

**Web-based Relief Request (WRR) Portal
User Guide
V1.0**

Paperwork Reduction Act Statement

The information collections contained in this User Guide are covered by the Web-based Relief Request form, which the Office of Management and Budget (OMB) approved under approval number 3150-0244. The estimated burden per response to comply with this voluntary collection request is 4 hours. The information is required for the NRC to evaluate proposed alternatives under Title 10 of the Code of Federal Regulations (10 CFR) Section 50.55a(z), "Alternatives to codes and standards requirements.". Send comments on burden estimates to the FOIA, Library, and Information Collections Branch (T-6 A10M), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by e-mail to Infocollects.Resource@nrc.gov and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0244), Office of Management and Budget, Washington, DC 20503.

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USER GUIDE FOR SUBMITTERS

Accessing the WRR Portal

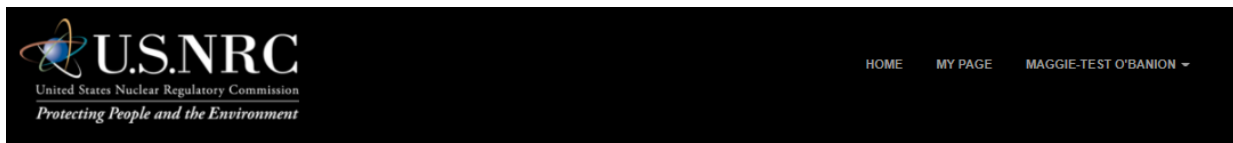
Licensees who wish to use the portal can enroll for NRC credentials here: <https://pki.nrc.gov/ecs/apps/gold/dcc-gold-wrr.html>. After completing identity verification, enrollees can log in to WRR using their established username, password, and one-time password code.

Detailed instructions for enrollment can be found at <https://pki.nrc.gov/ecs/docs/EnrollmentGuideLevelGold.pdf>.

If you have any difficulties with using the WRR Portal, please contact: Web-BasedReliefRequests.Resource@nrc.gov

WRR Portal My Page

The first page you see after logging in is the WRR Portal My Page:



My Plant(s)	Quick Links
Braidwood 1 Braidwood 2 Byron 1 Byron 2 Clinton Dresden 1 Dresden 2 Dresden 3 LaSalle 1 LaSalle 2 Limerick 1 Limerick 2 Oyster Creek Peach Bottom 1 Peach Bottom 2 Peach Bottom 3 Quad Cities 1 Quad Cities 2	New Proposed Alternative NRC Project Managers My Profile FAQ/User Guide Contact Us

Proposed Alternative List				
Request Status -- All Statuses -- <input type="button" value="v"/>				
Plant(s) -- All Plants -- <input type="button" value="v"/>				
Project Title	Plant(s)	Submission Date	Request Status	Action
cccc	Peach Bottom 1	3/30/2021	Application Submitted	
test after ip range changes to storage	Byron 1	3/30/2021	Application Submitted	
test submission of redirect after submission	Multiple Plants	3/30/2021	Application Submitted	
(Maggie TEST) Submittal of Relief Request for an Alternative to the ASME Code - Revise Main Steam Isolation Valve Partial Stroke Testing Frequency	Multiple Plants	3/26/2021	Application Submitted	
(Maggie TEST) Submittal of Relief Request for an Alternative to the ASME Code - Revise Main Steam Isolation Valve Partial Stroke Testing Frequency	Multiple Plants	3/26/2021	Application Submitted	

My Page includes the following sections:

My Plant(s)

A list of all the plants you have been granted access to by your Administrator.

Quick Links

Useful links for fast reference.

New Proposed Alternative:

Links to the form to create a new Proposed Alternative. If you only have viewer access to submissions, this link will be grayed out.

NRC Project Managers

Links to the public NRC Contacts for Power and Research & Test Reactors [page](#).

