

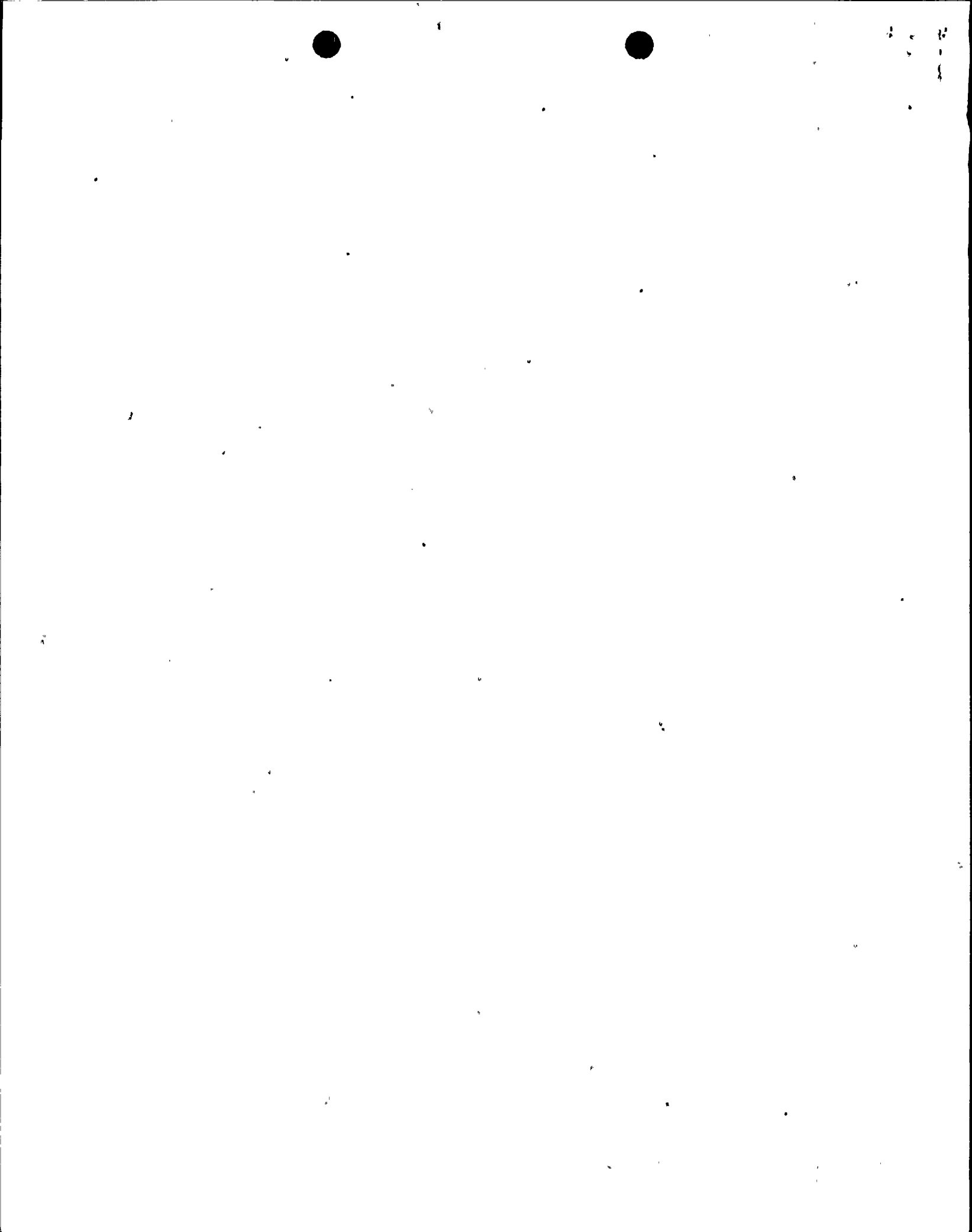
ATTACHMENT 3

ADMINISTRATIVE PROCEDURE NO. 0005725

REVISION 6

"DUTIES & RESPONSIBILITIES
OF SHIFT TECHNICAL ADVISOR"

