



U.S. Nuclear Regulatory Commission

Office of Nuclear Reactor Regulation

NRR OFFICE INSTRUCTION

Change Notice

Office Instruction No.: **LIC-TSTF, Revision DRAFT 0.2**

Office Instruction Title: **Changing the Standard Technical Specifications by means of Technical Specifications Task Force (TSTF) Travelers**

Effective Date: **March 01, 2006**

Primary Contacts: **David Roth
301-415-2749**

Responsible Organization: **NRR/ADRO/DIRS/ITSB**

Summary of Changes: Original Draft 0.1

Training:

- (1) Self-study by Technical Specifications Branch (TSB) and project managers (PMs) and Technical Branch Chiefs. Training Session for Vendor/Owners group PMs
- (2) E-mail to all NRR Staff

ADAMS Accession No.: **ML**_____



U.S. Nuclear Regulatory Commission

Office of Nuclear Reactor Regulation

NRR OFFICE INSTRUCTION

Change Notice

Office Instruction No.: **LIC-TSTF, Revision DRAFT 0.2**

Office Instruction Title: **Changing the Standard Technical Specifications by means of Technical Specifications Task Force (TSTF) Travelers**

Effective Date: **March 01, 2005**

Primary Contacts: **David Roth
301-415-2749**

Responsible Organization: **NRR/ADRO/DIRS/ITSB**

Summary of Changes: Draft 0.2
Incorporated Tom's Pen-and-Ink changes

Training:

- (1) Self-study by Technical Specifications Branch (TSB) and project managers (PMs) and Technical Branch Chiefs. Training Session for Vendor/Owners group PMs
- (2) E-mail to all NRR Staff

ADAMS Accession No.: **ML**_____

Position	Primary Contact				
Name	DRoth				
Date	03/01/06				

E:\Filenet\ML060590111.wpd

UNOFFICIAL DRAFT COPY

NRR OFFICE INSTRUCTION
LIC-TSTF, Revision DRAFT 0.1

Changing the Standard Technical Specifications by means of Technical Specifications Task Force (TSTF) Travelers

1. POLICY

It is the policy of the Office of Nuclear Reactor Regulation (NRR) to establish procedures and guidance for its staff to meet the requirements and performance goals established in legislation, regulations, the Agency's strategic plan, and office-level operating plans. The NRC, through its website at <http://www.nrc.gov/reactors/operating/licensing/techspecs/post-revision3-sts.html>, provides guidance to stakeholders on the Standard Technical Specifications (STS) and how changes to the STS are received from the Industry Technical Specifications Task Force (TSTF).

2. OBJECTIVE

The objective of this office instruction is to define the process by which NRR staff reviews proposed changes to the STS. A change approved under this procedure can be subsequently adopted by a licensee via a license amendment request (LAR)¹ more efficiently because the TSTF Traveler represents a generic review of a change to the technical specifications for plants that have adopted the STS. In particular, using a model license application, safety evaluation (SE), and NRC review plan will minimize both the industry and NRC review times and efforts by providing for a streamlined review and approval of the proposed change STS, allowing subsequent licensing actions to reference the approved change, rather than repeated reviews of the same subject.

3. BACKGROUND

Total adoption of the STS substantially improves the efficiency of the regulatory process, and ensures that licensee and NRC resources are applied to significant safety matters.²

In 1992, the NRC issued the first version of the STS³ to clarify the content and form of requirements necessary to ensure safe operation of nuclear power plants in accordance with 10 CFR 50.36.⁴ Revision 2 the STS was published in April 2001⁵, and revision 3 was published in June 2004⁶.

The process used to change the STS involves the TSTF submitting travelers to the NRC for review, approval, and subsequent incorporation into the next revision of the STS. The submissions are frequently referred to as TSTFs (pronounced "tiss-stiffs"), but are properly called TSTF Travelers. Once approved, the TSTF travelers are available for adoption by licensees and are eventually incorporated into the STS. Some TSTFs are candidates for the consolidated line item improvement process (CLIIP) for Technical Specifications (TS) amendments^{7 8}.

Using the TSTF process to change the Standard Technical Specifications improve the efficiency of the licensing process by allowing the staff to review and approve a proposed change that will be used and referenced in preparation of License Amendment Requests (LARs) by multiple licensees following approval of the TSTF. The TSTF provides the model technical and regulatory bases for a LAR.

The website of the TSTF Technical Coordinator for industry owners groups is currently located at <http://www.excelservices.com/exceldbs/home.nsf/Public?OpenPage>. It provides links to TSTF data including: scanned TSTF travelers; reports on status of proposed TSTFs, model applications using TSTFs; and information TSTFs already incorporated into the STS.

