

March 17, 2006

MEMORANDUM TO: Michael J. Case, Director
Division of Inspection and Regional Support
Office of Nuclear Reactor Regulation

FROM: Thomas H. Boyce, Chief /RA/
Technical Specification Branch
Division of Inspection and Regional Support
Office of Nuclear Reactor Regulation

SUBJECT: CLOSEOUT ON ACTION PLAN FOR TSTF PROCESS

The purpose of this memorandum is to report completion of the items established in the action plan to address the results of a self-assessment of the Technical Specification Task Force (TSTF) process.

The goal of the action plan was to put in place processes that will effectively and efficiently use agency processes to project manage the TSTF process. This was accomplished by using the steps below.

- I. Preparing a plan and allocating resources.
- II. Analyzing and setting-up processes for incoming correspondence.
- III. Researching and setting-up processes for fee waiver requests
- IV. Establishing processes for administration of TSTF TACs and reporting
- V. Correcting data inaccuracies and replying to fee waiver requests
- VI. Drafting TSTF procedures

Enclosure: As stated

CONTACT: David Roth, NRR/DIRS
301-415-1192

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CLOSEOUT ON ACTION PLAN FOR TSTF PROCESS

| Action | Status | Completed Date (2005) |
|---|--|-----------------------|
| Prepare action plan | complete | May 2 |
| Assign resources | complete | May 2 |
| Meet w/ Document Control Desk to establish docket/ADAMS/distribution | <p>COMPLETE. -D. Roth Met with M. Collins in Sept/Oct. Validated EIE using test-submissions. Validated ERIDS dist. lists. Got Excel to commit to using EIE and comply with 10 CFR 50's submission rules. First successful EIE from Excel Oct. 19. Audited ADAMS to TSTF information. Identified approx 1000 pages missing. Got Excel to re-submit missing material using EIE.</p> <p>TSTF has successfully sent various travelers using EIE (e.g., TSTF-459 Rev., 1, ML060440645) and ERIDS has distributed them to correct NRC personnel.</p> | Last Quarter 2005 |
| Discuss topical report/fee processes with DLPM/OCFO/DCD | <p>COMPLETE. - D. Roth Met with CFO personnel (Suri, Croote) in Sept/Oct. Arranged for CFO to participate in Oct. TSTF public meeting and present NRC's fee processes including 10 CFR 170's submission requirements.</p> <p>TSTF fee waiver now processed through CFO (e.g., TSTF-493 fee waiver ML060620213)</p> | Last Quarter 2005 |
| Establish process and procedures for opening and closing TACs for TSTFs, including policy and TAC templates | <p>COMPLETE - D. Roth Instructions developed and posted in G: drive in November. See "G:\ADRO\DIRS\ITSB\TSB Std Procedures\How to Request a TAC" ITSB staff advised of policy and philosophy on opening and closing TACs during various staff meetings. Philosophy stated on notes below tables in TSTF Web Site submitted to NRR Webservices Jan 2006.</p> | Jan 2006 |

| Action | Status | Completed Date (2005) |
|--|--|--------------------------------------|
| Meet w/ PMAS M. Boyle to determine how TACs are counted in Rainbow Report | Complete - D. Roth Met with Boyle in Dec/Jan. Reports are now "NRR Performance Monitoring Reports" TSTFs are counted by: TSTF = PA Code 111106 & "TSTF" in TAC Title & TAC Status is Complete RMTS data are now also provided using keywords inserted into titles. | 1st Quarter 2006 |
| Establish data integrity of TACs used for TSTF reporting by opening/closing TACs | Complete - D. Roth Active TACS audited periodically. TAC Ownerships transferred, tacs opened/closed as appropriate. Keywords inserted into TAC titles so TRIM searches and Performance monitoring reports find tacs. Closeout information with dates and ML#s, posted on public web to assure data integrity. | Last Quarter 2005 |
| Establish TSTF database and aging report | Complete - D. Roth TSTF Database maintained on ITSB Web. Also in supplement to Performance Monitoring Report. Also in Excel's monthly status report. Also through TRIM. | Last Quarter 2005 |
| Reply to fee waiver requests by OGs | Complete / ongoing - D. Roth Past requests all addressed. Requirements for new items being enforced (e.g., TSTF-493 fee waiver ML060620213). | Past replies done. Future as needed. |
| Draft procedures for TSTF process, including checklists | Complete - D. Roth 1st Draft LIC-TSTF was prepared in November. Management and industry briefings completed in January. 2nd draft presented to TSTF for comment in February 2006. Changes being coordinated with LIC-101 changes. Work planning center has implemented blue sheets and green sheets for TSTF Travelers. TSTF-459 Rev. 1 is beta-test. 3rd (Final) LIC-TSTF revision anticipated soon (April 2006) based on feedback from testing process and feedback from industry. Final scheduled June 2006. | 1st Quarter 2006 |