07-254.91

NMP #2

# OPERATIONS DEPARTMENT INSTRUCTION

N2-ODI-5.01
Rev. 00
(TCN-3)

LOG MAINTENANCE

Approved: R A Smith 10/11/89

FOR INFORMATION ONLY

1.0 PURPOSE

To provide detailed instructions for the maintenance of Log Books to ensure day-to-day shift evolutions are properly documented.. To ensure complete and accurate transfer of information is consistent from shift-to-shift.

2.0 LOG FORMAT

2.1 General

2.1.1 Logs will be kept current with clear, concise, complete and legible entries. Entries will be made in black ink and will be consecutive.

2.1.2 Errors in log entries will be voided by drawing a single line through the entry and will be initialed by the person making the correction. Correction tape or white-out are not permitted.

2.1.3 Log entries should be made promptly and in chronological order. When it is necessary to insert additional information after the fact, the entry will be noted with the actual time of the event and marked "(Late Entry)" or "(LE)".

2.1.4 Log books will be considered a legal record and limited to factual information.

2.1.5 Completed log books will be maintained for the life of the plant.







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2.2 SSS Log Book

2.2.1 The SSS Log Book entries shall be started as follows for both the 08-16 and 16-24 shifts. The 00-08 shift shall be as shown in 2.2.2. The heading shown shall be placed at the TOP of each new page for each shift.

0800-1600 SSS LOG MO/DAY/YR SSS/ASSS/SEPC
1600-2400

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Reactor Mode: # Pressure: #psig Level: #" Power: #%
MWth: # MWe: #

TCN-3

General plant conditions or evolutions.

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Shift on (A - E): Names of shift personnel
Others on shift: (reason: i.e. training, extra etc.) Names

2.2.2 SSS Log book for the 00-08 shift shall be as follows. The heading shown shall be placed at the TOP of a new page for the beginning of the shift/day.

0000-0800 SSS LOG MO/DAY/YR SSS/ASSS/SEPC

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Reactor Mode: # Pressure: #psig Level: #" Power: #%
MWth: # MWe: # DW Temp: #°F DW Pressure: #psig
Rx Conductivity: #µmho Core Flow: #Mlb/hr OFG Flow: #CFM
Cond. Vac.: #"HG Demin cond. in: µmho out: #µmho
DER LR: "gpm DFR LR: #gpm SPT: #°F SPL: #A SCP: #"$H_2O$

RWCU STATUS: #pumps on DEMINS: Demins in service A,B,C,D
COND. PUMPS: A,B or C BOOSTER PUMPS: A,B or C
FWS PUMPS: A,B or C LEVEL CONTROL: LV55s,LV10s,Man or Auto

Active LCO(s) the plant is in.

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General plant conditions or evolutions.

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Shift on (A - E): Names of shift personnel
Others on shift: (reason: i.e. training, extra etc.) Names

2.2.3 During station outages, headings only need to contain date, time, SSS/ASSS/SEPC and general plant conditions (i.e. Operational Condition, Reactor Coolant temperature).

2.3 CSO Log Book

2.3.1 The CSO Log Book entries shall be started as follows for both the 08-16 and 16-24 shifts. The 00-08 shift shall be as shown in 2.3.2. The heading shown shall be placed at the TOP of each new page for each shift.

0800-1600 CSO LOG MO/DAY/YR DUTY CSO/CONTROL ROOM E
1600-2400

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MODE SW POS.: Pressure: #psig Temperature: #°F
Power: #% Level: #"
MWth: # MWe: #

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General plant conditions or evolutions, equipment out of service, abnormal/off-normal lineups, etc.

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Shift on (A - E): turnover complete

2.3.2 CSO Log Book for the 00-08 shift shall be as follows. The heading shown shall be placed at the TOP of a new page for the beginning of the shift/day.

0000-0800 CSO LOG MO/DAY/YR DUTY CSO/CONTROL ROOM E

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MODE SW POS.: Pressure: #psig Temperature: #°F
Power: #% Level: #"
MWth: # MWe: #

Sup. Pool Level: #ft Sup. Pool Ave Temp: #°F CST Level: #ft
Rx Bldg ΔP: #"$H_2O$ CWS Flume Temp: #°F SWP Temp: #°F
DER Leak Rate: #gpm DFR Leak Rate: #gpm

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General plant conditions or evolutions, equipment out of service, abnormal/off-normal lineups, etc.

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Shift on (A - E): turnover complete.