4. BASIC REQUIREMENTS

[ADD FLOWCHART HERE]

4.1 Overview of the TSTF Traveler Process

The process of identifying changes to the STS is administered by the Owners Groups' Technical Specification Task Force.⁹ In general, a detailed process may be found in an NEI/TSTF White Paper.¹⁰ A plant proposes a change to the ITS, provides a description, justification, and marked-up STS indicating the change.¹¹ The proposed change is reviewed by the appropriate Owners Group to determine if it is generically acceptable and meets the threshold for changes. If the change is approved, it is forwarded to the Technical Specification Task Force (TSTF) by EXCEL Services, Inc., the TSTF Technical Coordinator.¹² The representatives of the various Owners Groups who are on the task force determine if the proposed change is applicable to their plants.¹³ After the internal reviews, and a vote for adoption by 2/3 of the plants in the Owners Group, the task force submits the change to the NRC for review.¹⁴

A desirable change to the STS may also be identified by the NRC, which then contacts the TSTF so a review by the appropriate Owners Groups can be arranged.¹⁵ Any resulting TSTFs are submitted by the TSTF Task Force through the TSTF Technical Coordinator.

The NRC may impose a change to the STS if necessary and if a proposed change from the Owners' Groups is not submitted in a timely manner.

NRR's Technical Specifications Branch (ITSB) has the responsibility for managing the NRC's portion of the TSTF program. An ITSB Staff Member is designated as the coordinator of the overall TSTF program. An ITSB member is designated as the lead reviewer for a proposed TSTF. In case multiple sections are involved, the TSTF coordinator will assign one reviewer as lead. A list of the assigned reviewers and the status of the TSTFs under review are available on the NRC's website at <http://www.nrc.gov/reactors/operating/licensing/techspecs/post-revision3-sts.html>.

The review of a TSTF is similar to a review of a LAR, but no specific Part 50 license is involved. The end product of an approved TSTF is one or more of the following:

- 1) An administrative, non-technical change to one or more STS NUREGs (following incorporation into the STS);
- 2) A model license application associated with the approved TSTF, which a licensee may use as a model for a LAR;
- 3) A model NRC safety evaluation and statement of no significant hazards for publication as a CLIIP in the federal register which the licensee may directly use and incorporate by reference;
- 4) A review plan that specifies which NRC branches are involved in the review of plant-specific LARs referencing the TSTF and the anticipated review criteria.

4.1.0 Work Tracking

It is expected that each individual staff member, including technical branches, will keep their "Workload by Individual" screen up to date in TRIM.¹⁶ In addition, the assigned reviewer is expected to use the "comment" field in TRIM to provide explanations of any deviations from the original work plan (for example, if the underlying topical report is rejected by the NRC).

The agency has Centralized Work Planning and TRIM which are used to process and track work. TSTF Travelers will be fully integrated into these processes.

The work progress on a TSTF is tracked on the NRC's Technical Specifications Branch web site. Updates are periodic based on need, but generally monthly.

4.1.1 Address Fee Exemption Request, if Any

Before work can begin, the NRC must address any fee exemptions requested by the vendor.

Reviews of TSTFs are normally subject to fees based on the full cost of the review. Exemptions to the fee recovery requirements may be made on a case-by-case basis in accordance with 10 CFR 170¹⁷. Any fee exemption must be requested and approved prior to the start of the review. The fee exemption request is required to be separately addressed to the Chief Financial Officer (OCFO)¹⁸. The NRC does not begin its review until it decides whether to grant the fee exemption, unless the submitting organization has agreed to pay the fee if the fee exemption request is denied.

Fee exemption requests generally will require the assigned ITSB lead for the TSTF Traveler to provide a recommendation to the CFO.

4.1.2 Request a TAC Number for Work and Fee Tracking

Upon receipt of a TSTF, the first step is to request a TAC number. To do this, the requester (ITSB for a TSTF) needs both the ADAMS ML# and which owner's group is to be billed. The billing for a TSTF is usually called out in the cover or "transmittal" letter. If a TSTF applies to more than one Owner's Group, the NRC's policy is to bill one owner's group, and then the OG separate out the bill. Note, however, that the TSTF Group has expressed interest in the NRC dividing the work and opening multiple TACs.¹⁹

A TAC request requires a completion date. Usually, the TSTFs are submitted without a "please complete by" date. The ITSBS goal is to be done within two years of the submittal, so a date of two years from the cover letter should be used.

4.1.3 Submission Requirements and Acceptance Review

Documents which were not submitted in accordance with 10 CFR 50.4(a) are to be rejected and the submitter is to be told by telephone that 10 CFR 50.4(a) must be followed.²⁰ This assures that the submission is properly captured into ADAMS. If there is a fee request, then the submission must also be sent following 10 CFR 170.5.

Because the TSTF Group's process includes peer-review of the proposed TSTF submittal, the NRC does not require a substantial acceptance review prior to commencing work. However, the proposed change to the STS must, at a minimum, meet the requirements of 10 CFR 50.36, just like it was a LAR for a plant's technical specifications. The ITSBS will also review proposed bases-only changes, even though a bases-only change would not always be required to be submitted to the NRC for approval. The bases-only changes are acceptable for review because of the improved consistency and gained efficiency for the licensees.

