PSE&G

Public Service Electric and Gas Company P.O. Box 236 Hancocks Bridge, New Jersey 08038

Nuclear Department

May 20, 1983

Director of Nuclear Reactor Regulation
U. S. Nuclear Regulatory Commission
7920 Norfolk Avenue
Bethesda, Maryland 20014

Attention: Mr. Steven A. Varga, Chief
Operating Reactors Branch 1
Division of Licensing

Dear Mr. Varga:

EMERGENCY OPERATING PROCEDURES GENERATION PACKAGE
SUPPLEMENT 1 TO NUREG-0737
REQUIREMENTS FOR EMERGENCY RESPONSE CAPABILITY
SALEM GENERATING STATION
UNITS NO. 1 AND 2
DOCKET NOS. 50-272 AND 50-311

PSE&G hereby transmits a copy of its Emergency Operating Procedures (EOP) Generation Package, as required by Supplement 1 to NUREG-0737

As indicated in our April 15, 1983 response to Generic Letter 82-33, the EOP Generation Package does not address the Safety Parameter Display System (SPDS). The revised EOPs will be implemented (without SPDS) by mid-1984.

Should you have any questions, please do not hesitate to contact us.

Very truly yours,

E. A. Liden
Manager - Nuclear
Licensing and Regulation

Attachment

CC: Mr. Donald C. Fischer
Licensing Project Manager (w/o attach.)

Mr. Leif Norrholm
Senior Resident Inspector (w/o attach.)

A003
1/1

The Energy People

5.5.3 Format Organization

a. The format organization and content requirements for each Operating Procedure are as follows:

(1) Section 1.0 PURPOSE

(a) This section shall provide a brief and concise statement that describes what is intended to be accomplished.

(2) Section 2.0 INITIAL CONDITIONS

(a) The section shall detail the requirements and conditions that must be met prior to the performance of the procedural steps (i.e. section 5.0).

(3) Section 3.0 PRECAUTIONS

(a) This section shall detail pertinent cautionary information that is generally applicable to the entire procedure.

(4) Section 4.0 ATTACHMENTS LIST

(a) This section shall identify, by listing, each attachment (e.g. graph, figure, table, check off sheets, etc.) to the procedure.

(b) Check off sheets, when used, shall contain a sign off space for the operator to initial after completion of each major step. In addition, the last page of each Check off sheet shall contain a sign off space for the appropriate reviewer's signature.

(5) Section 5.0 PROCEDURE

(a) This section shall contain the instructional steps and applicable contingency actions that are necessary to meet the purpose of the procedure.

(b) This section may include supplementary information, cautionary information, and notes.

(c) Sign off spaces in the body of the procedure are not required nor desired.

5.6 Surveillance Procedures

5.6.1 Designations

a. The designation for technical specification related Surveillance Procedures assigned to the Operations Department shall be SP(O). The designation for non-technical specification surveillances, called Periodic Inspection/Surveillance, shall be PI/S.

b. For Surveillance Procedures (Operations), the technical specification surveillance requirement number (main number if more than one requirement) that the Surveillance Procedure (Operations) was written to fulfill shall immediately follow the Surveillance Procedure (Operations) designator to specifically identify each individual procedure.

(1) As such, each individual Surveillance Procedure will have a unique identifier; for example, SP(O)4.4.6.3, SP(O)4.5.2(b), SP(O)4.9.4, etc.

c. For Periodic Inspection/Surveillances, each shall be numbered as follows:

(1) A second level designator for each Periodic Inspection/Surveillance shall immediately follow the PI/S acronym. This second level designator shall identify the system that the Periodic Inspection/Surveillance is applicable to. For examples; FP, CA, CN, etc.

(2) A sequential number will follow the second level designator to specifically identify each individual Periodic Inspection/Surveillance as classified.

(3) As such, each Periodic Inspection/Surveillance will have a unique identifier. As examples:

(a) Two Periodic Inspection/Surveillances dealing with FP system inspections would be shown as PI/S-FP-1 and PI/S-FP-2.

(b) One Periodic Inspection/Surveillance dealing with a CA system surveillance would be shown as PI/S-CA-1.

5.6.2 Format Arrangement

a. The single column (i.e. standard sentence approach) format should normally be used in preparing Surveillance Procedures (Operations) and Periodic Inspection/Surveillances. The dual column format, however, may be used if it more adequately presents the procedure.

b. When the dual column format is used for a Surveillance Procedure (Operations) or Periodic Inspection/Surveillance:

(1) The dual column approach shall begin with the Procedure section of the procedure (refer to subsection 5.6.3 below).

(a) The left hand column shall be used for operator action statements.

(b) The right hand column shall be used to present contingency actions for use when the response to the action statements are not obtained and to provide supplementary information and notes.

(2) The single column approach shall be used for the first four sections to the procedure (refer to subsection 5.6.3 below).

c. Specific guidance regarding page layout, text number, etc. is provided in Section 2.0 of this directive and in AD-4, Typist Guide.

5.6.3 Format Organization

a. The format organization and content requirements for each Surveillance Procedure (Operations) and Periodic Inspection/Surveillance are as follows:

(1) Section 1.0 PURPOSE

(a) This section shall provide a brief and concise statement that describes what is intended to be accomplished.

(b) With regard to Surveillance Procedures (Operations), the specific technical specification surveillance requirements (i.e. numbers) that the procedure is written to meet shall be identified.

(2) Section 2.0 INITIAL CONDITIONS

(a) The section shall detail the requirements and conditions that must be met prior to the performance of the procedural steps (i.e. section 5.0).

(b) Each initial condition shall have a sign off space for the operator to initial after completing the step. The "sign offs" may be included directly in the body of the procedure or in a check off sheet whichever approach better lends itself to the procedure and to records storage considerations.

(3) Section 3.0 PRECAUTIONS

(a) This section shall detail pertinent cautionary information that is generally applicable to the entire procedure.

(4) Section 4.0 ATTACHMENTS LIST

(a) This section shall identify, by listing, each attachment (e.g. graph, figure, table, check off sheets, etc.) to the procedure.

(b) Check off sheets, when used, shall contain a sign off space for the operator to initial, after completion of each major step. In addition, the last page of each Check off sheet shall contain a sign off space for the appropriate reviewer's signature.

(5) Section 5.0 PROCEDURE

(a) This section shall contain the instructional steps and applicable contingency actions that are necessary to meet the purpose of the procedure.

(b) Each pertinent instructional step shall have a sign off space for the operator to initial after completing the step. The "sign offs" may be included directly in the body of the procedure or in a check off sheet which ever approach better lends itself to the procedure and to records storage considerations.

(c) This section may include supplementary information, cautionary information, and notes.

5.7 Alarm Response Procedures

5.7.1 Designation

a. The general designation for all Alarm Response Procedures shall be ARP.

(1) A second level designator for each Alarm Response Procedure shall immediately follow the ARP acronym. This second level designator shall identify the type of alarm. For example:

(a) The control room overhead annunciator alarms shall be identified as OHA.

(b) The local panel annunciator alarms shall be identified as PNL.

(c) The control console bezel alarms shall be identified as BZL.

(d) The auxiliary alarm typewriter alarms shall be identified as AUX.

(2) A third level designator shall be used to identify the specific alarm within a given alarm type. No specific approach shall be defined herein; however, whatever approach is used it shall be used consistently. Some example approaches are:

(a) For control room overhead annunciator alarms, the grid location should be used (e.g. A5, C32, D15, etc.).

(b) For local panel annunciator alarms, the panel number should be used (e.g. 470, 104, 661, etc.). In addition, the grid location could also be specified.

(c) For control console bezel alarms, the bezel drawing number could be used.

(d) For auxiliary alarm typewriter alarms, the computer address point should be used.

(3) As such, each Alarm Response Procedure will have a unique identifier. As examples:

(a) Overhead annunciator alarms ARP-OHA-A15, ARP-OHA-D26, etc.

(b) Local panel alarms, ARP-PNL-470 or ARP-PNL-470-A4, etc.

(c) Control console bezel alarms, ARP-BZL-202061-1, ARP-BZL-202061-2, ARP-BZL-202067-1, etc.

(d) Auxiliary alarm typewriter alarms, ARP-AUX-072, ARP-AUX 332, etc.

5.7.2 Format Arrangement

a. A formal format arrangement (i.e. single or dual column) is not specified for alarm response procedures.

b. Specific guidance regarding page layout is provided in AD-4, Typist Guide.

5.7.3 Format Organization

a. The format organization and content requirements for each Alarm Response Procedure is as follows:

(1) ALARM

(a) The exact wording of the alarm as it is displayed on the annunciator, bezel, etc. shall be provided.

(2) ENTRY CONDITION

(a) This section shall contain a list of the conditions under which the procedure is used.

(b) The entry conditions shall include alarm setpoints, and may include indications, operating conditions, procedure referrals, etc.

(3) IMMEDIATE ACTIONS

(a) This section should contain those actions (both automatic and manual) that the operator should either be verifying or taking immediately upon receipt of the alarm or initiation of the procedure.

(4) SUBSEQUENT ACTIONS

(a) This section should contain those actions that the operator should take to return the abnormal condition to a normal condition.

(5) SUPPLEMENTAL INFORMATION

(a) The inclusion of this section is optional.

(b) This section, when included in an Alarm Response Procedure, can be used to detail such information as reference documents, bistable numbers, equipment locations, etc.

b. Signature or sign off spaces in Alarm Response Procedures are not required or desired.

END OF PROCEDURE
FINAL PAGE

ATTACHMENT D

ADMINISTRATIVE DIRECTIVE 4
TYPIST GUIDE, REV. 1

Rev. 0

ADMINISTRATIVE DIRECTIVE - 4
TYPIST GUIDE

1.0 PURPOSE

1.1 This directive provides standardized guidelines and format requirements to be used in the typing of Operations Department documents.

1.2 This directive should be used in conjunction with AD-2, Author's Guide for Operations Department Documents, and AD-6, Operations Department Standard Abbreviations to ensure:

1.2.1 Requirements imposed upon the authors of documents are carried through the typing effort.

1.2.2 Consistency between documents.

1.3 Although it is intended that all guidance provided within this directive is to be followed, it is not the purpose of this document to establish implementation requirements (e.g., priorities, schedules, etc.). The implementation of this guide shall be controlled by the Operations Manager.

