

**EXHIBIT 4**  
**SAMPLE COVER LETTERS**

**SAMPLE COVER LETTER NO.1**  
**(No NRC-ID or Self-Revealing Findings w/ or w/o Licensee-Identified Violations)**

October XX, 2004

Mr. Robert Browning  
Vice President, Nuclear  
Dirojac Electric Station  
10 Fourth Street  
Fridge, North Dakota

SUBJECT:           DIROJAC ELECTRIC STATION - NRC INTEGRATED  
                      INSPECTION REPORT 05000998/2002007 AND  
                      05000999/2002007 ***(Note: Use formal plant name, inspection  
                      type, and docket # format per IMC 0306.)***

Dear Mr. Browning:

***(Select one of the following opening paragraphs as appropriate for the type of inspection.)***

***(Integrated or Baseline Inspection)***

[On *(date inspection was completed)*, the U.S. Nuclear Regulatory Commission (NRC) completed an inspection at your Dirojac Electric Station Units 1 and 2. The enclosed inspection report documents the inspection results, which were discussed on *(date)*, with *(name of principal manager who attended final exit)* and other members of your staff.]

***(AIT or Special Inspection)***

[On *(date inspection was completed)*, the U.S. Nuclear Regulatory Commission (NRC) completed a *(specify type of inspection: special / augmented)* inspection at your Dirojac Electric Station Units 1 and 2. *(Insert brief description of the issue and discuss the Management Directive 8.3 criteria that prompted the inspection.)*

The enclosed inspection report documents the inspection results, which were discussed at the exit meeting on *(date)*, with *(name of principal manager who attended final exit)* and other members of your staff. The determination that the inspection would be conducted was made by the NRC on *(date decision was made)* and the inspection started on *(date inspection started)*.]

***(Supplemental Inspection)***

[On *(date inspection was completed)*, the U.S. Nuclear Regulatory Commission (NRC) completed a supplemental inspection pursuant to Inspection Procedure 9500x at your Dirojac Electric Station Units 1 and 2. *(Insert brief description of the issue that prompted the inspection.)* The enclosed inspection report documents the inspection results, which were

discussed at the exit meeting on (date), with (name of principal manager who attended final exit) and other members of your staff. The NRC was informed of your readiness for the inspection on (date NRC was informed).]

**(ALL)**

The inspection(s) examined activities conducted under your license as they relate to safety and compliance with the Commission's rules and regulations and with the conditions of your license. The inspectors reviewed selected procedures and records, observed activities, and interviewed personnel.

Based on the results of this inspection, no findings of significance were identified. *(Note: include the following paragraphs when there are licensee-identified violations in the inspection report.)* However, (a) licensee-identified violation(s) which was/were determined to be of very low safety significance is/are listed in this report. NRC is treating this/these violation(s) as non-cited violation(s) (NCV(s)) consistent with Section VI.A.1 of the NRC Enforcement Policy because of the very low safety significance of the violation(s) and because it is/they are entered into your corrective action program. If you contest this/these non-cited violation(s), you should provide a response within 30 days of the date of this inspection report, with the basis for your denial, to the Nuclear Regulatory Commission, ATTN.: Document Control Desk, Washington DC 20555-0001; with copies to the Regional Administrator, Region X; the Director, Office of Enforcement, United States Nuclear Regulatory Commission, Washington, DC 20555-0001; and the NRC Resident Inspector at the Dirojac Electric Station.

In accordance with 10 CFR 2.390 of the NRC's "Rules of Practice," a copy of this letter, its enclosure, and your response (if any) 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 Website at <http://www.nrc.gov/reading-rm/adams.html> (the Public Electronic Reading Room). **(Note: Use latest web address; always verify it works and update if needed.)**

Sincerely,

John J. Smith, Chief  
Reactor Projects Branch 4  
Division of Reactor Projects

Docket Nos.: 50-998, 50-999  
License Nos: NPF-01, NPF-02

Enclosure: Inspection Report 05000998/2002007 and 05000999/2002007  
w/ Attachment: Supplemental Information

cc w/ encl: **(Note: Use normal distribution list.)**

**SAMPLE COVER LETTER NO. 2**  
**(Associated with the EXAMPLE INSPECTION REPORT - [NRC-ID and Self-Revealing Findings and NCVs, and Licensee-Identified Violations])**

