55-30662-EA 11/30/94 A-14

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OPERATING LOGS AND RECORDS

A. SCOPE

To provide detailed instructions for the maintenance of records and narrative log books to ensure that day-to-day shift evolutions are properly documented.

1. In order to provide an accurate history of station operation and to reconstruct important operating events, it is necessary that narrative operating logs be maintained.

2. This procedure is designed to ensure that operating data associated with normal operation, testing, and off-normal activities are available to plant personnel in order to perform the following activities in an effective manner:

   a. equipment and plant performance evaluation or analysis

   b. operational performance evaluation or analysis

   c. transient analysis

   d. safety analysis

   e. accountability

   f. reporting requirements

   g. transfer of information from shift to shift

   h. problem area tracking

B. POLICY AND METHODS

1. Shift Records

Shift records are comprised of the logs, data sheets, check lists, sign-off lists, recorder charts, and computer printouts that describe or record operating information and actions. The following practices are applicable to shift records except in emergency or abnormal plant conditions where circumstances might dictate suspension of log taking, review, etc:

a. All official shift records must be legible, accurate, complete and understandable. They shall be recorded in ink (black) to facilitate microfilming or reproduction.

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ZDAP/49
(ZW/236)

EXHIBIT 14

3-92-055

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B. 1. b. Errors in shift records are corrected by drawing a single line through the incorrect information and writing the correct information adjacent to it or in space available with reference to the deleted information. The individual making the correction will initial and date the deleted information.

c. When significant events or unusual trends in parameters occur, the resulting recorder traces should be identified, if possible, as to the time and event to assist in operations analysis.

d. Each shift the on-duty Unit Shift Supervisors shall perform a review of the "round sheets" taken by shift personnel outside the Control Room to detect unusual or abnormal trends or readings that require investigation or remedial action and to check on the completeness and accuracy of the records. The Shift Supervisor signifies completion of this review by signing the "round sheet". The Station Control Room Engineer (SCRE) shall perform a similar review of logs maintained by Control Room personnel.

e. At the end of each shift, completed log sheets, data sheets and recorder charts, shall be checked for completeness by a Shift Supervisor. He will signify completion of his review by initialing the log sheets and the Shift Supervisor's Shift Turnover Checklist (Appendix A).

f. The Assistant Superintendent - Operations is responsible for having shift records reviewed. He advises the respective Shift Engineer (SE) of any deficiencies and initiates corrective action.

g. Logs should be prepared in chronological order. When it is necessary to insert additional information after the fact, the entry should be noted with the actual time of the event and marked "Late Entry."

h. Log books should be considered a legal record and limited to factual information.

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

2. The SE (Shift Engineer) Log, the Unit 2 and 3 Logs, and the Center Desk Log will be maintained as follows:

a. <u>Shift Engineer Log</u>

(1) The SE's Log shall be maintained by the SE or other Shift Supervisors as the SE directs. The names of all Shift Supervisors should appear on the log.

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B. 2. a. (2) The period of the log shall be for the normal operating shift of eight hours. For split shifts, the Shift Engineer will ensure that the appropriate entries are made for that portion of the shift for which he is responsible.

(3) The log shall contain the following items:

(a) Personnel.

An entry will be made for personnel calling the Station to report absence from work or their intended return to work. The entry should include the time the call was received, the man's name and department and the reason for the absence.

i.e., 0630 A. Baker, Maintenance Department reported he will not be in today because of a severe cold.

(b) Accidents and injuries occurring at the Station which require emergency off-site medical attention will include the following information:

(1) Time of accident.

(2) Name of injured.

(3) Employer of injured party if other than Commonwealth Edison.

(4) Brief description of injury and nature of contamination, if any.

(5) Disposition of injured party.

(6) Any notification made of other personnel with respect to the accident.

(c) Plant operations.

Maintain a section of the log for each unit and include the following items:

(1) Power level and major power changes during the period.

(2) Reactor scrams including the time of scram and the cause of scram.

(3) Significant equipment casualties, oil, chemical and radioactive spills.

(4) Reactor startups.

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B. 2. a. (3) (c) (5) Unacceptable completion of any required operating surveillance.

(6) Starting and stopping of major machinery associated with the unit. Equipment changeover and the starting and stopping of equipment for surveillance testing need not be logged.

(7) Difficulties or unusual problems encountered during the shift and the results of efforts to correct.

(8) Apparent violations of Technical Specifications Limits. Include the time discovered, the efforts made to correct and the time when parameters were brought within limits.

(9) Declaration of any Generating Station Emergency Plan (GSEP) classification, notification of the Nuclear Regulatory Commission via the Emergency Notifications System phone, termination of a GSEP classification.

(10) Results of any special tests or investigations requested by the Operating Engineers in the daily order book.

(11) It is anticipated that in a majority of cases, the determination of operability and the appropriate actions for inoperable components can be readily determined. When shift personnel experience difficulty in determining this, an Operating Engineer should be contacted, an evaluation initiated, and a conservative approach taken pending resolution. Documentation should be provided for this evaluation, and retained for guidance and reference in the future.

b. Unit 2 and 3 Logs

(1) The Operator assigned to the unit is responsible for the completion of the Unit Log for the period of his shift.