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FLORIDA POWER & LIGHT COMPANY
ST. LUCIE PLANT
ADMINISTRATIVE PROCEDURE NO. 0005725
REVISION 6

1.0 TITLE:

DUTIES AND RESPONSIBILITIES OF THE SHIFT TECHNICAL ADVISOR

2.0 APPROVAL:

Reviewed by the Facility Review Group _____ January 20, 1981

Approved by J. H. Barrow (for) _____ Plant Manager January 26, 1981

Revision 6 Reviewed by F R G _____ 6-20 1985

Approved by DA Sagan _____ Plant Manager 7-3 1985

3.0 SCOPE:3.1 Purpose:

This procedure provides guidelines for the performance of the duties and responsibilities of the Shift Technical Advisor (STA).

3.2 Discussion:

NUREG 0578 - "TMI Lessons Learned Task Force Status Report and Short-Term Recommendations" establishes the requirements for the STA position and for the performance of two functions:

1. Accident Assessment Function

The primary task of the STA is to provide an independent, dedicated concern for the safety of the St. Lucie Plant. He is to provide advice to the Nuclear Plant Supervisor (NPS) during off-normal and emergency situations on actions to be taken to terminate or mitigate the consequences of such events.

2. Operating Experience Assessment Function

The STA, along with other St. Lucie Plant staff members and Nuclear Energy Department staff, will provide the Operating Experience Assessment Function required by the NRC in accordance with Administrative Procedure 0005724. The STA's daily tasks and routine are also discussed in this plant procedure.

FOR INFORMATION ONLY

This document is not controlled. Before use, verify information with a controlled document.

S	OPS
=====	
DATE	_____
DOCT PROCEDURE	_____
DOCN APO005725	_____
SYS	_____
COMP COMPLETED	_____
ITM	6

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3.0 SCOPE: (continued)

3.3 Authority:

1. NUREG 0578
2. NUREG 0737
3. Unit 1 and Unit 2 Technical Specifications

3.4 Definitions:

1. Shift Technical Advisor - an individual with a bachelor's degree or equivalent in a scientific or engineering discipline who has been trained and qualified in accordance with Administrative Procedures 0005722 and 0005723.
2. Plant Abnormal Occurrence Event - Events or conditions of a more significant nature which may include but are not limited to:
 - A. Any event which meets the notification or reporting criteria of AP 0010721, "NRC Required Non-Routine Notifications and Reports". /R6
 - B. Any event or equipment failure of serious or immediate consequence even though not reportable under the criteria given by 3.4.2.A. /R6
 - C. Any procedure or operational error resulting from a fundamental misunderstanding of plant performance or safety requirements.
 - D. Entry into any action statement of Appendix A of the Technical Specifications other than for a planned surveillance or planned maintenance. /R6
3. Non Routine Event - Events or condition of a less significant nature which may include but are not limited to:
 - A. Equipment or component failures not included in 3.4.2.A. /R6
 - B. Any recurrent component or equipment failures.
 - C. Any departure from normal plant operating conditions.
 - D. Entry into any action statement of the unit Tech. Specs. for any reason. /R6
 - E. Any event or condition deemed of interest by the STA or NPS.

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4.0 PRECAUTIONS:

- 4.1 The reportability requirements of 10 CFR 50.72 shall be met within the time frames noted in APO010721, "NRC Required Non-Routine Notifications and Reports". An effective and timely review of Attachment 2, "STA Abnormal Occurrence Report" is essential to meeting the appropriate on shift reporting requirements. /R6

5.0 RESPONSIBILITIES:

- 5.1 The STA Group Lead Engineer has overall responsibility for staffing, implementing, coordinating, evaluating, and reviewing the STA program. /R6
- 5.2 The Technical Staff Training Coordinator is responsible for developing, implementing, and documenting the STA Training Program in accordance with Administrative Procedures 0005722 and 0005723.
- 5.3 Each STA shall be responsible for performing the accident assessment and operating experience assessment functions described in paragraphs 8.2 and 8.3.
- 5.4 The STA is responsible to the STA Group Lead Engineer. During off-normal reactor plant conditions, the STA shall advise the Nuclear Plant Supervisor (NPS) in the Control Room or Technical Support Center (TSC).
- 5.5 The Technical Staff STA Group will be composed of personnel assigned to the STA Group Lead Engineer. The STA Group Lead Engineer reports to the Technical Supervisor. /R6
- 5.6 The STA position is required to be manned when either Unit is in Modes 1-4.