Generally, the TSTF proposal should meet the requirements for an amendment application, including 10 CFR 50.90, 50.91, and 50.92. Consult the acceptance review section²¹ of LIC 101 for guidance. Note, however, that a TSTF does not have to meet "oath or affirmation"²² requirements; a TSTF is not a license nor a license amendment, so statements in connection with the TSTF do not have to be affirmed.

There will be proprietary information in some underlying Topical Reports used to support a TSTF. This is acceptable, and the review of the Topical Report should have addressed the information withholding separate from the TSTF. The TSTF reviewers must take appropriate steps to prevent inadvertent release of the sensitive information, and these steps should be highlighted during the acceptance review.

4.1.4 Develop a Work Plan

ITSBS has responsibility for project management of TSTFs. After the fee determination process, if any, is complete, and the acceptance review is done, a work plan is needed. LIC-101 provides the following general guidance for work planning²³, and should be

consulted for details. The work plan is developed by the lead reviewer with input from involved technical branches. Work planning and characterization forms (blue forms) are used to initiate the process. Following the completion of the blue form, the TSTF is distributed by the WPC for input from other branches. The branches may indicate that review or concurrence is appropriate. Estimates of hours and schedules are included. Following the return of the green forms, the ITSB Lead Reviewer (who performs duties similar to a PM for the TSTF) should assess the responses and ensure that the process has resulted in a work plan that meets desired goals, includes reasonable estimates given complexity/risk-significance of application and availability of precedents, and includes all appropriate technical areas. Questions regarding responses to the green forms should be directed to the appropriate branches and the WPC (through divisional representatives).

4.1.5 "T" Travelers, TSTF, and LAR

During review of a TSTF, licensees may submit plant-specific LAR that reference the unapproved TSTF. In this case, the PM and ITSB need to coordinate the review to assure efficiency, verify that similar work is not being duplicated within the agency, etc.. The work priority is generally the plant-specific LAR. When the TSTF is approved for a specific plant, the TSTF is called a "T" traveler. Subsequently, the NRC's review may continue, and the "T" traveler may be approved for adoption by all the relevant plants. But the PM and ITSB lead reviewer need to assess factors like how complete the TSTF review is, when a draft SE for the TSTF will be ready, if the TSTF is going to be CLIIPed, if the LAR is needed rapidly, etc., to work out a review schedule.

4.2 TSTF Review Timetable and Discussions

The subsections 4.2.x of this LIC describe additional details and timelines for the review of the TSTF. The overall timetable is presented below:

No.	Task	Time	Responsibility
1	Pre-submittal meetings	n/a	TSTF Group, ITSB, others
2	TSTF submits request for review to DCD following 10 CFR 50.4. TSTF submits fee-exemption request to CFO 10 CFR 170.5. (optional)	n/a	TSTF Group
3	DCD enters request into ADAMS, Distributes TSTF via ERDS	0	DCD
4	ITSB Assigns lead reviewer	upon receipt	ITSB
5	Fee-Exemption Requests Dispositioned.	Within 30 days of receipt	CFO, ITSB
6	Request TAC through TRIM	Upon final fee determination (new time zero)	ITSB

No.	Task	Time	Responsibility
7	Process TR through Work Planning Center	Five working days from Time Zero.	ITSB
8	Complete and return the Green sheet to ITSB Lead	Within 10 working days	TB
9	Hold telephone with TSTF and industry contact to establish agreed-upon review schedule milestones and estimated costs	After green sheets returned, but within 45 days.	TSTF/ITSB/TB
10	Provide Informal Request for Additional Information (RAIs) to ITSB (if needed)	10 working days prior to agreed-upon milestone schedule for Request for Informal Additional Information (RAI)	TB
11	Provide Informal RAIs to TSTF Group and discuss proposed RAIs with the applicant. Use Web if available.	Within the agreed-upon milestone schedule	TB/ITSB
12	Applicant provides RAI response to PM. Use web if available.	Within the agreed-upon schedule	TSTF
13	Provide Safety Evaluation (SE) to Lead ITSB Reviewer, <i>include review plan in SE.</i>	20 working days prior to agreed-upon milestone schedule for draft SE	TB
14	Issue draft SE, LAR, etc., to TSTF	Within the agreed-upon milestone schedule	ITSB
15	Use CLIIP to solicit public comment on the proposed TSTF change, PNSHCD, and SE by using FRN and NRC website	Within agreed-upon milestone schedule	ITSB
16	Receive comments on change and draft SE, etc., from TSTF	Within 20 working days of receipt or by FRN schedule if using CLIIP	TSTF, public
17	Provide resolution to TSTF and public comments to lead reviewer	Within 10 working days after receipt of comments or by FRN schedule if using CLIIP	TB/ITSB
18	Reconsider, Reject, or Amend TSTF, PNSHCD, and SE as appropriate	Within 10 working days after receipt of comment resolutions or by FRN schedule if using CLIIP	ITSB

No.	Task	Time	Responsibility
19	If approved, announce the availability of the accepted TSTF, PNSHCD, and the SE on the NRC website via letter or FRN (if using CLIP).	Within 20 working days after receipt of applicant's comments on the draft SE	ITSB
20	Final SE, etc., placed on NRC's Website and in ADAMS	Within NRC Web and ADAMS Public Document Release timelines.	ITSB