My Profile

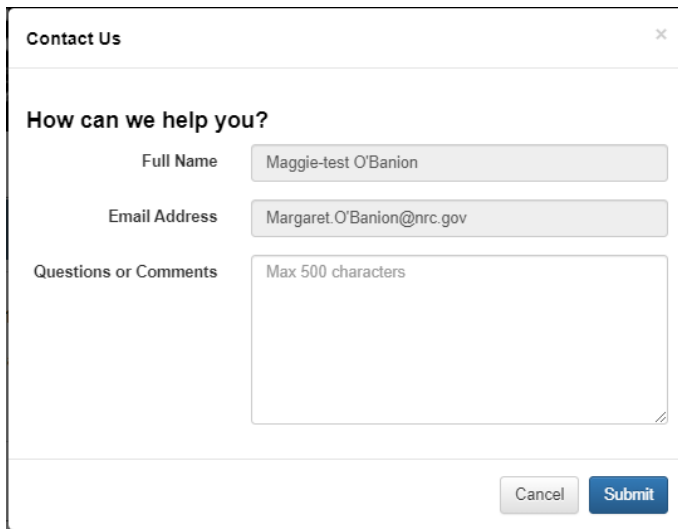
Links to your portal profile. See screenshot below.

FAQ/User Guide

Links to the FAQ and User Guide (ADAMS Accession No. ML21078A154).

Contact Us

Opens up the following box, which prompts you to contact the WRR Portal resource email (Web-BasedReliefRequests.Resource@nrc.gov).



Contact Us

How can we help you?

Full Name: Maggie-test O'Banion

Email Address: Margaret.O'Banion@nrc.gov

Questions or Comments: Max 500 characters

Cancel Submit

Proposed Alternative List

Lists all the Proposed Alternative submissions (both in-progress and submitted) created within the WRR Portal. Submissions created outside the WRR Portal will **not** be displayed here.

An example screenshot is provided below. Note: The screenshot is displaying sample submissions from the WRR Portal test environment. Your view of the Proposed Alternative List would contain the submissions created for your assigned plants within the WRR Portal.

Proposed Alternative List				
Request Status -- All Statuses --				
Plant(s) -- All Plants --				
Project Title	Plant(s)	Submission Date	Request Status	Action
Marcia - test 5	Braidwood 2		Application In-Progress	
end to end test 3-9-2021 with attachments	Byron 1	3/9/2021	Application Submitted	
end to end test 3-9-2021 no attachments	Multiple Plants	3/9/2021	Application Submitted	
end to end test 3-3-2021Test Title Reactor Vessel Closure Stud Examin	Multiple Plants	3/3/2021	Application Submitted	
end to end test 3-3-2021Test Title Reactor Vessel Closure Stud Examin	Multiple Plants	3/3/2021	Application Submitted	
« 1 2 3 4 5 6 7 8 » On page 1 of 8, showing rows 1 to 5 of 38				

Filtering

You can filter the Proposed Alternative List using the two drop-down lists based on following:

- Request Status: Applications In-Progress or Applications Submitted
- Plant(s): Any of the plants you've been granted access to by your Administrator

Project Title

Displays the text entered in response to Question 1: Project Title on the Proposed Alternative.

Plant(s)

Displays the plants included in the submission. If the Plant(s) column says "Multiple Plants" then you can hover over the "Multiple Plants" text to see which Plants and Units are included in the submission.

Submission Date

The date the Proposed Alternative was submitted. If there is no date listed, the Proposed Alternative has not been submitted and is still in draft form.

Request Status

- Application In-Progress: Proposed Alternatives that are still waiting to be submitted.
- Application Submitted: Proposed Alternatives that have been submitted through the WRR Portal.

Action

Click on the icon to open existing submissions. If it's still in draft form (Application In-Progress), you can edit it (if you have author/edit or submit permissions for that plant). If it's already submitted, you can only view the submission.

You can open any submission you've created, as well as submissions created by other users if you have been granted access to those plants by your Administrator.

Sorting

Click on the column titles to sort the Project Title, Plant(s), Submission Date, and Request Status columns in alphabetical order.