October xx, 2004

EA-02-123 **(Note: Include only if associated with any item in the report.)**

Mr. Robert Browning  
Vice President, Nuclear  
Dirojac Electric Station  
10 Fourth Street  
Fridge, North Dakota

SUBJECT: DIROJAC ELECTRIC STATION - NRC INTEGRATED INSPECTION REPORT 05000998/2002007 AND 05000999/2002007 **(Note: Order - plant, type of inspection, report number. Use official plant name and regular docket number.)**

Dear Mr. Browning:

**(Select one of the following opening paragraphs as appropriate for the type of inspection.)**

***(Integrated or Baseline Inspection)***

[On *(date inspection was completed)*, the U.S. Nuclear Regulatory Commission (NRC) completed an inspection at your Dirojac Electric Station Units 1 and 2. The enclosed inspection report documents the inspection results, which were discussed on *(date)*, with *(name of principal manager who attended final exit)* and other members of your staff. ]

***(AIT or Special Inspection)***

[On *(date inspection was completed)*, the U.S. Nuclear Regulatory Commission (NRC) completed a *(specify type of inspection: special / augmented)* inspection at your Dirojac Electric Station Units 1 and 2. *(Insert brief description of the issue and discuss the Management Directive 8.3 criteria that prompted the inspection.)*

The enclosed inspection report documents the inspection results, which were discussed at the exit meeting on *(date)*, with *(name of principal manager who attended final exit)* and other members of your staff. The determination that the inspection would be conducted was made by the NRC on *(date decision was made)* and the inspection started on *(date inspection started)*.]

***(Supplemental Inspection)***

[On *(date inspection was completed)*, the U.S. Nuclear Regulatory Commission (NRC) completed a supplemental inspection pursuant to Inspection Procedure 9500x at your Derojac Electric Station Units 1 and 2. *(Insert brief description of the issue that prompted the inspection.)* The enclosed inspection report documents the inspection results, which were discussed at the exit meeting on *(date)*, with *(name of principal manager who attended final exit)* and other members of your staff. The NRC was informed of your readiness for the inspection on *(date NRC was informed)*.]

***(ALL)***

The inspection examined activities conducted under your license as they relate to safety and compliance with the Commission's rules and regulations and with the conditions of your license. The inspectors reviewed selected procedures and records, observed activities, and interviewed personnel.

***(Note: If Green findings are identified, only state the number of Green findings with no elaboration. Include the following statement: "There were [the number] findings of very low safety significance (Green) identified in the report.")***

This report documents one finding concerning obstruction of some fire suppression sprinklers in the component cooling water pump room. This finding has potential safety significance greater than very low safety significance. The finding initially presented an immediate safety concern. However, compensatory measures are in place while long-term corrective measures are being implemented. ***(Note: For potentially greater than green findings, clearly state whether the finding did or did not present an immediate safety concern. If it did, state either that safety concern was resolved or whether the licensee established compensatory measures which are in place while licensee long term corrective measures are being implemented. It should be clear in the report text that, with the compensatory corrective actions in place, the immediate safety hazard no longer exists.)***

In addition, the report documents two NRC-identified findings and two self-revealing findings of very low safety significance (Green). Three of these findings were determined to involve violations of NRC requirements. ***(Note: No elaboration on green findings.) (Note: Include the following sentence only for licensee-identified violations.)*** Additionally, (a) licensee-identified violation(s) which was/were determined to be of very low safety significance is/are listed in this report. However, because of the very low safety significance and because (it is/they are) entered into your corrective action program, the NRC is treating the/these finding(s) as non-cited violation(s) (NCV(s)) consistent with Section VI.A.1 of the NRC Enforcement Policy. If you contest any NCV in this report, you should provide a response within 30 days of the date of this inspection report, with the basis for your denial, to the Nuclear Regulatory Commission, ATTN.: Document Control Desk, Washington DC 20555-0001; with copies to the Regional Administrator, Region X; the Director, Office of Enforcement, United States Nuclear Regulatory Commission, Washington, DC 20555-0001; and the NRC Resident Inspector at Derojac.

