

NHUG

March 18, 1994
94E003

Mr. Norman Wagner
Nuclear Regulatory Commission
11555 Rockville Pike
One White Flint North
8D1
Rockville, MD. 20852

Dear Mr. Wagner:

SUBJECT: NUCLEAR HVAC UTILITY GROUP (NHUG)
NRC CONTACT

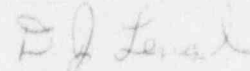
It was a pleasure talking with you about NHUG yesterday. I have enclosed the copy of the NHUG Charter as you requested. In addition, I have included for your use an information package which contains some general information on NHUG, identifies NHUG members and associated power plants, and identifies the subcommittees and their chairmen.

As you can see, NHUG currently has members from Regions I, II, and IV and is addressing a range of HVAC issues.

I hope this information is helpful to you in identifying the appropriate contacts within the NRC for the NHUG Group.

I look forward to hearing from you in the near future. If you require any additional information, please contact me at (803) 345-4797.

Yours very truly,



D. J. Lengel
Chairman, NHUG

Enclosures

9404110404 940318
PDR MISC

PDR

080028

PDR per. Caryn Faircloth

DF02

CHARTER

NUCLEAR HVAC UTILITY GROUP

I. NAME

The organization representing the nuclear electric utility industry with respect to heating, ventilating, and air conditioning shall be known as the "NUCLEAR HVAC UTILITY GROUP", hereinafter called "NHUG".

II. OBJECTIVE

The primary purpose of NHUG is to improve HVAC performance through the exchange of nuclear HVAC related technical information of interest/-concern to utility members.

III. PURPOSE AND DUTIES

In meeting its primary objective, NHUG purposes are:

- A. To acquire and exchange information on the maintenance, inspection, procurement, operation, and testing of nuclear HVAC systems and components.
- B. To discuss licensing issues related to nuclear HVAC and disseminate information on codes, standards, and regulations affecting nuclear HVAC systems and components.
- C. To develop and maintain an information database for the use of NHUG members in obtaining specific information and to support the efforts of NHUG as a whole.
- D. To establish working groups as needed to address specific issues, report findings, and recommend actions as appropriate to the NHUG membership.
- E. To serve as a technical information resource to other industry organizations (e.g., NUMARC, EPRI, INPO, etc.) on issues relative to nuclear HVAC.
- F. To provide a forum for companies providing nuclear HVAC-related products and services to the nuclear industry to interface with utility representatives for the exchange of technical information.
- G. To exchange information on a confidential basis between members and in a manner which neither impedes nor condones a vendor's product or service.

IV. MEMBERSHIP

- A. Membership is open to foreign and domestic electric utility companies who utilize nuclear HVAC equipment at commercial nuclear generating facilities. The only requirement for

membership in NHUG is providing the information required for inclusion in the NHUG database. Conversely, NHUG will periodically provide each member utility with a copy of the updated NHUG database.

B. In addition, member utilities are expected to support NHUG by:

1. Providing representatives to attend and participate in the meetings and to serve in a leadership capacity on a voluntary basis;
2. Host meetings on a voluntary basis;
3. Provide information to NHUG as requested;
4. Maintain the confidential status of information provided by NHUG;
5. Bring issues before the NHUG membership for discussion and consideration of appropriate actions; and
6. Voting on motions brought before NHUG.

C. Other utilities may send representatives to attend and participate in the meetings; however, they shall be considered interim members until the requested information is submitted for inclusion in the NHUG database. An interim period of not less than one (1) year is required for new database information. If a member has not submitted the required database information after the time period has elapsed, they shall be considered an interim member until the requested information is submitted.

