

June 02/20/04 received



MEMORANDUM TO: John A. Grobe, Chairman  
Davis-Besse Oversight Panel  
Region III

FROM: Anthony J. Mendiola, Chief, Section 2  
Project Directorate III  
Davis-Besse Communication Plan (Team Manager)

SUBJECT: DAVIS-BESSE NUCLEAR POWER STATION, INSPECTION MANUAL  
CHAPTER (IMC) 0350 OVERSIGHT PANEL COMMUNICATION PLAN

In accordance with the subject Davis-Besse Communication Plan, and per the Davis-Besse IMC 0350 Panel Process Plan Item B.4.3.e, the "Communication Team" has dispositioned approximately 250 communication items from external Nuclear Regulatory Commission (NRC) stakeholders in the form of letters, E-mails, and phone calls. As of the completion of the 0350 meeting on February 12, 2004, there are 28 open correspondence items remaining on the Communication Plans tracking database. The Communication Team has reviewed these open items and determined that none of the questions or comments raised in these correspondence constitute a new safety issue that needs to be addressed prior to a potential Davis-Besse Restart.

In addition, the team has reasonable assurance that all external and third party correspondence associated with the Davis-Besse extended shutdown has been dispositioned in accordance with the Davis-Besse Communication Plan due to processes performed in the attached "Davis-Besse Communication Plan Process List."

Attachment: David-Besse-Communication Plan Process

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AMendiola  
JShea  
THarris  
JStang  
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## DB-Communication Plan Processes

- Development of a matrix that tracks 3<sup>rd</sup> party communications until they are finally dispositioned. (Complete)
- Assembled a team with the knowledge, background and skills necessary to address the concerns that are being raised. (Complete)
- Merge old databases with the matrix in order to have a universal depository of Davis-Besse 3<sup>rd</sup> party communications. (Complete)
- Setup of an e-mail account for members of the staff to forward e-mails or let the team know of an existing communication that requires the team's involvement. (Complete)
- Weekly meetings to discuss the disposition of e-mails received in the e-mail account as well as new communications received by other means such as letters. (In-Process)
- Development of rules to disposition the issues. (Complete)
- Updated matrix and meeting summaries sent to the members of the team for information, completeness and accuracy. (In-Process Weekly)
- Follow up of the issues with the person working on the response until the formal response was sent. (In-Process)
- Document the formal response in the matrix in order to close the issue. (In-Process)
- Hard copies of e-mails sent by the region were reviewed by Headquarters and the ones that weren't in the matrix were scanned and sent to the e-mail account for disposition. (Complete)
- Development of a message that was sent in the Nuclear Reactor Regulation (NRR) "Have I Got News For You" explaining the purpose of the Davis-Besse Communication Team and asking the staff to forward any communication related to Davis-Besse to the team. (Complete October 28<sup>th</sup> Edition of "Have I Got News for You")
- Other office's directors including the Region III forwarded the message to members of their staff. (E-Mail sent to Region III staff on 11/26/03 / e-mail to NRR Managers on 12/09/03)
- Uniquely identify each e-mail that can be traced to the Matrix and the Disposition summaries. (In-Process)
- Incoming e-mails sent to ADAMS. (In-Process)
- Response e-mails sent to ADAMS. (In-Process)
- DB-Communication Notebook established with Hard copies of the DB-Comm plan, meeting summaries, disposition notes, e-mails and the DB-Comm Matrix. (Complete)

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