

### 13.5 PLANT PROCEDURES

Plant procedures are prepared by the plant staff, support organizations or contract organizations for applicable activities delineated in the Technical Specifications, Section 6.8, at a minimum, and provide the controls necessary to comply with applicable Regulatory Guides as listed in Section 1.8 for Hope Creek and Appendix 3A for Salem. Procedures are prepared using a standard format and content, and a writer's guide which provides human factors and style guidance.

A technical review and control process utilizing qualified reviewers functions to perform periodic or routine review of procedures. When periodic review is used as the assessment method, these controls will establish a schedule for review. Processing Of Procedures and T&RMS, (AD-AA-101) and Writers Guide And Process Guide For Procedures and T&RMS, (AD-AA-101-1002) describe the review and approval process for procedures. Procedures listed in LS-AA-106 Attachment 4 and changes thereto, and any procedure changes that require a 10CFR50.59 evaluation are reviewed by the Plant Operations Review Committee (PORC).

Procedures are periodically reviewed and revised when changes are necessary or desirable. Similarly, procedures are reviewed and revised when necessary following the completion of system design changes or equipment modifications. Subsequent to an unexpected plant transient, significant operator error, etc., the appropriate procedure(s) receive a review. The purpose of this review is to ascertain whether the procedure may have contributed to the cause of the condition or was adequate in its capacity to mitigate the consequences.

Routine procedures provide the fundamental written guidance for routinely managing, operating and maintaining the plant. Routine plant procedures are assessed by users before and during use to determine if changes are necessary or desirable. Routine procedures receive an appropriate degree of scrutiny by individuals knowledgeable in the procedures, and are updated as necessary to ensure adequacy during suitably controlled activities such as normal procedure usage, development of plant modifications, industry experience reviews, licensing actions, training activities, corrective actions for nonconforming conditions, and quality assurance audits and surveillances.

Non-routine procedures are those procedures whose use is event-driven, such as Emergency Operating Procedures, Emergency Plan Implementing Procedures, Abnormal Procedures, and Alarm Response Procedures; these procedures will be reviewed every two years. However, if a non-routine procedure is fully exercised and there is a detailed scrutiny of the entire procedure as part of a documented training program, this may serve as the biennial review of the procedure.

Circumstances may develop during maintenance, operations and testing of plant systems when an existing procedure cannot be performed as written. The following prescribes the mechanisms which address these circumstances:

The On-The-Spot-Change (OTSC) Process may be used to change the content of implementing procedures provided that:

- The intent of the original procedure is not altered;
- The change is approved by two members of the unit's management staff, at least one of whom holds a Senior Reactor Operator's license holder on the unit affected and
- The change is documented and receives the same level of review and approval as the original procedure within 14 days of implementation.

The Partial Procedure Implementation Process may be used to omit procedure step(s) or section(s) (which may not be applicable or appropriate at the time of implementation) of implementing procedures provided that:

- The intent of the original procedure is not altered;
- The appropriateness of omitting the affected procedure step(s) or section(s) is reviewed by at least two members of the unit's management staff familiar with the procedure. However, for Maintenance implementing procedures, the appropriateness of omitting the affected procedure step(s) or section(s) may be reviewed by one member of the unit's management staff and one other individual, with both being familiar with the procedure.

#### 13.5.1 Administrative Procedure Hierarchy

The procedure hierarchy contains four levels of administrative documents for use:

- A. Policy documents, which contain the highest level of direction for a Functional Area.
- B. Description documents which define processes and programs that provide for the control of nuclear operations
- C. Administrative and Technical Procedures which incorporate regulatory requirements and commitments. Administrative Procedures provide direction in areas that are common to all on-site organizations. Administrative procedures also address at a minimum, those administrative procedures specified in Regulatory Guide 1.33, Appendix A, item 1. Station-Specific Administrative Procedures (SA or HC) provide direction in areas that are unique to a specific station(s).
- D. Training and Reference Materials (T&RMs) provide direction for specific activities that are within a Functional Area's scope of responsibility or between Functional Areas with similar functional responsibilities or that control administrative functions between a limited number of departments. T&RMs comply with all applicable requirements specified in procedures.