2.0 GENERAL FORMAT REQUIREMENTS

2.1 Document Designations and Numbering

2.1.1 The specific designations and method of uniquely identifying each category of Operations Department documents is detailed in Section 5.0 of AD-2.

2.1.2 The cover sheet used to control all Operations Department documents is specified in AD-1.

2.1.3 Page and revision identification requirements are as follows:

a. The first page shall have the procedure number centered immediately above the procedure title at the top of the page. For all SPM documents, the type of procedure (e.g., Emergency Operating Procedure, Operating Procedure, etc.) shall be typed at the very top of the page centered above the other required information.

b. With the exception of the first page and all forms, the procedure number shall be typed in the upper right hand corner of each page, including attachments.

c. The bottom of each page of a document shall contain:

(1) The applicable unit number in the left hand corner (i.e. Salem Unit 1, Salem Unit 2, Salem Unit 1/2).

(2) The page number shall be centered.

(a) For text pages, the page numbers shall be sequential (i.e., 1, 2, 3,...).

(b) For attachment pages, the page numbers shall identify the attachment and the sequential page number associated with that attachment. As examples: for page 2 of Check Off Sheet 1 it would be page numbered as COS-1-2; for page 1 of Figure 3 it would be page numbered as FIG-3-1.

(3) The applicable revision number in the right hand corner (e.g., Rev. 0, Rev. 2, etc.).

d. The following statement shall be typed (in all capital letters) on the last page of the body of the document immediately following the last line of text:

END OF PROCEDURE
FINAL PAGE

2.1.4 The text numbering scheme to be used in presenting guidance and instructions in the various Operations Department documents shall be as specified in Subsection 2.4 of AD-2.

2.2 Document Layout

2.2.1 A "border" shall be provided on each page of each document. All text and attachment information shall be contained within the border. Specific exceptions to this shall be approved by the Senior Operations Supervisor.

2.2.2 With the exception of some of the Alarm Response Procedures, the various Operations Department documents shall be typed in either the single-column or dual column format.

a. The specified format requirement for each type of Operations Department procedure is given in Section 5.0 of AD-2.

b. An example of a procedure in the single column format is included with this directive as Figure 1.

c. An example of a procedure in the dual column format is included with this directive as Figure 2.

d. An example of an Alarm Response Procedure in a simplified single column format is included with this directive as Figure 3.

3.0 SPECIFIC FORMAT REQUIREMENTS

3.1 Single Column Format on Displaywriter

3.1.1 Line Format Menu

a. spacing - single

b. alignment - left

c. typestyle - 10 pitch

d. lines/cm - 2.36 (or 6/inch)

e. adjust line endings - n/a

f. zone width - 6

3.1.2 Margins and Tabs Menu

a. left margin - 9

b. right margin - 75

c. tab settings

(1) first five tabs are set at 14, 19, 26, 31, and 36

(2) after tab setting 36, set tabs at every 5 spaces.

3.1.3 Page Format and Header/Footer Menus

a. Header Line (i.e., procedure number only)

(1) Set at line 4, tab 68

(2) Print header - all but first page

b. First Typing Line

(1) Title line on first page - set at line 6

(2) On other pages - set at line 8

c. Footer Line

(1) Last typing line - set at 58

(2) Unit designator - set at left margin

(3) Page number - center

(4) Revision number - set at tab 68

(5) Print footer - all pages

3.2 Dual Column Format on Displaywriter

3.2.1 Line Format Menu

a. spacing - single

b. alignment - left

c. typestyle - 10 pitch

d. lines/cm - 2.36 (or 6/inch)

e. adjust line endings - n/a

f. zone width - 6

3.2.2 Margins and Tabs Menu

a. left margin - 9

b. center column margin - 42

c. right margin - 75

d. tab settings for single column sections

(1) first five tabs are set at 14,19, 26, 31, and 36

(2) after tab setting 36, set tabs at every 5 spaces

e. tab settings for left hand column

(1) column heading (i.e. Actions) tab set at 22

(2) numbering sequence begins at left margin

(3) first six tabs are set at 9, 10, 11, 12, 13, and 14

f. tab settings for right hand column

(1) column heading (i.e. Comments/Contingency Actions) tab set at 44

(2) wording sequence begins at tab 44

(3) first six tabs set at 42, 44, 45, 46, 47, and 48, tab 42 is the center tab.

3.2.3 Page Format and Header/Footer Menus

a. Header Line (i.e., procedure number only)

(1) set at line 4, tab 68

(2) Print header on all but first page

b. First Typing Line

(1) Title line on first page - set at line 6

(2) On other pages - set at line 8

c. Footer Line

(1) Last typing line - set at 58

(2) Unit designator - set at left margin

(3) Page number - center

(4) Revision number - set at tab 68

(5) Print footer - all pages

4.0 TYPING INSTRUCTIONS

4.1 Spacing

4.1.1 Title and section headings (e.g. 1.0, 2.0, etc.) shall be separated from subsections or paragraphs (e.g. 1.1, 2.1.1, etc.) by a double space.

4.1.2 Subsections (e.g. 1.1, 2.1.1, etc.) shall be separated from other subsections by a double space.

4.1.3 Steps (e.g. a., b., etc.), substeps (e.g. (1), (2), etc.) and parts (e.g. (a), (b), etc.) shall be separated from each other by a double space.

4.1.4 The text of the procedure shall be single spaced.

4.1.5 The last statement on a page shall be at least one double space above the page number.

4.1.6 A CAUTION border (refer 4.4.4) or NOTE shall be double spaced from the previous step.

4.1.7 The text of the caution or note and its heading shall be single spaced.

4.1.8 A CAUTION border (refer to 4.4.4) or NOTE shall be doubled spaced from the procedure step that follows.

4.1.9 The text of a CAUTION or NOTE shall be single spaced.

4.2 Capitalization

4.2.1 The guidance specified in section 3.0 of AD-2 that pertains to capitalization should be followed.

4.2.2 The headings to each procedure (e.g., procedure type and title), the headings to each major section (e.g., 1.0, 2.0, etc.) within a procedure and the column headings shall be typed in all capital letters.

4.2.3 The headings to cautions or notes shall be typed in all capital letters.

4.2.4 The headings to attachments (e.g., check off sheets, figures, tables, etc.) shall be in all capital letters.

4.3 Underlining

4.3.1 The headings to major procedural sections (e.g., 1.0, 2.0, etc.) and to the columns shall be underlined.

4.3.2 The headings to cautions and notes shall be underlined.

4.4 Cautions

4.4.1 The following guidelines regarding cautions are applicable regardless of format (i.e., single or dual column) used.

4.4.2 The heading for each caution will be centered in the page.

4.4.3 The text to the caution will be centered. If the text is long enough, it will be typed from margin to margin.

4.4.4 A line of asterisks (*) shall be typed from the left to the right hand margin above and below the caution for highlighting purposes.

4.4.5 Cautions shall be placed such that the caution precedes the step to which it applies.

4.4.6 Cautions shall be placed such that the caution and the procedural step to which it applies are on the same page.

4.5. Notes

4.5.1 The headings to notes will be:

a. Centered in the page if the note is directly applicable to the operator action step.

b. Centered in the right hand side (column) of the page if the note is general in nature or applicable to the operator contingency actions.

4.5.2 The text to notes will be:

a. Centered in the page if the heading is centered in the page. If the text is long enough, it will be typed from margin to margin.

b. Centered in the right hand side (column) of the page if the heading is centered in the right hand side.

4.5.3 Notes will normally be placed such that the note precedes the step to which it applies. Notes that are appropriate to follow the steps to which they apply may be so placed.

4.5.4 Notes shall be placed such that the note and the procedural step to which it applies are on the same page.

4.6 Calculations and Formulas

4.6.1 Dependent upon placement in the procedure due to format considerations (i.e., single or dual column), a calculation or formula should be centered below the previous step or text.

4.6.2 For calculations that require the user to insert data or information, adequate blank space is to be provided.

4.7 Attachments

4.7.1 Spacing and Partitioning

a. A double space shall be left above and below both the attachment material (e.g., table, figure, etc.) and its title.

b. A minimum of three spaces should be left between adjacent columns in tables. If there is not enough space between columns, vertical lines should be drawn between all the columns in the table.

c. For large-sized tables, subgroups of entries should be arranged and separated from each other by a triple space.

4.7.2 Placement of Column Headings

a. Each line of a column heading should be centered both vertically and horizontally in the box.

b. Sideways placement of headings should be avoided whenever possible. However, if the column heading is unusually long, it may be placed sideways on the page so that it reads from the bottom up. If it is necessary to place one column heading in a table sideways, all column headings in the same table should be sideways.

4.7.3 Alignment

a. All tabulated material should be as nearly centered in each column as possible. All numbers should be aligned on the decimal point. A zero should be placed before the decimal point of a number less than one.

b. Words columns should be aligned on the left. A concluding period should not be used unless the entry is a complete sentence. Run over lines should be indented.

4.7.4 Missing Data

a. There should not be a vacant cell in a table. Omitted or missing data should be indicated by a dash centered in the cell. Cells for which a particular line is not applicable should be filled with the acronym N/A.

4.7.5 Line and Word Placement

a. Lines of text shall not be typed beyond the spacing guidelines specified in section 3.0 above.

b. Lines that cannot be entirely typed on a page shall not be discontinued and then continued on the next page. The entire line shall be typed on the next page.

c. Words that cannot fit within the margin shall not be hyphenated. The entire word shall be typed on the next line.

5.0 MISCELLANEOUS GUIDANCE

5.1 Typing Requirements

5.1.1 Paper size should be 8½ x 11 inches.

5.1.2 White, bond paper with a printed border should be used.

5.1.3 Typing should be done on an electric typewriter or word processor.

5.1.4 Typestyle 10 pitch is to be used.

5.2 Rotation of Pages

5.2.1 If pages need to be rotated, these rules should be followed:

a. The top of the page with rotated print is the normal left hand edge.

b. The page margins do not rotate.

END OF PROCEDURE
FINAL PAGE

ATTACHMENT E

ADMINISTRATIVE DIRECTIVE 6
OPERATIONS DEPARTMENT STANDARD
ABBREVIATIONS LIST, REV. 3

ADMINISTRATIVE DIRECTIVE - 6
OPERATIONS DEPARTMENT STANDARD ABBREVIATIONS

1.0 PURPOSE AND SCOPE

1.1 The purpose of this directive is to provide standardized abbreviations and acronyms for use in Operations Department documents and the Tagging Request and Inquiry System (TRIS).

