

APPENDIX A

Instruction for Completing the Sample Screening Form

Developer Instruction

Each Part, I to VI in this section, provides instructions to the Preparer on how to complete the Screen form.

Note: Developer Instructions are not retained in the station procedure.

Screening Number:

Developer Instruction

Each station may have a different method for numbering evaluation forms. One example is provided below. Replace the below instructions with instructions that describe your station method.

Number the evaluation using the following format: YearSequentialNumber. Example: The first evaluation performed in 2012 would be numbered 1201.

Part I: Description of Activity Being Reviewed

Identify the activity (event or action, or series of actions that may result in a change to the emergency plan or affect the implementation of the emergency plan) being reviewed.

Screen each proposed change separately and reserve the treatment of changes collectively for (1) repetitive identical changes, (2) editorial or typographical changes such as formatting, paragraph numbering, spelling, or punctuation that do not change intent, (3) conforming changes, or (4) two or more elements that are independent (e.g., a change to one element compensates for a change to another element).

RG 1.219 Reference: See section 3.5 for a definition of “Emergency Plan”.

Developer Instruction

Where appropriate the Preparer is provided a referenced to RG 1.219 for additional guidance. A Developer may decide to transfer additional detail into the station specific implementation of the generic NEI Screen and Evaluation instruction from RG 1.219.

In some cases a definition is referenced. A Developer may elect to include in the station procedure a definition section.

Part II: Activity Previously Reviewed?

Determine if the activity is fully bounded by an approved 10 CFR 50.90 or Alert and Notification System (ANS) Design Report (44 CFR 350.14).

An approved license amendment must have considered and included in the amendment the Emergency Plan aspects and the effect on the Emergency Plan as a result of the proposed/approved change in order to indicate that activity is fully bounded.

Provide a justification in the space provided as to why the approved license amendment bounded the above change.

Part III: Applicability of Other Regulatory Change Control Process

Determine if the activity is controlled, in whole or in part, by another regulatory-change control process. Check the appropriate process and ensure the change is screened by that process.

NOTE: Part III step is to assure requirements of each applicable change process is addressed.

Developer Instruction

A station process for determining program/requirement applicability (applicability determination process) may be inserted here, in lieu of the proposed checklist, by reference to that process (e.g., Procedure Number). The station procedure should indicate any/all programs that could be potentially impacted.

Check one of the three boxes applicability boxes. Ensure the activity is appropriately evaluated by the appropriate programs. Follow the check box instructions.

Part IV: Editorial Change

Determine if activity an editorial change only [change defined by 10CFR50.54(q)(1)(ii)]. The following are examples of editorial changes:

- Procedure title change
- Reference or annotation change
- Correction of location description
- Correction of typographical errors and punctuation
- Reformatting changes that do not change intent, purpose, or order of procedural steps
- Changes on plant drawing grid coordinates
- Change to position titles when no responsibilities for that position have changed
- Correction in page or step numbering

Check the appropriate yes or no box on the form, provide a justification for you choice using the above examples for guidance and follow the check box instruction.

Part V: Emergency Planning Element/Function Screen

Determine if the activity impacts any of the following:

- Emergency planning standards [10CFR50.47(b)(1-16)]
- Emergency planning functions [RG-1.219 Sections 4.1-4.16, sub-sections b] [10CFR50.54(q)(1)(iii)]

- Emergency planning program elements [NUREG-0654/FEMA REP-1 Section II (subsections A-P) or approved alternative]

Check the appropriate Emergency Planning Function Screen and Conclusion check box. Follow the Conclusion check box instruction.

RG 1.219 Reference: See section 3.2 for a definition of an “Emergency Planning Function”, and 3.3 for a definition of “Program Element”.

Part VI. Signatures

Provide the signatures and dates for the:

- Preparer,
- Reviewer,
- Approver.

Developer Instruction

Neither the 50.54(q) regulation nor RG1.219 requires a signature on a Screen.