Included in this group of procedures are operationally oriented administrative procedures which provide guidelines for the Shift Managers and their shift crews as well as procedures for "Daily Orders" usage and control. These procedures meet the requirements of 10CFR50.54(i), (j) (1) and (m).

Additional topics for administrative procedures may be addressed as required, and material may be shifted between specific procedures as needed. Topics for administrative procedures are listed in Table 13.5-1.

### 13.5.2 Operating and Maintenance Procedures

The operating and maintenance procedures meet the relevant requirements as discussed in Section 1.8 for Hope Creek and Appendix 3A for Salem of the respective UFSAR.

#### 13.5.2.1 Main Control Room Operating Procedures

The following categories delineate those procedures that are performed primarily within the main control room. Operator familiarization with these procedures is acquired through initial, re-qualification and replacement training programs. Furthermore, these procedures will be utilized in simulator training.

##### 13.5.2.1.1 System Operating Procedures

The procedures for startup, operation and shutdown of safety-related systems will be called System Operating Procedures (SOPs). SOPs will be developed to cover the operating activities listed in Regulatory Guide 1.33, Appendix A, item 4.

##### 13.5.2.1.2 General Plant Operating Procedures

The general plant operating procedures will be called integrated operating procedures (IOPs) and will include the following procedures:

- Refueling to Cold Shutdown
- Preparation for Plant Startup
- Startup from Cold Shutdown to Rated Power
- Shutdown from Rated Power to Cold Shutdown
- Cold Shutdown to Refueling
- Power Changes During Operations
- Operations from Hot Standby

#### 13.5.2.1.3 Procedures for Combating Emergencies and other Significant Events

The procedures for combating emergencies and other significant events will be broken down into two categories. The Emergency Operating Procedures (EOPs) will be developed from the BWR and PWR Owners Group Emergency Procedure Guidelines, and the Abnormal Operating Procedures (AOPs) will cover the additional items in Regulatory Guide 1.33, Appendix A, item 6. The EOPs include the procedures developed from the BWR and PWR Owners Group Emergency Procedure Guidelines and comply with NUREG-0737, Supplement 1, Section 7.0.

Abnormal Operating Procedures are listed in Table 13.5-2.

#### 13.5.2.1.4 Alarm Response Procedures

Alarm response procedures guide operators in their response to main control room alarm conditions. The alarm system consists of control room overhead annunciators, console pushbutton alarms, computer (digital) alarms and local/back panel alarms. A color code system (red, amber and white) is utilized for prioritizing control room overhead annunciators. The computer and local panel alarms are associated with an overhead annunciator. The priority of these alarms would be the same as the associated overhead alarm.

The alarm response procedures will be available in the main control room for the operators use. These procedures will be compiled in a manner which is consistent with the alarm system layout in the control room. For example, the overhead annunciator response procedures will be indexed by window box identification number.

#### 13.5.3 Additional Operating and Maintenance Procedures

The following categories delineate those procedures that are performed primarily outside the limits of the main control room.

##### 13.5.3.1 Chemistry Procedures

These procedures include chemical and radiochemical analysis, sample collection and equipment instruction. Chemistry procedures maintain coolant quality and concentrations of harmful agents within prescribed limits.

##### 13.5.3.2 Emergency Plan Procedures

The Emergency Plan procedures define emergency response actions required to ensure public health and safety. These procedures include the actions necessary to mitigate radiological incidents, abnormal operational events such as fires, as well as natural hazards and civil occurrences.

#### 13.5.3.3 Radiation Protection Procedures

Radiation protection procedures govern the implementation of the Radiation Protection Program described in Section 12.5. These procedures address access control and radiation work permits, contamination control, personnel monitoring, training and qualifications, radiological surveillance, respiratory protection, internal dose assessment, dose reduction (ALARA) and radioactive material control.