1.2 Abbreviations should not be used unless they are necessary due to space limitations or if they add to the flow of the procedure. It is preferable that a word or phrase be spelled out rather than abbreviated.

1.3 This document is not to be considered all inclusive, nor is it to be construed that only the abbreviations and acronyms listed herein are acceptable for use.

1.3.1 The author of any Operations Department document is free to use abbreviations and acronyms that are not listed in this directive providing that:

a. The user of the document is familiar with the abbreviation or acronym used, and/or

b. The first time the abbreviation or acronym is used in the text of the document it is placed in parenthesis immediately following the word or phrase that it is to be used in lieu of.

2.0 GENERAL ABBREVIATIONS AND ACRONYMS

Abnormal Operating Procedures	AOP
Air Operated Valve	AOV
Alarm Response Procedrues	ARP
Accumulator	ACCM
Action Statement	A/S
Administrative Directive	AD
Ampere	Amp
Administrative Procedure	AP
Alternating Current	ac
Appendix	APP
Argon	Ar
Attachment	ATT
Automatic	AUTO
Auxiliary	Aux
Auxiliary Lube Oil Pump	ALOP
Auxiliary Power Transformer	APT

Average	Ave
Average Temperature	TAVE
Background	bkgd
Back Up	BU
Balance of Plant	BOP
Barium	Ba
Battery	Batt
Bearing	Brg
Beryllium	Be
Blowdown	B/D
Boric Acid Tank	BAT
Boron	B
Boron Injection Tank	BIT
Breaker	Bkr
Building	Bldg
Bypass	Byp
Carbon	C
Casing	Csg
Carbon Dioxide	CO2
Calibration	Cal
Centimeter	cm
Cesium	Cs
Channel	CH
Charging	Chg
Check-Off Sheet	COS
Chemistry	Chem
Chlorine	Cl
Chromium	Cr
Circuit	Ckt
Clockwise	CW
Cobalt	Co
Code of Federal Regulations	CFR
Cold Shutdown	CSD
Condensate	Cond
Containment Fan Coil Unit	CFCU
Control Rod Drive Mechanism	CRDM
Counter	Ctr
Counterclockwise	ccw
Counts Per Second	cps
Cubic Feet Per Minute	cfm
Curie	Ci
Decades Per Minute	dpm
Demineralized Water Storage Tank	DWST
Demineralizer	Demin
Department	Dept.
Design Basic Accident	DBA
Diesel-Generator	DG

Differential	Diff
Differential Pressure	delta P, or psid or d/p
Direct Current	dc
Discharge	Disch
Disintegrations Per Minute	dpm
Disintegrations Per Second	dps
Electro-Hydraulic Control	EHC
Elevation	EL or Elev.
Emergency	Emer
Emergency Core Cooling System	ECCS
Emergency Duty Officer	EDO
Emergency Offsite Facility	EOF
Emergency Operating Procedure	EOP
Engineered Safety Feature	ESF
Environmental Technical Specification	ETS
Equipment Operator	EO
Evaporator	Evap
Extended Radiation Exposure Permit	EREP
Exhaust	Exh
Fail As Is	FAI
Fail Closed	F/C
Fail Open	F/O
Failed Instrument	F/I
Fahrenheit	°F
Feeder	Fdr
Feedwater	FW
Feedwater Heater	FW Htr
Figure	FIG or Fig
Final Safety Analysis Report	FSAR
Foot (Feet)	Ft.
Fresh Water Storage Tank	FWST
Frequency	Freq
Fuel Oil Storage Tank	FOST
Gallon	Gal
Gallons Per Minute	gpm
Gallons Per Second	gps
Gas Decay Tank	GDT
General Manager	Gen'l Mgr.
Generator	Gen
Geiger-Mueller	GM
Governor	Gov
Group	Grp
Hafnium	Hf
Header	Hdr
Heater	Htr
Heating, Ventilation and Air Conditioning	HVAC

Heat Exchanger	HX
Hertz	Hz
High Pressure	HP
Hold-Up Tank	HUT
Hope Creek Generating Station	HCGS
Horsepower	hp
Hour	hr.
House Heating Boiler	HHB
Hot Shutdown	HSD
Hot Standby	HSB
Hydrogen	H2
Hydrogen Ion Concentration	pH
Hydraulic	Hyd
Hydrazine	N2H4
Indium	In
In Accordance With	IAW
Inch	in.
Information Directive	ID
Inspection Order	I/O or IO
Instruction	Instr.
Instrument	Inst
Integrated Operating Procedure	IOP
Interlock	Intlk
Intermediate Range	IR
Iodine	I
Ion Exchanger	IX
Iridium	Ir
Iron	Fe
Isolation	Isol
Kilowatt Electrical	KWe
Kilowatt Thermal	KWt
Kilovolt	kV
Krypton	Kr
Lead	Pb
Level	Lvl
Limit Switch	LS
Limiting Condition for Operation	LCO
Linear Variable Differential Transformer	LVDT
Liter	lt.
Loss of Coolant Accident	LOCA
Low Population Zone	LPZ
Low Pressure	LP
Lube Oil	L.O.
Lube Oil Pump	LOP
Main Feedwater Pump	MFP
Main Steam Isolation Valve	MSIV
Makeup	M/U

Manager	Mgr
Manual	Man
Maximum	max
Maximum Permissible Concentration	MPC
Maximum Permissible Dose	MPD
Maximum Permissible Exposure	MPE
Megawatt Electrical	MWe
Megawatt Thermal	MWt
Miles Per Hour	mph
Milli	m
Milli Rem	mr
Minimum	Min
Minute	min.
Mixed Bed	MB
Moisture Separator/Reheater	MSR
Monitor Tank	MT
Motor-Driven	MD
Motor Generator	MG
Motor Operated Valve	MOV
Narrow Range	NR
Negative	Neg
Net Positive Suction Head	NPSH
Nitrogen	N2
Non Regenerative Heat Exchanger	NRHX
Normal	Norm
Normally Closed	N/C or N.C.
Normally Open	N/O or N.O.
Not Applicable	N/A
Nuclear	Nuc
Nuclear Control Operator	NCO
Nuclear Instrumentation	NI
Nuclear Regulatory Commission	NRC
Nuclear Steam Supply System	NSSS
On the Spot Change	OTSC
Operations	Ops
Operations Directive	OD
Operations Department Manual	ODM
Operating Procedure	OP
Operations Support Center	OSC
Oscilliscope	Osc
Out-of-Service	O/S
Out-of-Specification	OOS
Oxygen	O2
Panel	Pnl
Parts Per Billion	ppb
Parts Per Million	ppm
Periodic Inspection/Surveillance	PI/S

Phase	Ø
Piping and Instrument Diagram	P&ID
Plutonium	Pu
Positive	Pos
Potassium	K
Potentiometer	Pot
Pounds Per Square Inch Absolute	PSIA
Pounds Per Square Inch Gage	PSIG
Power	Pwr
Power Factor	PF
Power Range	PR
Pressure	Press
Pressurized Water Reactor	PWR
Pressurizer	Pzr
Pressurizer Relief Tank	PRT
Primary	Pri
Primary Water Storage Tank	PWST
Public Service Electric & Gas Company	PSE&G
Purchase Order	PO
Qualified Individual	QI
Quality Assurance	QA
Quality Control	QC
Radiation Exposure Permit	REP
Radium	Ra
Radon	Rn
Reactor	RX
Reactor Coolant Drain Tank	RCDT
Reactor Coolant Pump	RCP
Reactor Operator	RO
Reactor Vessel	RV
Recirculation	Recirc
Reference	Ref
Reference Temperature	TREF
Refueling Water Storage Tank	RWST
Regenerative Heat Exchange	RHX
Reservoir	Res
Resistance	Resis
Resistance Temperature Detector	RTD
Return	Ret
Revolutions Per Minute	rpm
Rod Cluster Control	RCC
Rod Insertion Limit	RIL
Rod Position Indicator	RPI
Rod Withdrawal Limit	RWL
Rubidium	Rb
Safety Injection	SI
Salem Generating Station	SGS

Samarium	Sm
Satisfactory	SAT
Seal Water Heat Exchanger	SWHX
Second	sec.
Secondary	Scndy
Senior Operations Supervisor	SOS
Senior Reactor Operator	SRO
Senior Shift Supervisor	SSS
Senior Shift Supervisor-Days	SSSD
Sequence	Seq
Shift Supervisor	SS
Shift Support Supervisor	SSupS
Shift Technical Advisor	STA
Shut-Down	S/D
Sodium	Na
Solenoid	Sol
Solenoid Valve	SV
Source Range	SR
Spent Fuel Pit	SFP
Spent Resin Storage Tank	SRST
Square	Sq
Stand By	S/B
Standard Cubic Feet Per Minute	scfm
Start Up	S/U
Startup Rate	SUR
Station Plant Manual	SPM
Station Power Transformer	SPT
Steam	Stm
Steam Generator	SG
Steam Generator Tube Rupture	SGTR
Strainer	Str
Strontium	Sr
Suction	Suct
Supervisor	Supv
Supply	Sup
Surveillance Procedure (Operations)	SP(O)
Switchgear	Swgr
Synchronize	Sync
System	Sys
Table	TBL
Tank	Tk
Technical Department I&C Group	IC
Technical Department Manual I&C	ICM
Technical Document Room	TDR
Technical Specifications	T/S
Technical Support Center	TSC
Technician	tech

Temperature	temp
Thermocouple	TC
Thorium	Th
Transfer	XFR
Transformer	XFRMR
Tritium	H3
Trouble	Trble
Turbine	Turb
Turbine Generator	TG
Turning Gear	Turn Gr
Turns Open	TO
Unsatisfactory	UNSAT
Uranium	U
Utility Operator	UO
Vacuum	Vac
Ventilation	Vent
Volt	V
Voltage Regulator	VR
Volume	Vol
Volume Control Tank	VCT
Waste Holdup Tank	WHUT
Waste Monitor Holdup Tank	WMHUT
Warm-up	W/U
Water	Wtr
Water Treatment	WT
Week	Wk
Weight	wt
Wide Range	WR
Work Order	WO
Xenon	Xe
Year	Yr
Zinc	Zn
Zirconium	Zr