Portal Roles and Permissions

Whether you can create/edit or only view a submission is determined the permissions assigned to you by the Administrator. If you feel there's an error in your permissions, please reach out to you Administrator Contact. For additional guidance on the Administrator role, please see the "User Guide for Administrators" below.

Your Profile

The Profile Page displays the following information. This information is **not** editable. If you feel there's an error, please reach out to your Administrator Contact.

- First Name
- Last Name
- Email Address
- Parent Company
- Administrator Contact Information

Home / Profile

Profile



Jane Jones

Profile

Your Information

Profile

First Name

Jane

Last Name

Jones

E-mail

jane.jones@company.com

Parent Company

Company, LLC

Your Admin Contact(s)

Company, LLC | Michael Smith | Michael.Smith@company.com
Company, LLC | Katherine Brown | Katherine.Brown@company.com

Creating a Proposed Alternative

Click on “My Page” at the top of the page and select “New Proposed Alternative” under the Quick Links section.

My Plant(s)

Braidwood 1 | Braidwood 2 | Byron 1 | Byron 2 | Clinton | Dresden 1 | Dresden 2 | Dresden 3 | LaSalle 1 | LaSalle 2 | Limerick 1 | Limerick 2 | Oyster Creek | Peach Bottom 1 | Peach Bottom 2 | Peach Bottom 3 | Quad Cities 1 | Quad Cities 2 |

Quick Links

New Proposed Alternative

NRC Project Managers

My Profile

FAQ/User Guide

Contact Us





Proposed Alternative List

Request Status

-- All Statuses -- ▾

Plant(s)

-- All Plants -- ▾

↑Project Title	↑Plant(s)	↑Submission Date	↑Request Status	Action
cccc	Peach Bottom 1	3/30/2021	Application Submitted	
test after ip range changes to storage	Byron 1	3/30/2021	Application Submitted	
test submission of redirect after submission	Multiple Plants	3/30/2021	Application Submitted	
(Maggie TEST) Submittal of Relief Request for an Alternative to the ASME Code - Revise Main Steam Isolation Valve Partial Stroke Testing Frequency	Multiple Plants	3/26/2021	Application Submitted	

Note: While filling out the submission form, if you have not saved your progress within 1 hour, you will be logged out and any progress not saved will be lost. A warning will pop up 5 minutes before timeout. To avoid this issue, save your progress as you go and at least save within the hour.

Most of the questions on the submission form are self-explanatory. Below are suggestions on how to complete your Proposed Alternative submission.

Project Title

Question 1: Project Title

Enter title or subject of the proposed alternative. This field is limited to 255 characters or less. (Required field)

1. Project Title (255 Character Limit) *

Licensee Information

Question 2: Licensee

This field should default to your assigned organization; however, please confirm this field indicates the licensee which is submitting the proposed alternative. (Required field)

Question 3: Licensee Contact

Enter the first and last name of the person the operating reactor licensing project manager should contact in case there are questions regarding the proposed alternative. (Required field)

Question 4: Licensee Contact Phone Number

Enter the phone number of the person listed in Question 3's response. (Required field)

Question 5: Licensee Contact Email Address

Enter the email address of the person listed in Question 3's response. (Optional field)

2. Licensee *
<input type="text" value="Exelon Generation Co., LLC"/>
3. Licensee Contact *
<input type="text"/>
4. Licensee Contact Phone Number *
<input type="text"/>
5. Licensee Contact Email Address
<input type="text"/>

Submission Type

Question 6: Request Type

Select the type of alternative request from the drop-down list, either "10 CFR 50.55a(z)(1)" or 10 CFR 50.55a(z)(2)." At this time, the WRR portal does not support other types of relief requests. (Optional, but recommended field)

Question 7: Inservice Inspection or Inservice Training

Select the type of alternative request from the drop-down list, either "Inservice Inspection (ISI)" or Inservice Testing (IST)." (Optional, but recommended field)

6. Request Type
<input type="text"/>
7. Inservice Inspection or Inservice Testing
<input type="text"/>

Document Sensitivity

Question 8: Document Sensitivity

If the proposed alternative has no proprietary information to be attached, select “Non-Sensitive” from the drop-down list. (Optional, but recommended field)

If you plan to provide any proprietary information, via the attachments feature, select “Sensitive – Proprietary (affidavit attached per 10 CFR 2.390)” from the drop-down list.

