

NUCLEAR GENERATION SITE  
UNITS 1, 2 AND 3  
EFFECTIVE DATE 6-25-85

OPERATIONS DIVISION PROCEDURE SO123-0-1  
REVISION 0  
TCN 0-3  
PAGE 1 OF 13

SHIFT SUPERINTENDENT'S AUTHORITY, RESPONSIBILITIES & DUTIES

TABLE OF CONTENTS

| <u>SECTION</u>                     | <u>PAGE</u> |
|------------------------------------|-------------|
| 1.0 OBJECTIVE                      | 2           |
| 2.0 REFERENCES                     | 2           |
| 3.0 PREREQUISITES                  | 4           |
| 4.0 PRECAUTION                     | 4           |
| 5.0 CHECKLIST(S)                   | 4           |
| 6.0 PROCEDURE                      | 4           |
| 6.1 Authority and Responsibilities | 4           |
| 6.2 Control Room Command Function  | 8           |
| 6.3 Duties                         | 9           |
| 6.4 Administrative Duties          | 12          |
| 7.0 RECORD(S)                      | 13          |

2431a

8801210040 880114  
PDR ADOCK 05000361  
P PDR

QA PROGRAM AFFECTING

SHIFT SUPERINTENDENT'S AUTHORITY, RESPONSIBILITIES & DUTIES

1.0 OBJECTIVE

- 1.1 Delineate the authority, responsibilities and duties of the Shift Superintendent.

2.0 REFERENCES

2.1 Licensing Commitments

- 2.1.1 Technical Specifications
- 2.1.2 10 CFR 55, Operator's Licenses
- 2.1.3 10 CFR 50, Domestic Licensing of Production and Utilization Facilities
- 2.1.4 NUREG 0660 Section I.A.1.2, NRC Action Plan Developed as a result of the TMI-2 Accident
- 2.1.5 American National Standard for Selection and Training of Nuclear Power Plant Personnel - N18.1/ANS 3.1. - 1971
- .1 Regulatory Guide 1.8, Revision 1, September 1975
- .2 American National Standard Administrative Controls and Quality Assurance for the Operational Phase of Nuclear Power Plants - N18.7/ANS 3.2. - 1976

2.2 Site Orders

- 2.2.1 S0123-OP-1, "Operations Program" (when issued)
- 2.2.2 S0123-EC-1, "Equipment Control Program" (when issued)
- .1 S0123-G-20, "Controlling the Status of Station Equipment"
- 2.2.3 S01-0-100, "Station Operations"
- 2.2.4 S023-0-3, "Operations Surveillance Testing Requirements"
- 2.2.5 S023-0-5, "Equipment Testing"

2.3 Procedures

- 2.3.1 S0123-VI-1.0.1, "Documents - Temporary Change Notices (TCNs) Preparation, Review, Approval, Incorporation, and Distribution"
- 2.3.2 S0123-VII-7.8, "Radiological Evaluation For Containment Entry During Power Operation"

2.0 REFERENCES (Continued)

- 2.3.3 S0123-XIII-26, "Fire Protection Impairment"
- 2.3.4 S0123-XV-1.6, "Fire Protection System Unanticipated Impairment"
- 2.3.5 S0123-XV-5.0, "Nonconforming Material, Parts or Components"
- 2.3.6 S0123-XVI-3.0, "Safety Deficiencies Notices"
- 2.3.7 S0123-XIII-10, "Fire Fighting"

2.4 Corporate Policies/Procedures

- 2.4.1 NGS-D-004, "Management Responsibilities of the Shift Superintendent"
- 2.4.2 System Operating Bulletin 12, "Reports to the Energy Control Center"

