

Docket No: 50-223

OCT 9 1984

University of Lowell
ATTN: Dr. Leon E. Beghian
Vice President for Academic Services
and Technical Research
1 University Avenue
Lowell, Massachusetts 01854

Gentlemen:

SUBJECT: ARRANGEMENTS FOR THE ADMINISTRATION OF OPERATOR
LICENSING EXAMINATIONS AT UNIVERSITY OF LOWELL

The purpose of this letter is to confirm those items discussed during a telephone conversation on October 1, 1984, between Mr. T. Wallace, of your staff and Mr. N. Dudley, Operator Licensing Examiner.

Based on this conversation, we have scheduled the written examinations and plant oral examinations at Lowell University for the week of January 6, 1985. This is based on:

- ° the appropriate reference material listed in Enclosure 1 being provided to Region I and Dr. Gordon Robinson, Penn State University, no later than November 15, 1984, as agreed.
- ° three copies of all operator and senior license applications (NRC Form 398), as well as completed Reports of Medical Examination (NRC Form 396), being submitted to this office as soon as possible and no later than November 15, 1984.

For your information, the attached Enclosure 2 "Administration of Operator Licensing Written Examinations", describes the methodology currently in use for the conduct of operator licensing examinations. These requirements have also been previously discussed with Mr. Wallace of your staff.

Thank you for your consideration in this matter. If your staff has any questions regarding this matter, please have them contact Mr. R. Keller, Chief, Reactor Projects Section 1D, at 215-337-5211.

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This request for information was approved by the Office of Management and Budget under clearance number 3150-0101, which expires June 30, 1986. Comments on burden and duplication may be directed to the Office of Management and Budget, Reports Management Room 3208, New Executive Office Building, Washington, D. C. 20503.

Sincerely,

Original Signed By:

Ebe C. McCabe, Chief
Project Section No. 3B
Division of Project and Resident Programs

Enclosures:

1. "Reference Material Requirements
for Operator/Senior Operator Licensing
Examinations"
2. "Administration of Operator Licensing
Written Examinations"

cc w/encls:

Plant Superintendent
Training Supervisor

bcc w/encl:

McCabe, DPRP Section Chief
Operator Licensing Plant File

RI:DPRP
Dudley/djh

10/5/84
H/O

RI:DPRP
Keller
[Signature]

10/10/84

RI:DPRP
McCabe
[Signature]

10/5/84

Enclosure 1

Reference Material Requirements for Operator/Senior
Operator Licensing Examinations

Requested:

1. All Administrative Procedures (as applicable to reactor operation or safety for compliance with the NRC reactor license)
2. All Integrated Plant Procedures (Normal or General Operating Procedures)
3. Emergency Procedures (Emergency Instruction, Abnormal or Special Procedures)
4. Standing Orders (Important orders which are safety related and may supersede the regular procedures)
5. Fuel Handling and Core Loading Procedures (Initial Core Loading Procedures, when appropriate)
6. Annunciator Procedures (alarm procedures, including set points)
7. Radiation Protection Manual (Radiation Control Manual or Procedures as applicable to the NRC reactor license)
8. Emergency Plan Implementing Procedures
9. Technical Specifications
10. Training program (Training Manuals, Plant Orientation Manual, System Descriptions, Reactor Theory, Thermodynamics, etc.)
11. System Operating Procedures
12. Piping and Instrumentation Diagrams, electrical single line diagrams, or flow diagrams
13. Technical Data Book, and/or plant curve information as used by operators
14. Any other material the licensee feels is necessary to adequately prepare a written examination
15. Questions and Answers that licensee has prepared (voluntary by licensee)

All of the above reference material should be approved, final issues and should be so marked. Uncontrolled, preliminary, or other such issues will not be acceptable, except for cold license examinations. All procedures and reference material should be bound or in the form as used by the control room operators, with appropriate indexes or tables of contents to enable efficient use.

Enclosure 2

Administration of Operator Licensing Written Examination

Operator Licensing Requirements:

1. A single room shall be provided for completing the written examination. The location of this room and supporting restroom facilities shall be such as to prevent contact with all other facility/contractor personnel during the duration of the written examination. If necessary, the facility should make arrangements for the use of a suitable room at a local school, motel, or other building. Obtaining this room is the responsibility of the licensee.
2. Minimum spacing is required to ensure exam integrity as determined by the chief examiner. Minimum spacing should be one candidate per table, with 3 foot spacing between tables. No wall charts, models, and/or other training materials shall be present in the examining room.
3. Suitable arrangements are to be made by the facility for the candidates to have lunch, coffee, etc. These arrangements will be reviewed by the examiner and/or proctor.
4. The facility shall arrange to have a maximum of one facility staff member per section per examination available to review the examination questions and answer key. This review will only begin after the end of the written examination and normally be limited to two hours total.
5. The licensee will provide pads of 8½" x 11" lined paper in unopened packages for each candidate's use in completing the examination. The examiner will distribute these pads to the candidates. All reference material needed to complete the examination will be furnished by the examiner. Candidates can bring pens, pencils, calculators, or slide rules into the examination room, and no other equipment or reference material is allowed.
6. Only black ink or dark pencils should be used for writing answers to questions.