

# OPERATIONS DEPARTMENT INSTRUCTION

N2-ODI-4.01  
Rev. 1  
TCN-2

ADMINISTRATIVE CONTROLS FOR MAINTAINING ACTIVE LICENSE STATUS  
AT 9 MILE POINT UNIT-2

Approved: *[Signature]* **FOR INFORMATION ONLY**

1.0 PURPOSE

Provide Administrative Controls for the maintenance of an "active" RO or SRO at Unit 2.

2.0 REGULATION

2.1 10CFR55.53(e)

To maintain active status, the licensee shall actively perform the functions of an operator or senior operator on a minimum of seven 8 hour or five 12 hour shifts, or a total of 60 hours per calendar quarter.

2.2 NUREG 1262

The guide defines active participation as an individual who has a position on a shift crew that requires the individual to be licensed as defined in the facility's Technical Specifications, and that the individual carry out, and is responsible for the duties of that position.

2.3 NMPC Interpretation of 10CFR55.53(e)

2.3.1 It is NMPC's policy that the watchstander stations performing the duties required to maintain license proficiency are: Station Shift Supervisor (SRO), Assistant Station Shift Supervisor (SRO), Chief Shift Operator (RO) and Nuclear Auxiliary Operation E (RO).

2.3.2 It is NMPC's policy in the shutdown condition that, unless evaluated by NMPC management on a case-by-case basis, two licensed senior operators and two licensed operators are required to maintain safe operation of Unit 2. This may be reduced with management concurrence.

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3.0 DISCUSSION

This Operations Department Instruction will provide Administrative Controls to record, monitor and document that active license holders at Unit 2 are in compliance with the requirements of 10CFR55.53(e).

4.0 DEFINITIONS

4.1 Approved watchstanding positions at 9 Mile Point Unit 2

SSS  
ASSS  
CSO  
Control Room NOE  
Refuel SRO

4.2 Calendar Quarter

For the purpose of this instruction, Calendar Quarters will be as follows:

1st Quarter	January 1 to March 31
2nd Quarter	April 1 to June 30
3rd Quarter	July 1 to September 30
4th Quarter	October 1 to December 31

4.3 Actively Performing the Function of a Licensed Operator

The individual has a position on a shift crew that requires the individual to be licensed, as defined in the facility's Technical Specifications, and that the individual carries out, and is responsible for the duties covered in that position, including log keeping and shift turnover responsibilities.