4.2.1 Pre-submittal Meeting

A pre-submittal meeting is not required to begin the TSTF review process. However, the TSTF Group should be encouraged to discuss plans for future submissions. Staff are reminded that record-keeping requirements and public-meeting requirements might apply, depending on the information discussed. Staff are to consult Office Instruction COM-204 "Interfacing with Owners Groups, Vendors and NEI," COM-202, "Meetings With Applicants, Licensees, Interveners, Vendors, or Other Members of the Public," COM-203 "Informal Interfacing and Exchange of Information with Licensees and Applicants," and other applicable procedures to decide on notice and record keeping requirements.

If a meeting is needed, the ITSB lead reviewer notifies the appropriate branch chiefs and arranges the meeting. The TB branch chiefs and selected technical staff participate in the meeting. The TSTF Group will brief the staff on the need, purpose, scope, and methodology for the TSTF and whether they plan to ask for a fee exemption. If the applicant is considering requesting a fee exemption, a representative from the OCFO should attend the meeting.

The staff should provide feedback to the applicant on the proposed TSTF. The staff should use their knowledge and experience to inform the applicant of the level of detail they expect in the report. The feedback can include an estimate of the number of review hours and the review schedule the staff can support based on the limited information the staff has received in the meeting. Since the staff has not seen the report, the staff will stress to the applicant that these are preliminary estimates only and more realistic estimates will be made when the report is submitted.

The staff should also inform the applicant if the TSTF does not meet the criteria for acceptance. Since this meeting is a briefing on the proposed report, the staff cannot provide a formal determination whether the proposed TSTF will be acceptable or not. However, the staff should provide their best and candid insights on the merits of the report and clearly communicate the problem areas they see in the proposed TSTF.

The staff should ask appropriate questions to elicit information on the relationship of the proposed TSTF to any other ongoing or proposed staff industry efforts and any other

information that could affect a subsequent staff decision on acceptability of the proposed TSTF.

4.2.2 TSTF Group Submits TSTF

The lead reviewer opens a TAC number and processes the TR through Work Planning Center (WPC) for review. The TB will provide the PM with the completed Work Planning and Characterization Form (Green Form) within 10 working days of receipt.

4.2.3 Work Plan (within 45 working day acceptance review period)

TSTFs might require the involvement of more than one TB. The lead reviewer should develop a work plan. This work plan may be informal (e.g., an e-mail sent to the reviewers involved). Office Instruction LIC-101 provides guidance on developing a work plan for license amendments, which is applicable to TR reviews.

The work plan should:

- set priorities (if applicable, the first priority is to resolve the fee exemption request),

- identify if a proprietary determination is needed,

- identify the lead branch and the supporting branches,

- determine if a change to standard TSs will be required (that is, if the current STS are incorrect without the TSTF Traveler),

- determine the areas to be reviewed by each branch,

- establish completion dates for the supporting branches and for the complete SE from the lead branch,

- schedule dates for RAIs and Questions and Answers,

- estimate review hours for each branch

- establish date for the issuance of the draft SE to the TSTF Group

This work plan is developed in cooperation with the TBs involved in the review. A meeting is helpful to determine each reviewer's area and to identify any other branches that should be involved in the review. The information in the work plan should be captured in the Work Planning and Characterization Form (Blue Form) sent to WPC.

4.2.4 Acceptance Review

If a fee exemption has been requested, then OCFO must issue a letter approving the

exemption before the review can commence. If the exemption is denied and the TSTF Group still wants the TSTF reviewed, the applicant must submit a letter requesting a fee-billable review or have provided the instructions with the original submittal. The 45-workday acceptance review period would not commence until the fee exemption request has been resolved, or the submitting organization has agreed to pay the fee, in case the fee exemption request is denied.

The acceptance review is performed by both the lead reviewer and the TB(s). The lead reviewer's responsibility is to ensure that the TSTF meets the criteria for acceptance in the TSTF program provided in Section 4.1.1. The TB's responsibility is to ensure the TSTF is technically complete enough to start a review. During the acceptance review of the TSTF, a telephone conference will be held among the ITSB, TB supervision, and the TSTF Group to discuss and obtain a mutual agreement on the review schedule milestones and estimated review costs.

The agreed-upon schedule will be documented in the acceptance-for-review letter for the TSTF, along with the estimated review cost, which will include staff review hours, time required to coordinate the review and develop and issue the draft SE (i.e., project management time, and the estimated contractor cost, if applicable and available). Typically, the acceptance-for-review letter will be issued within 45 working days of receipt of the TSTF (see **Attachment 1** for a sample acceptance letter). The ITSB Branch Chief and TB Branch Chief(s) concur on the letter.

If it becomes necessary to update the schedule milestones, the staff and the TSTF Group should develop a new timetable.

Staff are also required to keep their schedules up-to-date in TRIM and their progress posted in the ITSB Web Page.