The signature block is provided as an example only and is not a requirement.

In lieu of multiple signature blocks, the licensee should substitute their station’s review and approval process.

SAMPLE SCREENING FORM

Screening Number:		
Part I. Description of Activity Being Reviewed (event or action, or series of actions that may result in a change to the emergency plan or affect the implementation of the emergency plan):		
Part II. Activity Previously Reviewed? Is this activity Fully bounded by an NRC approved 10 CFR 50.90 submittal or Alert and Notification System Design Report?	<input type="checkbox"/> YES 50.54(q)(3) Evaluation is NOT required. Enter justification below and complete Part VI.	<input type="checkbox"/> NO Continue to next part
If YES, identify bounding source document number/approval reference and ensure the basis for concluding the source document fully bounds the proposed change is documented below:		
Justification:		
<input type="checkbox"/> Bounding document attached (optional)		
Part III. Applicability of Other Regulatory Change Control Processes (may be accomplished by a separate Applicability Determination procedure)		
Check if any of the following regulatory change processes control the proposed activity.		
NOTE: For example, when a design change is the proposed activity, consequential actions may include changes to other documents which have a different change control process and are NOT to be included in this 50.54(q)(3) Screening.		
1. Quality assurance programs - 10 CFR 50.54(a)		<input type="checkbox"/>
2. In Service Inspection / In Service Testing (ISI /IST) programs - 10 CFR 50.55a		<input type="checkbox"/>
3. Appendix J, Primary Reactor Containment Leakage Testing requirements - 10 CFR 50.54(o)		<input type="checkbox"/>
4. Physical Security Plan, the Safeguards Contingency Plan, the Guard Training and Qualification Plan, or the Cyber Security Plan - 10 CFR 50.54(p)		<input type="checkbox"/>
5. Interface between security and the emergency plan - 10 CFR 73.58		<input type="checkbox"/>
6. Changes, tests, or experiments (operating license) - 10 CFR 50.59		<input type="checkbox"/>
7. Changes, tests, or experiments (Independent Spent Fuel Storage Installation) - 10 CFR 72.48		<input type="checkbox"/>
8. Maintenance Rule - 10 CFR 50.65		<input type="checkbox"/>
9. Technical specification amendment (provided the change to the EP is specifically addressed in the amendment) - 10 CFR 50.90		<input type="checkbox"/>
10. Fire Protection Program – Operating license condition		<input type="checkbox"/>
11. Alert and Notification System (ANS) (44 CFR 350.14)		<input type="checkbox"/>
APPLICABILITY CONCLUSION		
<input type="checkbox"/> If there are no controlling change processes selected, continue the 50.54(q)(3) Screening.		
<input type="checkbox"/> One or more of the controlling change processes are selected, however, some portion of the activity involves the emergency plan or affects the implementation of the emergency plan; continue the 50.54(q)(3) Screening for that portion of the activity.		
<input type="checkbox"/> One or more of the controlling change processes are selected and fully bounds all aspects of the activity. 50.54(q)(3) Evaluation is NOT required.		