V. OFFICERS

- A. NHUG shall elect a Chairman and Vice Chairman and should affirm a Secretary and a minimum of two (2) Core Committee Members as officers. Core Committee members shall be maintained in multiples of 2 to ensure an odd number of personnel on the Committee for voting purposes.
- B. The Chairman, Vice Chairman, and Secretary shall serve a term of one (1) calendar year or until their successors are elected or affirmed and installed. Core Committee Members, once affirmed, shall serve as recommended by the Chairman. In the event of a vacancy, the Chairman may appoint a replacement who shall serve, subject to approval, at the next meeting.
- C. Officers shall be elected or affirmed during a NHUG meeting.
- D. Terms of office for newly elected officers shall begin at the conclusion of the NHUG meeting during which they were elected.
- E. Any vacancy occurring in any elected or affirmed office shall be filled on an interim basis at the discretion of the Chairman,

pending confirmation, at the next meeting following the occurrence of such vacancy, except for the position of Chairman, which shall be filled by the Vice Chairman.

- F. It is expected that the Chairman will continue to serve as a Core Committee Member for at least one (1) year after leaving office.

VI. DUTIES of OFFICERS

- A. The Chairman shall be the principal of NHUG. The Chairman shall:
 - 1. Preside at all meetings;
 - 2. Serve as member and presiding officer of the Core Committee;
 - 3. Serve as ex-officio member of all working groups;
 - 4. Be responsible for the day-to-day business of NHUG.
 - 5. Arrange the order of business at all meetings of NHUG and Core Committee;
 - 6. Appoint standing and special working groups with the approval of the Core Committee;
 - 7. Conduct the official correspondence of NHUG; and
 - 8. Notify the NHUG members and the Core Committee members of the time and place of meetings.
- B. The Vice Chairman shall:
 - 1. Perform the duties of the Chairman in the absence of the Chairman;
 - 2. Become the Chairman for the unexpired term in case of the death or resignation of the Chairman;
 - 3. Act as the Chairman's representative when requested;
 - 4. Serve as member and Vice Chairman of the Core Committee; and
 - 5. Assist the Chairman in coordinating the development and implementation of the vendor participation program.
 - 6. Attend the meetings held by other HVAC Utility Groups such as HUG in Region 3 and report information obtained to all members.
- C. The Secretary shall:
 - 1. Serve as a member and secretary of the Core Committee;

2. Ensure that accurate minutes of the proceedings of all NHUG and Core Committee meetings are taken, recorded, and disseminated;
 3. Preserve in a permanent file all records and letters of value to NHUG and its officers. This file shall be maintained with the existing secretary of the NHUG and shall be transferred to each successive secretary; and
 4. Maintain a current list of utility representatives and vendors servicing the industry.
- D. The Core Committee Members shall:
1. Serve as the chairman of a standing working group addressing a specific area of interest as assigned by the Chairman;
 2. Report the progress of the working group and related items of interest to NHUG;
 3. Attend each Core Committee meeting and provide input to the NHUG meeting agenda within the assigned area of responsibility;
 4. Act as the Chairman's representative when requested; and
 5. Collectively set the agenda for the NHUG meetings.

VII. MANAGEMENT

NHUG shall be coordinated by a Core Committee of representatives from at least four (4) different member utilities. The Core Committee should consist of the Chairman, Vice Chairman, Secretary, and a minimum of two (2) Core Committee Members elected by majority vote or affirmed by the NHUG member representatives present at the meeting. Additional Core Committee members may be added at the discretion of the Chairman. The Core Committee provides overall direction for NHUG and may act on behalf of the membership, subject to subsequent confirmation, at the next NHUG meeting. The Core Committee shall:

- A. Provide direction to the Chairman;
- B. Plan meetings;
- C. Develop and approve meeting agendas;
- D. Appoint and provide oversight of working groups;
- E. Conduct and participate in NHUG meetings;
- F. Approve special studies; and
- G. Review and approve working group mission statements. Working groups are established by the Core Committee and confirmed by a

majority of the membership present at the next NHUG meeting. Working groups operate under the guidance of the Core Committee and within a mission statement approved by the Core Committee. Working groups present reports at the NHUG meetings and make recommendations for actions to be taken to address specific issues.