#### 13.5.3.4 Instrument and Control Procedures

Instrument and control procedures govern the required periodic calibration and testing of plant instrumentation and other instrument maintenance. These procedures have provisions for taking the instrument out of service, ensuring accuracy adequate to maintain safety parameters, recording the date, as-found condition, corrective action(s), as-left condition, restoration of the instrument to normal operating status and identity of personnel performing the test.

#### 13.5.3.5 Maintenance Procedures

Maintenance procedures provide guidelines for the maintenance of mechanical and electrical equipment in a satisfactory operational condition. This category also includes procedures for implementation of the preventive maintenance program for mechanical and electrical equipment. In addition, they provide for calibration and testing of protective relays. These procedures have provisions for recording the date, as-found condition, corrective action(s), as-left condition and identity of personnel performing the test.

#### 13.5.3.6 Material Control Procedures

Material control procedures establish guidelines for the proper procurement, documentation, and control of materials and components associated with Q, F or R designated structures or systems. These procedures are sufficiently detailed to ensure that materials and components are purchased and handled in a controlled manner in accordance with 10CFR50, Appendix B.

#### 13.5.3.7 Radwaste Management Procedures

Radwaste procedures include operating procedures for the solid, liquid and gaseous radwaste systems, and provide administrative controls for the shipment of solid radwaste and release of liquid and gaseous radwaste. These controls include adherence to 10CFR71, and provisions that allow for liquid and gaseous radwaste releases only when required data, analyses and approvals are completed.

#### 13.5.3.8 Reactor Engineering Procedures

Reactor engineering procedures provide for the monitoring and evaluation of core thermal and hydraulic parameters. In addition, these procedures establish methods for evaluating fuel exposure, isotopic composition, core flux levels, and nuclear instrumentation setpoints as they relate to core power and flow.

#### 13.5.3.9 Records Procedures

Records procedures provide for the identification, preparation and retention of plant records. These procedures also address storage requirements and retention periods.

#### 13.5.3.10 Security Procedures

Security procedures describe and implement security requirements for the plants. These procedures include, but are not necessarily limited to, the subjects listed in Section 4.2 of ANSI N18.17-1973.

#### 13.5.3.11 Surveillance Procedures

Surveillance procedures provide for operability verification of safety-related structures and components in accordance with the Technical Specifications. Surveillances are scheduled for performance in compliance with the frequencies established in the Technical Specifications.

#### 13.5.3.12 Training Procedures

Training procedures establish guidelines to ensure that fully qualified personnel are responsible for the operation, maintenance and technical aspects of the plant. These procedures describe the training for licensed operators, licensed operator re-qualification, non-licensed personnel training and training for each discipline described in ANSI/ANS 3.1-1981.

#### 13.5.3.13 Fire Protection Procedures

Fire protection procedures cover various aspects of fire safety, such as control of combustibles, control of ignition sources, periodic inspections of fire protection equipment, fire brigade training, fire drills and control of hazardous operations. These procedures also cover fire fighting organization, activities during a fire emergency and individual responsibilities during a fire emergency.

#### 13.5.4 Technical Requirements Manual (TRM)

The Technical Requirements Manual (TRM) contains technical requirements and/or supporting information (e.g., tables and component lists) which were once contained in the SGS Technical Specifications (TS) (i.e., Appendix A of the SGS Facility Operating License). Removal of the TS and information is approved by the NRC through individual TS amendments. The TRM is intended to provide operational guidance and requirements for various plant conditions, actions, and testing similar to TS, however, these requirements are in accordance with licensing commitments. These changes add the TRM into the scope of procedures to be processed through the Station Qualified Reviewer (SQR) process and reviewed by PORC. Future changes to the relocated requirements and supporting information are processed in accordance with section 17.2 of the UFSAR, and are subject to a 10CFR50.59 Review. All non-editorial changes are reviewed by PORC.

The TRM is comprised of an index, the individual specification and bases. The manual is intended to provide a single location for the relocated TS items as a convenience for operations and other station personnel. The individual sections of the TRM contain the relocated licensing commitments which are subject to the provisions of 10CFR50.59 described above, and are controlled in accordance with the applicable established procedure process.