If the staff decides to reject the TSTF for technical reasons, the rejecting TB will provide an explanation in the rejection letter. If the staff decides to reject the report because it does not meet the TSTF program guidance, the letter will be concurred on by the ITSB Branch Chief (see **Attachment 2** for a sample rejection letter).

4.2.5 Proprietary Determination

The TSTF Travelers are not anticipated to be proprietary. If TSTF is submitted with proprietary information, the lead PM is to follow appropriate guidance, including 10 CFR 2.390 and Office Instruction LIC-204, "Handling Requests to Withhold Proprietary Information from Public Disclosure."

4.2.6 RAIs or Questions and Answers

The RAIs will be web-based, effective March 2006. The NRC's ITSB website located at <http://www.nrc.gov/reactors/operating/licensing/techspecs.html> will provide guidance.

Although it will be an informal web-based process, NRC staff are reminded that the

questions and answers will become agency records and be publicly available through ADAMS. The Q&As for each TSTF Traveler will be entered into ADAMS prior to the release of a model LAR. Consideration must be given to public release of potentially Sensitive Unclassified Non-Safeguards Information, safeguards information, etc.. Consult Section 4.3 of LIC 101 for more information regarding contents of RAls.

4.2.7 TB Transmits SE to ITSB Lead Reviewer

The lead TB will provide the ITSB Lead Reviewer with the SE 20 working days prior to the current agreed-upon milestone schedule date for the draft SE. The SE should follow the general guidance in Office Instruction LIC-101. In addition, the TB should also propose a review plan, model application, including appropriate data and information required for future submittals, and licensee commitments. and clearly identify the conditions and limitations the staff has placed on the use of the TSTF in the body of the SE, including plant-specific items that a licensee referencing the TSTF will need to submit.

These conditions and limitations shall also be listed in a separate section titled Conditions and Limitations.

4.2.8 Issue Draft TSTF Package to Applicant

The ITSB will issue a draft model application, SE and review plan within the agreed-upon milestone schedule date. The draft should follow the guidance in Attachment 3, and will be signed by the ITSB Branch Chief. After 10 working days, the staff will make the SE publicly available unless the TSTF has informed the staff that the draft SE contains proprietary information. An additional 10 working days will be provided to the applicant to comment on any factual errors or clarity concerns contained in the SE. The lead reviewer will provide the TSTF Groups's comments on the draft SE to the TB, and the TB will provide the lead reviewer with resolutions to the applicant's comments within 10 working days after receipt of the draft SE comments.

4.2.9 Issue Final Package to Applicant

The Lead Reviewer will issue the final package for the TSTF within 20 working days after receipt of the applicant's comments on the draft package. The final package will be issued after making any necessary changes, and will also be made publicly available. The staff's disposition of the applicant's comments will be discussed in the final package. The Lead Reviewer will prepare a letter approving the TSTF for referencing in licensing actions for signature of the **Division Director**. The final package letter should follow the guidance in Attachment 4.

4.2.10 TSTF Group Submits Approved Version of TSTF

The applicant should submit to the NRC an approved version of the TSTF within three months of receipt of the final approved package. The approved version of the report should incorporate the final letters with the final SE and all RAls and their responses

after the title page of the report. The approved version should be identified by a "-A" following the report identification symbol.

4.2.11 CLIP: Issue Draft SE in Federal Register

If the TSTF was submitted with a request to use the CLIP, the process will involve public comments and the federal register.

Following its preliminary review, which should be completed in accordance with the milestones agreed upon by the NRC and the TSTF Group, the NRC staff will prepare and publish a Federal Register Notice (FRN) to solicit comments from NRC stakeholders and the public regarding the proposed TSTF.

The FRN will provide a description of the TSTF change, the staff's preliminary safety evaluation, and a preliminary NSHCD.

4.2.12 CLIP: Review Comments; Determine if TSTF must be rejected

At the close of the comment period (typically [30] days), the Lead Reviewer will review the comments and decide if the public comments warrant reconsideration or rejection of the proposed TSTF change and associated SE and PNSHCD. The decision is normally made within 10 working days.

4.2.13 CLIP: Incorporate Comments, Issue Final TSTF/CLIP in FR

If the TSTF is not rejected, then the lead reviewer will amend the description of the proposed change, PHSHCD, and SE, as appropriate to resolve the public comments. The revisions should be incorporated within 20 working days.

Using the FR and the NRC's website, the Lead Reviewer will announce the availability of the accepted TSTF changes, associated PNSHCD, and the SE. The announcement will include a recommended schedule for the submittal of amendment requests, and it will highlight the required verifications, conditions, commitments, etc., associated with the LAR and review plan.

