



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

July 6, 1984

TO ALL NON-POWER REACTOR LICENSEES

SUBJECT: FILING OF APPLICATIONS FOR LICENSES AND AMENDMENTS
(GENERIC LETTER NO. 84-18)

We continue to experience problems with improperly filed submittals. Frequently it is necessary for the staff to contact licensees to request resubmittal of documentation in conformance with the regulations. The purpose of this letter is to remind you that 10 CFR §50.30 (copy enclosed) prescribes the requirements for proper filing of applications for licenses, amendments thereof, and related correspondence, reports and other written communications from licensees/ applicants to the Commission for nuclear facilities, including non-power reactors. Specifically, 10 CFR §50.30(a) requires that each such application and related documentation be addressed to the Director of Nuclear Reactor Regulation. In addition, to expedite delivery, mark the envelope or package ATTN: Document Control Desk. 10 CFR §50.30(b) requires that each such application or document be executed in three signed originals by the applicant or duly authorized officer thereof under oath or affirmation. 10 CFR §50.30(c) specifies the number of copies which must be submitted for each type of application or document.

Generic Letter No. 82-14, enclosed, gives further definition and guidance on our copy needs. Generic Letter No. 82-39, also enclosed, summarizes the requirements for safeguards and security information submitted under 10 CFR 73.21 and 10 CFR 2.790. An exception is that security plan changes submitted in accordance with 10 CFR 50.54(p) require that the original and four copies be sent to the cognizant Regional Administrator and one copy be sent to the Headquarters address.

Please assure that all applications and related documentation conform to the requirements of 10 CFR §50.30 and subsequent revisions thereto. Should you have any questions regarding the proper administrative procedures for making formal submittals to the NRC, please contact our Project Manager for your facility.

This letter is for information only and contains no new reporting requirements.

Sincerely,

Darrell G. Eisenhut
Darrell G. Eisenhut, Director
Division of Licensing

See Jacket

Enclosures: As stated

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PART 50 • DOMESTIC LICENSING OF PRODUCTION AND UTILIZATION FACILITIES

§ 50.30 Filing of applications for licenses; oath or affirmation.

(a) *Place of filing.* Each application for a license, including where appropriate a construction permit, or amendment thereof, and each amendment of such application, and correspondence, reports, or other written communications from the applicant to the Commission pertaining to such application, for a nuclear reactor, testing facility or other utilization facility, should be filed with the Director of Nuclear Reactor Regulation, U.S. Nuclear Regulatory Commission, Washington, D.C. 20555. Each application for a license, including where appropriate a construction permit, or amendment thereof, and each amendment of such application, and correspondence, reports, or other written communications from the applicant to the Commission pertaining to such application, for a fuel reprocessing plant or other production facility, should be filed with the Director of Nuclear Material Safety and Safeguards, U.S. Nuclear Regulatory Commission, Washington, D.C. 20555. Communications, reports, correspondence, and applications may be delivered in person at the Commission's offices at 1717 H Street NW., Washington, D.C. or at 7920 Norfolk Avenue, Bethesda, Maryland.

(b) *Oath or affirmation.* Each application for a license, including when appropriate a construction permit, or amendment thereof, and each amendment of such application should be executed in three signed originals by the applicant or duly authorized officer thereof under oath or affirmation.

(c) *Number of copies of application.*

(1) Each filing of an application for a license to construct and operate a production or utilization facility (including amendments to such applications) should include three signed originals and the following number of copies:

(i) For an application for a license for a facility described in § 50.21(b) or § 50.22, or a testing facility: Fifteen (15) copies of that portion of the application containing the information required by §§ 50.33 and 50.37 (general information) and forty (40) copies of that portion of the application containing any of the information required by §§ 50.34 and 50.34a (safety analysis report) except that sixty (60) copies shall be filed if such portion of the application is an amendment to the safety analysis report; an additional ten (10) copies of the general information and thirty (30) copies of the safety analysis report, or part thereof or amendment thereto, shall be retained by the applicant for distribution in accordance with the written instructions of the Director of Nuclear

Reactor Regulation or Director of Nuclear Material Safety and Safeguards, as appropriate. The Director of Nuclear Reactor Regulation or Director of Nuclear Material Safety and Safeguards may request additional copies of applications and the safety analysis report where the design is of a unique nature or for applications submitted pursuant to this Part 50, Appendices M, N, and O.