Note: Do not include proprietary information in the form questions text fields themselves. At this time, you can only submit proprietary information via attachments.

Use the hyperlink in Question 22 – “Include Any Additional Information” to attach any proprietary information along with affidavit(s), as appropriate, in accordance with 10 CFR 2.390. See further instructions in Question 22 below.

Note: Your submission will be saved with a default value of “Non-Sensitive” unless you select “Sensitive – Proprietary.” Please make sure you select the appropriate value.

Selecting Plants and Units for this Submission

Question 9: Select Units That Apply For this Submission

You can select one or more plants/units in the list. To select more than one, hold the control key while clicking on the names. To select them all, click the first plant/unit in the list and hold the Shift key while selecting the last plant/unit in the list. (Required field)

Requested Completion Date

Question 10: Requested Completion Date

Select the requested date of NRC approval with the date picker. The date must be in the future. If you select a date in the past, you will receive an error when you save. If you are requesting expedited NRC review, consider including more information in Question 13, “Proposed Duration of Alternative (in terms of ISI/IST Program Interval with Start and End Dates.” (Optional field)

Proposed Alternative Number or Identifier

Question 11: Proposed Alternative Number or Identifier

Enter your licensee’s proposed alternative identifier. Some licensee’s number their correspondence and use that number as a proposed alternative identifier. In that case, that correspondence number can be used in this field. (Optional field)

Submission Details

Question 12: Brief Description of Proposed Alternative

This should be a brief description, similar to information provided in a cover letter. (Optional field)

Question 13: Proposed Duration of Alternative (in terms of ISI/IST Program Interval with Start and End Dates)

Enter a description of the proposed duration of the alternative as it relates to ISI or IST interval start and end dates. If you are requesting expedited NRC review, consider including more information as part of this question. (Optional field)

Question 14: Applicable ASME Code Requirements

Enter the applicable ASME code requirement(s) with a description. (Optional field)

Question 15: Applicable American Society of Mechanical Engineers (ASME) Boiler and Pressure Vessel Code (BPV Code), or ASME Operation and Maintenance of Nuclear Power Plants (OM Code), Edition and Addenda

Enter the plant(s) current applicable ASME Code edition and addenda. (Optional field)

Question 16: Current ISI or IST Program Interval Number and Start/End Dates (as applicable)

Enter the plant(s) current ISI intervals, start and end dates. (Optional field)

Question 17: Applicable ASME Code Components and/or System Description

Enter the ASME Code components which are affected by the proposed alternative with relevant details of component(s), such as code class, examination category, code item number and description. (Optional field)

Question 18: Reason for Request

Enter the reason for the proposed alternative. (Optional field)

Question 19: Full Description of Proposed Alternative. Note: Consider adding information regarding material specifications, component Group or Class, and ASME Code Class.

Enter a detailed description of the proposed alternative. (Optional field)

Question 20: Description of Basis for Use. For requests under 10 CFR 50.55a(z)(1), describe how the proposed alternative would provide an acceptable level of quality and safety. For requests under 10 CFR 50.55a(z)(2), describe how compliance with the specified requirements would result in a hardship or unusual difficulty without compensating increase in the level of quality and safety.

Enter the description of the basis for use for the proposed alternative. (Optional field)

Question 21: Describe Hardship or Unusual Difficulty:

If applicable, enter the description of the hardship or unusual difficulty, unless you addressed it in Question 20, "Description of Basis for Use." (Optional field)

Question 22: Include Any Additional Information

Use this section to enter any other relevant information not captured in other fields of this form. *After* you save the draft of your submission, you will be able to add attachments to this question. Adding attachments to this question is covered in the [Adding Attachments](#) section below. (Optional field)

Question 23: Precedents (optional)

This is an optional field for the user to list any previous precedents for the proposed alternative. (Optional field)

Question 24: References

This is an optional field for the user to list any references for the proposed alternative. (Optional field)

Question 25: Created On.