In accordance with 10 CFR 2.390 of the NRC's "Rules of Practice," a copy of this letter, its enclosure, and your response (if any) 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 Website at <http://www.nrc.gov/reading-erm/adams.html> (the Public Electronic Reading Room). **(Note: Use latest web address; always verify it works and update if needed.)**

Sincerely,

John J. Smith, Chief  
Reactor Projects Branch 4  
Division of Reactor Projects

Docket Nos.: 50-998, 50-999  
License Nos: NPF-01, NPF-02

Enclosure: Inspection Report 05000998/2002007 and 05000999/2002007  
w/ Attachment: Supplemental Information

cc w/ encl: **(Note: Use normal distribution list.)**

**SAMPLE COVER LETTER NO. 3**  
**(Security Inspection Report Cover Letter With and Without Findings)**

**OFFICIAL USE ONLY – SECURITY-RELATED INFORMATION**

*(Note: The cover letter will be marked iaw MD 12.6 for the highest level of controlled information in the inspection report. Additionally, add the following statement above the footer on the first page of the transmittal document if SUNSI information is in the report: "Enclosure(s) transmitted herewith contain(s) SUNSI. When separated from enclosure(s), this transmittal document is decontrolled." These markings will be lined out on publicly available document.)*

October xx, 2006

EA-02-123 **(Note: Include only if associated with any item in the report.)**

Mr. Robert Browning  
Vice President, Nuclear  
Dirojac Electric Station  
10 Fourth Street  
Fridge, North Dakota

SUBJECT: DIROJAC ELECTRIC STATION - NRC SECURITY INSPECTION REPORT 05000998/2002007 AND 05000999/2002007 **(Note: Order – plant, type of inspection, report number. Use official plant name and full docket number.) (The words "NOTICE OF VIOLATION" ("EXERCISE OF ENFORCEMENT DISCRETION" OR "NOTICE OF DEVIATION," etc.) must be included if an enforcement action accompanies the inspection report.)**

Dear Mr. Browning:

**(Baseline inspection)**

[On (date inspection was completed), the U.S. Nuclear Regulatory Commission (NRC) completed a security baseline inspection at your Dirojac Electric Station Units 1 and 2. The inspection covered one or more of the key attributes of the security cornerstone of the NRC's Reactor Oversight Process. The enclosed inspection report documents the inspection results, which were discussed on (date), with (name of principal manager who attended final exit) and other members of your staff.]

**(Supplemental inspection)**

[On (date inspection was completed), the U.S. Nuclear Regulatory Commission (NRC) completed a supplemental inspection pursuant to Inspection Procedure 9500x at your Dirojac Electric Station Units 1 and 2 to follow up on previous security inspection findings. The enclosed inspection report documents the inspection results, which were discussed at the exit meeting on (date), with (name of principal manager who attended final exit) and other members of your staff. The NRC was informed of your readiness for the inspection on (date NRC was informed).]

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**OFFICIAL USE ONLY – SECURITY-RELATED INFORMATION**

***(All Inspections)***

The inspection examined activities conducted under your license as they relate to security and compliance with the Commission's rules and regulations and with the conditions of your license. The (inspector/inspectors) reviewed selected procedures and records, observed activities, and interviewed personnel.

***(If no findings)***

[No findings of significance were identified.]

***(If only SDP Green findings)***

[This report documents *(no.)* findings of very low security significance (i.e., Green as determined by the Physical Protection Significance Determination Process). The (deficiency was/deficiencies were) promptly corrected or compensated for, and the plant was in compliance with applicable physical protection and security requirements within the scope of this inspection before the (inspector/inspectors) left the site. **(If applicable, add the following sentence.)** [The finding had a cross-cutting aspect in the area of *(Problem Identification and Resolution|Human Performance|Safety Conscious Work Environment)* because *(use the words and phrases from the cross-cutting aspect text in IMC 0305, section 0607.c)*]. *(Note: Include the following sentence only for licensee-identified violations.)* Additionally, (a) licensee-identified violation(s) which was/were determined to be of very low safety significance is/are listed in this report. However, because of the very low safety significance and because (it is/they are) entered into your corrective action program, the NRC is treating (this violation/these violations) as non-cited violation(s) (NCVs) consistent with Section VI.A.1 of the NRC Enforcement Policy. If you contest (this/these) non-cited violation(s), you should provide a response within 30 days of the date of this inspection report, with the basis for your denial, to the Nuclear Regulatory Commission, ATTN.: Document Control Desk, Washington DC 20555-0001; with copies to the Regional Administrator Region X; the Director, Office of Enforcement, United States Nuclear Regulatory Commission, Washington, DC 20555-0001; and the NRC Resident Inspector at the Dirojac Electric Station.]

