditions of Operation, and Chapter 3, Bases. A similar summary could be prepared for the balance of the specifications and bases, if it is deemed useful. Since the Corel8 version makes extensive use of styles for formatting and general text entries, the enclosed information is structured based on the styles used, and the formats established by them.

If a user wished to format their TS, most commonly for conversions, in the Corel8 WP format of the STS, they would not require the detail information related to style formats as noted in the enclosed summary, but rather guidance on how to use the existing styles. On the other hand if a user wished to format their TS in another format such as Microsoft's Word, some of this information related to the general page layout format may be useful.

A document on the Corel8 format was published on the NRC STS Home Page, that currently does not have a link to it. This document is titled "The Corel 8 Version of NRC's Standard Technical Specifications, NUREG's 1430 - 1434" and was dated 02/04/99. It has not been checked for accuracy with respect to the current STS, however, it does serve as another example that, if updated, may be useful in updating the Writer's Guide. Therefore, it is also enclosed.

It is recommended that you take a look at both of the enclosures so that we might further discuss actions which could be taken, those that would be most useful and time beneficial, for assisting in the update of the Writer's Guide. We welcome your comments on this matter.

Sincerely,

/RA by R.L. Dennig for/

William D. Beckner, Chief
Technical Specifications Branch
Division of Regulatory Improvement Programs
Office of Nuclear Reactor Regulation

Enclosures: As stated

cc: N. Clarkson, BWO
H. Pontious, BWROG
T. Weber, CEOG
D. Buschbaum, WOG
D. Hoffman, EXCEL

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D. Hoffman, EXCEL

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DATE	02/03 /2000	02/03 /2000	02/ 03/2000

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STS Format

Section 1.1 Definitions

Format Codes are shown in Brackets

Style names are in ()s if not in Italics which is used for other descriptive information.

Content of Style is indented.

Text is in double quotes, in Italics if descriptive of content.

[Document Style]:

[Font: Arial Regular], [Font Size: 11pt], [Line Height: 0.18"], [Header Separator: 0.18"],

[Footer Separator: 0.0"], [TabSet: (Relative): +0.333"Left, +0.463"Left, +0.543"Left]

[Document Open Style (NewUse)]:

[Left Margin: 1"], [Right Margin: 1"], [Top Margin: 0.5"], [Bottom Margin: 0.7"], [Justification:

Left], [Widows/Orphan Protection: On]

[Header A]:

[Flush Right], "Definitions" [HRt], [Flush Right], "1.1" [HRt]

[Header B: (*for subsequent pages*)]:

[HR], [HR], [HR], [HR], [Vertical Advance: 0.06"], "1.1" [Left Indent], "Definitions," [HRt],

[Graphic line: Single Horizontal, Full 6.5"], [HRt], "*Name of Term that Definition continues on this page,*" [Space], [Space], "(continued)" If a new Term starts on a page, Hdr B ends with the Graphic line.

[Footer A]:

[HRt], [HRt], "*Owners Group Initials*" [Center on Margin], "1.1 [Hyphen]" [Auto Page No],

[Flush Right], "Rev. #, Date"

[Footer B]:

[Graphic line: Single Horizontal, Full 6.5"], [HRt], [HRt]

The Following Styles and Text are within the body of the Document:

[Style (Sect11Hd)]:

"1.0" [Left Indent], "USE AND APPLICATION" [HRt], [HRt], "1.1" [Left Ind], "Definitions"

[Paragraph Spacing:2]

[HRt] (*follows style code*)

[Style: (Defn-Note)]:

[VAdv: -0.09"], [Graphic line: Dashed Horizontal, Full 6.5"], [Line Break], [Center on Margin],

"- **NOTE** -" [LnBrk], "*(Text of Note¹)*" [VAdv: -0.09"], [Graphic line: Dashed Horizontal, Full 6.5"]

¹The text of the Note is typed between the style On and Off codes, otherwise the text shown is part of the style when not footnoted as being typed as between the style On and Off codes, e.g, the "-**NOTE** -" preceding the "*(text of the Note)*" is part of the style.