(ii) For an application for an amendment to a license for a facility described in § 50.21(b) or 50.22, or a testing facility: Nineteen (19) copies of that portion of the application containing the information required by § 50.33 (general information) and 40 copies of that portion of the application containing the information required by §§ 50.34 and 50.34a (safety analysis report);

(iii) For an application for a license for any other facility, or an amendment to a license for such facility: Nineteen (19) copies of that portion of the application containing the information required by §§ 50.33 and 50.37 (general information) and that portion of the application containing the information required by §§ 50.34 and 50.34a (safety analysis report);

(iv) For an application for a license for a production or utilization facility: Forty-one (41) copies of any applicant's environmental report required by Part 51 of this chapter.

(2) With respect to an application for a license described in paragraph (c)(1)(i) of this section, the applicant shall, upon notification by the atomic safety and licensing board appointed to conduct the public hearing required by the Atomic Energy Act for the issuance of a construction permit, update the application and serve such updated copies of the application or parts thereof, eliminating all superseded information, together with an index of the updated application, as directed by the atomic safety and licensing board. In addition, at that time the applicant shall serve one such copy on the Atomic Safety and Licensing Appeal Panel. Further, at the time the application is offered into evidence at the public hearing on the application, the applicant shall provide sufficient updated copies so that one may be served by the Office of the Secretary on the Atomic Safety and Licensing Appeal Panel. Any subsequent amendments to the application shall be served on those served copies of the application, and three signed originals and the specified number of copies of such amendments shall be filed with the Director of Nuclear Reactor Regulation

PART 50 • DOMESTIC LICENSING OF PRODUCTION AND UTILIZATION FACILITIES

or Director of Nuclear Material Safety and Safeguards, as appropriate as provided in paragraph (c)(1)(i) of this section. At the time of filing of such an application, one copy shall be made available in an appropriate office near the site of the proposed facility for inspection by the public and updated as amendments to the application prior to the public hearing may be made. This updated copy shall be produced at the public hearing for the use of any other parties to the proceeding. The applicant shall certify that the updated copies of the application contain the current contents of the application submitted in accordance with the requirements of this part. The applicant shall also update and serve copies of the application and make available a copy of such updated application in an appropriate office near the site of the facility for inspection by the public at such time as the Commission may issue a notice of public hearing concerning the issuance of an operating license.

(3) The copies required by paragraphs (b) and (c) (1) and (2) of this section need not be filed until that part of the application has been assigned a docket number or docketed pursuant to § 2.101(a) of this chapter. The following number of copies shall be filed to enable the Director of Nuclear Reactor Regulation or Director of Nuclear Material Safety and Safeguards, as appropriate, to determine whether the application is sufficiently complete to permit the assignment of a docket number or docketing as appropriate.

(i) Fifteen (15) copies of that portion of the application containing any of the information required by §§ 50.34 and 50.34a (safety analysis report);

(ii) Ten (10) copies of that portion of the application containing the general information required by § 50.33; and

(iii) Twenty (20) copies of any environmental report required by Part 51 of this chapter.

(d) *Application for operating licenses.* The holder of a construction permit for a production or utilization facility shall, at the time of submission of the final safety analysis report, file an application for an operating license or an amendment to an application for a license to construct and operate a production or utilization facility for the issuance of an operating license, as appropriate. The application or amendment shall state the name of the applicant, the name, location and power level, if any, of the facility and the time when the facility is expected to be ready for operation, and may incorporate by reference any pertinent information submitted in accordance with § 50.33 with the application for a construction permit.

(e) *Filing fees.* Each application for a production or utilization facility license, including, whenever appropriate, a construction permit, other than a license exempted from Part 170 of this chapter, shall be accompanied by the fee prescribed in Part 170 of this chapter. No fee will be required to accompany an application for renewal, amendment or termination of a construction permit or operating license, except as provided in § 170.21 of this chapter.

(f) *Environmental report.* An application for a construction permit or an operating license for a nuclear power reactor, testing facility, fuel reprocessing plant, or such other production or utilization facility whose construction or operation may be determined by the Commission to have a significant impact on the environment shall be accompanied by any Environmental Report required pursuant to Part 51.