3.0 SYSTEM AND SYSTEM COMPONENTS ACRONYMS

System Acronym	Component Acronym	System Name
AFW	AF	Auxiliary Feedwater
AR	AR	Condenser Air Removal & Priming
BD	BD	Building & Equipment Drains
BF	BF	Boiler Feed (Steam Generator Feedwater)
BR	BR	Boric Acid Recovery
BS	BS	Bleed Steam
CA	CA	Control Air
CCW	CC	Component Cooling
CD	CD	Carbon Dioxide
CF	CF	Feedwater Chemical Treatment
CH	CH	Chilled Water
CL	CL	Clorination
CM	CM	Communications
CN	CN	Condensate
CS	CS	Containment Spray
CVC	CV	Chemical & Volume Control
CW	CW	Circulating Water
DA	DA	Diesel Engine Auxiliaries
DF	DF	Diesel Fuel
DM	DM	Demineralized Water
DR	DR	Demineralized Water (Restricted)
FP	FP	Fire Protection
FO	FO	Fuel Oil
FW	FW	Fresh Water
GB	GB	Steam Generator Drains & Blowdown
GD	GD	Steam Generator Drains
GG	GG	Gas Turbine Unit #3
GS	GS	Turbine Gland Sealing Steam & Leak Off
GT	GT	Gas Turbine Fuel Oil Transfer
GW	GW	Generator Cooling Water
HB	HB	Heating Boiler
HD	HD	Heater Drains
HS	HS	Heating Steam & Condensate Return
HV	HV	Heater Vents
HW	HW	Heating Water
HY	HY	Hydrogen
LW	LW	Non Radioactive Liquid Waste Disposal
MC	MC	Miscellaneous Condensate
MD	MD	Miscellaneous Drains

MS	MS	Main Steam
NIS	(None)	Nuclear Instrumentation
NT	NT	Nitrogren
PB	PB	Plumbing-Sanitary
PC	PC	Penetration Cooling (Air)
PL	PL	Steam Generator Feed Pump Lube Oil
PR	PR	Pressurizer Relief
PS	PS	Pressurizer Spray
RCS	RC	Reactor Coolant
RD	RD	Moisture Separator Reheater Drains
RHR	RH	Residual Heat Removal
RMS	R	Radiation Monitoring
RPI	(None)	Rod Position Indication
RS	RS	Reheat Steam
SA	SA	Compressed Air (Service)
SFC	SF	Spent Fuel Cooling
SJ	SJ	Safety Injection
SC	SC	Screen Wash
SO	SO	Generator Seal Oil
SPS	(None)	Solid State Protection
SS	SS	Sampling
ST	ST	Service Water (Turbine)
SW	SW	Service Water (Nuclear)
TAC	TC	Turbine Auxiliaries Cooling
TD	TD	Turbine Drains
TL	TL	Main Turbine Lubricating Oil
VC	VC	Containment Ventilation
WD	WD	Equipment Vents & Drains-Contaminated
WG	WG	Waste Disposal-Gaseous
WL	WL	Waste Disposal-Liquid
WR	WR	Primary Water Recovery
WS	WS	Waste Disposal-Solid

4.0 COMPONENT POSITION/STATUS ABBREVIATIONS

O	Open
X	Closed
AO	Automatic or Remote Operated
BU	Backup (electrical)
CF	Control Fuse
CN	Connected
CP	Control Power
CT	Cleared & Tagged
CR	Center

EX	Extinguished
LC	Locked Closed & Capped
LO	Locked Open
LX	Locked Closed
MA	Manual
MX	Manual Shut
NB	Not Blown
RG	Regular (electrical)
RI	Racked In
RS	Reset (electrical
ST	Set
TH	Throttled
TL	Throttled & Locked (locked hand wheel)
TP	Tripped (electrical)
US	Upper Shoes
XO	Latched and Open

5.0 AREA AND BUILDING CODES

Area	Building	Acronym
01	1 Auxiliary Building	AUX
02	1 Inner Penetration Area	IPA
03	1 Outer Penetration Area	OPA
04	Yard	YRD
05	1 Containment	CAN
06	1 Fuel Handling Building	FHB
07	1 Turbine Building	TGA
08	Service Building	SVB
09	Administration Building	ADM
10	"B" Building	BBD
11	"A" Building	ABD
12	2 Auxiliary Building	AUX
13	2 Inner Penetration Area	IPA
14	2 Outer Penetration Area	OPA
15	2 Containment	CAN
16	2 Fuel Handling Building	FHB
17	2 Turbine Building	TGA
18	Fire Pump House	FPH
19	Circulating Water Intake	CWI
20	Service Water Intake	SWI
21	House Heating Boiler Building	HHB
22	Switchyard	SWY

END OF PROCEDURE

FINAL PAGE

ATTACHMENT F

EOP/ERG COMPARISON RECORD

EOP/ERG COMPARISON RECORD

EOP NUMBER _____ TITLE _____
ERG NUMBER _____ TITLE _____

EOP STEP	ERG STEP	DEVIATION NO	DEVIATION YES	REASON FOR DEVIATION FROM ERG

Sheet _____ of _____

ATTACHMENT G

EOP VALIDATION RECORD

Rev. 0

EOP VALIDATION RECORD
INITIAL CONDITIONS

PROCEDURE _____ CONDITIONS _____

LOGIC PATH _____

REFERENCES _____

EXPECTED FINAL CONDITIONS _____

ACTUAL FINAL CONDITIONS _____

STEP	COMMENTS

ATTACHMENT H

ADMINISTRATIVE DIRECTIVE 3
DOCUMENT CONTROL, REV. 5

ADMINISTRATIVE DIRECTIVE - 3
DOCUMENT CONTROL

1.0 DEFINITIONS

1.1 Set

A collection of documents that form a unit. In this department, the Station Plant Manual (SPM) is one set, and the Operations Department Manual (ODM) is another set.

1.2 Field Booklet

A group of documents from the SPM that are applicable for and are used at designated approved locations in the plant. The contents of the field booklets will vary with the locations; however, all field booklets are controlled in accordance with paragraph 1.3.

1.3 Controlled Sets

Sets of documents which receive all revisions and all On-the-Spot Changes applicable to these documents. The controlled sets are the sets of the SPM located in the Master File, each Control Room, and all field booklets.

1.4 Revision Controlled Sets

Sets of documents which receive all revisions but no On-the-Spot Changes applicable to these documents. Revision controlled sets are all Operations Department Manuals and all Station Plant Manuals not listed in paragraph 1.3 above.

1.5 Information Only Documents

Operations Department Documents located in various places that ~~are~~ neither updated nor authorized by the Operations Manager.

2.0 OPERATIONS DEPARTMENT MANUAL DOCUMENT CONTROL

2.1 Operations Directives (ODs) and Administrative Directives (ADs) comprise the Operations Department Manual (ODM).

2.2 These documents; when initiated, reviewed and implemented, shall be stamped "Master" with red ink and shall be known as the Red Master.

2.3 The Red Master shall be the only master, and no other copy of this document shall be regarded as the master.

2.4 All copies of these documents shall be made from the Red Master.

2.5 All copies of forms from these documents shall be made from the Red Master.

NOTE

If the copies of any of these forms do not indicate that they were copied from the Red Master, they are to be considered unofficial copies and as such shall be discarded immediately.

2.6 The Red Masters shall be kept in a locked file in the control room lobby next to the copy machine. They shall only be removed from this file for the purpose of making copies, or if they are being replaced by the next revision.

2.7 All copies of Operations Directives and Administrative Directives shall be kept in the bound volumes. They shall be kept at no other place with the exception of the copies of forms which belong in the form files.

2.8 There shall be five main form files maintained within the Operations Department. These files shall be at the following locations:

2.8.1 Unit 1 Control Room

2.8.2 Unit 2 Control Room

2.8.3 Shift Clerk's Office

2.8.4 Operations Staff Office

2.8.5 Operations Clerical Office

Each form file does not contain every form from the Operations Department Manual. Each file is suited to its specific area usage. In addition, there shall also be four minor form files. There will be one for the Senior Shift Supervisor, each Shift Supervisor, and the Shift Support Supervisor.

3.0 STATION PLANT MANUAL DOCUMENT CONTROL

3.1 Operating Procedures (OPs), Integrated Operating Procedures (IOPs), Emergency Operating Procedures (EOPs), Surveillance Procedures (SP(O)s), Periodic Inspection/Surveillances (PI/Ss), and Alarm Response Procedures (ARPs) comprise the Station Plant Manual (SPM).

3.2 These documents; when initiated, reviewed and implemented, shall be stamped "Master" with red ink and shall be known as the Red Master.

3.3 The Red Master shall be the only master, and no other copy of this document shall be regarded as the master.

3.4 All copies of these documents shall be made from the Red Master.

NOTE

If the copies of any of these documents do not indicate that they were copied from the Red Master, they are to be considered unofficial copies and as such shall be discarded immediately.

3.6 The Red Masters shall be kept in a locked file in the control room lobby next to the copy machine. They shall only be removed from this file for the purpose of making copies, making On the Spot Changes or if they are being replaced by the next revision.

3.7 When an On the Spot Change must be made to a procedure, it shall be done on the Red Master. All copies necessary shall be made from this and the Red Master shall be inserted back into the master file.

4.0 DOCUMENT LOCATIONS

4.1 The list of controlled and revision controlled sets of the Station Plant Manual and the Operations Department Manual is contained on Form AD-3-A-1.

4.2 The list of field booklet procedures and their locations is contained in Section 9.0 of this directive.

4.2.1 All field booklets shall be reviewed quarterly to ensure they are up to date and in usable shape.

5.0 FORM DESIGNATION

5.1 Forms contained in the Operations Department Manual shall be identified in the following manner:

5.1.1 The directive type and number shall be the first two identifiers.

Example: The forms contained in Administrative Directive 1 shall start: AD-1

5.1.2 Forms shall be alphabetized in the order they appear in the directive.

Example: The first two forms of Administrative Directive 1 shall be identified as Form AD-1-A & AD-1-B.

5.1.3 The page number of the form shall be the last identifier. Forms that are only one page will still be followed by -1.

Example: Form AD-1-A-1 is the first page of the first form of Administrative Directive number one.

5.2 Revisions to or initiation of forms require the entire directive to be revised. Revised or newly initiated forms shall reflect the new revision status of the directive.