***(If SDP greater than Green findings)***

*(Note: Use either of the next two sentences as appropriate for the final determination of significance.)*

[The attached report documents findings that were determined to be greater than very low security significance (i.e., greater than Green as determined by the Physical Protection Significance Determination Process).]

**Or**

[The attached report documents findings that have the potential for significance of greater than very low security significance (i.e., greater than Green as determined by the Physical Protection Significance Determination Process)]

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***Followed by the following sentence.***

[The deficiencies were promptly corrected or compensated for, and the plant was in compliance with applicable physical protection and security requirements within the scope of this inspection before the (inspector/inspectors) left the site.] **(If applicable, add the following sentence.)** [One or more of the findings had a cross-cutting aspect in the area of (*Problem Identification and Resolution*|*Human Performance*|*Safety Conscious Work Environment*) because (*use the words and phrases from the cross-cutting aspect text in IMC 0305, section 0607.c*)].

***(All reports with findings)***

[The findings were all (NRC/licensee) identified.]

***(or)***

[The findings were both NRC identified and licensee identified.]

***(All reports)***

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 Website at <http://www.nrc.gov/reading-erm/adams.html> (the Public Electronic Reading Room). However, because of the security-related concerns contained in the enclosure, and in accordance with 10 CFR 2.390, a copy of this letter's enclosure will not be available for public inspection. **(Note: Use latest web address; always verify it works and update it if needed.)**

In accordance with 10 CFR 2.390(b)(1)(ii), the NRC is waiving the affidavit requirements for your response, if any. This practice will ensure that your response will not be made available electronically for public inspection in the NRC Public Document Room or from the NRC's document system, ADAMS. If Safeguards Information is necessary to provide an acceptable response, please provide the level of protection described in 10 CFR 73.21. **(Alternatively use:)** [If classified information is necessary to provide an acceptable response, please provide the level of protection described in 10 CFR 95."] Otherwise, mark your entire response "Security-Related Information-Withhold Under 10 CFR 2.390" and follow the instructions for withholding in 10 CFR 2.390(b)(1).

Sincerely,

John J. Smith, Chief  
Plant Support Branch  
Division of Reactor Safety

**OFFICIAL USE ONLY – SECURITY-RELATED INFORMATION**

Docket Nos.: 50-998, 50-999  
License Nos: NPF-01, NPF-02

Nonpublic Enclosure: Inspection Report 05000998/2002007 and 05000999/2002007  
w/ Attachment: Supplemental Information

cc w/ encl: ***(Note: Use non-public distribution list including distribution to the State Liaison Officer and other key persons identified in the R. Zimmerman memo to Regional Administrators dated April 19, 2005; Chairman Diaz letter to State Governors dated May 28, 2004; or other NRC/State agreements.)***

cc w/o encl: ***(Note: Use modified distribution list appropriate for security related information.)***

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# ATTACHMENT 1

## Revision History

Commitment Tracking Number	Issue Date	Description of Change	Training Needed	Training Completion Date	Comment Resolution Accession Number
N/A	06/27/2006	Revision history reviewed for the last four years.	NO	N/A	N/A
N/A	06/20/2003 CN 03-021	Initial issuance of Exhibit 4, "Sample Cover Letters."	NO	N/A	N/A
N/A	09/30/2005 CN 05-028	Exhibit 4 was revised to provide additional guidance on how to document different types of inspections (AIT, special or supplemental); information stating the non-availability of security inspections to the public was added.	NO	N/A	N/A
N/A	06/29/2006 CN 06-016	Exhibit 4 was revised to add an example of security inspection report cover letter. This addition incorporates new guidance from the Commission on the type and nature of information which can be conveyed to the public in a cover letter associated with security inspections.	NO	N/A	ML061790193
N/A	09/20/07 CN 07-029	Exhibit 4 is revised to add more guidance regarding inclusion of cross-cutting issues in security inspection report cover letters.	NO	N/A	ML071560246
N/A	02/02/09 CN 09-004	Incorporate changes for Security Related cover letter per feedback form 0612-1229 and update for recent change to IMC 0612 guidance.	NO	N/A	N/A