5. RESPONSIBILITIES AND AUTHORITIES

5.1 TB Branch Chiefs

The branch chiefs ensure that the staff follows office instructions. The branch and section chiefs are responsible for:

- participating and designating staff persons who participated in the pre-submittal meeting (4.2.1)[cross references to be updated pending final acceptance of LIC-TSTF]

- Reviewing the work plan (4.2.3)
 - Providing recommendations on fee-exemptions
 - concurring in the proprietary determination, acceptance, rejection letters and SE prepared by the lead reviewer (4.2.5)
 - ensuring RAIs are issued on schedule and per LIC-101 (4.2.6)
 - transmitting model applications, SEs, and review plans to be issued as a draft for comment, to the ITSB (4.2.7)
 - transmitting resolution to the applicant's comments on the draft SE to the ITSB (4.2.8)

5.2 Technical Reviewers

The technical reviewers are responsible for:

- participating in the pre-submittal meeting (4.2.1)
- providing input into the work plan (4.2.3)
- performing technical acceptance and proprietary reviews (4.2.4 and 4.2.5)
- developing RAIs (4.2.6)
- writing the SE (4.2.7)
- providing resolution to the applicant's comments on the draft SE (4.2.8)

5.3 Responsible Manager

The ITSB Branch Chief has overall responsibility for the TSTF process. The Associate Director ensures the TSTF process meets the performance measures defined in the NRR Operating Plan.

5.4 ITSB Lead Reviewer

The lead reviewer is the principal point of contact between the applicant and the TB for assigned TSTF. As the point of contact, the lead reviewer ensures that there is good communication between the staff and the TSTF Group.

The Lead Reviewer is responsible for:

- arranging and conducting the pre-submittal meeting and including the OCFO in any discussion of fee exemptions (4.2.1)
- developing the work plan (4.2.3)
- writing the acceptance review letter (4.2.4)
- writing the proprietary determination letter (4.2.5)
- issue RAls to applicant (4.2.6)
- issue draft SE to applicant (4.2.8)
- issue final SE to applicant (4.2.9)
- create model LAR
- obtain concurrences from TB involved in SE on model LAR and review plan
- respond to public comments for CLIIP
- respond to TSTF Group comments for non-CLIIP

6. PERFORMANCE MEASURES

The performance measures for the TSTF program are contained in the NRR Operating Plan.

7. PRIMARY CONTACTS

David Roth
(301) 415-2749
der@nrc.gov

8. RESPONSIBLE ORGANIZATION

NRR/ADRO/DIRS/ITSB

9. EFFECTIVE DATE

Dec. 01, 2005

10. REFERENCES

***** References are in the footnotes pending finalization of the procedure *****

DRAFT

1. <http://www.nrc.gov/what-we-do/regulatory/licensing/topical-reports.html>
2. Office Instruction LIC-101, "License Amendment Review Procedures"
3. Office Instruction COM-204, "Interfacing With Owners Groups, Vendors, and NEI"
4. Office Instruction COM-202, "Meetings With Applicants, Licensees, Vendors, or Other Members of the Public"
5. Office Instruction LIC-204, "Handling Requests to Withhold Proprietary Information from Public Disclosure"
6. NRR Operating Plan

Attachments:

1. Sample Letter Accepting Report for Review
2. Sample Rejection Letter
3. Sample Draft Letter
4. Sample Final Letter
5. Appendix A: LIC-TSTF Change History

Sample Letter Accepting TSTF Traveler for Review

[Name and address of applicant]

SUBJECT: ACCEPTANCE FOR REVIEW OF [TSTF NUMBER AND TITLE]
(TAC NO.)

Dear Mr. :

By letter dated [date of incoming letter], [name of vendor] submitted for NRC staff review Technical Specifications Task Force (TSTF) Traveler [number and title of TSTF]. The NRC staff has performed an acceptance review of the [Title of TSTF]. We have found that the material presented is sufficient to begin our comprehensive review. The staff expects to issue a request for additional information by [date] and issue its draft safety evaluation by [date] and estimates that the review will require approximately [number of staff hours] staff hours including project management time, [and the estimated contractor cost, if applicable and available]. The review schedule milestones and estimated review costs were discussed and agreed upon in a telephone conference between [you or name of individual] and the NRC staff on [date].

[Use this second paragraph if the TSTF is fee billable]. Section 170.21 of Title 10 of the Code of Federal Regulations requires that TRs are subject to fees based on the full cost of the review. You did not request a fee exemption; therefore, staff hours and the contractor cost if applicable will be billed accordingly.

[Use this second paragraph if the TSTF fee is waived]. By letter dated [date] (ADAMS Accession No. [ML]), the fee branch has provided an exemption in accordance with Section 170.11 of Title 10 of the Code of Federal Regulations. Accordingly, no fees will be charged for the review of this TSTF.

[Use this second paragraph if fee waiver was denied and the applicant still wants the TSTF reviewed]. In accordance with the letter dated [date] (ADAMS Accession No. [ML]), the fee branch denied your fee waiver request, but in the letter dated [date] (ADAMS Accession No. [ML]) you requested a fee-billable review. Section 170.21 of Title 10 of the Code of Federal Regulations requires that TSTFs are subject to fees based on the full cost of the review.