6.0 REVIEW AND CONTROL OF IN-COMING DOCUMENTS (TECHNICAL SPECIFICATIONS, ADMINISTRATIVE PROCEDURES, EMERGENCY PLAN)

6.1 Technical Specification Amendments

6.1.1 The Technical Manager will forward a copy of any Technical Specification amendment to the Operations Manager when transmitting the amendment to the Technical Document Room (TDR) for formal distribution.

6.1.2 The Operations Manager shall review the amendment and forward it to the Senior Operations Supervisor (SOS).

6.1.3 The Senior Operations Supervisor shall:

a. Determine the significance of the amendment to Operations personnel in accordance with Administrative Directive-18, Information Directives.

b. Make copies of the amendment and distribute it to the following personnel:

1) Operations Manager

2) Operating Engineer

3) Senior Operations Supervisor

4) Senior Shift Supervisor

5) Unit 1 Control Room (if applicable)

6) Unit 2 Control Room (if applicable)

7) Surveillance Coordinator

6.2 New or Revised Administrative procedures

6.2.1 Training on new or revised Administrative Procedures shall be performed in accordance with Administrative Procedure-1, Administrative Procedure Program.

6.3 Emergency Plan Revisions

6.3.1 The Emergency Plan Coordinator will forward a copy to the Operations Manager prior to formally distributing the revision.

6.3.2 The Operations Manager shall review the revision and forward it to the Senior Operations Supervisor.

6.3.3 The Senior Operations Supervisor shall determine the significance of the revision to Operations personnel in accordance with Administrative Directive-18, Information Directives.

7.0 DISTRIBUTION CONTROL OF DEPARTMENT DOCUMENTS

7.1 Distribution of New or Revised Documents:

7.1.1 The Senior Operations Supervisor shall:

a. On Form AD-3-A-1 (Operations Department Document Distribution Form) write in:

1) The title of the document

2) The document number

3) The unit number(s)

4) The revision number

5) The revision date (Operations Manager's or if applicable General Manager's approval date)

6) The review date (SPM documents only)

7) The affected page of the index (SPM, OD or AD index)

b. Write in any remarks to the SPM or ODM holders denoted with an asterisk. Remarks should detail what the holder is to do with the new document and any special remarks applicable to the document.

c. Highlight (with either blue, green or pink highlighter) on the AD-3-A-1 form the SPM or ODM holders that the document is to be distributed to.

d. For SPM documents, review Section 9.0 of this directive to ascertain if any of the seven booklets are affected and highlight accordingly.

e. Forward AD-3-A-1 and the new or revised document to the Operations Clerical Staff.

7.1.2 The Operations Clerical Staff shall follow the steps on Form AD-3-A-1. Clarification of these steps is as follows:

a. Step 1 Revise the indicated page of the index by comparing the information on the top of AD-3-A-1 to the information on the index page and entering the changes on the index. At the bottom of the affected index page, above the revision number, enter the present date. DO NOT change the revision number. Print out the page and initial in the space provided when this is completed.

Stamp each page of the document "Master" in red ink. Ensure that this stamp does not impair any part of the document.

b. Step 2 Stamp every page of the document "Field Copy Exists" if the procedure is listed in Section 9.0 of this directive. Initial in the space provided when this is complete.

c. Step 3 Take the Red Master and make as many copies of the document and index (but not Form AD-3-A-1) as needed to distribute it to all highlighted document holders. Initial in the space provided when completed.

(1) All copies of ODM documents shall be made on white paper. Copies of Forms shall be on the color paper indicated below. Update all Form Files as specified in Section 2.8.

a) Shift Clerk's Office White

b) Unit #1 Control Room Blue

c) Unit #2 Control Room Yellow

d) OPS Staff Office White

e) OPS Clerical Office White

(2) Table 1 shall be used to determine the location, type of document, color of paper, and number of copies for each type of procedure in the SPM.

d. Step 4 For SPM documents, make four copies of the AD-3-A-1. For ODM documents make two copies of that form. Indicate, by highlighting on each copy, the holder who is to receive the new or revised document. Attach one form to one copy of the document and index page and mail it to the highlighted holder. Initial the space by step 4 and indicate the mailing date next to the holder on the original AD-3-A-1 form.

For Technical Support Center mail to Technical Support Center c/o Lead Engineer, Nuclear Site Protection.

For SQAE, mail to QA Supervisor-Operations.

For Training Center, mail to Senior Nuclear Training Supervisor in Salem.

For Emergency Offsite Facility, mail to Emergency Offsite Facility c/o Lead Engineer, Nuclear Site Protection.

e. Step 5 Perform distribution on all remaining highlighted holders. This entails locating the book(s), removing the old revision if necessary, putting the new document in its proper location and adding the new page of the index into its proper space. Also remove ALL the On the Spot Changes in that procedure's Master file and Control Room file. New documents and documents in the Operations Department Manual will not have any On the Spot Changes. Initial in the space provided on the form by Step 5 and by all holders as distributed.

f. Step 6/7 Match the On the Spot Changes numbers to the number listed on the Document Approval Cover Sheet (Form AD-1-B-1). If there are more than indicated on the Cover Sheet, send all On the Spot Changes and AD-3-A-1 to the Senior Operations Supervisor for review. If there are no excess On the Spot Changes send only AD-3-A-1 to the Senior Operations Supervisor.

eg. Cover Sheet says "incorporated On the Spot Changes P1-P12." The On the Spot Changes pulled were P1-P15, so forward all On the Spot Changes and AD-3-A-1 to the Senior Operations Supervisor.

Initial in the spaces provided on the sheet.

g. Step 8 When the On the Spot Changes have been returned by the Senior Operations Supervisor, forward all On the Spot Changes, all the AD-3-A-1 forms from the previous revision (if any) and the master from the Master file (if any) to the Technical Document Room as permanent records in accordance with Section 8.0 of this directive. Initial in the space provided on the sheet.

h. Step 9 Insert the new master of the document, the index page and the AD-3-A-1 form into the Master file in the Control Room Lobby. AD-3-A-1 and the new master are filed by procedure, the index is filed separately. Initial in the space provided.

NOTE

As the AD-3-A-1 forms are returned from the other holders file them in the master file also.

7.1.3 The Senior Operations Supervisor shall:

a. Review the master AD-3-A-1 form and ensure it has been completed properly.

b. Retrieve all white copies of On the Spot Changes that are in the review cycle.

c. Review all excess On the Spot Changes and evaluate their need in the new document.

d. If the On the Spot Change has been incorporated into the revised document sign and date Form AD-3-A-1 and return it and the OTSC to the Operations Clerical Staff.

e. If the On the Spot Change has not been incorporated into the revised document, re-issue the On the Spot Change to be applicable to the new revision and initiate the review cycle in accordance with Administrative Procedure - 3. If the review cycle is not completed, reject the old OTSC in accordance with AP-3. If the review cycle is completed, sign and date AD-3-A-1 and return it and all On the Spot Changes to the Operations Clerical Staff.

7.2 Distribution of Two Year Review Documents With No Revisions.

7.2.1 The Senior Operations Supervisor shall:

a. On AD-3-A-1 (Operations Department Document Distribution Form) write in:

1) The title of the document

2) The document number

3) The unit number(s)

4) The revision number

5) The revision date (Operations Manager's or if applicable General Manager's approval date)

6) The review date

7) The affected page of the index (SPM, OD or AD index)

b. Write in any remarks to the SPM or ODM holders denoted with an asterisk. Remarks should detail that the new index page is to be placed in the holders index and the old page removed and discarded and the fact that this document has been reviewed but not revised.

c. Sign and date the "Two Year Review Completed" line at the bottom of AD-3-A-1. With this signature, AD-3-A-1 is the official documentation that the two year review was completed.

d. Highlight on the AD-3-A-1 forms all the SPM or ODM holders you want the index distributed to. The form will be copied by the Operations Clerical Staff and sent to the holders indicated by an asterisk.

e. Forward AD-3-A-1 to the Operations Clerical Staff.

7.2.2 The Operations Clerical Staff shall follow the steps on Form AD-3-A-1. Clarification of these steps is as follows:

a. Step 1 Revise the indicated page of the index. The only change is the review date. Enter the change into the index. At the bottom of the affected page, above the revision number, enter the present date. DO NOT change the revision number.

Print out the page and initial in the space provided when this is completed.

b. Step 2 Not applicable for two year review documents with no revision.

c. Step 3 Make as many copies of the index page (but not AD-3-A-1) as needed to distribute to all highlighted document holders. Initial in the space provided when this is completed.

d. Step 4 Make four copies of the AD-3-A-1 form. Indicate by highlighting on each copy the holder who is to receive the revised index page. Attach one form to one copy of the revised index page and mail it to the highlighted holder. Initial the space by step 4 and indicate the mailing date next to the holders on the fully highlighted AD-3-A-1 form.

e. Step 5 Perform distribution on all remaining highlighted holders. This entails locating the book(s), removing the old page of the index and putting the revised page into the index. Initial in the space provided by step 5 and by all holders as distributed.

f. Step 6 Not applicable, write N/A and initial in the space provided.

g. Step 7 Forward the AD-3-A-1 form to the Senior Operation Supervisor for review. Initial in the space provided.

h. Step 8 Not applicable, write N/A and initial in the space provided.

i. Step 9 File the index page with the rest of the index in the Master file. File AD-3-A-1 with the applicable document in the Master file.

NOTE

As the AD-3-A-1 Forms are returned from the other holders, file them in the Master files also.

7.2.3 The Senior Operations Supervisor shall review the master AD-3-A-1 form and ensure it has been properly completed. Sign and date the form and return it to Operations Clerical Staff.

7.2.4 The Senior Operations Supervisor shall review the field booklet procedure copies quarterly. Be sure that each field booklet procedure has the correct revision and current On the Spot Changes. Replace any torn or missing pages.

8.0 RECORDS

8.1 The following documents shall be transmitted to the Technical Document Room for retention in accordance with Administrative Procedure-11, Record Retention Program.

