

NINE MILE POINT NUCLEAR STATIONADMINISTRATIVE PROCEDUREPROCEDURE NO. AP-2.0PRODUCTION AND CONTROL OF PROCEDURESDATE AND INITIALSAPPROVALSSIGNATURESREVISION 2REVISION 3REVISION 4

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THIS PROCEDURE NOT TO BE
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AP-2

PRODUCTION AND CONTROL OF PROCEDURES

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AP-2

PRODUCTION AND CONTROL OF PROCEDURES

1.0 PURPOSE

This procedure describes the generation, approval, publication, distribution and control of procedures issued by the Nuclear Generation Department for the Site at Nine Mile Point. It shall be effective as of the date noted on the cover page for all procedures pertaining to Unit 1 and Unit 2 as noted on the SCOPE following.

2.0 SCOPE

The description of the facilities and the specifications for operation, maintenance, and testing are included in the Final Safety Analysis Reports for Unit 1 and Unit 2. Procedures shall be produced as required in the Technical Specifications and according to the guidelines provided in ANSI/ANS-3.2-1982¹, Regulatory Guide 1.33., and Appendix B of 10 CFR 50.

Procedures shall contain all the elements listed in the referenced documents which are essential to safety and quality and in addition should incorporate desirable practices essential to economic and reliable operation.

It is intended that formal procedures establish standards of practice where such standards are essential to the orderly, safe, and consistent administration, operation, testing, and maintenance of the station. Detailed procedures should not be required for standardized operations, such as how to open or close a valve or manipulate a switch which come within the scope of universal personnel training.

3.0 THE GENERATION OF PROCEDURES

3.1 Site Procedures

The preparation of Administrative Procedures and other procedures applicable to both Unit 1 and Unit 2 shall be assigned to cognizant Niagara Mohawk engineering or operating personnel or designated consultants by authority of the General Superintendent Nuclear Generation. Excluded are matters delegated exclusively to construction management.

¹ Technical Specifications as of October 1984 require compliance with Sections 5.1 and 5.3 of ANSI N18.7-1972. Use of ANSI/ANS-3.2-1982 assures this compliance and also provides for compliance with regulations expected to be in effect for licensing of Unit 2. References in this procedure to ANSI/ANS-3.2-1982 may be abbreviated to ANSI/ANS-3.2 or ANS-3.2.



3.2 Unit or Station Procedures

The preparation of all procedures applicable only to a particular unit at the site will be assigned to site or consultant personnel by either the General Superintendent, Nuclear Generation, or the Station Superintendent. | 1

3.3 Procedures by Offsite Organizations

It shall be the responsibility of the site supervisor assigned to contact the department or contractor supplying services to obtain and review applicable procedures as required.

3.4 Site Department Procedures

Site department superintendents or supervisors may authorize procedures for the purpose of standardizing work functions for which they are responsible and for implementing the more general procedures or orders which are issued through the authority of the General Superintendent or Station Superintendents.

4.0 MAJOR PROCEDURE PROGRAMS

This section contains a summary of major procedure programs which must be maintained at Nine Mile Point. Detailed references are included in the reference and approval matrix included with this AP-2. (Figure 2.0.1) | 1

4.1 Administrative Procedures

The administrative procedures describe the total program responsibility for operation and maintenance of the station. They define the responsibilities and authorities of the plant staff and include the items listed under "Rules of Practice" and "Operating Orders" in ANSI/ANS-3.2 and listed under "Administrative Procedures" of Appendix A, Regulatory Guide 1.33. Also included in the scope of the administrative procedures is the implementation of the administrative requirements of Appendix B 10CFR50 which fall within the responsibility of the General Superintendent, Nuclear Generation.

4.1.1 Chemical and Radiochemical Control Procedures

Written procedures shall describe the methods used for chemical and radiochemical activities as required by Section 5.3.1 ANS 3.2, 1982, and as prescribed in Technical Specifications. | 1

4.2 Emergency Plan and Procedures

Implementing procedures for emergency plan shall be in accordance with the section of 5.3.9.3, ANSI/ANS 3.2 titled "Procedures for Implementing the Emergency Plan".



