

February 27, 2012

MEMORANDUM TO: Michele G. Evans, Director  
Division of Operating Reactor Licensing  
Office of Nuclear Reactor Regulation

FROM: Melanie A. Galloway, Acting Director /RA/  
Division of License Renewal  
Office of Nuclear Reactor Regulation

SUBJECT: PROCEDURE FOR PROCESSING LICENSE RENEWAL  
COMMITMENTS

During the license renewal application review process, applicants may commit to implementing certain programs and/or activities. As licensees approach the period of extended operation, the Division of License Renewal (DLR) anticipates that licensees will submit aging management program documents, analyses, inspection plans, or procedures to the Division of Operating Reactor Licensing (DORL) in order to satisfy commitments or license conditions. In some cases, the submittal may require U.S. Nuclear Regulatory Commission (NRC) staff review and approval.

DLR has developed the *License Renewal Commitment Submittal Management Process* to ensure effective interface and coordination between DLR, DORL, and the Regional offices for the efficient review of license renewal documents that are submitted by the licensee to the NRC for review and/or approval.

Enclosure:  
License Renewal Commitment Submittal Management Process

CONTACT: Heather M. Jones, NRR/DLR  
(301) 415-4054

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DISTRIBUTION: See next page

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DATE	01/06/2012	01/31/2012	01/27/2012	02/27/2012

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Memorandum to M. Evans from M. Galloway, dated February 27, 2012

SUBJECT: PROPOSED PROCEDURE FOR PROCESSING LICENSE RENEWAL  
COMMITMENTS

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## **License Renewal Commitment Submittal Management Process**

**Background:** The Division of License Renewal (DLR) has employed regulatory commitments to support the licensing action to renew an applicant's operating license. Commitments are used to capture action items the applicant agrees to complete before the period of extended operation in order to satisfy an aging management program (AMP) or a time-limited aging analysis (TLAA). The Regions verify completion of commitments using inspection procedure IP 71003. Many of the commitments necessitate the submittal of AMP documents, analyses, inspection plans, or procedures for U.S. Nuclear Regulatory Commission (NRC) review and/or approval. Some regulatory commitments were escalated to legally binding regulatory requirements via a license condition.

**Objective:** The objective of this procedure is to ensure DLR effectively interfaces and coordinates with the Division of Operating Reactor Licensing (DORL), and the Regional offices for the efficient review of license renewal documents that are submitted by the licensee to the NRC for review and/or approval. For more information on the roles and responsibilities of Office of Nuclear Reactor Regulation (NRR) staff and Regional office staff, see the NRR Office Instruction RNWL-100, "License Renewal Application Review Process."

### **Procedure Guidance:**

1. The DLR project manager (PM) will provide DORL with a quarterly report of the license renewal commitments that are scheduled to be submitted by the licensee. The report will include a description of the license renewal item, the submittal due date, acceptance criteria, and the division (i.e., the Division of Engineering [DE], the Division of Safety Systems [DSS], or DLR) recommended for the technical review.
2. Once a license renewal item is submitted by the licensee to the NRC for review and approval, the DORL PM will inform the DLR PM.
3. The DORL PM will open a TAC (using the latest Regulatory Information Technology System (RITS) User's Guide to ensure use of the proper activity code) to support charges for the technical review using the information from step #1 and follow the normal protocols for processing a licensing action. [Click here](#) for instructions on how to fill out a blue sheet/green sheet.
4. If a license renewal item is submitted to the NRC, submitted to the NRC for review, or submitted to the NRC for review and approval, an NRC review or a safety evaluation (SE) will be generated by the technical reviewer in coordination with the DLR PM. See [ML12020A115](#) for an example of an NRC review of a license renewal commitment. See [ML092180006](#) for an example of an SE of a license renewal commitment.
5. Once the NRC review or SE is completed, the DORL PM will send a closeout letter with the NRC review or SE enclosed to the licensee, input the document into ADAMS, and close the TAC. DLR is to be included in the distribution list.

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