8.1.1 Lifetime Records

a. Cyclical Trend Data.

b. Training records generated by the department.

c. Completed Surveillance Procedures (SP(O)4.0.5 P & SP(O)4.0.5 V only).

d. All previous revisions to Surveillance Procedures, all AD-3-A-1 forms, and all On the Spot Changes associated with them.

e. All previous revisions to Operating Procedures, all AD-3-A-1 forms, and all On the Spot Changes associated with them.

f. All previous revisions to Integrated Operating Procedures, all AD-3-A-1 forms, and all On the Spot Changes associated with them.

g. All previous Abnormal Operating Procedures, all AD-3-A-1 forms, and all On the Spot Changes associated with them.

h. All previous Alarm Response Procedures, all AD-3-A-1 forms, and all On the Spot Changes associated with them.

i. All previous revisions to Emergency Operating Procedures, all AD-3-A-1 forms, and all On the Spot Changes associated with them.

j. All previous revisions to Periodic Inspections/Surveillances, all AD-3-A-1 forms, and all On the Spot Changes associated with them.

k. All previous revisions to the General Information section of the ODM and all AD-3-A-1 forms associated with them.

l. All previous revisions to the Organization and Responsibilities section of the ODM and all AD-3-A-1 forms associated with them.

m. All previous revisions to Operations Directives and AD-3-A-1 forms associated with them.

n. All previous revisions to Administrative Directives and all AD-3-A-1 forms associated with them.

o. All Information Notices and all AD-18-A-1, AD-18-B-1 and AD-12-A forms associated with them.

p. Completed commitments IAW AD-15.

8.1.2 Non Permanent Records

a. All operations logs, except No. 12, including Senior Shift Supervisor & Shift Supervisor logs.

b. All shift/daily and day routines.

c. Last performed Surveillance Procedures (all except SP(O) 4.0.5 P & V).

d. Last performed Integrated Operating Procedures.

e. Last performed Operating Procedures.

f. Last performed Periodic Inspections/Surveillances.

g. Shift Turnover Checklists.

h. Calibration records generated by the department.

i. Fire Protection records generated by the department.

j. Supervisory Letters

k. All forms associated with OD-36.

9.0 BOOKLET PROCEDURE LISTING

Unit 1

Field Location	Title	Procedure Number
Hot Shut Down Panel	Operating the Charging Pump	OI II-3.3.2
	Aux Feedwater System Operating	OI III-10.3.1
	Control Rm Evac	EI I-4.10
104 Panel	Placing CVCS Holdup Tank In Service	OI II-3.3.4
	Boric Acid Evaporator-Normal Operation	OI II-3.3.17
	Waste Holdup Tank-Normal Operation	OI II-11.3.1
	Release of Radioactive Liquid Waste	OI II-11.3.2
	Waste Evaporator-Normal Operation	OI II-11.3.3
	Reactor Coolant Drain Tank-Normal Operation	OI II-11.3.4
	Gasous Waste Disposal System-Normal Operation	OI II-12.3.1
	Removal of Moisture from Gas Drain Tank	OI II-12.3.2
	Transfer of Waste Gas Contaminated Drain	OI II-12.3.4 OI II-14.3.1
	Annun. Alarm List Panel 104	

Unit 1

Field Location	Title	Procedure Number
Diesel Room	Emergency Power-Diesel Operation	OI IV-16.3.1
	Entering Automatic CO2 Protection Areas	OI V-3.3.3
	Fuel Oil System	OI V-13.3.1
	Annun. Alarm List Diesel Generator	

Outside Area

Field Location	Title	Procedure Number
Gas Turbine Unit 3	Alarms & Trips	OI VIII-1.2.3
	Gas Turbine-Normal Operations (Local)	OI VIII-1.3.1
	Dead Bus Operation Bootstrap Start	OI VIII-13.3.2
	Single Engine Speed Control	OI VIII-1.3.4
	Draining Fuel Oil Piping	OI VIII-1.3.5
	Operation of Battery Charger & Inverter	OI VIII-1.3.7
	#3 Unit Cardox Fire Extinguishing System	OI VIII-1.3.9

Unit 2

Field Location	Title	Procedure Number
Hot Shut Down Panel	Operating the Charging Pumps	OI II-3.3.2
	Aux Feedwater System Operating	OI III-10.3.1
	Control Rm Evacuation	EI I-4.10A
104 Panel	Placing CVCS Holdup Tank In Service	OI II-3.3.4
	Boric Acid Evaporator-Normal Operation	OI II-3.3.17
	Waste Holdup Tanks-Normal Operation	OI II-11.3.1
	Release of Radioactive Liquid Waste	OI II-11.3.2
	Waste Evaportor-Normal Operation	OI II-11.3.3
	Reactor Coolant Drain Tank-Normal Operation	OI II-11.3.4
	Gaseous Waste Disposal System-Normal Operation	OI II-12.3.1
	Removal of Moisture from Gas Drain Tank	OI II-12.3.2
		OI II-12.3.3
	Transfer of Waste Gas	OI II-12.3.4
	Contaminated Drain System Operation	OI II-14.3.1
	Annun. Alarm List Panel 104	

Unit 2

Field Location	Title	Procedure Number
Diesel Room	Emergency Power Diesel Operation	OI IV-16.3.1
	Entering Automatic CO_2 Protection Areas	OI V-3.3.3
	Annun. Alarm List Diesel Generator	

END OF PROCEDURE

FINAL PAGE

OPERATIONS DEPARTMENT DOCUMENT DISTRIBUTION FORM

TITLE _____

_____

Number _____ Unit _____ Rev. _____

Revision Date _____ Review Date _____

Directions for Distribution: INITIALS

1. Revise Document Index (affected page) _____ _____
2. Stamp "Field Copy Exists" if listed in AD-3, 9.0. _____
3. Prepare the required number of copies as highlighted _____
4. Mail out copies for all non-department documents _____
5. Performed distribution for all department documents _____
6. Match Control Room OTSCs against OTSC No. on coversheet _____
7. Forward all excess OTSCs and Form AD-3-A-1 to SOS _____
   SOS Review _____ Date _____
8. Forward all OTSCs, all previous AD-3-A-1 forms and the old master to TDR _____
9. Insert new master and all AD-3-A-1 forms in master file _____

SPM HOLDERS	COPY NO.	ODM HOLDERS	COPY NO.
Control Room 1	1 _____	Control Room 1	1 _____
Control Room 2	2 _____	Control Room 2	2 _____
Assistant Gen'l Mgr	3 _____	SS Office	3 _____
SS Office	4 _____	Ops. Mgr.	4 _____
Ops. Mgr.	5 _____	Ops. Eng.	5 _____
SOS	6 _____	SOS	6 _____
#1 HSD Booklet	7 _____	SSS-D	7 _____
#2 HSD Booklet	8 _____	EO Office	8 _____
#1 104 Booklet	9 _____	Ops. Clerical	9 _____
#2 104 Booklet	10 _____	*SQAE	10 _____
#1 Diesel Booklet	11 _____	*Training Center	11 _____
#2 Diesel Booklet	12 _____	Ops. Mgr.- HCGS	12 _____
*TSC	13 _____		
*SQAE	14 _____		
*Training Center	15 _____		
*EOF	16 _____		
*Nuclear Services	17 _____		
*Nuclear Support(2)	18 _____		

*Holder; sign to indicate receipt of documents and return to Operations Clerical Staff

Additional remarks to Holders: _____

_____ _____
Signature Date

TWO YEAR REVIEW COMPLETED: REVIEWER _____ DATE _____

OPERATIONS DIRECTIVES INDEX

NUMBER	SUBJECT	REVISION NO.	REVISION DATE	REVIEW DATE

ADMINISTRATIVE DIRECTIVES INDEX

NUMBER	SUBJECT	REVISION NO.	REVISION DATE	REVIEW DATE

STATION PLANT MANUAL INDEX

TAB NO.	PROCEDURE NO. & TITLE	REVISION NO.	REVISION DATE	REVIEW DATE

ATTACHMENT I

ADMINISTRATIVE DIRECTIVE 5
SPM TWO YEAR REVIEW, REV. 1

ADMINISTRATIVE DIRECTIVE - 5
OPERATIONS DEPARTMENT PROCEDURES TWO YEAR REVIEW

SECTION A STATION PLANT MANUAL

The two year review of the procedures of the Station Plant Manual shall be performed in accordance with all applicable Administrative Directives and in accordance with the Review Program which contains the following:

a. The procedures shall be written in accordance with Administrative Directive-2, Author's Guide for Operations Department Documents.

b. The procedures shall be typed in accordance with Administrative Directive-4, Typist Guide, using word processing equipment. The procedures will be held in storage on diskettes within the word processor.

c. The procedures shall be reviewed within two years and in the order shown on the included schedule.

d. Procedure review shall include:

1. On-the-Spot Changes which are written against the revision under review.

2. Technical accuracy and conformance to Technical Specifications and other regulatory requirements.

3. Conformance to existing plant design and current operating practices.

e. To determine if a procedure is safety related or not consult the list in Administrative Directive-13.

f. As procedures are being reviewed, unit differences that cannot be eliminated due to plant design differences shall be identified and recorded in the Unit Differences Tracking Log.

g. Items and discrepancies which do not require an On-the-Spot Change or revision shall be carried in the SPM Outstanding Items Log and incorporated in the procedure during its two year review.

h. When necessary, as determined by the SOS, Information Directives shall be issued in accordance with Administrative Directive-18. These ID's will inform personnel of large and important procedure changes.

i. Revisions shall be completed in accordance with Administrative Directive-1 and changes to Station Documents issued in accordance with Administrative Directive-3.

j. The Station Plant Manual Index will be the formal documentation that the review has been completed.

1. If a revision is necessary the new revision number, revision date and review date shall be entered into the applicable page of the index. The index page and the revised procedure shall then be issued to all SPM holders.

2. If a revision is unnecessary the new review date shall be entered into the applicable page of the index. The index page shall then be issued to all SPM holders.

k. A report of procedure review status shall be submitted to the Operations Manager on a weekly basis.

SPM REVIEW SCHEDULE

MONTH

1	2	3	4	5	6	7	8	9	10	11	12
	1			2					3		

Year 1

MONTH

13	14	15	16	17	18	19	20	21	22	23	24
	3			4				5			

Year 2

1. Integrated Operating Procedures
2. Surveillance Procedures
3. Operating Procedures (Primary)
4. Operating Procedures (Secondary)
5. Emergency Operating Procedures

SECTION B OPERATIONS DEPARTMENT MANUAL

The two year review of the procedures of the Operations Department Manual shall be performed in accordance with all applicable Administrative Directives and in accordance with the Review Program which contains the following:

a. The procedures shall be written in accordance with Administrative Directive - 2, Author's Guide for Operations Department Documents.

b. The procedures shall be typed in accordance with Administrative Directive - 4, Typist Guide, using word processing equipment. The procedures will be held in storage on diskettes within the word processor.

c. The procedures shall be reviewed within two years of the last issue date.

d. Procedure review shall include:

1. Technical accuracy and conformance to Technical Specifications and other regulatory requirements.

2. Conformance to existing plant design and current operating practices.

e. To determine if a procedure is safety related or not consult the list in Administrative Directive - 13.

f. When necessary, as determined by the SOS, Information Directives shall be issued in accordance with Administrative Directive - 18. These ID's will inform personnel of large and important procedure changes.

g. Revisions shall be completed in accordance with Administrative Directive - 1 and changes to Station Documents issued in accordance with Administrative Directive - 3.

h. The Operations Directive and Administrative Directive Indexes will be the formal documentation that the review has been completed.