[HRt] (*follows style code*)

[Style (DefnHd)]:

"Term" [Left Margin: 3.33"], [VAdv: -0.36"], "Definitions"

[HRt] (*follows style code*)

[Style (Defn-xLine)]: (x= 1, 2, 3, etc. the number of lines needed for the Term)

[Conditional End of Page: 3]², [Left Margin: 1"], [Right Margin: 5.27"], "(*Text of Term*)"³
[VAdv ⁴: -0.36"]

"*Text of Definition*"[HRt]

(Next "Defn-xLine" style)

"*Text of Definition*"[Style (Sect-End)], [HPg]

[Center on Margin] "Table[HSpace]1.1 -1 (Page[HSpace]1 of[HSpace]1)"⁵ [HRt]

[Center on Margin] "MODES" [HRt], [HRt], [HRt]⁶

[Table Format]:

Columns = 5

Rows = 7

Column	Column Width	Inside Margin ⁷	
		Left Margin	Right Margin
1	0.747"	0.083"	0.083"
2	1.75"	0.097	0.083
3	1.22"	0.097	0.083
4	0.98"	0.097	0.083
5	1.80"	0.097	0.083

Row	Row Margins		Position	
	Top	Bottom	Horizontal	Vertical
1	0.14"	0.10"	*	Bottom
2 thru 7	0.14"	0.10"	*	Top

*Center for Columns 1, 3, 4, & 5, Left for Column 2.

²CndIEOP is 3 for x = 2, but x+1, for x > 2

³Text is between the style On and Off codes, not part of the style itself.

⁴The magnitude of the vertical advance is x times 0.36" where x is the number of lines needed for the term and also part of the style name.

⁵As a rule, a Hard Space should precede any number.

⁶[HRt]'s provideTwo blank lines between table title and table format.

⁷Margins values as converted from WP5 format, could be standardized in the range of 0.08" to 0.1" if developing a new table.

LCO Formats

Example:

Section 3.1, Reactivity Control Systems, LCO 3.1.5

Format Codes are shown in Brackets

Style names are in ()s if not in Italics which is used for other descriptive information.

Content of Style is indented.

Text is in double quotes, in Italics if descriptive of content.

[Document Style]:

[Font: Arial Regular], [Font Size: 11pt], [Line Height: 0.18"], [Header Separator: 0.18"],
[Footer Separator: 0.18"]

[Document Open Style (NewSpecs)]:

[Left Margin: 1"], [Right Margin: 1"], [Top Margin: 0.5"], [Bottom Margin: 0.7"], [Justification:
Left], [Widows/Orphan Protection: On], [TabSet: (Relative): +0.64"Left]

[Header A]:

[Flush Right], "Safety Rod Insertion Limits" [HRt], [Flush Right], "3.1.5" [HRt]

[Footer A]:

[HRt], [HRt], "*Owners Group Initials*" [Center on Margin], "3.1.5 [Hyphen]" [Auto Page No],
[Flush Right], "Rev. #, Date"

The Following Styles and Text are within the body of the Document:

[Style (Sect31Hd)]:

"3.1 REACTIVITY CONTROL SYSTEMS" (3 spaces between LCO number and title)

[HRt] (follows style code)

3.1.5[Left Ind]Safety Rod Insertion Limits[HRt]

[Style (LCO-num)]:

[HRt], [HRt], "LCO " "(LCO Number)⁸" [TabSet (Rel) Every +0.333"], [Left Margin: 2.5"],
[VAdv: -0.18"]

[HRt], [HRt] (follows style code)

[Style (Note)]:

[VAdv" =0.05"], [Graphic Line: Dashed Horizontal, Full 6.5"], [HRt], [Center on Margin],
"- **Note** -" [HRt], "(Text of note)⁸" [VAdv: 0.09"], [Graphic line: Dashed Horizontal, Full 6.5"],
[VAdv: -0.04"], [HRt]

⁸Text of note is between the style On and Off codes, not part of the style itself.

[Style (Applic)]:

[Left Margin: 1"], [HRt], "APPLICABILITY" [Left Margin: 2.3"], [TabSet (Rel) Every +0.333"], [VAdv: -0.18"]

[HRt] (*follows style code*)

[Style (Actions)]:

[Left Margin: 1"], [HRt], [HRt], "ACTIONS"

[HRt] (*follows style code*)

[Style (Actions-Tbl)]:

[VAdv: -0.12'], [Graphic line: Single Horizontal, Full 6.5"], [VAdv: -0.032], [TabSet (Absolute): 1.36"L, 1.62"L, 3.5"L, 3.87"L, 4.14", 6.15"L], [Delay: 1 (Hdr-B)]⁹, [Hdr-B]: [Hrt], [HRt], [Hrt], [Hrt], "ACTIONS (continued)" [VAdv: -0.14]

