

May 18, 2000

LICENSEE: Wisconsin Public Service Corporation

FACILITY: Kewaunee Nuclear Power Plant

SUBJECT: LICENSING COUNTERPART MEETING WITH THE WISCONSIN PUBLIC SERVICE CORPORATION (WPSC) REGARDING ADMINISTRATIVE SUPPORT FOR LICENSING ACTIONS

The Nuclear Regulatory Commission (NRC) staff, met with representatives from the Wisconsin Public Service Corporation (WPSC/licensee) at NRC Headquarters on April 13, 2000, to discuss and explore ways to enhance effectiveness and efficiency in processing licensing actions, particularly in the area of administrative support. Enclosure 1 lists the meeting participants. A public meeting notice for the subject meeting was issued on April 3, 2000, and a copy of the meeting notice was posted on the NRC's public internet web page.

This meeting was requested by WPSC as a follow-on to a previous licensing counterpart meeting held on March 6-8, 2000, in Hudson, Wisconsin, between the NRC staff and the representatives from a group of nuclear utilities including WPSC. The representatives from WPSC was particularly interested in better understanding the roles and duties of the Licensing Assistants in the Division of Licensing Project Management (DLPM) of Nuclear Reactor Regulation (NRR). As such, the meeting was attended by three Licensing Assistants from DLPM and a Licensing Assistant from WPSC. The meeting provided an excellent forum to discuss a wide range of administrative issues associated with processing licensing actions on both sides, the WPSC and the NRR. Enclosure 2 is a copy of the slide handout that was presented by the DLPM Licensing Assistants during the meeting.

The consensus among the meeting participants was that the meeting was beneficial in understanding the licensing action process of both organizations and, therefore better enabling each party to think of ways to help each other's process run more effectively and efficiently.

/RA/

Tae Kim, Senior Project Manager, Section 1
Project Directorate III
Division of Licensing Project Management
Office of Nuclear Reactor Regulation

Docket No. 50-305

Enclosures: 1. Attendance List
2. Slide Handouts

cc w/encls: See next page

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OFFICE	PD3-1/PM	PD3-1/LA	PD3-1/SC
NAME	TJKim <i>TJK</i>	THarris <i>y d #</i>	CCraig <i>im</i>
DATE	05/15/00	05/15/00	05/17/00

OFFICIAL RECORD COPY

MEETING SUMMARY WITH WISCONSIN PUBLIC SERVICE CORPORATION

DISTRIBUTION

PUBLIC
PD3-1 r/f

E-MAIL

J. Zwolinski/S. Black
C. Craig
TJ Kim
T. Harris
R. Bouling
C. Jamerson
R. Giardina
M. Satorious
G. Grant, RIII

DF01



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

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Tae Kim, Senior Project Manager, Section 1
Project Directorate III
Division of Licensing Project Management
Office of Nuclear Reactor Regulation

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Enclosures: 1. Attendance List
2. Slides

cc w/encls: See next page

Kewaunee Nuclear Power Plant

cc:

Foley & Lardner
ATTN: Bradley D. Jackson
One South Pinckney Street
P.O. Box 1497
Madison, WI 53701-1497

Chairman
Town of Carlton
Route 1
Kewaunee, WI 54216

Harold Reckelberg, Chairman
Kewaunee County Board
Kewaunee County Courthouse
Kewaunee, WI 54216

Attorney General
114 East, State Capitol
Madison, WI 53702

U.S. Nuclear Regulatory Commission
Resident Inspectors Office
Route #1, Box 999
Kewaunee, WI 54216

Regional Administrator - Region III
U.S. Nuclear Regulatory Commission
801 Warrenville Road
Lisle, IL 60532-4531

James D. Loock, Chief Engineer
Public Service Commission
of Wisconsin
610 N. Whitney Way
Madison, WI 53707-7854

MEETING ATTENDANCE FOR LICENSING ASSISTANT DUTIES WITH WPSC

APRIL 13, 2000

NRR

R. Bouling
C. Jamerson
T. Harris
C. Craig
R. Giardina
TJ Kim

WPSC

Jerry Riste
Deb Kudick

LICENSING ASSISTANT RESPONSIBILITIES

Ramona Bouling

LICENSING ASSISTANT RESPONSIBILITIES

Overall Role of the Licensing Assistant

- To serve as the Project Directorate contact on the agency's rules, regulations, and procedures as they relate to the licensing process.
- To assist the Project Managers in carrying out the necessary procedural and administrative tasks associated with the processing of licensing actions.

LICENSING ASSISTANT RESPONSIBILITIES

Review and Recordkeeping Responsibility - Document Types

- License/TS Amendments (including exigent/emergency)
- Orders, Exemptions, Environmental Assessments, Reliefs
- Federal Register Notices
- Proprietary Letters
- Service Lists
- Notices of enforcement discretion
- Generic letters/Safety Evaluations
- Controlled Correspondence
- Environmental Reports

LICENSING ASSISTANT RESPONSIBILITIES

License Amendment Application Review

- Completeness - Verify that all components of the application are present (O&A or acceptable alternative, NSHC, Environmental Consideration, TS pages)
- Implementation
 - Is there a specific implementation requested?
 - Is the amendment needed for startup/shutdown?
- Supplemental Letters
 - Is the supplement changing any portion of a previously noticed NSHC?
 - Was the supplement submitted under oath and affirmation or acceptable alternative?
 - Does the supplement change the TS pages?
 - Is the supplement withdrawing all or part of the original application?

LICENSING ASSISTANT RESPONSIBILITIES

License Amendment Application Review (continued)

- TS pages
 - Are all TS pages affected by the proposed amendment included with the application?
 - Are there any outstanding amendments affected by the same TS pages?
 - Are there any changes made to the TS page that are not reflected in the application?
 - Do the TS pages reflect the most current amendment as in our authority file?

LICENSING ASSISTANT RESPONSIBILITIES

Other Licensing Actions

- Orders, Exemptions, Environmental Assessments
 - Review these documents for non-technical accuracy and agreement with internal guidelines and procedures
 - Ensure these documents are published in the FEDERAL REGISTER
 - Ensure that appropriate EPA officials receive copies of EAs
- Environmental Reports
 - Ensure that effluent and radiological reports are forwarded to appropriate contacts at EPA, U.S. Fish & Wildlife Service, and NIST

LICENSING ASSISTANT RESPONSIBILITIES

Other Licensing Actions (continued)

- Federal Register Notices
 - Ensure that all documents to be published in the FEDERAL REGISTER are processed accurately
 - Verify all citations, comment periods, hearing dates, etc.
 - Communicate with appropriate offices to have corrections made to notices
 - Ensure that a copy of the notice is forwarded to the licensee

LICENSING ASSISTANT RESPONSIBILITIES

- Newspaper notices
 - Coordinate effort on emergency/exigent notices for publishing in local newspapers
- Proprietary Letters
 - Verify submittal of valid affidavit
 - Prepare and review appropriate letters related to withholding of proprietary information from public disclosure

LICENSING ASSISTANT RESPONSIBILITIES

Other Licensing Actions (continued)

- Service lists
 - Maintain all current addresses/titles for service list distribution
 - Ensure updated service lists are forwarded to NRC Regional offices