4.3

Security Plan and Procedures

Procedures for implementing the security plan shall be developed to supplement the features and physical barriers designed to control access to the plant, and, as appropriate, to vital areas within the plant. Information concerning specific design features and administrative provisions of the plant security program shall be confidential and thus accorded limited distribution. Reference ANSI/ANS 3.2 Section 5.2.9 entitled "Plant Security and Visitor Control", ANSI N18.17-1973 (ANS-3.3); "Industrial Security for Nuclear Power Plants", and 10CFR73.

This security plan and procedures is produced and implemented by the Niagara Mohawk Security Department but is subject to annual review by the General Superintendent as stated in section 6.0 of Technical Specifications.

2

4.4

Operating Procedures

Operating procedures should include the evolutions and systems listed under "General Plant Operating Procedures" and "Procedures for Startup, Operating and Shutdown of Safety-Related BW Systems" in Regulatory Guide 1.33. The general format should be in accordance with Sections 5.3.2, 5.3.3, and 5.3.4 of (ANS 3.2.1982) except for the references to fuel handling and process monitoring procedures. See AP-4, Sections 4.6 and 4.11. A special section of each operating procedure should be devoted to procedures for correcting abnormal, offnormal, or alarm conditions. Many of these as noted in Regulatory Guide 1.33 may be included in a manual of annunciator details and responses.

4.5

Special Procedures

Special Procedures or special operating procedures shall include the evolutions listed in the Regulatory Guide 1.33 under "Procedures for Combating Emergencies and Other Significant Events". These shall be produced using the general guidance provided in Section 5.3.9, ANS 3.2 1982 under "Emergency Procedures".

4.6

Surveillance Procedures

These procedures shall include "Process Monitoring Procedures" as called for in Section 5.3.4.4 of ANS 3.2 and the periodic tests and inspections required by the Technical Specifications and Section 5.3.10, ANS 3.2, 1982. Surveillance programs shall be sub-grouped according to the department performing the work:

- (1) Operations
- (2) Instrument and Control
- (3) Radiation Protection
- (4) Chemistry
- (5) Electrical Maintenance
- (6) Mechanical Maintenance
- (7) Reactor Analyst
- (9) Fire Protection



4.6 (Cont.)

The listing, frequency and scheduling of Surveillance Procedures is covered in Administrative Procedure AP-8.2.

4.7 Tests and Inspections (Preventive Maintenance)

A program describing tests and inspections or preventive maintenance actions not specifically called for in Technical Specifications but otherwise deemed important for the station operation shall be the subject of a set of procedures subdivided among the station departments in the same manner as the surveillance procedures.

4.8 Maintenance Procedures (Corrective Maintenance)

Written procedures are required for performing corrective maintenance on all nuclear safety-related systems and components. Skills normally possessed by qualified maintenance personnel might not require step by step delineations in a written procedure. The procedures shall be developed so as to maintain safety-related equipment at the quality required for it to perform its intended function and to assure quality at least equivalent to that specified in applicable codes, bases, standards, design requirements, material specifications, and inspection requirements. Sections 5.3.5, ANS 3.2, 1982 should be referred to for reference. These maintenance procedures shall be divided into two sections: one for electrical and mechanical maintenance; and the other for instrument and control maintenance. 1

4.9 Radiation Protection Procedures

The Radiation Protection Procedures (reference Section 5.3.6, ANS 3.2 1982) shall describe the methods and rules used to minimize the exposure of personnel to radiation and contamination. It shall contain the guides and limits for radiation protection and contamination control as well as detailed procedures to help insure that these guides and limits are not exceeded. 1

4.10 Reactor Analyst Procedures

The Reactor Analyst with the concurrence of the Supervisor Operations shall develop a set of instructions or procedures for use by the analyst, operators, and technicians in connection with management of the reactor core. These procedures in combination with the surveillance procedures of Section 4.6 (b) shall be coordinated to complete the requirements of ANS 3.2 Section 5.3.4.4 for reactor core monitoring.



4.11 Fuel Handling Procedures

These procedures define the methods to be used to handle, store, inspect, and load fuel. The general outline and scope of these procedures is defined in Section 5.3.4.5 of ANS 3.2. Other evolutions which may take place in the reactor refueling area or spent fuel pool such as those involving control blades, flux monitors, or entry into closed systems (reactor vessel) requiring inventory logs, may also be included in the category of fuel handling procedures.