6.0 REFERENCES:

- 6.1 NUREG 0578, "TMI Lessons Learned Task Force Status Report and Short-Term Recommendations"
- 6.2 USNRC letter of September 13, 1979, "Follow-up Actions Resulting from the NRC Staff Reviews Regarding the Three Mile Island Unit 2 Accident"
- 6.3 USNRC Information Notice 80-06 and Supplement #1, "Notifications of Significant Events at Operating Power Reactor Facilities" /R6
- 6.4 FPL letter of December 27, 1979, revised March 7, 1980, from A. D. Schmidt to C. M. Wethy, "Duties and Responsibilities of Nuclear Plant Supervisors and Shift Technical Advisors"
- 6.5 NUREG 0737.

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7.0 RECORDS AND NOTIFICATIONS:

- 7.1 STA Turnover Check Sheet - Attachment 1.
- 7.2 Guidelines for Report of Plant Abnormal Occurrences - Attachment 2.
- 7.3 Personnel error checklist - Attachment 3.
- 7.4 Notifications of incidents to NRC - Attachment 4.

/R6

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8.0 INSTRUCTIONS:

8.1 Qualifications and Training

1. The STA shall have a bachelor's degree or equivalent in a scientific or engineering discipline.
2. The STA shall be trained in:
 - A. The response and analysis of the plant for transients and accidents.
 - B. Details of the design, function, arrangement, and operation of plant systems including the capabilities of instrumentation and controls in the Control Room.
3. The STA initial qualification shall be certified in writing by the Technical Staff Training Coordinator and the Plant Manager.

/R6

8.2 Accident Assessment Function

1. The primary task of the STA is to provide an independent dedicated concern for the safety of the St. Lucie Plant. This is accomplished by providing diagnostic support to Operations personnel during off-normal events and by advising the NPS on actions to terminate or mitigate the consequences of such events.
2. The role of the STA is to serve in an advisory capacity only and not to assume any command or control functions.
3. To accomplish this function, the STA should physically remain within an area which will allow him to be available to the Control Room, preferably immediately, but at the most within ten minutes.
4. The STA should remain in the Control Room during the course of an accident in order to assess vital core parameters to ensure safety of the reactor. He should not become involved with administrative and phone calling duties.
5. An off-shift STA will act as liason between the Control Room and TSC when the TSC is activated and manned.
6. The STA is responsible for making the notifications (or ensuring the notifications are made) for the events as specified in APO010721, "NRC Required Non-Routine Notifications and Reports".

/R6

The NRC Duty Officer will have a form similar to Attachment 4 from which he will ask questions. It may be helpful, but is not required, to complete this attachment prior to making required notifications.

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8.0 INSTRUCTIONS: (continued)

8.2 (continued)

6. (continued)

NOTE

For some events, the NRC Duty Officer will request an open line of continuous communications be maintained to the NRC Operations Center. This communications channel shall be closed only when authorized by the NRC.

7. The STA may be relieved of his accident assessment responsibilities only by a qualified STA.

8.3 Operating Experience Assessment Function

1. The plant operating experience assessment function is performed as a joint effort between members of the plant Technical Staff, the Nuclear Energy Staff and the STA.
2. The following are guidelines for the STA in the performance of his responsibilities:

NOTE

Except where noted, initialing to indicate review of each of the below documents is not required.