[Table Format]:

Columns = 3

Rows = As required

Column	Column Width	Inside Margin ¹⁰	
		Left Margin	Right Margin
1	2.15"	0.083"	0.083"
2	2.65"	0.097	0.083
3	1.70"	0.097	0.083

Row	Row Margins		Position	
	Top	Bottom	Horizontal	Vertical
1	0.113"	0.113"	Left ¹¹	Top
2 thru n ¹²	0.113"	0.113"	Left	Top

(continued on next page)

⁹One page Delay that includes Header B defined thereafter.

¹⁰Margins values as converted from WP5 format, could be standardized in the range of 0.08" to 0.1" if developing a new table (Changes might require some adjustment in Tab Settings.).

¹¹Headings have [Hd Center on Margin] to center them (carry over from WP5 format, cell could have had centered text).

¹²Line height is 0.18" that gives 0.36" separation between two lines that have a blank line between them. Row margins give 0.41" separation between the last line in one row and the first line in the next row. Since each Required Action for the same Condition starts in a new row, 0.41" is the separation between the Logical Connector, in one row, and the text of the Required Action that follows it in the next row.

Borders (per Cell)	Top	Bottom
Row 1 (Col 1, 2, & 3)	Single	Single
Row 2 thru n-1 (Col 1)	None	Single
" " " " (Col 2 & 3)	None	None, If row contains a Logical Connector
" " " " (Col 2 & 3)	None	Single, If RA is the last one for Condition
Last Row (n) ¹³	None	Double

Column 2 cells have Single border Left and Right

[HPg], [Header B End] or 3 [HRt]'s between end of Actions table and next style code.

[Style: (SRs)]:

"SURVEILLANCE REQUIREMENTS" [TabSet: (Rel) every 0.333"]

[HRt] (*follows style code*)

[Style: (SRs-Tbl)]:

[VAdv: -0.12"], [Graph Line: Horz, Full 6.5"], [VAdv: - 0.032"], [TabSet: (Abs) 2.33", +every 0.333"], [HRt]

[Table Format]:

Columns = 2

Rows = As required

Column	Column Width	Inside Margin ¹⁴	
		Left Margin	Right Margin
1	5.05"	0.083"	0.083"
2	1.45"	0.097	0.083

Row	Row Margins		Position	
	Top	Bottom	Horizontal	Vertical
1	0.113"	0.113"	Center	Top
2 thru n	0.113"	0.113"	Left	Top

(continued on next page)

¹³For a Condition cell which spans two or more pages, Corel8 places a line, as defined for that cell, at the bottom of each page where that cell continues on the next page. Therefore, when the Required Actions for the last Condition of the Actions table are on two or more pages, the Condition column must be split into two rows, with the second row starting at the top of the last page of the table. The row with the Condition (cell) has a single bottom line, the row on the last page (cell) has a double bottom line.

¹⁴Margins values as converted from WP5 format, could be standardized in the range of 0.08" to 0.1" if developing a new table (Changes might require some adjustment in Tab Settings.).

Borders (per Cell)		Top	Bottom
Row 1	(Col 1 & 2)	Single	Single
Row 2 thru n-1	(Col 1 & 2)	None	Single
Last Row (n)	(Col 1 & 2)	None	Double

Column 2 cells have Single border Left

When the Surveillance Requirements table continues on second page, a new Header B is defined as follows and is placed in the second row of the table on the second page or second column if only one row exists on the second page:

[Hdr-B]: [Hrt], [HRt], [Hrt], [Hrt], "SURVEILLANCE REQUIREMENTS (continued)" [VAdv: -0.14]

[HP] If extra Tables for Instrumentation or other Sections that have tables in various formats.