2.5 Operating Instructions

- 2.5.1 S0123-0-15, "Control Room Access and Conduct"
- 2.5.2 S0123-0-10, "Operations Shift Relief"
- 2.5.3 S0123-0-11, "Station Logs"
- 2.5.4 S0123-0-14, "Notification and Reporting of Significant Events"
- 2.5.5 S0123-0-20, "Use of Procedures" (when issued)
  - .1 S01-14-42, "Responsible Use of Procedures"
  - .2 S023-0-35, "Use of Procedures"
- 2.5.6 S0123-0-21, "Equipment Status Control"
- 2.5.7 S0123-0-22, "Temporary Facility Modification Control"
- 2.5.8 S0123-0-23, "Control of System Alignments"
- 2.5.9 S0123-0-25, "Trip/Transient Review"
- 2.5.10 S0123-0-30, "Shift Manning"
- 2.5.11 S0123-0-43, "Operations Housekeeping Responsibilities"

TCN  
0-2

TCN  
0-1

TCN  
0-2

TCN

TCN  
0-2

TCN

2.0 REFERENCES (Continued)

2.6 Others

2.6.1 Letters

- .1 Letter to J. R. Tate from M. P. Short, November 23, 1981,  
Notification of Shift Technical Advisors

2.6.2 Forms

- .1 SO(1)-37, "Technical Specification/Non-Technical  
Specification Routine Test Check Off"

3.0 PREREQUISITES

- 3.1 Prior to use of a user controlled (pink) copy of this Site Document to perform work, verify it is current by checking a controlled copy and any TCNs or by use of the method described in SO123-VI-0.9.

3.2 Qualification

- 3.2.1 The Shift Superintendent shall hold and maintain a Senior Reactor Operator's License. (Reference 2.1.2)

- 3.2.2 Prior to assuming licensed duties the Shift Superintendent shall meet applicable NRC license restrictions.

- 3.2.3 The Shift Superintendent shall meet or exceed the requirement stated in References 2.1.5, 2.1.5.1, and 2.1.5.2.

4.0 PRECAUTION

- 4.1 This instruction is not a complete outline of the Shift Superintendent duties, but together with applicable procedures should be used as a guide.

5.0 CHECKLIST(S)

- 5.1 None

6.0 PROCEDURE

6.1 Authority and Responsibilities

- 6.1.1 The Shift Superintendent reports to the Plant Superintendent (Unit 1), or the Assistant Plant Superintendent (Units 2/3), or their designee.

6.0 PROCEDURE

- 6.1.2 The Shift Superintendent, until properly relieved, shall exercise the ultimate command decision authority over all plant activities and operations on his assigned Unit(s) which affect the safety of the plant, Station personnel and/or the general public.
- 6.1.3 The Shift Superintendent's primary responsibility and highest priority is to operate the plant within the requirements of the Operating License, Technical Specifications, Orders of the Nuclear Regulatory Commission, and approved Station Procedures and Operating Instructions. This will ensure the safe, efficient operation of the Unit(s) at all times and under all conditions.
- 6.1.4 The Shift Superintendent is responsible for maintaining a broad perspective of operational conditions affecting the safety of the plant. He should refrain from becoming involved in a single operation when multiple operations are in progress. (Reference 2.1.3)
- 6.1.5 Operational decisions shall not be based solely on a single plant indication when more than one indication of the same parameter is available. Reading from non-qualified instruments exposed to post-LOCA environment shall be checked against qualified instruments if possible.
- 6.1.6 The Shift Superintendent shall evaluate plant status under abnormal and emergency conditions. This evaluation shall ensure that plant operators are taking correct and necessary steps to mitigate the transient or return the unit to the desired mode of operation. (References 2.1.5 and 2.1.5.2)
- 6.1.7 The Shift Superintendent has the authority and responsibility to stop or defer any plant modification, test, engineering or maintenance activity which, in his opinion, could jeopardize continued safe operation or the ability to shutdown and cooldown the plant.
- 6.1.8 The Shift Superintendent shall approve additional actions required to be taken during emergencies and direct Operations personnel during emergencies not covered by EOI's. (Reference 2.5.5)

**CAUTION**  
=====  
Operation outside of the Technical Specifications could place the Plant in a condition not bound by previous analysis.