- A. Operator's Logs - During each shift the STA should review and be cognizant of equipment out of service, jumpers and disconnected leads, shift turnover sheets, surveillance/special testing in progress, and the RCO log book entries for the preceding shift. Periodically, the STA shall review and sign the contents of the Licensed Operator required reading books.
- B. Licensee Event Reports (LER's), IE Bulletins, Circulars and Notices, and Pertinent NRC or Industrial Assessments of Operating Experience - The STA will review the output of the Operational Experience Feedback Program (AP 0005724) and other information as directed by the STA Group Lead Engineer.
- C. Surveillance Testing - The STA should be aware of operations surveillance testing on his shift and of any unsatisfactory results.
- D. Radiological Conditions - The STA should be cognizant (on a shift basis) of the radiological conditions existing in the plant including any gaseous or liquid releases in progress.

/R6

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8.0 INSTRUCTIONS: (continued)

8.3 (continued)

2. (continued)

- E. General Plant Conditions - The STA should be alert to and responsive toward any of the following:

Plant efficiency
 Maintenance items
 Housekeeping
 Procedures
 Quality Assurance

Problems noticed in any of these areas should be brought to the attention of the appropriate department head.

- F. Reactor/Turbine Trips, Transients and Abnormal Occurrences

1. The STA should immediately assess all reactor trips, transients and abnormal occurrences occurring on his shift with regard to safety. This assessment should include, but not be limited to:

- (a) Sequence of events
- (b) Causes
- (c) Plant response
- (d) Corrective action taken to ensure plant safety
- (e) Violations of Technical Specifications and/or Safety Limits
- (f) Procedural inadequacies/equipment out of service
- (g) NRC required notification

- G. Reports

The STA shall commence preparing a report on all unusual or abnormal events occurring on his shift as soon as practical after termination of the event.

The STA report will fall into three categories:

1. Non Routine Event Report.

These events, as defined in 3.4.3 are not significant, and do not require urgent attention. These may be reported on the STA turnover sheet (Attachment 1) specified in 8.4.1 and will be reviewed in a routine manner. Sufficient detail should be included in the report to enable a cognizant reviewer not specifically involved to make an independent determination of significance, urgency, and followup required.

/R6

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8.0 INSTRUCTIONS: (continued)

8.3 (continued)

2. (continued)

G. (continued)

2. Abnormal Occurrence Report.

These events, as defined in 3.4.2 are significant and require immediate or prompt attention and may require reports to NRC. A report shall be drafted by the STA within 24 hours utilizing the STA Abnormal Occurrence Report (Attachment 2).

/R6

3. In House Event Report.

In House Event Reports are generated for significant plant events where a widely disseminated detailed report can provide useful operating experience feedback to plant personnel. These events are identified by the STA Group Lead Engineer. The format and distribution of the report will vary as appropriate to the event.

/R6

8.4 Shift Turnover and Relief

1. The off-going STA should review applicable plant documents and conditions to determine any off-normal system conditions, non routine events, or trends and shall fill out a Turnover Checklist (Attachment 1). Particular attention should be given to ensuring potential LER's/reportable items are listed on the Turnover Sheets.
2. The off-going STA shall verbally pass on to the relieving STA the plant status, emphasizing system off-normal conditions and trends, tests in progress, etc.
3. A tour of the plant should be conducted by the relieving STA as soon as practical after assuming the shift in order to verify correct equipment operating parameters and status.
4. Periodically (preferably once per week), all Shift Turnover Sheets shall be reviewed by the STA Group Lead Engineer and dispositioned in accordance with the Operating Experience Feedback Program AP 0005724.
5. In the event of sickness, personal emergency, or other problem which precludes the STA from assuming or completing his scheduled shift, the STA Group Lead Engineer should be informed. A relief should be arranged to fill the STA position within at least two (2) hours.