5.0 INSTRUCTION

5.1 The Station Shift Supervisor shall log the on-duty SSS, ASSS, in the SSS' log book for the hours they are on duty.

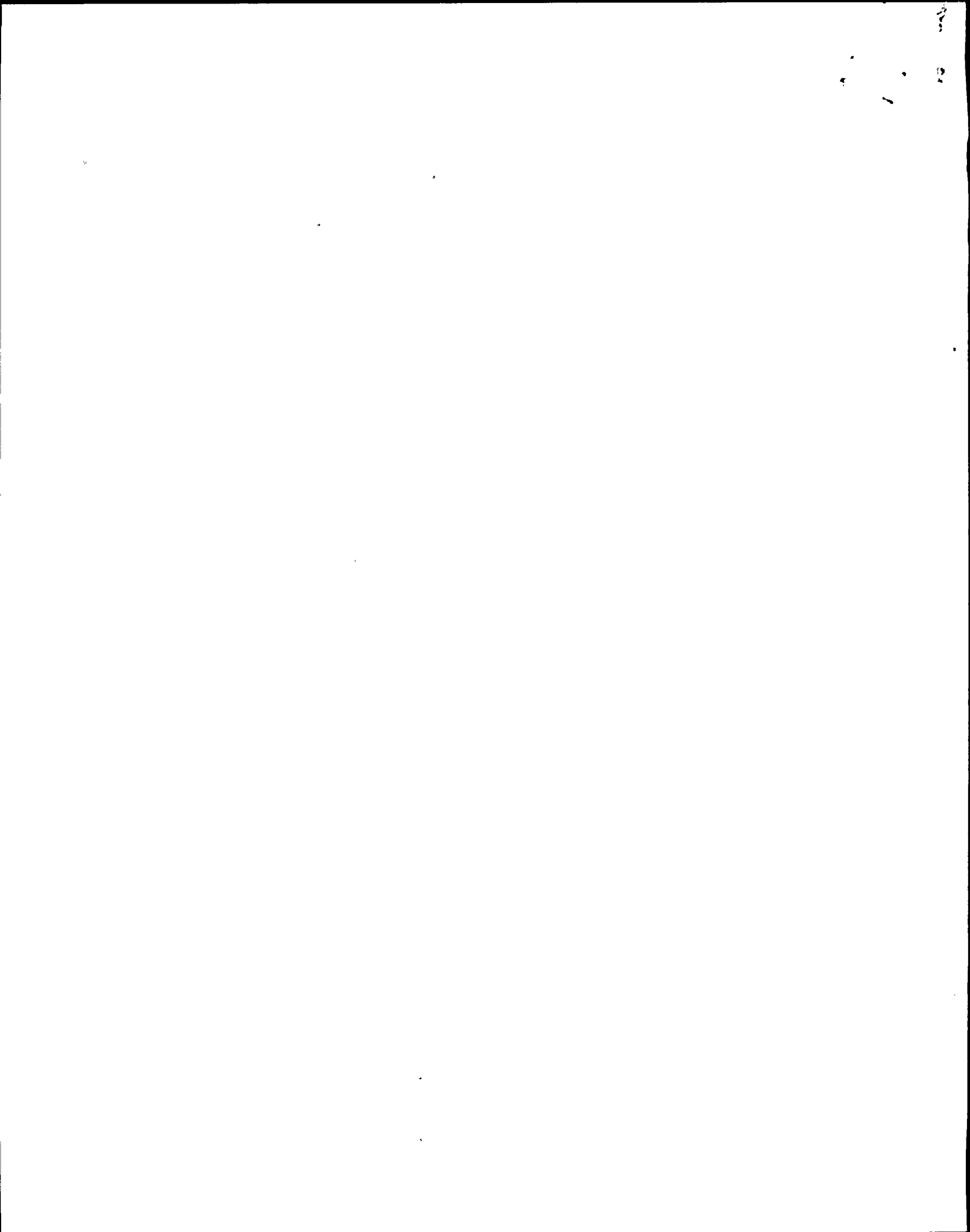
5.1.1 The following format is used on the SSS and CSO log book for on-duty personnel:

ex. 0800-1600 SSS/ASSS

ex. 1600-2400 CSO/NOE

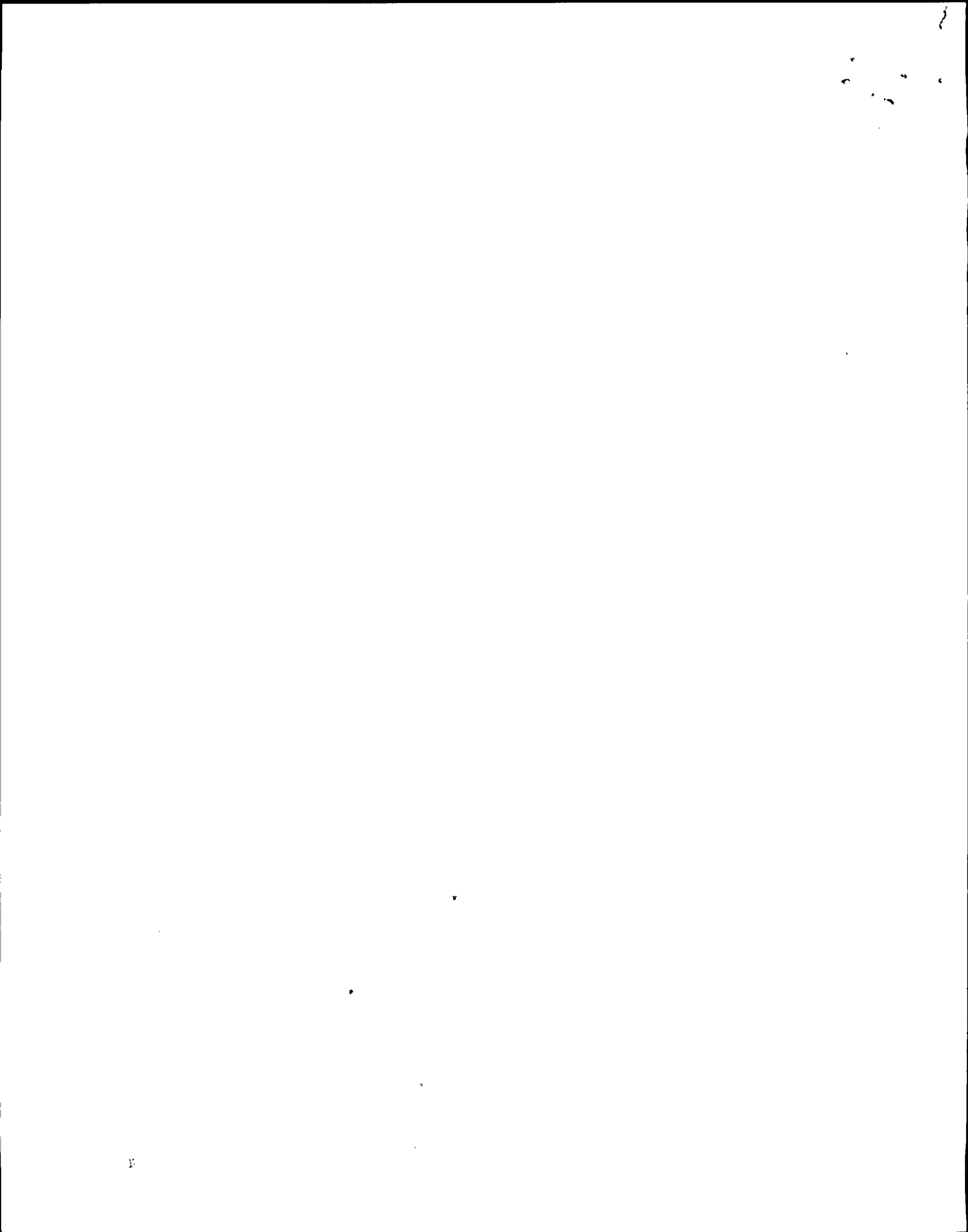
5.1.2 If during the course of the shift, an SSS, ASSS, CSO, or NOE is relieved in duty, this notation will be logged in the appropriate log book.