6.0 PROCEDURE (Continued)

- 6.1.9 The Shift Superintendent shall approve reasonable action that departs from a LCO or a Technical Specification in an emergency when, in his opinion, this action is immediately needed to protect the public health and safety and no action consistent with License Conditions and Technical Specifications that can provide adequate or equivalent protection is immediately apparent. (Reference 2.1.3)
- 6.1.10 The Shift Superintendent is responsible for the initial assessment of the nature and the severity of an emergency condition and, if an Emergency Plan Action Level is declared, he shall function as the Emergency Coordinator until relieved by the Plant or Assistant Plant Superintendent, Operations Manager, or Station Manager.
- 6.1.11 The Shift Superintendent shall remain in the Control Room during emergencies to direct the activities until the emergency has been brought under control or he has been relieved by a member of Station Management holding a valid Senior Reactor Operator's License following proper relief procedures. (Reference 2.1.2)
- 6.1.12 The Shift Superintendent is responsible for determining the circumstances, analyzing the cause, and for the determination that operations can proceed safely before authorizing the Reactor(s) return to power after either a trip, unscheduled or unexplained power reduction. The Shift Superintendent should attempt to obtain the concurrence of either the Plant or Assistant Plant Superintendent, Operations Manager, or Station Manager prior to authorizing return to power operation per SO123-0-25.
- 6.1.13 The Shift Superintendent is responsible to ensure notification of significant events per SO123-0-14.
- 6.1.14 The Shift Superintendent shall immediately notify the Plant Superintendent, or his designee, of the following conditions:
- .1 A Technical Specification Safety Limit is exceeded;
  - .2 A Technical Specification Limiting Condition for Operation is exceeded;
  - .3 The Emergency Plan is initiated;
  - .4 An unplanned unit or reactor trip;

6.0 PROCEDURE (Continued)

- 6.1.14.5 Any condition which cannot be corrected by the operators which may affect the plant or public safety;
- .6 Any unusual event which, in the opinion of the Shift Superintendent, should be reported.
- .7 The content of any NRC required Notification of step 6.1.13.
- 6.1.15 The Shift Superintendent shall keep the Shift Technical Advisor informed of the following conditions:  
(Reference 2.6.1.1)
  - .1 Whenever the Plant Superintendent is notified of significant events.
  - .2 Operational events, including abnormal indications affecting safety systems.
    - .2.1 Which, after immediate Operator investigation, indicate the failure of any safety system component to perform its intended safety function(s).
    - .2.2 Which, after immediate Operator investigation, are unexplained.
  - .3 Whenever the Shift Superintendent determines the assistance of the STA is desirable, including operation in Modes 5 and 6; i.e.,
    - .3.1 Failure of core residual heat removal (shutdown cooling) system operation during cold shutdown.
    - .3.2 Reactivity calculations such as shutdown margins, estimated critical rod positions, etc.
- 6.1.16 The Shift Superintendent has the authority and responsibility to initiate a Shift Superintendent's Accelerated Maintenance (SSAM) if he determines that an immediate need to initiate emergency maintenance activities exists. Refer to SO123-0-21, section on SSAMs for further direction.
- 6.1.17 The Shift Superintendent or his designee is responsible for approving all work involving the removal from/return to service of systems important to safety per SO123-0-21.
- 6.1.18 The Shift Superintendent is responsible for the use of safe and efficient operational work practices to maintain personnel radiation exposures "As Low As Reasonably Achievable."