(2) Personnel in training may maintain the log, but it will be countersigned by the responsible Operator.

(3) The log will contain the following information:

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B. 2. b. (3) (a) A list of all alarms and abnormal conditions found upon assuming the shift or occurring during the course of the shift. Alarms which denote normal conditions during plant operation need not be logged.

NOTE
Alarms that denote normal conditions are those that routinely occur over the course of the shift, due to normal operations or operations in progress. Examples of normal alarms are:
(1) Average Power Range Monitor hi and rod block alarms which are normal when the unit is operating close to the 100% flow control line.
(2) Control Rod Drive high temperature alarms when cooling water flow rates are normal.
(3) Drywell sump valves open when the sump is being pumped down.
(4) Any other alarm that is due to normal operations in progress or surveillances being conducted.

(b) Alarms green backlighted per DAP 7-23 need not be logged.

(c) The log will include a chronological order for the main events of the shift and their time, such as:

(1) Power level changes.

(2) Removal from service of all equipment.

(3) Return to service of all equipment.

(4) Reactor scrams.

(5) Significant equipment casualties, oil, chemical and radioactive spills.

(6) Reactor startups including the time of criticality, rod and rod notch, reactor water temperature, reactor period, rod array, and sequence step.

(7) Completion of surveillance procedures and any unacceptable results.

(8) Commencement of drywell venting.

(9) Completion of drywell venting.

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B. 2. b. (3) (c) (10) Apparent Technical Specifications violations, the actions taken to correct and the time of return to Technical Specifications Limits.

(11) Tech. Spec. Limiting Conditions for Operations that occur during the shift.

(12) Failure of Tech. Spec. related equipment. Brief description of how the component failed and the time it was declared inoperable.

(13) Performance of any special tests or procedures in progress during the shift.

(14) Brief narrative of unusual performance of the plant and any efforts made to determine the cause.

(15) The time and power level of all entries and exits from EGC.

(16) Drywell CAM sample results.

(17) Reactor water sample results during reactor start-ups or shutdowns.

c. Center Desk Log

(1) The Operator scheduled for the Center Desk is responsible for the completion and signing of the Center Desk Log, although a trainee may fill out the log. The names of all bargaining group personnel should appear on the log.

(2) The log will contain the following information:

(a) All alarms noted at the beginning of the shift for the Common Services Panel 923-1, 923-4, Panel 923-5, Panel 923-5A, Panel 923-7, Lift Station Panel, 345 Kv Panel and 138 Kv Panel.

(b) The time in chronological order for:

(1) Receipt of any alarms. Alarms which denote normal conditions during plant operation need not be logged. Also, any alarm that is due to normal operations in progress or surveillance in progress need not be logged.

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NOTE

Alarms that denote normal conditions are those that routinely occur over the course of the shift, due to normal operations or operations in progress.

B. 2. c. (2) (b) (2) Receiving of electrical switching orders, the orders as received and the Load Dispatcher issuing the orders.

(3) Return of Radwaste Tanks to storage.

(4) Starting of Radwaste Tanks (2/3) to the river, the rate of discharge and the discharge card number.

(5) Starting or stopping of major equipment on panels for which the Operator is responsible. Equipment changeover and the starting and stopping of equipment for surveillance testing need not be logged.

(6) Time and nature of electrical system casualties.

(7) Apparent Technical Specifications violations, the actions taken to correct and the time of return to Technical Specifications Limits.

(8) Removal from service of equipment for which the Operator is responsible.

(9) Return to service of equipment for which the Operator is responsible.

(10) Completion of surveillance procedures and any unacceptable results.

(11) Securing of Radwaste Tanks discharging to the river.

(12) Starting and stopping of the Make-Up Demineralizer, or Mobile Demineralizer Systems the tank which the demineralizer is filling, and the integrator reading when started and secured.

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B. 3. Degraded Equipment Log (Unit Operator's Appendix A)

This log shall be used for the identification of systems and components that are in a degraded mode of operation permitted by the Technical Specifications. For such systems and components, the length of time in the degraded mode shall be compared with the Technical Specifications Limiting Condition for Operation Action Statement. (This shall be recorded as a separate entry on the log sheet).

This log should also be used for the identification of systems and components that are in a degraded mode that are not addressed in the Technical Specifications but cause or could cause the plant to operate in a degraded mode as determined by the Operations Shift Supervisor, are necessary to implement emergency procedures, or are necessary for the assessment of plant conditions during accident conditions. Such systems and components include but are not limited to the following:

a. Shutdown Cooling System.

b. High Radiation Sampling System components.

c. Components which would degrade Fire Detection Equipment, Fire Protection Equipment, or cause a Fire Watch to be established.

d. Control Room Ventilation and Toxic Gas Analyzers.

e. ACAD/CAM System.

f. Instrumentation which would hamper implementation of the Dresden Emergency Operating Procedures.

g. Opposite unit safe shutdown equipment as listed in Attachment 1.

h. Any other degraded equipment or components, as determined by the Shift Supervisor, that require an enhanced awareness by plant operators.