4.12 Pre-Operational and Startup Procedures

- (1) Startup procedures describe the manner in which the initial reactor startup and power test program shall be conducted. The program shall be planned to permit safe fuel loading and startup, to increase power in safe increments, and to perform major testing at specified power plateaus.
- (2) Pre-operational or acceptance tests are routinely performed on virtually all equipment and systems within a newly commissioned plant. These tests are functional, operational, or performance tests on each individual piece of equipment or unit system under prescribed conditions. These tests are designed to permit evolution of system performance, including, for example, the measurement of flow, temperature, pressure, response time, and vibration; transfer power supply to emergency power; and accuracy and response of control devices. The general scope and format are described under the heading "Pre-operational Tests" in Section 5.2.19.1 ANS 3.2. Procedures for pre-operational tests should also be prepared for new and revised systems as they are added to the operating nuclear station. Pre-operational Tests for Unit 2 will be prepared and conducted under the Start-Up and Test Program which will precede the issue of the Operating License. Pre-operational Test Procedures for Unit 2 will not be prepared under these Administrative Procedures until after Unit 2 Construction Project Management has effected a complete turnover to the Nuclear Generation Department.

4.13 Supervisory Procedures

Procedures which detail techniques to be used in performing analysis, calibration, sampling, or routine mechanical evolutions shall be generated by supervisors to standardize work techniques and assure uniform format for presentation of results. When appropriate these procedures may be composed essentially of references to standards and/or established texts and manuals. The following sets of procedures are examples of this category:

- (1) Reactor Core Parameter Calculation Procedures.
- (2) Instrument Shop Procedures.
- (3) Test Instrument Calibration Procedures.
- (4) Lab Instrument Procedures.



4.13 (Cont.)

- (5) Sampling Procedures.
- (6) Counting Room Procedures.
- (7) Chemical Analytical Procedures.
- (8) Carrier Preparation Procedures.
- (9) Radiation Protection Technical and Analytical Procedures.
- (10) Technical Department Procedures
- (11) Computer Procedures
- (12) Security Department Operating Procedures
- (13) Sewage Treatment Plant Procedures

4.14 Operating Orders and Special Orders

In general standing orders or standard operating procedures as defined in section 5.2.3 "Operating Orders" of ANS 3.2 are incorporated in the Nine Mile Point Nuclear Station Administrative Procedures.

4.14.1 Standing Orders

Orders and instructions may be issued as standing orders on subjects which do not involve plant modifications or actions which do not affect the quality of systems or components or on matters which do not require prior technical review before becoming effective. These orders shall originate with the general superintendent, the plant superintendent, or their authorized alternates. They are not intended to come within the scope of temporary procedures as defined in the technical specifications.

4.14.2 Special Orders.

Orders and instructions which encompass special operations, housekeeping, data taking, publications, plotting process parameters, personnel actions, and other similar matters which are of short term applicability shall be issued as special orders. Orders and instructions pertaining to plant operations shall be issued on a form marked "Station Shift Supervisor Instructions" and shall be approved either by the Operations Supervisor or by the Station Superintendent or a designated alternate. Other special orders may be issued by supervisors as required. See Section 5.2.4 ANS 3.2.

4.15 Fire Protection Procedures

Administrative, Operating, Maintenance, and Surveillance procedures shall be produced which will implement the Fire Protection Program as required by Technical Specifications. Only procedures which do not fall within the existing categories of normal station operation, maintenance, etc., shall be placed in a separate listing as Fire Protection Procedures. Procedure format shall be compatible with other comparable procedures.



4.16 Environmental Procedures

Administrative, Operating, Maintenance and Surveillance procedures which implement the Environmental Monitoring section of Technical Specifications shall be produced as required by Technical Specification 5.5. Procedures which may directly affect the station's environmental impact must be prepared for review according to Technical Specification 6.5. Other procedures may be prepared as supervisory procedures. While environmental procedures, as such, are not covered in ANS 3.2, the general format prescribed in that standard shall be used where applicable.

4.17 Waste Handling Procedures

Procedures covering the transfer, packaging and transport of waste shall be produced as required by NRC Bulletin 79-19.