/R6

/R6

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ATTACHMENT 1

DATE _____

SHIFT _____

UNIT 1	UNIT 2
<p>I. SUMMARY OF SHIFT EVENTS</p> <p>II. COMPONENTS/SYSTEMS UNDER TEST</p> <p>III. MAJOR EQUIPMENT PLACED OUT OF SERVICE THIS SHIFT</p> <p>IV. ENTRY INTO AN ACTION STATEMENT</p> <p>V. POTENTIAL LER'S (REQUIRES COMPLETION OF ATTACHMENT 2)</p> <p>VI. PLANNED/SCHEDULED EVOLUTIONS</p> <p>VII. ADDITIONAL INFORMATION</p>	<p>I. SUMMARY OF SHIFT EVENTS</p> <p>II. COMPONENTS/SYSTEMS UNDER TEST</p> <p>III. MAJOR EQUIPMENT PLACED OUT OF SERVICE THIS SHIFT</p> <p>IV. ENTRY INTO AN ACTION STATEMENT</p> <p>V. POTENTIAL LER'S (REQUIRES COMPLETION OF ATTACHMENT 2)</p> <p>VI. PLANNED/SCHEDULED EVOLUTIONS</p> <p>VII. ADDITIONAL INFORMATION</p>

 OFF-GOING STA

 ON-COMING STA

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ATTACHMENT 2

STA ABNORMAL OCCURRENCE REPORT
(continued)

IV. APPARENT CAUSE:

(Describe the principal cause of the event, along with any contributing factors.)

V. CORRECTIVE ACTIONS:

(Describe any immediate corrective actions taken and any long term corrective actions recommended as a result of the event.)

VI. OTHER CONSIDERATIONS:

Describe any other special considerations that apply to the event, such as the following:

- unexpected or unexplained aspects of plant behavior.
- inadequate performance of systems or components
- procedural deficiencies
- radiological releases or exposures
- personnel errors
- previous similar events

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ATTACHMENT 2

STA ABNORMAL OCCURRENCE REPORT
 (continued)

VII. REPORTABILITY EVALUATION:

Check for reportability in AP #0010721, "NRC Required Non-Routine Notifications and Reports", EPIP #3100021E "Duties and Responsibilities of the Emergency Coordinator", and the applicable unit Tech. Specs.)

(check)

This event is reportable under the following criteria: (list specific paragraph)

For the following reason(s):

REPORTS REQUIRED:

A) OFF SITE PHONE NOTIFICATIONS

	NOTIFICATION TIME		
	<u>911</u>	<u>STATE</u>	<u>NRC *</u>
UNUSUAL EVENT	_____	_____	_____
ALERT	_____	_____	_____
SITE AREA EMERGENCY	_____	_____	_____
GENERAL EMERGENCY	_____	_____	_____
10 CFR 20.402/.403			_____
10 CFR 50.72			_____
10 CFR 73.71			_____
TECH. SPEC. 6.7.1			_____

* Courtesy call to Mr. Jack Crlenjak (NRC) after required notifications.

B) WRITTEN REPORTS

	DUE DATE
LICENSEE EVENT REPORT	_____
SPECIAL REPORT	_____
SAFETY LIMIT VIOLATION REPORT	_____
10 CFR 21 REPORT	_____
RADIOLOGICAL EVENT REPORT	_____
SECURITY EVENT REPORT	_____

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ATTACHMENT 2

STA ABNORMAL OCCURRENCE REPORT
(continued)

VII. (continued)
(check)

A review of the above documents indicates that this event is not reportable.

For difficult rule interpretations; the event was specifically evaluated against the following criteria:

_____ and was determined not to be reportable for the following reasons:

VIII. PERSONNEL ON SHIFT:

(List names of key personnel involved with event who may be able to supplement the information in this report: OPS, MAINT, HP, CHEM, etc.)

IX. SUPPORTING DATA:

Attach a copy of all applicable log entries, computer printouts, recorder charts, etc.

