



REACTOR FACILITY

July 12, 2004

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U.S. Nuclear Regulatory Commission
ATTN: Dan Hughes
Mail Stop O12-G13
Washington, DC 20555-0001

Mr. Hughes,

Twice in the past year at the Reed Reactor Facility there was a failure to complete a Shutdown Checklist according to the Standard Operating Procedures. SOP-5 requires the Shutdown Checklist to be completed before midnight on any day that the reactor is operated. On one occasion in the last year the Shutdown Checklist was not completed due to a scheduling oversight. It was completed on the morning of the next business day. On the second occasion the operators who were scheduled to perform the checklist failed to attend. Another operator realized the mistake and arrived at the reactor to complete the checklist, but by then it was after midnight.

This is only a deviation from the Standard Operating Procedures; the time limit is not in our License or Technical Specifications.

We have revised our scheduling program to minimize the chances of a reoccurrence of this event.

Please contact me with any questions.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on July 13, 2004.

Stephen G. Frantz
Reactor Director

c: Craig Bassett
US NRC
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