



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

AUG 03 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", is written over the typed name.

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

Enclosures:  
As Stated

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Service Lists

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SUBMITTALS OF COPIES OF DOCUMENTS  
FOR NUCLEAR REACTORS

A. Power and Test FacilitiesMinimum Copies for NRC<sup>1/</sup>

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.	<u>Nonpower Facilities</u>	<u>Copies for NRC</u>
	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.

AUG 0 9 1982

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(Generic Letter No. 82-14 )

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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,

Original signed by  
Darrell G. EisenhowerDarrell G. Eisenhower, Director  
Division of Licensing  
Office of Nuclear Reactor Regulation8208090194 820809  
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of Encl. 1.

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See notes on pg. 1 &amp; 2 of Encl. 1

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In recent months the volume of mail the NRC receives, combined with confusion relating to copy requirements and methods for making submittals to the NRC, is resulting in processing delays.

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

As indicated above, 10 CFR Chapter I sets forth requirements for making formal submittals to the NRC. Our guidelines for these requirements are listed in Enclosure 1. Enclosure 1 also identifies other NRC copy needs that are not set forth in NRC regulations. Those submittals that are to satisfy reporting requirements are compiled in Regulatory Guide 10.1 (Rev. 4). Enclosure 2 gives our guidelines for meeting some copy requirements.

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

Sincerely,

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

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

As indicated above, 10 CFR Chapter I sets forth requirements for making formal submittals to the NRC. A summary of these requirements, applicable to nuclear reactors, is listed in Enclosure 1. Enclosure 1 also identifies other NRC copy needs that are not set forth in NRC regulations. Those submittals that are to satisfy reporting requirements are compiled in Regulatory Guide 10.1 (Rev. 4). Enclosure 2 is a listing of suggestions for submitting documents which would help us to quickly process your submittals. Enclosure 3 gives alternatives for meeting some copy requirements.

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