

November 29, 2004

Mr. T. Palmisano
Site Vice President
Monticello Nuclear Generating Plant
Nuclear Management Company, LLC
2807 West County Road 75
Monticello, MN 55362-9637

SUBJECT: REQUALIFICATION PROGRAM INSPECTION

Dear Mr. Palmisano:

In a telephone conversation on November 22, 2004, Mr. M. Carey, General Supervisor Operations Training, and Mr. M. Bielby, Region III Inspector, made arrangements for the NRC to inspect the licensed operator requalification program at the Monticello Nuclear Generating Plant. The inspection is planned for the week of January 24, 2005, which coincides with your regularly scheduled requalification examination cycle. The staff at your facility should prepare and conduct the requalification examinations in accordance with your NRC-approved requalification program.

In accordance with 10 CFR 55.59(c), the NRC may request facility licensees to submit their biennial comprehensive requalification written examinations or annual operating tests as necessary to support the NRC's inspection program needs. In order for the NRC to adequately prepare for this inspection, please furnish the written examinations and operating tests scheduled for the week of the inspection to the NRC by January 10, 2005. Additionally, to facilitate the efficient conduct of this inspection, please have available onsite for review, the documents listed in the enclosure. Mr. Carey has been advised of this request and provided with the name and address of the NRC lead inspector assigned to this inspection.

This letter contains information collections that are subject to the *Paperwork Reduction Act of 1995* (44 U.S.C. 3501 et seq.). These information collections were approved by the Office of Management and Budget, approval number 3150-0018, which expires on June 30, 2006.

The public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments on any aspect of this collection of information, including suggestions for reducing the burden, to the Information and Records Management Branch (T-6 F33), U.S. Nuclear Regulatory Commission, Washington, D.C. 20555-0001, or by Internet electronic mail at BJS1@NRC.GOV; and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0018), Office of Management and Budget, Washington, D.C. 20503-0001.

The NRC may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

In accordance with 10 CFR 2.390 of the NRC's "Rules of Practice," a copy of this letter will be available electronically for public inspection in the NRC Public Document Room or from the Publicly Available Records (PARS) component of NRC's document system (ADAMS). ADAMS is accessible from the NRC Web site at <http://www.nrc.gov/reading-rm/adams.html> (the Public Electronic Reading Room).

Thank you for your cooperation in this matter. If you have any questions regarding this inspection, please contact M. Bielby at 630-829-9762, or me at 630-829-9631.

Sincerely,

/RA/

Roger D. Lanksbury, Chief
Operations Branch
Division of Reactor Safety

Docket No. 50-263
License No. DPR-22

Enclosure: Documentation Requested to be Available
Onsite During the Inspection Week

cc w/encl: J. Cowan, Executive Vice President
and Chief Nuclear Officer
Manager, Regulatory Affairs
J. Rogoff, Vice President, Counsel, and Secretary
Nuclear Asset Manager, Xcel Energy, Inc.
Commissioner, Minnesota Department of Health
R. Nelson, President
Minnesota Environmental Control Citizens
Association (MECCA)
Commissioner, Minnesota Pollution Control Agency
D. Gruber, Auditor/Treasurer,
Wright County Government Center
Commissioner, Minnesota Department of Commerce
Manager - Environmental Protection Division
Minnesota Attorney General's Office
S. L. Halbert, Training Department

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M. A. Bies, DRS

DOCUMENTATION REQUESTED TO BE AVAILABLE ONSITE
DURING THE INSPECTION WEEK

- Training and Operations organization chart and site phone book
- Technical Specifications/License Operator Requalification Training (LORT) program procedures/Conduct of Operations administrative procedures
- Current cycle crew and individual examination evaluations for weeks prior to the exam week inspection
- Sample Plan (Master List) for this year's annual examination and how derived
- The 24-month training plan for the training current cycle
- Attendance records for LORT
- Applicants pass/fail results for written exams, individual operating tests and simulator operating tests for each requalification cycle
- Records related to remediation of recent annual exam failures, and any past failures over the last two years
- Complete Annual Exam Schedule illustrating operating and staff crews: names, positions, dates, and times for exam administration
- LORT related condition reports written in the last year
- Reports related to NRC performance indicators - e.g., safety system failures, transients, scrams, risk important scrams
- The last QA audit that evaluated your requalification program
- Any operations and LORT self-assessments done during the two year training cycle
- Operator, instructor, management feedback during the two year training cycle
- Curriculum review committee meeting minutes for past training year
- Proficiency watch list for active/reactivated licenses, including procedure for how you keep track of proficiency watches and license restrictions
- Access to complete licensed operator medical records
- Lesson plan(s) addressing: Plant Events/LERs/SOERs/Mods/Lessons Learned
- Applicable ANSI 3.5 Standard for simulator fidelity

- Simulator evaluations for any EOP operator response time(s) based on UFSAR time limits performed during the two year cycle (e.g., SGTR...)
- Simulator open items list and performance indicators
- Simulator management and configuration control procedure(s)
- List of open simulator discrepancies
- List of closed simulator discrepancies for the last 12 months.
- Simulator performance tests: Transient, Malfunction, Core Performance, Normal Plant Evolution, Operator Conducted Surveillance...including applicable plots/trends