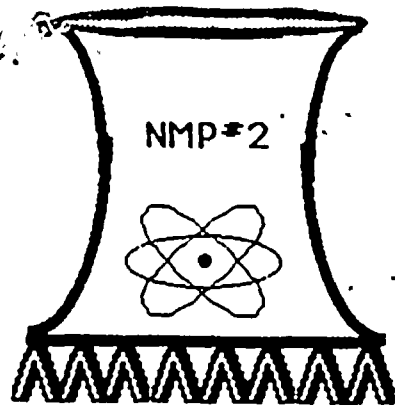


07-243-91



OPERATIONS DEPARTMENT INSTRUCTION

N2-ODI-1.01
Rev. 0
TCN-1

INTRODUCTION AND GENERAL PROCEDURE FOR OPERATION DEPARTMENT INSTRUCTION

Approved: *[Signature]* 12/8/87

FOR INFORMATION ONLY

1.0 PURPOSE

Operations Department Instructions will include policies, direction and information for Operations Department personnel.

2.0 DISCUSSION

The Operations Department conducts business using procedures, surveillance test procedures, night orders, standing orders, memos and verbal instructions. However, night orders, memos and verbal instructions have a short history. The information and direction provided by these methods must be retained for both the benefit of those individuals who missed the initial publication or announcement and to serve as a reference source of information to new personnel. These instructions would capture historic information that is still valid, expand, clarify or provide guidance in the conduct of operations and in general be a source of information and policies for department business. Input in the development of these instructions from department personnel is strongly encouraged.

ODI's may also describe how to implement various requirements but will always support higher level documents such as Technical Specifications, FSAR, Nuclear Department Instructions and Administrative Procedures.

3.0 FORMAT

The format for operations department instructions may follow the format outlined in Administrative Procedure No. 2 or the format may be organized by any appropriate major subject sections (i.e. PURPOSE, SCOPE, DISCUSSION, POLICY, ACTION REQUIRED, INSTRUCTION, EXAMPLES, or others).

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4.0 CONTROL OF INSTRUCTIONS

ODI's can be generated by any individual or group of individuals. The final version of an ODI must be approved by the Manager of Operations, Nine Mile Point 2 and where safety is impacted, the ODI will be approved by the Plant Manager. Procedure Department will maintain control of ODI's and distribution will be in accordance with AP-2.0. Revisions to instructions will be generated as appropriate. Procedure Department will maintain an index of instructions which will be updated and issued when required. TCN 1

5.0 ORGANIZATION

ODI's will be organized into major categories:

- 1.XX Administration
- 2.XX Personnel
- 3.XX Control Room Operation
- 4.XX Licensing
- 5.XX Station Operations
- 6.XX Training
- 7.XX Reactor Engineering