Sincerely,

, Chief
Technical Specifications Branch

Project No.

cc: See next page

Concurrence:

ITSB Lead	ITSB/BC			
-----------	---------	--	--	--

Attachment 1

DRAFT

DRAFT

Sample Rejection Letter

[Name and address of applicant]

SUBJECT: REQUEST FOR THE REVIEW OF **TSTF [# Title]** (TAC NO. **[]**)

Dear Mr|Ms.**[]**:

On **[DATE]**, the TSTF Group submitted **[TSTF # TITLE]** to the staff for review.

As we notified you on **[DATE]**, we have completed our acceptance review of your application and all of the supporting information in accordance with the TSTF and 10 CFR Part 50 criteria and have concluded that your TSTF is not acceptable for review for the reasons discussed below.

[DESCRIBE HERE OTHER REASONS FOR REJECTING THE TSTF].

Therefore, your request for the review of **[TSTF #]** is denied.

Sincerely,

Associate Director
Office of Nuclear Reactor Regulation

cc: See next page

Concurrence:

Lead Reviewer	ITSB	TS/BC		
---------------	------	-------	--	--

Sample Draft SE Cover Letter and SE Contents

[Name and address of applicant]

SUBJECT: DRAFT SAFETY EVALUATION FOR TSTF [# and TITLE] (TAC NO.)

Dear Mr. :

On [DATE], the TSTF Group submitted [TSTF # and TITLE] to the staff for review. Enclosed for review and comment is a copy of the staff's draft safety evaluation (SE) for the TSTF.

[Use the following paragraph if proprietary material is involved. Remember to add "No DPC for 10 working days" next to PUBLIC on distribution.]

Pursuant to 10 CFR 2.390, we have determined that the enclosed draft SE does not contain proprietary information. However, we will delay placing the draft SE in the public document room for a period of ten working days from the date of this letter to provide you with the opportunity to comment on the proprietary aspects. If you believe that any information in the enclosure is proprietary, please identify such information line-by-line and define the basis pursuant to the criteria of 10 CFR 2.390. After ten working days, the draft SE will be made publicly available, and an additional ten working days are provided to you to comment on any factual errors or clarity concerns contained in the SE. The final SE will be issued after making any necessary changes and will be made publicly available. The staff's disposition of your comments on the draft SE will be discussed in the final SE.

[Use this paragraph only if the TSTF is non-proprietary]

Twenty working days are provided to you to comment on any factual errors or clarity concerns contained in the SE. The final SE will be issued after making any necessary changes and will be made publicly available. The staff's disposition of your comments on the draft SE will be discussed in the final SE.

To facilitate the staff's review of your comments, please provide a marked-up copy of the draft SE showing proposed changes and provide a summary table of the proposed changes.

If you have any questions, please contact [NAME OF THE LEAD] at [TELEPHONE NO.].

Sincerely,

, Chief, Technical Specifications
Branch
Office of Nuclear Reactor Regulation

Enclosure: Safety Evaluation

cc w/encl: See next page

Concurrence:

Lead Reviewer	ITSB	TS/SC* (*SE input)		
---------------	------	-----------------------	--	--

Attachment 3

Attachment 3 (Contd.) - Sample Draft SE Contents

DRAFT SAFETY EVALUATION BY THE OFFICE OF NUCLEAR REACTOR REGULATION

TSTF [NUMBER]

"[TITLE]"

- 1.0 INTRODUCTION AND BACKGROUND
- 2.0 REGULATORY EVALUATION
- 3.0 TECHNICAL EVALUATION
- 4.0 LIMITATIONS AND CONDITIONS (If needed)
- 5.0 CONCLUSION

Sample Final Non-CLIP SE Letter

[Name and address of applicant]

SUBJECT: FINAL SAFETY EVALUATION FOR TSTF **[TSTF NUMBER AND TITLE]**
(TAC NO.)

Dear Mr./Ms. :

On **[date]**, the TSTF Group submitted TSTF **[number and title]** to the staff. On **[date]**, an NRC draft safety evaluation (SE) regarding our approval of TSTF **[number]** was provided for your review and comments. By letter dated , **[the TSTF Group or name of owners group]** commented on the draft SE. The staff's disposition of those comments on the draft SE are discussed in the attachment to the final SE enclosed with this letter.

The staff has found that TSTF **[number]** is acceptable for referencing in licensing applications for **[vendor type]** designed **[pressurized or boiling]** water reactors to the extent specified and under the limitations delineated in the TSTF and in the enclosed SE. The SE defines the basis for acceptance of the TSTF.

Our acceptance applies only to material provided in the subject TSTF. We do not intend to repeat our review of the acceptable material described in the TSTF. When the TSTF appears as a reference in license applications, our review will ensure that the material presented applies to the specific plant involved. License amendment requests that deviate from this TSTF will be subject to a plant-specific review in accordance with applicable review standards.