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

ENCLOSURE 2

AUG 13 1982

TO ALL REACTOR LICENSEES, HOLDERS OF CONSTRUCTION PERMITS AND APPLICANTS

SUBJECT: SUBMITTAL OF DOCUMENTS TO THE NUCLEAR REGULATORY COMMISSION
(Generic Letter No. 82-14)

In recent months the volume of document submittals to the NRC, combined with confusion relating to copy requirements and submittal methods, has caused delays in document processing.

To ensure expeditious processing of formal submittals, please comply with the requirements set forth in 10 CFR Chapter I. Informal advance submittals may be made, however, with the agreement of the NRC Project Manager. Informal submittals must be labelled "Addressee Only" and are not considered part of the formal submittal.

Enclosure 1 summarizes the above requirements, and identifies our other copy needs not prescribed in the regulations. Alternatives for meeting these requirements, such as submittal of microforms, are described in Enclosure 2.

Should you have any questions regarding the proper administrative procedures for making formal submittals or reports to NRC, please contact your Project Manager.

Sincerely,

A handwritten signature in dark ink, appearing to read "Darrell G. Eisenhut".

Darrell G. Eisenhut, Director
Division of Licensing
Office of Nuclear Reactor Regulation

Enclosures:
As Stated

cc: w/encls:
Service Lists

SUBMITTALS OF COPIES OF DOCUMENTS
FOR NUCLEAR REACTORS

<u>A. Power and Test Facilities</u>	<u>Minimum Copies for NRC^{1/}</u>
1. Information required by Attorney General for Antitrust Review	20
2. <u>Tendered</u> application for Construction Permit and approval of Preliminary Standard Design and Early Review of Site Suitability Issues	
General Information	10
Environmental Report	20
50.34 Technical Information	15
3. <u>Accepted</u> application for Construction Permit and approval of Preliminary Standard Design and Early Review of Site Suitability Issues	
General Information	15
Environmental Report and Amendments	41
50.34 Technical Information	40
PSAR Amendments	60
4. <u>Tendered</u> Application for License and approval of Final Standard Design	
General Information	10
Environmental Report	20
50.34 Technical Information	15
5. <u>Accepted</u> Application for License and approval of Final Standard Design	
General Information	15
Environmental Report and Amendments	41
50.34 Technical Information	40
FSAR Amendments	60
Emergency Plan and Amendments	13*
6. Application for amendment of License or Construction Permit	
General Information	19
Safety Analysis Information	40

*Includes three copies to be sent directly to Regional Administrator

7. Application for transfer of Construction Permit or License (50.80) Reference item 5 above
8. For copies not specified in NRC Regulations, Reg. Guide 10.1, or the licenses, 40 copies are needed (e.g., Applications for Termination of License, Responses to Request for Additional Information, Responses to Generic Letters, and Responses to Orders), except for the following:

Safeguards Contingency Plan	6
Physical Security Plan	6
Guard Training and Qualification Plan	6

B. Nonpower Facilities

Copies for NRC

Applications for Construction Permit or Operating License

General Information and Amendments	19
50.34 Technical Information (OL) and Amendments	19

1/ Copy requirements are in addition to the three signed originals, if applicable.

Unless otherwise specified, all submittals should be addressed to the Office of Director as designated, ATTN: Document Control Desk, U. S. Nuclear Regulatory Commission, Washington, D. C. 20555.

Submittals may be delivered in person at the NRC's offices at 1717 H Street N. W., Washington, D. C., or at 7920 Norfolk Avenue, Bethesda, Maryland, between the hours of 8:15 a.m. and 5:00 p.m.

All copies required should be provided in a single submittal. Multiple package shipments should be numbered sequentially within sets with the package containing the signed original(s) clearly designated.