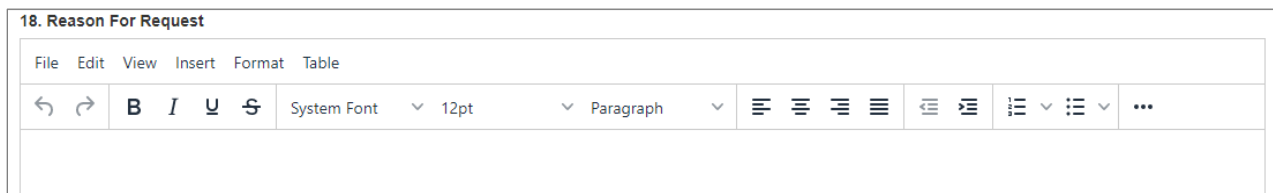
This field is auto-populated based on the date the submission was created.

Formatting Text with the Rich Text Editor

Questions 16-20, 22, and 24 include formatting capability of a Rich Text Editor, which provides options such as bullet points, bolding and italicizing, alignment, and font adjustment.

To include tables in your response, you can either build the table in the editing box by clicking on the Insert menu and selecting “Tables” or you can paste a table from another program, such as Excel.

An example of the rich text editor menu is below:



Reviewing Before Submission

At the bottom of the first screen, there is a “Save and Review” button. Clicking this button saves a draft version of the submission. You can leave the Portal and come back to finish it later.

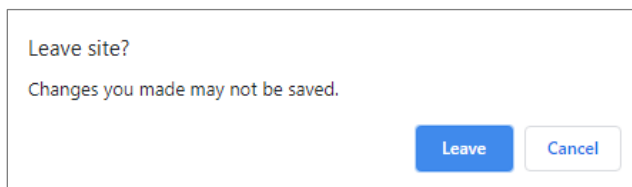
After clicking “Save and Review,” you’ll be taken to the review page where you can edit your responses and add attachments.

Note: While filling out the submission form, if you have not saved your progress within 1 hour, you will be logged out and any progress not saved will be lost. A warning will pop up 5 minutes before timeout. To avoid this issue, save your progress as you go and at least save within the hour.



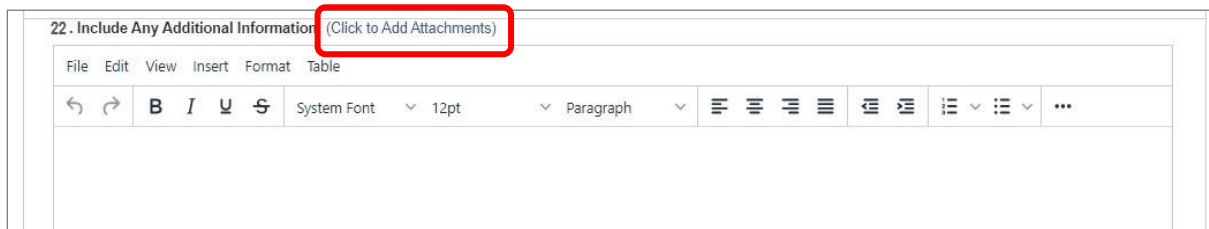
Leaving the Page Without Saving Your Document

If you attempt to close your browser window before clicking “Save and Review” you will see a warning popup:



Adding Attachments

Attachments can only be added to Question 22 via the “Click to Add Attachments” link, which is accessible on the Review Draft page. You must click the ‘Save and Review’ button at the bottom of the screen to save your submission in order to see this link.



Attachments should be

- in PDF (.pdf) format
- PDF files should be in accordance with NRC’s [“Guidance for Electronic Submissions to the NRC” \(ADAMS Accession No. ML13031A056\), specifically Section 2, “Parameters for Electronic Files Submitted to the NRC.”](#)
- no larger than 100MB
- marked as “Sensitive Proprietary” if it contains proprietary information

When you click the “Click to Add Attachments” button, it will open the Add Attachment box pictured below.