***** NOTE ABOVE PARAGRAPH: THIS IS SIGNIFICANT IN CORRECTING PAST DOUBLE-REVIEWS *****

In accordance with the guidance provided on the NRC website, we request that the TSTF Group submit the accepted version this TSTF to the NRC following the instructions in 10 CFR 50.4 within three months of receipt of this letter. The accepted version shall incorporate this letter and the enclosed SE after the title page. Also, it must contain historical review information, including NRC requests for additional information and your responses. The accepted versions shall include a "-A" (designating accepted) following the TSTF identification number. The NRC will made the documents described above available in ADAMS. **[itsb must finalize what to publish esp. with the -A]**

***** NOTE HOW ABOVE PARAGRAPH CAPTURES THE EXCEL SERVICES WEB-BASED COMMENTS*****

If future changes to the NRC's regulatory requirements affect the acceptability of this TSTF, the TSTF Group and/or licensees referencing it will be expected to revise the TSTF appropriately, or justify its continued applicability for subsequent referencing.

Sincerely,
[Signature block]
Associate Director
Office of Nuclear Reactor Regulation

Enclosure: Safety Evaluation

cc w/encl: See next page

Concurrence:

Lead Reviewer	ITSB	TS/SC* (*if technical changes made to SE)		
---------------	------	--	--	--

Attachment 4

Appendix A - LIC-TSTF Change History

Office Instruction LIC-TSTF, DRAFT

Processing Requests for Reviews of TSTF Travelers

LIC-tstf, Revision 0.2 - Change History			
Date	Description of Changes	Method Used to Announce & Distribute	Training
03/01/2006	Initial Issuance	E-mail to all staff	Self-study by ITSB. PMs, and TB Section Chiefs.

Attachment 5

Endnotes [to be made into footnotes and references as appropriate before final]

1.The LAR is processed using LIC-101 "License Amendment Review Procedures"

2.NRC Administrative Letter 96-04, "Efficient Adoption of Improved Standard Technical Specifications," October 9, 1996

3.i.e. NUREG-1430, Vol. 1 "Babcock and Wilcox Plants, Rev. 3 STS (NUREG-1430), Vol. 1, Specifications

4.NRC Administrative Letter 96-04, "Efficient Adoption of Improved Standard Technical Specifications," October 9, 1996

5.Revision 2

6.Revision 3

7.The CLIIP is described in RIS 00-006, "Consolidated Line Item Improvement Process For Adopting Standard Technical Specifications Changes for Power Reactors," 03/20/2000

8.The CLIIP is implemented in Section 8.0 of Appendix B "Guide for Processing Licensing Amendments," Revision 3, to LIC-101 "License Amendment Review Procedures," Revision 3, dated 02/09/2004.

9.<http://www.excelservices.com/excelddb/home.nsf/d33afb60d4404c3f852563e7006b60f0/45370b6ef2bc5189852565e1006ff251> last visited 11/15/2005

DRAFT

10."NEI TSTF White Paper Revised Process for the Management of the STS NUREGS," Rev. 0, dated 02/28/2002, ADAMS# ML020660439

11.<http://www.excelservices.com/excelddb/home.nsf/d33afb60d4404c3f852563e7006b60f0/45370b6ef2bc5189852565e1006ff251> last visited 11/15/2005

12.<http://www.excelservices.com/excelddb/home.nsf/d33afb60d4404c3f852563e7006b60f0/45370b6ef2bc5189852565e1006ff251> last visited 11/15/2005

13.<http://www.excelservices.com/excelddb/home.nsf/d33afb60d4404c3f852563e7006b60f0/45370b6ef2bc5189852565e1006ff251> last visited 11/15/2005

14.<http://www.excelservices.com/excelddb/home.nsf/d33afb60d4404c3f852563e7006b60f0/45370b6ef2bc5189852565e1006ff251> last visited 11/15/2005

15.<http://www.excelservices.com/excelddb/home.nsf/d33afb60d4404c3f852563e7006b60f0/45370b6ef2bc5189852565e1006ff251> last visited 11/15/2005

16. <http://nrr10.nrc.gov/poeb/expectations.pdf> last visited 12/20/2005

17.10 CFR Part 170 "Fees for Facilities, Materials, Import and Export Licenses, and Other Regulatory Services under the Atomic Energy Act of 1954, as Amended"

18.10 CFR 170.5

19. There are multiple issues with dividing the billing. For example, Does it go to the owners group on a per-owners group basis? Is the billing divided by how many reactors are in each group instead?

20. The TSTF Group started using the EIE process described in 10 CFR 50.4(a) in October 2005; the NRC anticipates most correspondence to be through EIE. The lead reviewers should not accept submittals sent directly to the reviewer, whether by e-mail or by paper, because the acceptance circumvents the NRC's recordkeeping functions of the Document Control Desk. The reviewer may be placed as a "CC" recipient, and the DCD will forward the submission to the reviewer.

21. Section 2.2 "Review Application for Completeness and Acceptability" of Appendix B to LIC-101, Rev. 3, has the guidance.

22.10 CFR 50.30(b) "Oath or affirmation. Each application for a license, including whenever appropriate a construction permit, or amendment of it, and each amendment of each application must be executed in a signed original by the applicant or duly authorized officer thereof under oath or affirmation."

23. See Section 2.4, "Develop a Work Plan" of Appendix B, Rev. 3 to LIC 101, Rev. 3.