Optional LCO Styles:

[Sty (Note)] Typical of (Notes) and (Rvrs-Note)

[VAdv: -0.05"], [Graphic line: Dashed Horizontal, Full 6.5", SpaceBelowLine:0.02"], [HRt], [Center on Margin], "- **NOTE** -" [HRt], "(*Text of Note¹⁵*)" [VAdv: 0.09"], [Graphic line: Dashed Horizontal, Full 6.5"], [VAdv: -0.04"]

[Sty (Action-Note)] Typical of (Action-Notes)

[VAdv: -0.05"], [Graphic line: Dashed Horizontal, Length:1.86" Horz. Pos:3.87"], [HRt], [HAdv:1.26"], "- **NOTE** -" [HRt], [Hd Left Indent], [Hd Left Indent], "(*Text of Note¹⁶*)" [HAdv:0.28"], [VAdv: 0.09"], [Graphic line: Dashed Horizontal, Length:1.86" Horz. Pos:3.87"], [VAdv: -0.04"], [HRt]

[Sty (Cond-Note)] Typical of (Cond-Notes)

[VAdv: -0.05"], [Graphic line: Dashed Horizontal, Length:1.69" Horz. Pos:1.36"], [HRt], [HAdv:1.26"], "- **NOTE** -" [HRt], [Hd Left Indent], "(*Text of Note¹⁷*)" [HAdv:0.28"], [VAdv: 0.09"], [Graphic line: Dashed Horizontal, Length:1.69" Horz. Pos:1.36"], [VAdv: -0.04"], [HRt]

[Sty (SR-Note)] Typical of (SR-Notes)

[VAdv: -0.05"], [Graphic line: Dashed Horizontal, Length:3.62" Horz. Pos:2.33"], [HRt], [HAdv:1.26"], "- **NOTE** -" [HRt], [Hd Left Indent], "(*Text of Note¹⁸*)" [VAdv: 0.09"], [Graphic line: Dashed Horizontal, Length:3.62" Horz. Pos:2.33"], [VAdv: -0.04"], [HRt]

Bases Formats

Example:

Section B 3.1, Reactivity Control Systems, B 3.1.5

¹⁵Text of note is between the style On and Off codes, not part of the style itself.

¹⁶Text of note is between the style On and Off codes, not part of the style itself.

¹⁷Text of note is between the style On and Off codes, not part of the style itself..

¹⁸Text of note is between the style On and Off codes, not part of the style itself.

Format Codes are shown in Brackets
Style names are in ()s if not in Italics which is used for other descriptive information.
Content of Style is indented.
Text is in double quotes, in Italics if descriptive of content.

[Document Style]:

[Font: Arial Regular], [Font Size: 11pt], [Line Height: 0.18"], [Header Separator: 0.18"],
[Footer Separator: 0.0"]

[Document Open Style (NewBases)]:

[Left Margin: 1"], [Right Margin:: 1"], [Top Margin: 0.5"], [Bottom Margin: 0.7"], [Justification:
Left], [Widows/Orphan Protection: On], [TabSet: (Relative): +0.79"Left]

[Header A]:

[Flush Right], "Safety Rod Insertion Limit" [HRt], [Flush Right], "B 3.1.5" [HRt]

[Footer A]:

[HRt], [HRt], "*Owners Group Initials*" [Center on Margin], "B 3.1.5 [Hyphen]" [Auto Page No],
[Flush Right], "Rev. #, *Date*"

[Footer B]:

[Graph Line: Horz, Full, 6.5" Single], [HRt], [HRt]

The Following Styles and Text are within the body of the Document:

[Style (SecBt31Hd)]:

"B 3.1 REACTIVITY CONTROL SYSTEMS" (*3 spaces between LCO number and title*)

[HRt] (*follows style code*)

B 3.1.5[Left Ind]Safety Rod Insertion Limit[HRt]

[Style (B-Backgnd)]:

[HRt], [HRt], "BASES" [HRt], [Graph Line: Horz, Full, 6.5" Double, SpAboveLine: 0.05"],
[HRt], [HRt], "BACKGROUND"
[Sty Off Code]
[Tab Set: (Rel.) every 0.333"L], [Left Margin: 2.5"], [VAdv: -0.18"], [Para Spacing: 2],
[Delay:1 (Hdr B)], [Hdr B: [HRt], [HRt], [HRt], [HRt], [HRt], [Graph Line: Horz, Full, 6.5"
Single, SpaceAboveLine: 0.5" SpaceBelowLine: 0.6"], [HRt] "BACKGROUND (continued)"]

Text of paragraphs each separated by a single [HRt] (Para spacing gives blank line)

End of text, last paragraph

[Sty (SubSectEnd)]

[Delay:1 (Hdr B)] [Hdr B End]

[HRt] (*follows style code*)

[Sty (B-ASA)]:

[Para Spacing:1], [CondEOP:7], [Graph Line: Horz, Full, 6.5"], [HRt], [HRt], [Rght Marg:6"],
"APPLICABLE SAFETY" [HAdv:-0.638"], [VAdv: 0.18"] "ANALYSES"

[Sty Off Code]

[VAdv: -0.72], [Delay:1 (Hdr B)], [Hdr B: [HRt], [HRt], [HRt], [HRt], [HRt], [Graph Line: Horz,
Full, 6.5" Single, SpaceAboveLine: 0.5" SpaceBelowLine: 0.6"], [HRt] "APPLICABLE
SAFETY ANALYSES (continued)"]

Text of paragraphs each separated by a single [HRt] (Para spacing gives blank line)

End of text, last paragraph

[Sty (SubSectEnd)]

[Delay:1 (Hdr B)] [Hdr B End]

[HRt] (*follows style code*)

[Sty (B-LCO)]: Typical of styles (B-Applic) and (B-Actions) except the latter has [CondEOP:7]

[Para Spacing:1], [CondEOP:5], [Graph Line: Horz, Full, 6.5"], [HRt], [HRt], [Rght Marg:6"],
"LCO" [HRt]

[Sty Off Code]

[VAdv: -0.18], [Delay:1 (Hdr B)], [Hdr B: [HRt], [HRt], [HRt], [HRt], [HRt], [Graph Line: Horz,
Full, 6.5" Single, SpaceAboveLine: 0.5" SpaceBelowLine: 0.6"], [HRt] "LCO (continued)"]

Text of paragraphs each separated by a single [HRt] (Para spacing gives blank line)

End of text, last paragraph

[Sty (SubSectEnd)]

[Delay:1 (Hdr B)] [Hdr B End]

[HRt] (*follows style code*)

[Sty (B-SRs)]: Typical of styles (B-Applic) and (B-Actions)

[Para Spacing:1], [CondEOP:7], [Graph Line: Horz, Full, 6.5"], [HRt], [HRt], [Rght Marg:6"],
"SURVEILLANCE REQUIREMENTS" [HRt]

[Sty Off Code]

[VAdv: -0.36], [Delay:1 (Hdr B)], [Hdr B: [HRt], [HRt], [HRt], [HRt], [HRt], [Graph Line: Horz,
Full, 6.5" Single, SpaceAboveLine: 0.5" SpaceBelowLine: 0.6"], [HRt] "SURVEILLANCE
REQUIREMENTS (continued)"]

Text of paragraphs each separated by a single [HRt] (Para spacing gives blank line)

End of text, last paragraph

[Sty (SubSectEnd)]

[Delay:1 (Hdr B)] [Hdr B End]

[HRt] (*follows style code*)

[Sty (B-Refs)]: Typical of styles (B-Applic) and (B-Actions) except the latter has [CondEOP:7]
[Para Spacing:1], [CondEOP:5], [Graph Line: Horz, Full, 6.5"], [HRt], [HRt], [Rght Marg:6"],
"REFERENCES" [HRt]
[Sty Off Code]
[VAdv: -0.18], [Delay:1 (Hdr B)], [Hdr B: [HRt], [HRt], [HRt], [HRt], [HRt], [Graph Line: Horz,
Full, 6.5" Single, SpaceAboveLine: 0.5" SpaceBelowLine: 0.6"], [HRt] "REFERENCES
(continued)"]

Text of paragraphs each separated by a single [HRt] (Para spacing gives blank line)

End of text, last paragraph

[Sty (B_End)]
[CondEOP:3]
[Sty Codes Off]
[VAdv:-0.09"], [Left Marg:1"], [Para Spacing:1], [Graph Line: Horz, Full, 6.5" Double],
[Delay:1 (Hdr B)] [Hdr B End], [Footer B End]

[HPg] (*follows style code if there is an Table or Figure following References*)

Optional Bases Styles:

[Sty (Note)] Typical of (Notes) and (Rvrs-Note)
[CondEOP:5], [VAdv: -0.09"], [Graphic line: Dashed Horizontal, Full 6.5"], [Line Break],
[Center on Margin], "- **NOTE** -" [LnBrk], "(*Text of Note*¹⁹)" [VAdv: 0.09"], [Graphic line:
Dashed Horizontal, Full 6.5"]

¹⁹Text of note is between the style On and Off codes, not part of the style itself.