VIII. MEETINGS

- A. The Core Committee shall meet approximately ten (10) weeks before each NHUG meeting. The Core Committee Meeting shall be held at a time and place designated by the Chairman. The purpose of the Core Committee meeting shall be to review and approve arrangements for the next scheduled NHUG meeting, prepare and approve the meeting agenda, and conduct any other business which may come before the Core Committee.
- B. NHUG as a whole shall meet at least annually at a time and place designated and approved by the Core Committee. The format for each meeting shall be determined by the Core Committee, but will usually consist of general and working group "breakout" sessions.

In conjunction with, but not a formal part of a NHUG meeting, vendors providing nuclear HVAC-related products and services may be permitted to exhibit their capabilities. These exhibitions shall be scheduled so as not to formally conflict or coincide with the daily NHUG meeting schedule. The Core Committee may assign the responsibility for coordination of the vendors' exhibitions to a vendor representative whose company volunteers to perform this as a service to the other vendors. In this case, all contractual and logistical details concerning the exhibitions shall be handled by the chosen vendor, subject to Core Committee approval. It is expected that, to the extent practical, all arrangements will be handled in a manner which will offer each participating vendor equal opportunity to interface with utility representatives.

- C. Attendance at meetings shall be limited to representatives of member and interim member utilities, unless otherwise approved. Full-time contract personnel acting on behalf of the utility they are contracted to are permitted to attend and serve as a representative for that utility.
- D. Vendor and guest participation in NHUG meeting may be permitted on a limited basis subject to approval. The vendor participation program shall be coordinated by the Vice-Chairman. Participation in NHUG meetings by a vendor or guest constitutes neither membership in nor endorsement by NHUG.
- E. Written notice of each meeting should be given to representatives who are to attend at least sixty (60) days before the scheduled meeting. The notice should include an agenda for the meeting.

- F. Meetings are to be held in an informal, open format. Generally, Roberts Rules of Order Revised will be utilized as guidance for conducting an orderly and effective meeting.
- G. Meeting minutes summarizing the presentations made at each NHUG meeting shall be prepared and distributed to one representative of each utility. It is expected that this representative will reproduce and distribute additional copies of the minutes to other interested personnel within his company.

IX. VOTING

Each NHUG member utility representative shall have one vote; interim member utilities' representation will not be permitted to vote. The member utilities represented at a meeting shall constitute a quorum and be authorized to transact business. Generally, elections and motions brought before NHUG will be approved by a majority vote of the utility members' representatives present at the meeting. However, motions for the following shall be approved by two-thirds vote of the Core Committee or the member utilities' representatives present at the meeting as noted below:

- A. Amendment of the charter - both
- B. Consideration of affiliation - both
- C. Participation in the NHUG meetings by vendor (s) or guest(s) - either
- D. Release of NHUG information (e.g. meeting minutes, database data, etc.) to any entity other than a member or interim member utility - both.

X. COST

There shall be no fee required for membership in NHUG. All expenses for reproduction, postage, and other functions performed for NHUG by member utilities shall be on a complimentary basis.

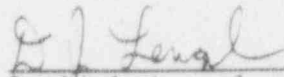
XI. AFFILIATION

NHUG is not affiliated with any individual utility, vendor, or other industry organization. If determined to be in the best interest of NHUG, such affiliation shall be subject to approval.

XII. CHARTER

This charter and amendments thereto shall be subject to ratification. Proposed amendments to the charter shall be submitted along with the agenda announcing the meeting where the amendment is to be presented for approval.

Approved by the NHUG Core Committee and NHUG Member Utilities the
13th day of May, 1993.



David J. Lengel
NHUG Chairman

Nuclear HVAC Utility Group (NHUG)

General Information

The Nuclear HVAC Utility Group (NHUG) represents the nuclear electric utility industry with respect to heating, ventilating, and air conditioning. The primary purpose of NHUG is to improve HVAC performance through the exchange of nuclear HVAC-related technical information of interest/concern to utility members.