A) The minimum documentation for a reactor trip transient is: (check)

- | | |
|---|---|
| <input type="checkbox"/> Sequence-of-Events Printout. | <input type="checkbox"/> Tave - Tref |
| <input type="checkbox"/> Reactor Power | <input type="checkbox"/> T _H |
| <input type="checkbox"/> Pressurizer Pressure | <input type="checkbox"/> T _C |
| <input type="checkbox"/> Pressurizer Level | <input type="checkbox"/> S/G Levels |
| <input type="checkbox"/> Post Trip Review OP# 0030119 | |

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ATTACHMENT 2

STA ABNORMAL OCCURRENCE REPORT
(continued)

IX. SUPPORTING DATA: (continued)

B) For plant transients which do not result in a reactor trip obtain the recorder data in IX.A and additional data as appropriate:

___ Megawatts Others: _____
___ Feed/Steam Flow _____

___ S/G Press _____

C) For non plant transient events consider such documents as RCO Logs, PWO's, LPE Surveys, Chemistry Logs, EPIP Checklists, etc.

List Attachments:

D) For events reportable under 10 CFR 50.73 which involve a personnel error send an Attachment #3 "Personnel Error Checklist" to the applicable department head(s) for review, comment and approval. The STA should provide draft comments on this attachment.

Attachment #3 sent not applicable

X. This event has been entered into the in house event data base for tracking: LPE # _____.

Prepared by: _____ / _____
 Shift Technical Advisor Date

Copies: STA Logbook (w/o strip charts)
 STA Group Lead Engineer (w/o strip charts)
 Technical Staff Supervisor (w/o strip charts)
 IHE File

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ATTACHMENT 3

PERSONNEL ERROR CHECKLIST

DATE

TO: _____
Department Head

FROM: _____
Shift Technical Advisor

The information requested by this checklist is required for all Licensee Event Reports involving a personnel error by 10 CFR 50.73. The occurrence described below is being evaluated as a potential LER. Please fill out this checklist to provide the Shift Technical Advisor all the information necessary for the report.

The STA should provide draft comments for the Department Head review, comment and approval.

EVENT: _____

UNIT: _____

DATE: _____

TIME: _____

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PERSONNEL ERROR CHECKLIST
(continued)

1. What was the type of personnel involved (i.e.; contractor, utility-licensed operator, utility non-licensed operator, other utility personnel)?

2. Was the error a cognitive error (i.e.; failure to recognize the actual plant condition, failure to realize which systems should be functioning, failure to recognize the true nature of the event) or a procedural error?

3. Was the error contrary to an approved procedure:

4. Was the error the direct result of an error in an approved procedure?

5. Was the error associated with an activity or task that was not covered by an approved procedure?

6. Were there any unusual characteristics of the work location (i.e.; heat, noise) that directly contributed to the error?

7. What was the cause of this personnel error?

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PERSONNEL ERROR CHECKLIST
(continued)

8. What corrective actions have you taken to prevent this type of error in the future?

9. Do you plan any further corrective actions in your department to prevent this type of error in the future? List anticipated completion dates.

10. Do you recommend any further corrective actions from other departments (operator training, procedure clarifications, etc)?

Department Head: _____ Date: _____

(Please forward to STA Group when complete)

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ATTACHMENT 4
SIGNIFICANT EVENT REPORT
(for NRC Notification)

Date _____ Time _____

Facility Name Florida Power & Light St. Lucie Unit (applicable Unit)

Caller Name _____

1. Description of Event _____

Classification of Event _____

Reactor Systems Status _____

Pressure _____ Temperature _____ Power Level _____

Flow _____ ECCS Operating/Operable _____

(Pumps on)

PZR or RX Level _____ Cooling Mode _____

Any Radioactive Release or Increase Release? _____

Path _____ Stopped _____ Release Rate _____

Monitored? _____

Steam Plant Status: S/G Levels _____

Equip. Failures _____ Feedwater Source/Flow _____

Electrical Dist. Status: Normal Off-Site Power Sources

Available? _____

Major Busses/Loads Lost _____

Safeguards Busses Power Source _____

D/G Running? _____ Loaded? _____

Personnel Casualties/Contamination? _____

2. Consequences of Event: _____

Actual and Potential Safety Hazards: _____

Tech. Spec. Violations? _____

State Notified? _____ Press Release Planned? _____

3. Cause of Event: _____

Corrective Actions taken: _____

Planned: _____

4. NRC contact name: _____

100-100000-100

100-100000-100