A note for each attachment is required. Please provide a short description of the document and select document sensitivity.

For each document containing proprietary information, attach an affidavit in accordance with 10 CFR 2.390 (designate the affidavit document sensitivity as appropriate). You are responsible for the marking of proprietary and non-proprietary documents, in accordance with 10 CFR 2.390.

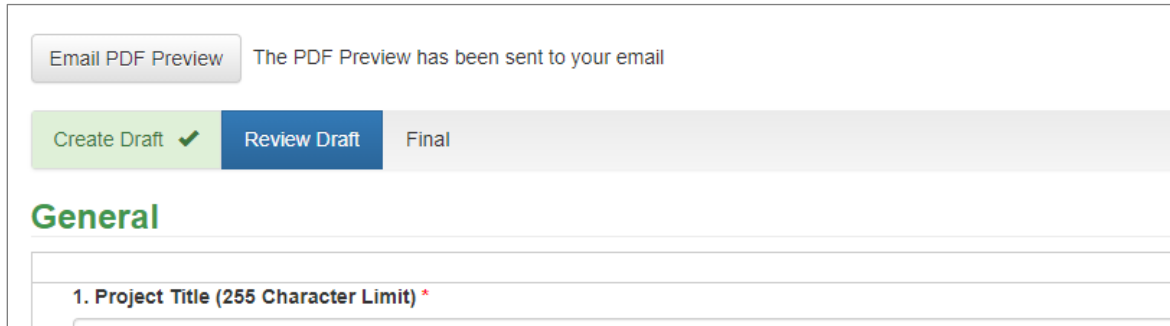
Additionally, for each proprietary document the user attaches, a redacted (public, non-proprietary) version of the proprietary document may be attached, as appropriate.

Once you've added your attachment, the screen will show each attachment listed under Question 22. If you need to edit the attachment (or any attributes of the attachment), select the "down arrow" button to the right, and either select "Edit" to make changes or "Delete" to delete the attachment.

Note: If you've marked an attachment as "Sensitive Proprietary", the system may temporarily display the phrase "Private". The system will then refresh and display "Sensitive Proprietary."

PDF Preview

To obtain a preview of the submission, click on the “Email PDF Preview” button. A PDF will be emailed to you. Note that this is preview of the form you filled out, not the formatted submission letter.



The screenshot shows a web interface with a confirmation message: "Email PDF Preview" and "The PDF Preview has been sent to your email". Below this are three buttons: "Create Draft" (with a green checkmark), "Review Draft" (highlighted in blue), and "Final". Underneath is a section titled "General" with a form field labeled "1. Project Title (255 Character Limit) *".

The Preview PDF email will come from the “Web-based Relief Request Resource” email address. If you did not receive an email, please contact Web-BasedReliefRequests.Resource@nrc.gov.



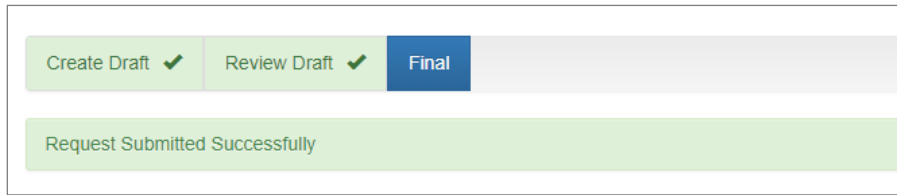
Submitting the Proposed Alternative

When you’re ready to submit the Proposed Alternative, click, on the Submit button. The final submission will indicate the name and title of the individual who submitted the form.