4.18 Office Procedures

Procedures which detail techniques used in performing special and routine office functions to standardize work techniques and assure uniform results. The following sets of procedures fall within this category:

- 1) Office Instructions
- 2) Document Control Instructions
- 3) Document Control Computer Procedures

4.19 Modifications Procedures

Written procedures are required for the implementation of changes or additions to nuclear safety related systems or components. These procedures may be produced by site technical personnel, corporate engineering personnel or contractors. In general it is recommended that content of these procedures should follow the format and content of maintenance procedures as outlined in ANS 3.2, Section 5.3. The procedure for implementing modifications is included in AP-6.0.

4.20 Inservice Inspection Procedures

Written procedures are required to outline the program for inservice inspections as called for in the Technical Specifications and to describe the procedure for conduct of that program. Procedures are also required to describe the content and conduct of the required inservice inspections. Procedures may be included as additions to the regular test and inspection program or may be produced as separate documents.

4.21 Training Procedures

Procedures shall be maintained and produced by the Superintendent Training which outline the scope, content and schedule for training for each site department as provided in AP-9.0 ANSI/ANS-3.1 1981, Regulatory Guide 1.58, 10CFR55 and the Technical Specifications.



5.0

PROCEDURE PRODUCTION

In general procedures shall be produced in the same form and content as was used in February 1984 except where they may fail to fulfill the requirements in the reference to ANSI N18.7 or ANSI/ANS-3.2 which is contained in the current Technical Specifications for Unit 1 or Unit 2. The approval and reference matrix included with this procedure keys the various procedure elements to the applicable sections of ANSI/ANS 3.2 - 1982. Precise adherence to the matrix is not expected or required, however, every procedure shall be a concise guide for adherence to Technical Specifications and to the applicable USNRC regulations and Regulatory Guides, ANSI Standards, ASME and IEEE Codes, and Niagara Mohawk Power Corporation procedures which are contained in or referred to in the Operating Licenses. (See also Sections 13.0 and 14.0)

5.1 Safety Analysis (See Figure 2.0.4)

All procedures pertaining to the operation, maintenance, or testing of all units at the station must be in accord with the safety analysis report for the applicable unit. Authors and reviewers of all procedures shall certify that each procedure does not constitute a change in procedures as described in the facility safety analysis report or state that the procedure does effect changes in the procedures as described in the safety analysis report.

If a procedure or procedure change is deemed to make a change in procedures as described in the safety analysis report, the author or reviewer shall obtain a safety analysis for that procedure in accordance with 10 CFR 50.59. The safety analysis shall establish that implementation of the procedure shall be deemed not to involve an unreviewed safety question as defined in 10 CFR 50.59(a)(2) else the procedure shall not be implemented.

If a procedure or procedure change is evaluated by the authors or reviewers and it is determined that it requires a change in technical specifications or a change in the facility not described in the safety analysis report, the procedure shall be referred to the Nuclear Engineering and Licensing Department for analysis and suitable action. No implementation shall take place until qualified personnel or consultants in the NE&L department have determined that there is no unreviewed safety question, change in the facility or change in technical specifications involved. Otherwise 10 CFR 50.59 (b) and (c) shall apply.

5.2

Production Process

During the course of production of a procedure or procedure change, the author(s) may deliver preliminary drafts to various persons including Quality Assurance for comment and may also meet with others in committee to assist in the procedure production. This preliminary process need not be documented in detail but the names of persons involved and their titles should be included on page 2 of the review



5.2 (Cont'd)

form Figure 2.0.4. The consultation with persons on the qualified reviewers roster during the production process should not preclude these persons from being the independent reviewers whose signatures appear on the review form.

6.0 REVIEW OF PROCEDURES

The general requirements for technical and safety reviews are contained in Technical Specifications (See Technical Specifications 6.5.2 and 6.8.2). Procedure reviews shall be conducted according to the level of importance which the procedure may have concerning safety and reliability. All procedures shall be reviewed by persons knowledgeable in the subject of the procedure and familiar with the codes, regulations, or safety standards which may be involved. (See AP-3.4.3) In addition, arrangements shall be made for interdisciplinary review at the discretion of the persons authorized to approve the procedure and as required in Section 6.1 following.