TCN  
DELETE

6.0 PROCEDURE (Continued)

- 6.1.19 The Shift Superintendent is responsible for water chemistry control, as advised by the Chemistry Department, and has the authority and responsibility for making chemistry decisions for normal and abnormal conditions, power reductions and shutdowns.
- 6.1.20 The Shift Superintendent has the authority to make NCR operability and reportability determinations. (Reference 2.3.5)
- 6.1.21 The Shift Superintendent is responsible for initiating actions for containment or elimination of any reported spills of oil or hazardous material. (Reference 2.5.11)
- 6.1.22 The Shift Superintendent shall grant approval prior to the following operations:
- .1 Any operation of PTs and CTs that deviates from prior approved procedures;
  - .2 Use of other than normal shear pins in the traveling bars and traveling screens;
  - .3 Testing of 480 VAC feeders after a relay operation.
- 6.1.23 The Shift Superintendent may review and approve all liquid and gas Radioactive Release Permits.
- 6.1.24 The Shift Superintendent approves abnormal evolutions and alignments per SO123-0-23.
- 6.1.25 The Shift Superintendent is responsible for approving changes to locked valve and breaker positions.
- 6.1.26 The Shift Superintendent reviews/approves Temporary Facility Modifications. The review shall include the impact of the modification on any Technical Specification LCO per SO123-0-22.
- 6.1.27 The Shift Superintendent is responsible for notifying the ESO Shift Captain or Manager of Emergency Preparedness within one hour of any Fire Protection/ Detection System outage per SO123-0-21.

6.2 Control Room Command Function

- 6.2.1 The Control Room Command Function is the command responsibility of the SRO officially stationed in the Control Room Area on a specific unit. The Shift Superintendent shall be responsible for the Control Room Command Function, however, this function is normally delegated to the Control Room Supervisor assigned to the unit. (This function may also be fulfilled by the other Control Room Supervisor at Units 2 and 3 only).



6.0 PROCEDURE (Continued)

6.2.2 The individual holding the Control Room Command Function shall exercise the necessary decision and command authority over activities or operations affecting either the safety of the general public, station personnel, or the Plant while performing his duties as the required SRO on his assigned Unit. During emergency conditions, this responsibility will normally be assumed by the Shift Superintendent.

NOTE: When in Mode 5 or 6, the Control Room Command Function may be passed to a Licensed R.O. during the absence of the Control Room Supervisor and the Shift Superintendent.

6.2.3 The individual holding the Control Room Command Function shall have the following responsibilities:

- .1 Stay within the physical boundaries of the Control Room Area per S0123-0-30.
- .2 Maintain a broad perspective of operational conditions affecting the safety of his unit. He should refrain from becoming involved in a single operation when multiple operations are in progress. (Reference 2.1.2)
- .3 Assume the authority, duties and responsibilities of the Shift Superintendent during emergencies until the Shift Superintendent returns to the Control Room.
- .4 Direct activities of the Licensed Operators and remain in the Control Room during emergencies to direct activities until he has been relieved by the Shift Superintendent or other designated management personnel holding an active SRO License, authorized to relieve the Shift Superintendent. (Reference 2.1.2)
- .5 Control the Control Room access per S0123-0-15.
- .6 Approve deviations from procedures and checklists. (Reference 2.5.5)

6.3 Duties

6.3.1 The Shift Superintendent coming on shift will discuss plant conditions with the Shift Superintendent going off shift per S0123-0-10.

6.3.2 The Shift Superintendent shall maintain the Shift Superintendent's Log per S0123-0-11.

6.0 PROCEDURE (Continued)

- 6.3.3 The Shift Superintendent shall ensure the release of the unit(s) to the System Operating Supervisor for service after the completion of unit outages. (Normally released by Control Operator)
- 6.3.4 In the area of radiation protection, the Shift Superintendent:
- .1 Approves containment entries when the reactor is critical within the guidelines of Reference 2.3.2;
  - .2 Requests Health Physics evaluation of local area alarms.
- 6.3.5 If a fire occurs, then the Shift Superintendent shall perform the following actions:
- .1 Ensure the safety of the reactor and personnel;
  - .2 Request additional help as needed;
  - .3 Take the necessary actions described in Reference 2.3.7.
  - .4 Maintain communications with the Emergency Services Shift Captain and the Operations Fire Brigade Advisor at the scene of the fire.
- 6.3.6 In the areas of security, the Shift Superintendent (depending upon the unit affected) shall assume the responsibility for Station Security in the absence of the Manager or Assistant Manager of Station Security, Station or Operations Manager, and Plant or Assistant Plant Superintendent.
- .1 The Shift Superintendent shall evaluate the actions required when notified by Security of the following:
    - .1.1 An unusual condition or activity affecting security is discovered.
    - .1.2 Delivery trucks having arrived outside of normal working hours or at any time a delivery of hydrogen, nitrogen, sulphuric acid, caustic, diesel fuel, auxiliary boiler fuel oil or sodium hypochlorite arrives.
    - .1.3 A hostage is being taken inside or outside the Station; evaluate the situation, notify the appropriate parties, and decide whether or not the units should be shut down.
  - .2 Direct the supervising Security Officer to notify the Manager of Station Security and the System Operating Supervisor, and initiate a plant search during a bomb threat.