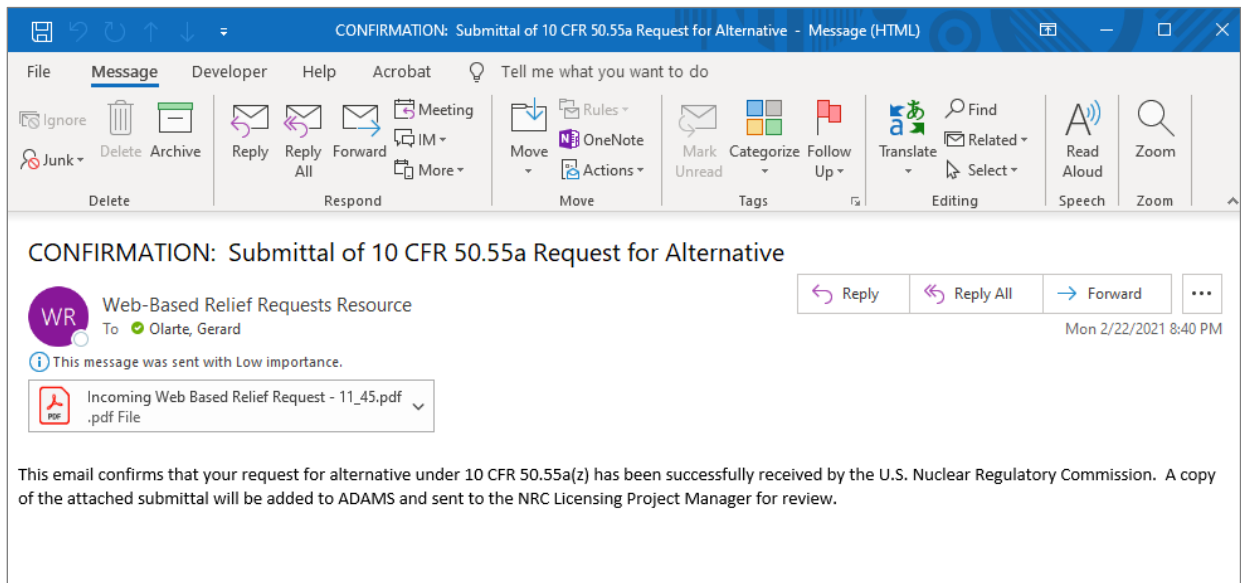


After you click “Submit”, a success message will display, and you’ll receive a confirmation email.

Success message



Confirmation of submission email



Rejection email

If your submission can't be processed, you'll receive a reject email indicating why and who to contact for next steps.

Viewing existing submissions

See the section above: [WRR Portal Homepage > Proposed Alternative List > Action](#).

USER GUIDE FOR ADMINISTRATORS

Administrator Roles

There are two types of administrator roles in the WRR Portal: Parent Company Administrator and Licensee Administrator.

Parent Company Administrator

This role can assign the following roles and permissions to any user within their parent organization.

- Licensee Administrator
- Viewer
- Editor
- Submitter

Licensee Administrator

This role can assign the following roles and permissions to any user within their parent organization.

- Viewer
- Editor
- Submitter

Permissions

For additional detail on the permissions, please see below.

View: For user's assigned plant(s),

- Can open submissions
- Cannot create new submissions
- Cannot edit in-progress submissions
- Cannot submit

Edit: For user's assigned plant(s),

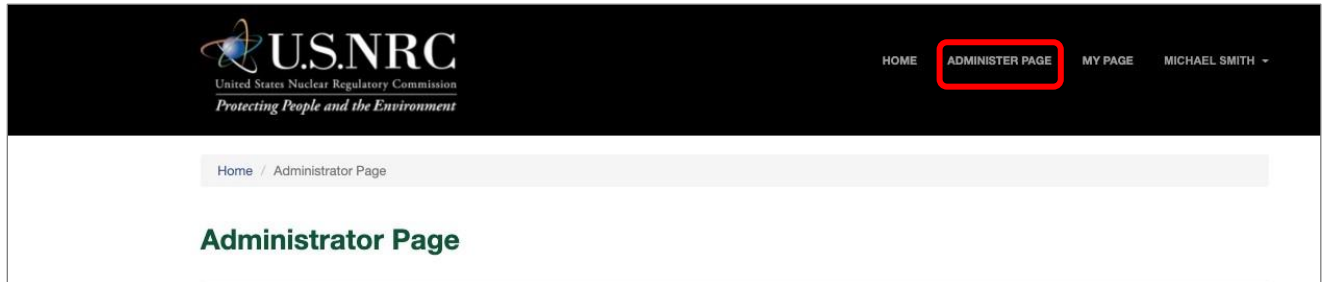
- Can open submissions
- Can create new submissions
- Can edit in-progress submissions
- Cannot submit