NHUG was formed in May 1993 and presently has 17 member utilities representing 29 plant sites. Meetings are held semiannually. One of the meetings is a closed meeting (for utilities only) while the other meeting is open to utilities and vendors offering HVAC equipment or services to the nuclear industry. Specific sessions may be closed to vendors in the open meeting.

There are no registration fees associated with attending any HVAC meeting. For a utility to be recognized as a member of NHUG, the only requirement is to provide some general information to the NHUG Data Base. The NHUG Data Base is for the use of member utilities only.

All utilities, other nuclear facilities with nuclear HVAC systems, and vendors that supply nuclear HVAC-related products and/or services are encouraged to be involved with NHUG and attend the meetings. Within a utility, representatives from engineering, maintenance, operations, and testing are encouraged to attend. NHUG offers the opportunity to learn from the experience of others, share your experiences, and to see first-hand the latest technology associated with nuclear HVAC equipment.

If you would like more information or have any questions about NHUG, please contact:

Dave Lengel, MC 805
NHUG Chairman
SCE&G - VCSNS
P. O. BOX 88
Highway 215
Jenkinsville, SC 29065

Phone (803) 345-4797
Fax (803) 345-4521

NHUG 1993/1994 CORE COMMITTEE

Working Group assignments in italics.

Dave Lengel

NHUG Chairman

South Carolina Electric & Gas
V. C. Summer Nuclear Station
P. O. Box 88, Highway 215
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Leo Klaes

NHUG Vice-Chairman

Tennessee Valley Authority
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Fax: (615) 751-8186

Len West

NHUG Secretary

Pennsylvania Power & Light
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Fax: (717) 542-3177

Bob Campbell

Tennessee Valley Authority
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Fax: (615) 843-7515

(Control Room Habitability)

Mohammed Tadjalli

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Fax: (315) 428-7225

(CFC's)

Dan Careb

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(NHUG Database)

Bob Minikel

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Fax: (501) 964-5529

(Chillers)

Nuclear HVAC Utility Group (NHUG) Record of Meetings

MEETING	HOST UTILITY ----- LOCATION	VENDOR CO-HOST	CHAIRMAN ----- UTILITY	VICE-CHAIRMAN ----- UTILITY
*1992 OCTOBER	South Carolina Electric & Gas Columbia, SC	N/A	N/A	N/A
1993 MAY	Tennessee Valley Authority Chattanooga, TN	N/A	Dave Lengel South Carolina Electric & Gas	Leo Klaes Tennessee Valley Authority
1994 January	Duke Power - McGuire Huntersville, NC	N/A	Dave Lengel South Carolina Electric & Gas	Leo Klaes Tennessee Valley Authority

* The first meeting was an HVAC Information Exchange Meeting which resulted in the formation of the Nuclear HVAC Utility Group (NHUG).

NHUG 1994 - MEMBER UTILITIES

*Baltimore Gas & Electric; Calvert Cliffs
Carolina Power & Light; Brunswick, Robinson
Duke Power; McGuire, Catawba, Oconee
Entergy; Arkansas Nuclear One, Grand Gulf, Waterford
Florida Power Corporation; Crystal River
Florida Power & Light; Turkey Point
General Public Utilities; Oyster Creek, Three Mile Island
Georgia Power; Vogtle, Hatch
Gulf States Utilities; River Bend
Niagara Mohawk Power; Nine Mile Point
Northeast Utilities; Milestone
Pennsylvania Power & Light; Susquehanna
Philadelphia Electric; Salem, Hope Creek, Peachbottom
South Carolina Electric & Gas; V. C. Summer
Tennessee Valley Authority; Sequoyah, Watts Barr, Bellfonte
Texas Utilities/Electric; South Texas Project
Virginia Power; Surry, North Anna*