2.3.3 During station outages, headings need only contain date, time, CSO/Control Room E, and general plant conditions.

2.4 Log Entries

2.4.1 Information placed in the log after the heading is applied shall meet the requirements of AP-4.0.

2.4.2 SSS Log entries should be more descriptive. The following types of entries will be recorded in the Shift Supervisor's Log, prefaced by the time of the occurrence:

1. Major equipment status changes.

2. Mjor system/equipment testing (PTP N2-XSP-XXX-XXXXX, along with the title or abbreviated version of the title, and significant plant impact if any).

3. Personnel accidents/injuries (name of injured, type or extent of the injuries, actions per APP-4 taken).

4. Entering/leaving Technical Specification action statement (any time limits for component/system operability, Tech. Spec. reference, reason for event if known, and corrective action taken).

5. Occurrence of significant events (reactor scrams, unexpected power changes, radiation/contamination events, etc.).

6. Implementation of the Emergency Plan.

7. Entry into the Emergency Operating Procedures.

8. Security incidents.

9. Out-of-specification chemistry results.

10. Off-site calls to/from senior management, oncall supervisor or NRC concerning significant events (i.e. 10 CFR 50.72, 73 notification, etc.).

11. Application/restoration of temporary modifications/jumpers (temp. mod. number, jumper number, brief description, plant impact, component/system affected).

12. Start/completion of temporary procedures.

13. Pertinent miscellaneous information.

2.4.3 The following types of entries will be recorded in the Control Room Log (CSO Log), prefaced by the time of occurrence:

1. Mode changes.
2. Load changes (reason, if any).
3. Reactivity changes (other than startup/shutdown).
4. Critical parameters as required by plant operating procedures (i.e. OP-101, etc.).
5. System/equipment status changes.
6. Performance of surveillance testing (PTP N2-XSP-XXX-XXXXX, along with the title, or abbreviated version of the title, significant plant impact if any).
7. Post maintenance testing/returning equipment to operable status.
8. Significant occurrences affecting plant operation.
9. Entry/leaving a Technical Specification action statement.
10. Implementation of the Emergency Plan.
11. Release of radiological effluents, including start and stop times.
12. Out-of-specification chemistry results.
13. Installation/removal of temporary modifications/jumpers (mod./jumper number, brief description with plant impact if any).
14. Pertinent miscellaneous information.

2.4.4 The following types of entries will be recorded in the General Inplant Logs, prefaced by the time of event:

1. Equipment/system evolutions (i.e. backwash, rinse, URT, FOD status, etc.).
2. Operational problems/concerns, action taken or being taken, etc.
3. Placing equipment/component(s)/system in/out of service (reason for action).

2.4.4 (Cont)

4. Updated status of equipment/system operation.

5. System/equipment checks (such as during inplant tours/rounds).

6. Any pertinent information that will assist other operators assigned to operate/check that system.

2.5 SSS/CSO Turnover

2.5.1 Upon completion of the shift and turnover, the offgoing SSS/CSO will stamp the page below and to the left of the last entry of the offgoing shift; "The above is a true record of events on the preceding shift _____ SSS/CSO", followed by his signature on the line.

2.5.2 Once the oncoming SSS/CSO has reviewed the logs for the period since he was last on shift, he will stamp the page below and to the right of the last entry of the offgoing shift; "I have read and understand the events recorded in this log since I was last on shift_____ SSS/CSO", followed by his signature on the line.

2.6 General Inplant Logs

2.6.1 The following shall be the format used for general inplant logs. Each page shall have the title indicated, but a new page is not needed for each new shift. The first entry of the midnight log will include lineups and conditions, equipment in service evolution in progress, and special items requiring attention.

The following types of entries will be recorded in the inplant logs:

Changes in operating status of equipment or systems (i.e. regens in progress and at what step, regens completed, filter backwashes completed, etc.).

Times for starting and stopping of equipment and systems (i.e. offgas freeze out of dryers, placing into or removal from service of condensate demins, etc.).

2.6.1 (Cont)

Equipment failures or problems; (note if W.R. is filed).

Issuance/clearing of markups (brief description of plant impact if any).

Valve or electrical lineups not in accordance with approved OP's and reason for these conditions.

Any pertinent information that will assist other operators assigned to operate/check that system(s) (i.e. identified leaks, special instructions from SSS, etc.).

Example:

Condensate Demin Log 10/2/89

| Time of Entry | Entry Info. | By: Initials |
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