MANUAL CHAPTER 0230

MORNING REPORT

0230-01 PURPOSE

This chapter establishes the steps for regional and headquarters offices to follow in preparing input for the Morning Report. This chapter also provides guidance to minimize the reporting of duplicate or insignificant information.

0230-02 OBJECTIVE

Events at reactor and non-reactor facilities, and other events that may affect the public health and safety, must be monitored and evaluated for plant specific and generic safety implications. The Morning Report provides a mechanism for the Regions and Headquarters offices to communicate information on events and issues that may not have already been communicated by other means (i.e., preliminary notifications, event notifications, licensee event reports).

0230-03 DEFINITIONS

03.01 Significant Item. An event, problem, or piece of information that a regional or headquarters office believes does, will, or may affect the safe and secure conduct of a licensed activity.

03.02 Item of Interest. Items that the regional staff believes may be of immediate interest to headquarters management. This would include significant fitness-for-duty issues outside the scope of 10 CFR 26.73, important meetings, inspection findings that require immediate attention, senior licensee or public interest visitors in the regional office, or public interest visitors at licensee facilities.

0230-04 APPLICABILITY

All regional and headquarters office staff shall comply with the guidance in this manual chapter.

0230-05 RESPONSIBILITIES

05.01 Program Director, Operating Reactor Improvements Program (RORP), NRR. Monitors operational events at reactor and non-reactor facilities, and is the NRR focal point for coordinating the short-term assessment of operating reactor events (which include both reportable events and situations and conditions that have an adverse effect on overall plant safety and performance). Also coordinates the assignment of follow up activities that require short-term or long-term licensing, inspection, or generic actions.

05.02 Chief, Materials Safety and Inspection Branch (MSIB), IMNS, NMSS. Monitors operational events involving materials and fuel cycle activities and identifies significant operational events for briefing the Director of NMSS.

05.03 Director, Office of Nuclear Materials Safety and Safeguards. Reviews significant operational events involving materials and fuel cycle activities and determines what follow up actions are necessary to address generic issues.

05.04 Regional Administrators. Ensure that staff provides input to the Morning Report in accordance with the provisions contained herein.

0230-06 REPORT PREPARATION AND TRANSMITTAL

06.01 Each regional office and headquarters division or branch, as appropriate, should identify significant items and items of interest (see definitions 03.01 and 03.02 above), and prepare a brief summary of each item using the format provided in Exhibit 1. These summaries will be used as input into the Morning Report.

06.02 Information exempt from public disclosure should not be included in the Morning Report. The Morning Report is placed in the Public Document Room soon after being prepared. Classified, safeguards, and proprietary information are examples of information exempt from public disclosure.

06.03 Allegations should not be included in the Morning Report. However, if an allegation could affect the safety of the public, the Morning Report may include the safety information.

06.04 Regional offices should transmit their input for the Morning Report to headquarters in accordance with the existing procedures. Questions regarding these procedures should be directed to the operating experience section (OES), RORP, NRR.

06.05 If a regional office has no input for the Morning Report, then it is not necessary for the region to send the message “Region (X) has no report on (date).” If no input is entered into the system by the region, then it will be assumed there is nothing for the Morning Report.

0230-07 GUIDANCE CONCERNING MORNING REPORT INPUTS

07.01 Additional Information to Supplement NRC Operations Center Notifications. In conducting event follow up activities, the staff relies on the timely receipt of information from various sources. One such source is the Morning Report, which enables regional offices and headquarters staff to exchange information in a systematic way each day. This means of communication is particularly useful when providing additional, significant information about a reportable event. Immediate notifications to the NRC Operations Center are brief and are prepared shortly after an event, and thus may not specify the details of an event, its safety significance, or the licensee's plans for resolution. The licensee also may not know

this information at the time of the notification. Therefore, the regional offices, including resident inspectors, may need to determine what additional information would be useful.

The regional office may also use input to the Morning Reports to provide timely information to supplement information already reported by the licensee. This supplemental information would help the headquarters staff better understand what occurred during an event. It could also be used by the region to discuss specific licensee and regional office follow-up activities (referencing Management Directive 8.3 and risk insights as appropriate). Information submitted as input to the Morning Report is not a substitute for detailed evaluations which should be sent by memoranda to the appropriate headquarters office.

07.02 Regional Perspective on Safety Related or Risk Significant Items. The regional office perspective on a matter (whether it constitutes a reportable event or not) is an important part of the staff's overall information gathering capability. Consequently, the regional offices are encouraged to use their input to the Morning Report to provide their views on safety significant items that may be outside the scope of immediate notification requirements.

07.03 Event Cause and Corrective Actions Established. A reportable event is followed until an informed decision can be made regarding its safety significance. Input for the Morning Report should be made (if the staff has not already been informed) when the underlying cause of the event has been identified and the course of corrective action established, particularly when the matter may have generic implications.

07.04 Risk Significant Inspection Findings and Generic Issues. Input for the Morning Report should include significant inspection findings that are similar to those of recent reportable events. The report should also include significant findings from headquarters and regional team inspections that could have generic or site-specific safety implications.

07.05 Selected Plant Management Changes. Routine management changes at nuclear power plants should not normally be included as input to the Morning Report. However, plant management changes at facilities with significant issues, that have had recent public interest or media attention, may be of particular interest to stakeholders should be considered for inclusion in a Morning Report.

07.06 NRC Staff Visits to Plant Sites or Region Offices. In general, routine visits by regional office or headquarters individuals to a site should not be included in the input to the Morning Report. Such routine items include: attendance at Resident Inspector seminars; plant visits for routine, periodic discussions; and, enforcement conferences that do not deal with new or novel issues or circumstances. If the meeting was non-routine, or included significant issues, then it should be included in the input to the Morning Report.

07.07 Part 21 Issues. The operating experience section (OES), RORP, NRR reviews all 10CFR Part 21 reports to evaluate the safety or risk significance and generic applicability of the reported defect or noncompliance. If it is determined that the issue may be safety or risk significant or may have generic applicability, then OES will disseminate this information using an Information Notice or other generic communication. However, if OES determines that the issue has low safety or risk significance and limited generic applicability then the information may be disseminated in the Morning Report rather than a generic communication.

07.08 Avoid Duplication of Status Reports. If an event or issue has already been communicated by other documented means then it is not necessary to issue a Morning Report unless there is new, important, or updated information to provide. These other means of communication include, but are not limited to, Preliminary Notifications pursuant to MC 1120 or 10CFR reporting requirements.

END

Exhibit 1: Format for Morning Report

EXHIBIT 1

FORMAT FOR INPUT OF MORNING REPORT

MORNING REPORT (Date) MR NO: 0-00-0000

Licensee: Event Number:
Facility: Event Date:
Unit: [ ] [ ] [ ] Region:
Rx Info: Location Code:
Dockets: [ ] [ ] [ ]
Notification Date & Method:
Subject:
Contact:
( ) - ( ) - ( ) -
Description [ ]

Regional Action [ ]