<p>Part IV. Editorial Change</p> <p>Is this activity an editorial or typographical change such as formatting, paragraph numbering, spelling, or punctuation that does not change intent?</p> <p>Justification:</p>	<input type="checkbox"/> YES 50.54(q)(3) Evaluation is NOT required. Enter justification and complete Part VI.	<input type="checkbox"/> NO Continue to next part
<p>Part V. Emergency Planning Element/Function Screen (Associated 10 CFR 50.47(b) planning standard function identified in brackets) Does this activity involve any of the following, including program elements from NUREG-0654/FEMA REP-1 Section II?</p>		
1. Responsibility for emergency response is assigned. [1]	<input type="checkbox"/>	
2. The response organization has the staff to respond and to augment staff on a continuing basis (24/7 staffing) in accordance with the emergency plan. [1]	<input type="checkbox"/>	
3. The process ensures that on shift emergency response responsibilities are staffed and assigned. [2]	<input type="checkbox"/>	
4. The process for timely augmentation of onshift staff is established and maintained. [2]	<input type="checkbox"/>	
5. Arrangements for requesting and using off site assistance have been made. [3]	<input type="checkbox"/>	
6. State and local staff can be accommodated at the EOF in accordance with the emergency plan. [3]	<input type="checkbox"/>	
7. A standard scheme of emergency classification and action levels is in use. [4]	<input type="checkbox"/>	
8. Procedures for notification of State and local governmental agencies are capable of alerting them of the declared emergency within 15 minutes after declaration of an emergency and providing follow-up notifications. [5]	<input type="checkbox"/>	
9. Administrative and physical means have been established for alerting and providing prompt instructions to the public within the plume exposure pathway. [5]	<input type="checkbox"/>	
10. The public ANS meets the design requirements of FEMA-REP-10, Guide for Evaluation of Alert and Notification Systems for Nuclear Power Plants, or complies with the licensee's FEMA-approved ANS design report and supporting FEMA approval letter. [5]	<input type="checkbox"/>	
11. Systems are established for prompt communication among principal emergency response organizations. [6]	<input type="checkbox"/>	
12. Systems are established for prompt communication to emergency response personnel. [6]	<input type="checkbox"/>	
13. Emergency preparedness information is made available to the public on a periodic basis within the plume exposure pathway emergency planning zone (EPZ). [7]	<input type="checkbox"/>	
14. Coordinated dissemination of public information during emergencies is established. [7]	<input type="checkbox"/>	
15. Adequate facilities are maintained to support emergency response. [8]	<input type="checkbox"/>	
16. Adequate equipment is maintained to support emergency response. [8]	<input type="checkbox"/>	
17. Methods, systems, and equipment for assessment of radioactive releases are in use. [9]	<input type="checkbox"/>	

Part V. Emergency Planning Element/Function Screen (cont.) (Associated 10 CFR 50.47(b) planning standard identified in brackets). Does this activity involve any of the following, including program elements from NUREG-0654/FEMA REP-1 Section II?		
18. A range of public PARs is available for implementation during emergencies. [10]		<input type="checkbox"/>
19. Evacuation time estimates for the population located in the plume exposure pathway EPZ are available to support the formulation of PARs and have been provided to State and local governmental authorities. [10]		<input type="checkbox"/>
20. A range of protective actions is available for plant emergency workers during emergencies, including those for hostile action events.[10]		<input type="checkbox"/>
21. The resources for controlling radiological exposures for emergency workers are established. [11]		<input type="checkbox"/>
22. Arrangements are made for medical services for contaminated, injured individuals. [12]		<input type="checkbox"/>
23. Plans for recovery and reentry are developed. [13]		<input type="checkbox"/>
24. A drill and exercise program (including radiological, medical, health physics and other program areas) is established. [14]		<input type="checkbox"/>
25. Drills, exercises, and training evolutions that provide performance opportunities to develop, maintain, and demonstrate key skills are assessed via a formal critique process in order to identify weaknesses. [14]		<input type="checkbox"/>
26. Identified weaknesses are corrected. [14]		<input type="checkbox"/>
27. Training is provided to emergency responders. [15]		<input type="checkbox"/>
28. Responsibility for emergency plan development and review is established. [16]		<input type="checkbox"/>
29. Planners responsible for emergency plan development and maintenance are properly trained. [16]		<input type="checkbox"/>
APPLICABILITY CONCLUSION		
<input type="checkbox"/> If no Part V criteria are checked, a 50.54(q)(3) Evaluation is <u>NOT</u> required; complete Part VI.		
<input type="checkbox"/> If any Part V criteria are checked, complete Part VI and perform a 50.54(q)(3) Evaluation.		
Part VI. Signatures:		
Preparer Name (Print)	Preparer Signature	Date
Reviewer Name (Print)	Reviewer Signature	Date
Approver Name (Print)	Approver Signature	Date