Submit: For user's assigned plant(s),

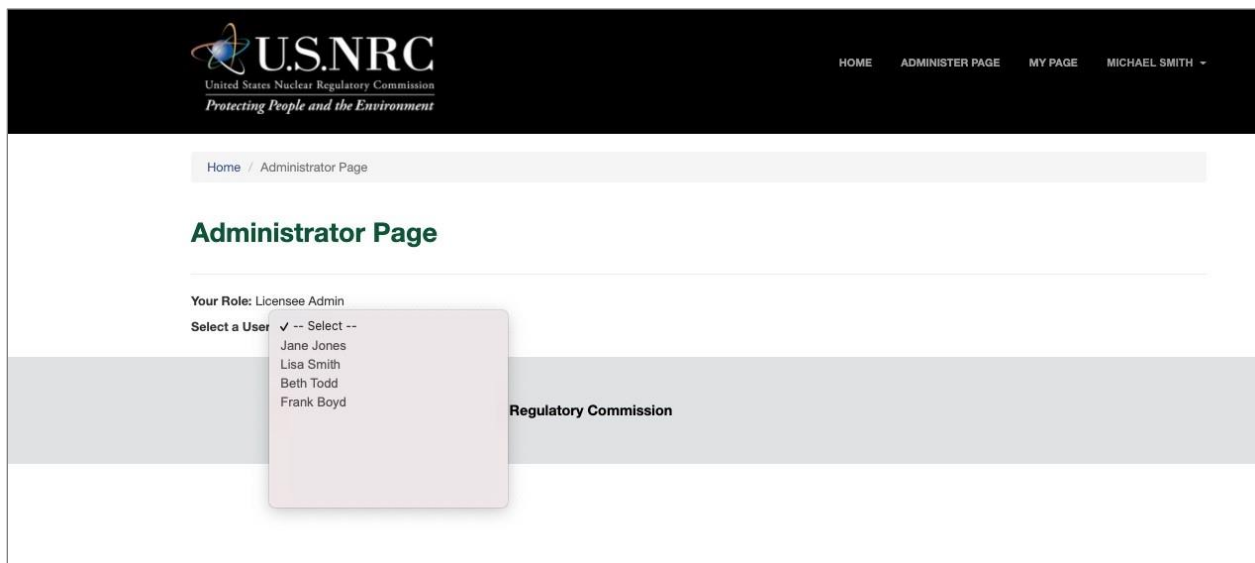
- Can open submissions
- Can create new submissions
- Can edit in-progress submissions
- Can submit

Administering Roles

If you are an administrator, you'll see the "Administer Page" link in the top nav. Click this link to manage users.



The Administrator Page will display with options for setting user permissions.



Managing users if you're a Parent Company Administrator

To assign a role to a user, click on the "Select a User" drop-down and select the user from the list. Only users associated with your licensee will appear. If you need to add a user, please contact Web-BasedReliefRequests.Resource@nrc.gov.

If you want to assign the user the role of Licensee Administrator, check the "Mark User as Administrator" box. If not, leave the box unchecked.

To assign users permissions to manage submissions, check the View, Edit, and/or Submit boxes next the appropriate plant(s). Click "Save Permissions" when finished.

Managing users if you're a Licensee Administrator

To assign a role to a user, click on the "Select a User" drop-down and select the user from the list. Only users associated with your licensee will appear.

To assign users permissions to manage submissions, check the View, Edit, and/or Submit boxes next the appropriate plant(s). Click "Save Permissions" when finished.