1. If a revision is necessary the new revision number, revision date and review date shall be entered into the applicable page of the index. The index page and the revised procedure shall then be issued to all ODM holders.

2. If a revision is unnecessary the new review date shall be entered into the applicable page of the index. The index page shall then be issued to all ODM holders.

ODM Review Schedule

	MONTH											
	1	2	3	4	5	6	7	8	9	10	11	12
year 1	A	O	A	O	A	O	A	O	A	O	O	O
	13	14	15	16	17	18	19	20	21	22	23	24
year 2	O	O	O	O	O	O	O					

A: 5 Administrative Directives (sequential order)

O: 5 Operations Directives (sequential order)

Inspection Order (I/O) cards shall be issued to the SOS monthly to coordinate this review.

The schedule is based on the following assumptions:

total ADs = 25

total ODs = 70

END OF PROCEDURE

FINAL PAGE

ATTACHMENT J

EOP/ERG/EI CROSS INDEX LIST

Rev. 0

EOP/ERG/EI CROSS INDEX LIST

REACTOR TRIP/SAFETY INJECTION SERIES

EOP-TRIP-1, Reactor Trip or Safety Injection

- ERG-E-0, Reactor Trip or Safety Injection
- EI-I-4.0, Safety Injection Initiation
- EI-I-4.3, Reactor Trip

EOP-TRIP-2, Reactor Trip Response

- ERG-ES-0.1, Reactor Trip Response
- EI-I-4.3, Reactor Trip

EOP-TRIP-3, SI Termination

- ERG-ES-0.3, SI Termination Following Spurious Safety Injection
- ERG-ES-1.1, SI Termination Following Loss of Reactor Coolant
- ERG-ES-2.1, SI Termination Following Loss of Secondary Coolant
- EI-I-4.2, Recovery From Safety Injection

EOP-TRIP-4, Anticipated Transient Without Trip

- ERG-ECA-1, Anticipated Transient Without Scram
- EI-I-4.3, Reactor Trip

EOP-TRIP-5, Natural Circulation Cooldown

- ERG-ES-0.2A, Natural Circulation Cooldown
- EI-I-4.9, Blackout

EOP-TRIP-6, Natural Circulation Cooldown/With Bubble and RVLIS

- ERG-ES-0.2B, Natural Circulation Cooldown With Bubble/With RVLIS
- EI-I-4.9, Blackout

EOP-TRIP-7, Natural Circulation Cooldown/With Bubble and Without RVLIS

- ERG-ES-0.2C, Natural Circulation Cooldown With Bubble/Without RVLIS
- EI-I-4.9, Blackout

LOSS OF COOLANT ACCIDENT SERIES

EOP-LOCA-1, Loss of Reactor Coolant

ERG-E-1, Loss of Reactor Coolant
EI-I-4.4, Loss of Reactor Coolant

EOP-LOCA-2, Post-LOCA Cooldown and Depressurization

ERG-ES-1.2, Post-LOCA Cooldown and Depressurization
EI-I-4.4, Loss of Reactor Coolant

EOP-LOCA-3, Transfer to Cold Leg Recirculation

ERG-ES-1.3, Transfer to Cold Leg Recirculation Following Loss of Reactor Coolant
ERG-ES-2.2, Transfer to Cold Leg Recirculation Following Loss of Secondary Coolant
EI-I-4.4, Loss of Reactor Coolant

EOP-LOCA-4, Transfer to Hot Leg Recirculation

ERG-ES-1.4, Transfer to Hot Leg Recirculation
EI-I-4.4, Loss of Reactor Coolant

EOP-LOCA-5, Loss of Recirculation

ERG-ECA-5, Loss of Emergency Coolant Recirculation
EI-I-4.22, Loss of RHR Shutdown Cooling
EI-I-4.4, Loss of Reactor Coolant

LOSS OF SECONDARY COOLANT SERIES

EOP-LOSC-1, Loss of Secondary Coolant

ERG-E-2, Loss of Secondary Coolant
EI-I-4.6, Loss of Secondary Coolant
EI-I-4.12, Loss of Feedwater

EOP-LOSC-2, Multiple SG Depressurization

ERG-ECA-4, Multiple SG Depressurization

STEAM GENERATOR TUBE RUPTURE SERIES

EOP-SGTR-1, Steam Generator Tube Rupture

ERG-E-3, Steam Generator Tube Rupture
EI-I-4.7, Steam Generator Tube Failure

EOP-SGTR-2, SGTR Alternate Cooldown

ERG-ES-3.1, SGTR Alternate Cooldown

EOP-SGTR-3, Multiple Steam Generator Tube Rupture

ERG-ECA-3, Multiple Steam Generator Tube Rupture
EI-I-4.7, Steam Generator Tube Failure