ex. 1315 Wilson (SSS) off; Poindexter (SSS) on.



- 5.2 The Chief Shift Operator shall log the on-duty CSO and Control Room "E" in the CSO log book for the hours they are on duty.
- 5.3 The Plant Operating Clerk C will record this information on the License Requirements Signoff Sheet each working day for each shift. This Report is forwarded to the Operations Manager and Training at the end of each month (Attachment 1).
- 5.4 Approximately 60 days into the calendar quarter, the Operations Manager or his designee will perform an audit of watchstanding hours to ensure compliance with 10CFR55.53(e). If it is discovered that any personnel are delinquent, they will be scheduled to satisfy the requirements of 10CFR55.53(e).
- 5.5 Personnel whose duties are not on a rotating shift or personnel normally not filling a required position should attempt to satisfy watchstanding requirements as soon as possible following the start of a calendar quarter. Personnel not meeting the required number of hours in an active role shall be declared inactive.
- 5.6 An updated list of "active" and "inactive" license holders will be forwarded to the Plant Manager and Supervisor of Operator Training (Unit 2) at the end of each calendar quarter, or more often as needed, to change the status of a license holder (Attachment 2).
- 5.7 Inactive license holders shall be certified by the Plant Manager to have met the conditions of 10CFR55.53(f) by an internal memo. These requirements include:
- 5.7.1 That the qualifications and status of the licensee are current  
and
- 5.7.2 A minimum of 40 hours of shift functions under the direction of an operator or senior operator as appropriate and in the position to which the operator will be assigned is completed. The 40 hours must include a complete tour of the plant and all required shift turnover procedures. The 40 hours must be in the same calendar quarter.
- 6.0 ADDITIONAL REQUIREMENTS ON AN ACTIVE LICENSE HOLDER
- 6.1 The following summarizes further minimum requirements for licensed operators to fill a Technical Specification required position.
- a. Meet requalification training requirements
  - b. Have a current form NRC-396 on file (Medical examination)
  - c. Have a current fit test on file
  - d. Have a current respiratory physical examination on file
  - e. Be currently trained on the use of scottair paks

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ATTACHMENT 1  
LICENSE REQUIREMENTS SIGNOFF

\_\_\_\_\_  
(Month, Year)

\_\_\_\_ Shift

Date/Hours

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ATTACHMENT 2

DATE:

FROM: OPERATION MANAGER

TO: PLANT MANAGER AND UNIT 2 OPS TRAINING SUPERVISOR

SUBJECT: Review of Active License Status for the Operations Department at Unit  
2.

Quarter Ending \_\_\_\_\_

I have reviewed station records and certify that the following list of active and inactive license holders applies for the next quarter, in accordance with 10CFR55,53e.

Active Watchstanders

Inactive Watchstanders

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