6.0 PROCEDURE (Continued)

- 6.3.7 In the area of personnel safety, the Shift Superintendent shall:
- .1 Remedy unsafe conditions in his area of responsibility.
  - .2 Direct the Control Operator (Common Control Operator for Units 2 and 3) to report injuries to the System Operating Supervisor.
  - .3 Review and approve safety suggestions. (Reference 2.3.6)
- 6.3.8 The Shift Superintendent shall review the Unit(s) (and Common Control Operator's on Units 2 and 3) Log(s) at the end of each shift.
- 6.3.9 The Shift Superintendent shall ensure the review of the Technical Specification Surveillance and Non-Technical Specification Surveillance Routines Control Sheets.
- 6.3.10 The Shift Superintendent shall read and understand System Operating Bulletins, Technical Specifications, Operating Instructions, Special Orders, Emergency Procedures, and Abnormal Operating Instructions.
- 6.3.11 The Shift Superintendent should assist in Operator development by:
- .1 Evaluation of Operator performance through direct observation and written examinations.
  - .2 Counseling Operators on their performance and progress.
- 6.3.12 The Shift Superintendent shall ensure proper inventory of chemicals and compressed gases on Station by ensuring shipments have been ordered when existing levels reach pre-determined re-order points as recorded by Operator readings. (Normally, re-ordering is done by the Nuclear Operations Assistant.)
- 6.3.13 The Shift Superintendent should initiate Temporary Change Notices for known procedure deficiencies. (Reference 2.3.1)
- 6.3.14 The Shift Superintendent shall ensure that adequate manning requirements are met by initiating callouts or holdovers per S0123-0-30.
- 6.3.15 The Shift Superintendent may approve Startup Test Temporary Change Notices.

6.0 PROCEDURE (Continued)

- 6.3.16 The Shift Superintendent shall informally assess the alertness, fatigue and attitude of on-shift Operators and make changes as necessary to ensure that the quality of the operating staff does not become degraded due to long working hours or harsh working conditions. (References 2.1.5 and 2.1.5.2)
- 6.3.17 The Shift Superintendent should make an inspection tour of the plant at least 30 minutes per shift.
- .1 The tour should be varied to encompass both Primary and Secondary areas of the plant.
  - .2 The tour should include inspecting the material condition/cleanliness of the plant and observing the activities of Operations personnel and other groups within the area.
- 6.3.18 The Shift Superintendent should document any decisions made which concern abnormal circumstances not covered by procedures. Any advice received from second parties which affect these decisions, and the rationale for compliance or rejection, should be explained. Under these conditions the Shift Superintendent's decision is crucial, because the second party understanding of the situation may be incomplete.
- 6.3.19 The Shift Superintendent should assist in the administering of the labor agreement by providing necessary interpretation and processing of grievances.

6.4 Administrative Duties

- 6.4.1 The Shift Superintendent may perform the following:
- .1 Review and approve time cards;
  - .2 Act as a member or Chairman of Station Meetings or committees such as Safety, Fire, and Housekeeping;
  - .3 Act as an alternate member of the Onsite Review Committee (OSRC) for the Plant Superintendent. This appointment shall be in writing by the OSRC Chairman.
  - .4 Handle on-shift training and employee qualification;
  - .5 Assist in the review and revising of Station procedures.

6.0 PROCEDURE (Continued)

6.4.2 Special Assignments

- .1 Each Shift Superintendent may be assigned areas of special responsibilities, usually on an annual basis. These assignments shall not be performed while performing the duties of the Shift Superintendent.

7.0 RECORD(S)

- 7.1 None