4. Red Phone Call Log (DAP Form 7-5A)

The Shift Supervisor who makes the red phone call to the NRC is responsible for completing the Red Phone Call Log and initiating a Deviation Report (DVR) in accordance with DAP 2-8. He is also responsible for Notifying the NRC Resident Inspector. The log contains the following information: date, name of caller, time, reason/description, NRC Duty Officer (name), type of notification (i.e. 1 hour or 4 hours), DVR (Deviation Report) written (Yes/No) and DVR number (to be entered by the Technical Staff during processing of the DVR). The Red Phone Call Log is located at the SCRE's desk and shall remain at the SCRE's desk.

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B. 5. Limiting Condition For Operation Log (DAP FORM 7-5B)

When a Limiting Condition for Operation (LCO) entry condition occurs, the event will be logged in the LCO (Limiting Condition for Operation) Log (attached). The following information will be entered in the log: the entry condition, type of LCO, time the LCO went into effect, Tech. Spec. reference and any time clock requirements, the time the LCO no longer applied, and the total time the LCO was in effect. The Control Room LCO board must be appropriately updated also.

6. DATR ALCO Log (DAP FORM 02-20A)

When a Dresden Administrative Technical Requirement (DATR) Adminstrative Limiting Condition of Operation (ALCO) occurs, the event will be logged in the DATR (Dresden Adminstrative Technical Requirement) ALCO (Administrative Limiting Condition of Operation) Log per DAP 02-20, Control of Dresden Administrative Technical Requirements.

7. *XL3 Impaired Device Log (DAP FORM 7-5D)* (C-7)

This log is maintained to provide the operating crew with current information about the status of Fire System Alarms and troubles on the XL3 Fire Computer. All entries to this log will be made by the Station Fire Marshall or Assistant Fire Marshall. Any additional alarms or troubles that come up on the XL3 must be treated as New Alarms or Troubles and the appropriate section(s) of the DATR's followed.

8. Fire Watch Log (DAP FORM 3-16A)

When a fire watch is required as determined by the provisions of Dresden Administrative Technical Requirements 3/4.1 and 3/4.2, an entry will be made in the Fire Watch Log, DAP FORM 3-16A. Information required on this log is self-explanatory.

9. Temporary System Alterations Log (DAP FORM 7-4C)

This log shall be used for the documentation of a Temporary System Alteration per DAP 7-4 (Control of Temporary System Alterations). The log number shall be assigned by the on-shift SCRE (Station Control Room Engineer) and the working department.

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10. Diesel Generator Start/Stop Log (DAP Form 7-5C)

The Operator scheduled for the Center Desk is responsible for the completion and signing of the Diesel Generator Start/Stop Log anytime a diesel generator is run.

11. Log Review

a. The Operating Engineer shall review and initial the Unit Log and the Shift Engineer's Log daily on normal work days.

B. 11. b. Shift Operations personnel shall review appropriate logs as outlined under the Shift Turnover responsibilities section of DAP 7-2, Conduct of Operations.

C. REFERENCES

1. Dresden Administrative Technical Requirements 3/4.1 and 3/4.2.
2. NSDD-A09, Conduct of Operations.
3. INPO Good Practice OP-204, Conduct of Operations.
4. INPO Good Practice OP-205, Operations Narrative Log Books.
5. General Electric S.I.L. No. 294.
6. Dresden Operating Procedure (DOP) 300-11, Control Rod Drive System Accumulator Water Removal and Piston Cycling.
7. DVR 12-3-90-77, Failure to Post Appropriate Inspections due to Procedure Deficiency.

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FORM 7-5A
NRC ked PHONE CALL LOG

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Date / Name	Time	Reason/Description	Notification 1 Hr	Notification 4 Hr	DVR Written Yes	DVR Written No	DVR#
		NRC Duty Officer:					
		NRC Duty Officer:					
		NRC Duty Officer.					
		NRC Duty Officer:					
		NRC Duty Officer:					
		NRC Duty Officer:					
		NRC Duty Officer:					
		NRC Duty Officer:					

FORM 7-5B

LCO LOG

START TIME DATE	STOP TIME DATE	UNIT	TOTAL TIME	TYPE OF LCO FORCED	TYPE OF LCO PLANNED	LCO DESCRIPTION	TECH/SPEC REF. AND TIME CLOCK IN EFFECT	COMMENTS

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DIESEL GENERATOR _____

Start Time/Date_____ Stop Time/Date _____	_____ Operator _____ Operator	Start No._____ (Next sequentional number from the log)

Type of Start	Successful Start	Successful Load
☐ Manual	☐ YES	☐ YES
☐ Auto	☐ NO If no, explain under remarks section below	☐ NO If no, explain under remarks section below

Output Brkr Time	
Close_____	Time @ ≥ 2500 kw _____
Open _____	Time @ < 2500 kw _____

Type of Stop	Cause of Trip (if applicable)
☐ Normal	
☐ Trip	

Reason For Run:

Remarks:

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FORM 7-5C
DIESEL GENERATOR START/STOP LOG

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