EOP-SGTR-4, Multiple SGTR Contingency

ERG-ES-3.2, Multiple SGTR Contingency

EOP-SGTR-5, SGTR With Secondary Depressurization

ERG-ES-3.3, SGTR With Secondary Depressurization

EOP-SGTR-6, SGTR and LOCA

ERG-ECA-7, SGTR and LOCA

EOP-SGTR-7, Unisolatable SGTR

ERG-ECA-8, Unisolatable SGTR

EOP-SGTR-8, SGTR Without Pressurizer Pressure Control

ERG-ECA-9, SGTR Without Pressurizer Pressure Control

EOP-SGTR-9, SGTR Without Steam Dump

ERG-ECA-10, SGTR Without Steam Dump

LOSS OF POWER ACCIDENT SERIES

EOP-LOPA-1, Blackout

EI-I-4.9, Blackout

EOP-LOPA-2, Loss of All AC Power

ERG-ECA-2, Loss of All AC Power
EI-I-4.9A, Loss of All AC Power

EOP-LOPA-3, Loss of AC Power Recovery/SI Not Required

ERG-ECA-2.1, Loss of All AC Power Recovery Without SI Required

EOP-LOPA-4, Loss of AC Power Recovery/SI Required

ERG-ECA-2.2, Loss of All AC Power Recovery With SI Required

SHUTDOWN MARGIN SERIES

EOP-FRSM-1, Response to Nuclear Power Generation

ERG-FR-S.1, Response to Nuclear Power Generation

EOP-FRSM-2, Response to Loss of Core Shutdown

ERG-FR-S.2, Response to Loss of Core Shutdown

CORE COOLING SERIES

EOP-FRCC-1, Response to Inadequate Core Cooling

ERG-FR-C.1, Response to Inadequate Core Cooling

EOP-FRCC-2, Response to Degraded Core Cooling

ERG-FR-C.2, Response to Degraded Core Cooling

EOP-FRCC-3, Response to Potential Loss of Core Cooling

ERG-FR-C.3, Response to Potential Loss of Core Cooling

EOP-FRCC-4, Response to Saturated Core Cooling Conditions

ERG-FR-C.4, Response to Saturated Core Cooling Conditions

THERMAL SHOCK SERIES

EOP-FRTS-1, Response to Imminent Pressurized Thermal Shock Conditions

ERG-FR-P.1, Response to Imminent Pressurized Thermal Shock Conditions

EOP-FRTS-2, Response to Anticipated Pressurized Thermal Shock Conditions

ERG-FR-P.2, Response to Anticipated Pressurized Thermal Shock Conditions

HEAT SINK SERIES

EOP-FRHS-1, Response to Loss of Secondary Heat Sink

ERG-FR-H.1, Response to Loss of Secondary Heat Sink

EOP-FRHS-2, Response to Steam Generator Overpressure

ERG-FR-H.2, Response to Steam Generator Overpressure

EOP-FRHS-3, Response to Steam Generator High Level

ERG-FR-H.3, Response to Steam Generator High Level

EOP-FRHS-4, Response to Steam Generator Low Level

ERG-FR-H.4, Response to Steam Generator Low Level

EOP-FRHS-5, Response to Loss of SG PORVs and Condenser Steam Dump Valves

ERG-FR-H.5, Response to Loss of SG PORVs and Condenser Dump Valves

CONTAINMENT ENVIRONMENT SERIES

EOP-FRCE-1, Response to High Containment Pressure

ERG-FR-Z.1, Response to High Containment Pressure

EOP-FRCE-2, Response to High Containment Sump Level

ERG-FR-Z.2, Response to High Containment Sump Level

EOP-FRCE-3, Response to High Containment Radiation

ERG-FR-Z.3, Response to High Containment Radiation Level

COOLANT INVENTORY SERIES

EOP-FRCI-1, Response to Pressurizer Flooding

ERG-FR-I.1, Response to Pressurizer Flooding

EOP-FRCI-2, Response to Low RCS Inventory

ERG-FR-I.2, Response to Low System Inventory

EOP-FRCI-3, Response to Voids in Reactor Vessel

ERG-FR-I.3, Response to Void in Reactor Vessel

AOP/EI CROSS INDEX LIST

AOP-1, Flooding and/or High Wind Conditions

EI-I-4.1, Flooding/High Wind Conditions

AOP-2, Loss of Reactor Coolant Pump and/or Flow

EI-I-4.5, Loss of Reactor Coolant Pump and/or Flow

AOP-3, Rod Control System Malfunction

EI-I-4.8, Rod Control System Malfunction

AOP-4, Control Room Evacuation

EI-I-4.10, Control Room Evacuation

AOP-5, High Reactor Coolant Activity

EI-I-4.11, High Reactor Coolant Activity

AOP-6, Loss of Circulating Water and/or Condenser Vacuum

EI-I-4.13, Loss of Circulating Water/Loss of Condenser Vacuum

AOP-7, Service Water System Malfunction

EI-I-4.14, Service Water System Malfunction

AOP-8, Loss of Component Cooling

EI-I-4.15, Loss of Component Cooling

AOP-9, Radiation Incident

EI-I-4.16, Radiation Incident

AOP-10, Primary System Leaks

EI-I-4.17, Parital Loss of Reactor Coolant

AOP-11, Loss of Control Air

EI-I-4.18, Loss of Control Air

AOP-12, Nuclear Instrumentation Malfunction

EI-I-4.19, Malfunction of a Nuclear Instrument

AOP-13, Failure of a RCP

EI-I-4.20, Failure of a Reactor Coolant Pump

AOP-14, Condenser Tube Leak

EI-I-4.21, Condenser Tube Leak

AOP-15, Loss of Containment Integrity

EI-I-4.23, Loss of containment Integrity

AOP-16, Pressurizer Pressure Control Malfunctions

EI-I-4.24, Malfunction of a Pressurizer Relief or Safety Valve

AOP-17, Secondary System Leaks

EI-I-4.26, Secondary System Leaks

AOP-18, Primary to Secondary Leak

EI-I-4.7, Steam Generator Tube Failure

ATTACHMENT K

ADMINISTRATIVE PROCEDURE 4
STATION OPERATIONS REVIEW COMMITTEE, REV. 7

Rev. 0

SET NO._____

ADMINISTRATIVE PROCEDURE NO. 4
REVISION NO. 7
STATION OPERATIONS REVIEW COMMITTEE

APPROVED: N. J. Reposa
Manager - Salem Generating Station

10/8/80
Date

TABLE OF CONTENTS

ADMINISTRATIVE PROCEDURES
SALEM GENERATING STATION
ADMINISTRATIVE PROCEDURE NO. 4
STATION OPERATIONS REVIEW COMMITTEE

1.0 PURPOSE

This procedure describes the composition, authority and responsibilities of the Station Operations Review Committee (SORC).

2.0 SCOPE

The SORC shall advise the Manager - Salem Generating Station of matters concerning nuclear safety and identify/refer to the Manager - Salem Generating Station, topics requiring review and potential action by the Nuclear Review Board (NRB).

3.0 REFERENCES

3.1 Salem Nuclear Generating Station Units 1 and 2 Technical Specifications, Appendix "A", Section 6.5.1.6

3.2 Salem Nuclear Generating Station Unit 1 Technical Specifications, Appendix "B", Section 5.3.2

3.3 Salem Nuclear Generating Station Unit 2 Technical Specifications, Appendix "B", Part I, Radiological, Section 5.3.2

3.4 Salem Nuclear Generating Station Unit 2 Technical Specifications, Appendix "B", Part II, Non-Radiological, Section 5.2.2

4.0 COMPOSITION

4.1 The SORC shall be composed of the:

Chairman	- Chief Engineer
Vice Chairman	- Assistant to Manager
Member	- Station Operating Engineer
Member	- Station Performance Engineer
Member	- Reactor Engineer
Member	- Senior Shift Supervisor
Member	- Senior Performance Supervisor-I&C
Member	- Senior Performance Supervisor-Chemistry
Member	- Radiation Protection Engineer
Member	- Senior Maintenance Supervisor
Member	- Maintenance Engineer

NOTE

No more than one member of each position title may participate as a voting member at any given meeting.

4.2 Alternates

Alternates may be designated for specific members and serve on a temporary basis (i.e., for a specified period of time). The assignment of alternates shall be in writing by the SORC Chairman. The letter of appointment shall be made a part of the SORC minutes for the meeting at which it is presented.

4.3 Subcommittee

The Chairman may assign subcommittees to review, investigate, or audit a particular subject or activity. The minutes shall indicate the purpose and composition of each subcommittee delegated. The subcommittee may include consultants. The subcommittee report shall be attached to the minutes of the meeting where presented.

4.4 Consultants

Personnel with expertise in specific areas such as radiochemistry, reactor engineering, quality assurance and environmental affairs may serve as consultants to the SORC.

5.0 RESPONSIBILITIES

5.1 The SORC shall:

5.1.1 Be responsible for the activities in the references listed in Section 3.0.

5.1.2 Recommend to the Station Manager written approval or disapproval of items considered under 6.5.1.6(a) through (d) (Section 3.0).

5.1.3 Render determinations in writing with regard to whether or not each item considered under 6.5.1.6(a) through (e) (Section 3.0) constitutes an unreviewed safety question.

"Review of all proposed tests and experiments that affect nuclear safety and all proposed changes or modifications to plant systems or equipment that affect nuclear safety." Systems affecting nuclear safety include: all safety related systems, fire protection systems for safety related areas and the security system. This review shall determine whether the proposal involves an unreviewed safety question as defined by 10CFR50.59.

a) A written safety evaluation is required if the SORC review determines that a proposal involves an unreviewed safety question. The General Manager - Engineering is responsible for completing this safety evaluation.

5.1.4 Provide written notification within 24 hours to the General Manager - Electric Production and the NRB of disagreement between the SORC and the Station Manager; however, the Station Manager shall have responsibility for resolution of such disagreements. A record of the disagreement shall be included in the meeting minutes.

5.2 All departments presenting material (procedures, instructions, etc.) at a SORC meeting shall provide the SORC Secretary with a copy of this material prior to the meeting.

5.3 The SORC Secretary shall develop a system to follow-up on SORC identified items requiring action and for notifying the SORC Chairman of required actions not taken.

5.4 The Station Quality Assurance Engineer (SQAE) or his designated alternate shall attend selected committee meetings as part of his quality assurance function, but does not have a vote. He shall receive notice of and minutes of committee meetings.

NOTE

The Shift Technical Advisor (STA) and a representative of the on-site Safety Review Group (SRG) may also attend meetings as determined respectively by the Operating Engineer and the SRG Chairman. The latter shall receive notice of and minutes of committee meetings.

6.0 MEETING FREQUENCY

The SORC shall meet at least once per calendar month and as convened by the SORC Chairman or his designated alternate (Vice-Chairman).

7.0 QUORUM

The minimum quorum necessary for the performance of the SORC responsibility and authority provisions of the Technical Specifications shall consist of the Chairman or Vice-Chairman and four members including alternates.

7.1 The Committee member and his designated alternate may not vote at the same meeting.

7.2 No department shall have a majority of voting members.

7.3 No more than two alternates shall participate at any one time as voting members in the SORC activities.

8.0 COMMITTEE ACTION

Committee action to recommend approval, disapproval or investigate shall be the recorded agreement of a majority of the members in attendance. The Committee's actions shall be recorded as "Notes of the Meeting".

8.1 The Committee shall state in the minutes whether the membership recommends or does not recommend approval of the items on the agenda, with explanatory comments.

8.1.1 Dissenting opinions of a member of the Committee to the Committee's recommendation shall be recorded.

8.2 The items reviewed by the Committee and the minutes of the meeting shall be forwarded to the Manager - Salem Generating Station for approval.

8.3 The Manager - Salem Generating Station shall complete his review, sign the action form and return the form to the SORC Secretary.

9.0 RECORDS

9.1 The minutes of all SORC meetings shall be kept by the SORC Secretary with copies sent to the General Manager - Electric Production and to the Chairman of the NRB. All members of the SORC, SQAE and the on-site Safety Review Group shall receive copies of the minutes. The distribution should be made within two weeks of the meeting date.

9.1.1 Each meeting shall be sequentially numbered by calendar year, i.e., 001-78, 002-78, etc. The SORC Secretary shall ensure each member receives a Notice of Meeting form prior to each scheduled meeting. Items to be reviewed may be attached to the Notice of Meeting form. A time and date shall be assigned for each scheduled meeting.

9.2 Investigative reports prepared as the result of Committee action shall be made part of the minutes of the meeting.

9.3 The SORC Secretary shall ensure that the minutes are retained in accordance with AP-11.

SALEM GENERATING STATION

STATION OPERATIONS REVIEW COMMITTEE

NOTES OF MEETING

TIME:_____ DATE:_____

PLACE:_____ MEETING NO.:_____

MATERIAL REVIEWED:

PRESENT:

UNREVIEWED SAFETY QUESTIONS
(10CFR50.59(C)

YES____ NO____

ITEMS:

DEFECTS & NONCOMPLIANCES
(10CFR21)

YES____ NO____

ITEMS:

SEE ATTACHED SHEET(S) FOR NOTES OF MEETING

DISTRIBUTION:

DISTRIBUTION SHALL BE ENTERED BY SORC SECRETARY AT TIME OF DISTRIBUTION.

_____

CHAIRMAN/VICE CHAIRMAN,
STATION OPERATIONS REVIEW COMMITTEE

SALEM GENERATING STATION

STATION OPERATIONS REVIEW COMMITTEE

NOTICE OF MEETING

DATE_____

TIME/DATE/PLACE:

ENSURE A COPY OF ANY MATERIAL TO BE PRESENTED IS GIVEN TO THE SECRETARY PRIOR TO THE START OF THE MEETING.

IF A COPY OF MATERIAL TO BE SORC'D IS NOT GIVEN TO THE SECRETARY PRIOR TO THE START OF THE MEETING, IT WILL NOT BE INCLUDED IN THE MINUTES.

DISTRIBUTION:

DISTRIBUTION SHALL BE ENTERED BY THE SORC SECRETARY AT THE TIME OF DISTRIBUTION.

_____

SECRETARY,
STATION OPERATIONS REVIEW COMMITTEE

DATE_____

MEETING NO._____

MATERIAL FOR REVIEW:

DATE_____

MEETING NO._____

NOTES OF MEETING:

SALEM GENERATING STATION

STATION OPERATIONS REVIEW COMMITTEE

MANAGER - SALEM GENERATING STATION ACTION ON THE NOTES OF THE MEETING

DATE _____

MEETING NO. _____

☐ ACCEPTS COMMITTEE'S RECOMMENDATION FOR APPROVAL

☐ RETURNED TO _____ DEPARTMENT FOR IMPLEMENTATION OF COMMITTEE'S RECOMMENDATIONS.

☐ COMMITTEE'S RECOMMENDATION NOT ACCEPTABLE; DISPOSITION AS FOLLOWS:

REPLY:

_____

SIGNATURE

☐ ACCEPTANCE BY MANAGER - SALEM GENERATING STATION (FOLLOWING REVIEW OF DISPOSITION REPLY BY APPROPRIATE INDIVIDUAL)

_____

MANAGER - SALEM GENERATING STATION