ALTERNATIVES FOR SUBMITTAL OF HARD COPIES

- (a) Copy Requirements - Submittal requirements may be met by the following :
- (1) For documents other than drawings, maps or photographs, if fewer than ten copies are required (i.e., reports as noted in Regulatory Guide 10.1, Revision 4), one signed original and one master microfiche may be submitted. The Document Control Desk should always receive any microfiche submitted.
 - (2) For documents other than drawings, maps or photographs, if more than forty copies are required, one master microfiche may be submitted in lieu of paper copies in excess of forty.
 - (3) Copy requirements for computer output may be met by submitting one hard copy and one master microfiche.
 - (4) Copy requirements for large (larger than 11 x 17) engineering drawings or maps may be met by submitting four hard copies and one master aperture card assuming no information is lost (e.g., color codes, etc.).
 - (5) All requirements may be met by the submission of all the required hard copies.
- (b) Microform Specifications - Microfiche and aperture cards, if used for submittal purposes, should conform to the following specifications:
- (1) Microfiche
 - (i) Microfiche containing source documentation should conform to the NMA Type 1 format (ANSI/NMA MS.5) consisting of 98 frames arranged in 7 rows and 14 columns.
 - (ii) The reduction ratio should be 24:1 for all microfiche.
 - (iii) The microfiche should be standard 148mm x 105mm.
 - (iv) The microfiche should be silver-halide master placed in individual acid free envelope.
 - (v) The microfiche should be titled in the following manner: the first line should contain, from left to right, the NRC Docket number, Report Name, Revision level and date. The second line should contain, from left to right, the original document date, report name (cont.), and fiche sequence (e.g., 01 of 09). Three or four lines may be used for title information as necessary.

- (vi) Title information should be eye readable on a clear background.
 - (vii) The submittal of microfiche containing proprietary material should be coordinated with the Document Management Branch, Division of Technical Information and Document Control, U. S. Nuclear Regulatory Commission, 20555 to set format and procedures for submittal.
 - (viii) Foldouts, if any, should be segmented and filmed in logical order.
 - (ix) The first frame should be blank, and the second frame should contain the resolution target (NBS 1010A.)
- (2) Aperture Cards - Engineering drawings and/or maps should be submitted in accordance with Military Specifications Mil-C-9877B and Mil-C-9949.
- (i) The following reduction ratios should be used in the production of 35mm aperture cards:
 - Up to and including 610mm x 457mm (24" x 18") (C or A2 size) should be filmed at a ratio of 16:1.
 - Over 610mm x 457mm and up to 914mm x 610mm (36" x 24") (D or A1 size) should be filmed at a ratio of 24:1.
 - Over 914mm x 610mm and up to 1,219mm x 914mm (48" x 36") (E or A0 size) should be filmed at a ratio of 30:1.
 - Over 1,219mm x 914mm (to be filmed in sections according to NMA-MS110) should be filmed at a ratio of 30:1.
 - (ii) The aperture card should be a silver-halide original.
 - (iii) Title information should be placed at the top of the card and contain, left to right, docket number, drawing identifier, drawing number, drawing date and/or revision.



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

11/20 22 1980

TO ALL REACTOR LICENSEES, CONSTRUCTION PERMIT HOLDERS AND
APPLICANTS FOR CONSTRUCTION PERMITS

SUBJECT: PROBLEMS WITH THE SUBMITTALS OF 10 CFR 73.21 SAFEGUARDS
INFORMATION FOR LICENSING REVIEW (GENERIC LETTER NO. 82-39)

Recent experience with submittals of safeguards information has indicated a number of docketing and distribution problems which create unnecessary delays in the processing of the information and make maintaining proper records of such correspondence very cumbersome. Therefore, it is requested that upon receipt of this letter, you follow the actions described below for all future transmittals involving safeguards information.

- (1) In order to be properly docketed, the letter transmitting safeguards information must itself not contain safeguards information; the safeguards information must be provided in an attachment.
- (2) The transmittal letter must be clearly marked "Safeguards Information" and must contain the following wording at the side or bottom of the page: "When separated from Enclosures, Handle this Document as Decontrolled". This marking will allow the transmittal letter to be entered into NRC's Document Control System, thereby, assuring that a proper record is established.
- (3) NRC's Records Services Branch is no longer authorized to reproduce safeguards information and, therefore, cannot process those submittals lacking the required number of copies. Therefore, six (6) copies of safeguards information should be submitted.
- (4) In order to assure proper docketing and compliance with the requirements of 10 CFR 73.21, safeguards information should be addressed to the Director, Office of Nuclear Reactor Regulation, Attention: Document Control Desk, U. S. Nuclear Regulatory Commission, Washington, D. C. 20555.

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Should you have any questions regarding the submittal of safeguards information to the Office of Nuclear Reactor Regulation, please contact Eugene W. McPeck at (301) 492-4782.

Sincerely,

A handwritten signature in black ink, appearing to read "Darrell G. Eisenhut". The signature is written in a cursive style with a large initial "D".

Darrell G. Eisenhut, Director
Division of Licensing
Office of Nuclear Reactor Regulation