To assist reviewers, the author should attach a summary and explanation of changes made to an existing procedure or the justification for introducing a new procedure. This should be noted in section 4.1 of Figure 2.0.4.

6.1 The Reviewers

A committee of at least two people shall be designated to review each Site administrative procedure and each procedure important to the safety or reliability of the station. An individual reviewer may be sufficient for other procedures. Independent reviewers shall be named by the person authorized to approve the procedure or by his designee. They shall be selected from a panel of authorized reviewers as called for in AP-3.4.3.

- a. The individuals designated to review a procedure shall be other than the individuals which prepared the procedure, however, the reviewers may be from the same organization which prepared the procedure.
- b. Each person designated for approval of procedures in accordance with Technical Specification 6.8.2 and as listed for approval in AP-2.0, Section 7.1 shall also be a reviewer.
- c. Requirements for interdisciplinary review may be satisfied by selecting persons from the disciplines as tabulated in Section 7.1.

A Reviewer whose signature appears as an approver on the cover page of a procedure may utilize the check sheet(s) prepared by members of the Safety Engineering Review Panel as documentation of his or her review.



6.2

Procedure for Reviewers

Reviewers shall complete a check sheet containing a summary of the items included in their review and any additional comments or recommendations for change from the procedure as originally drafted. Changes should be discussed with the author and the results included in the review documentation. If the author and original reviewers cannot agree on recommended changes, additional reviewers shall be appointed. The findings of the majority shall prevail but minority views may be included in the record. Specialized review check sheets should be provided with each series of procedure. When used, the specialized review check sheet(s) shall be attached to the form or equivalent provided in Figure 2.0.4.

6.3

Use of SORC for Reviews

Nothing in this procedure shall prevent the use of SORC for the review of procedures. However, should the General Superintendent desire to have a particular procedure presented to SORC for review, independent reviewers should continue to prepare review documentation in accordance with Technical Specifications and this procedure AP-2.0. The additional review by SORC shall be added to the other review documentation in the procedure file as provided in Figure 2.0.4. The reviewers of record may or may not be members of SORC and need not be present at the SORC presentation. When applicable the addenda to Figure 2.0.4 may be used to document SORC review.

6.4

Review Process

6.4.1

Preliminary to formal review signoff, the author should procure a typed draft from the procedures typing group with a copy of the review form Figure 2.0.4 attached. He/she should complete and sign the review form in the same manner as an independent reviewer. Items not applicable for initial should be marked NA. At this time the date of transmittal on page one of the form should be omitted but a date should follow the author's signature on section 4.6. The procedure with attached review sheets should then be delivered to the independent reviewers in succession or in committee, initialed by the reviewers and signed in section 4.7. Acknowledgement of review by Quality assurance should also be obtained at this time and entered on page 2 of Figure 2.0.4. | *

6.4.2

If the procedure is to be reviewed by SORC, copies of the final draft as produced by the author should be delivered in advance to members of SORC with or without the review sheet Figure 2.0.4 attached. A copy with the review sheet signed and dated by the author should be delivered to the SORC chairman and secretary at the time of the SORC meeting. It is desirable but not necessary that the review form will include the Independent reviewer's signatures at this time. In addition, the addenda review sheet for SORC (Section 6.3) should be included with the chairman's and secretary's copies. At the conclusion of the SORC meeting, the SORC secretary should complete the addenda review sheet.



- 6.4.3 Following the completion of reviews by the independent reviewers, Quality Assurance and/or SORC, a copy of the review documentation and a marked up copy of the procedure, consolidating all approved recommendations, shall be delivered to the author to complete a final draft for production by the procedures typing group. If this final draft differs in substance from that in the hands of the independent reviewers at the time of their signoff, a new form Figure 2.0.4 shall be prepared and signed by the author and reviewers and if requested at the previous SORC meeting, the SORC review cycle must be repeated and documented.

7.0 APPROVAL OF PROCEDURES

When the final draft of a new or revised procedure is complete, a conformed copy along with the final review documentation shall be delivered to the persons designated to approve the procedure. At this time the transmittal date at the top of the form Figure 2.0.4 should be completed. Signatures of the persons approving the procedure shall be placed in section 4.8 of the review form and on the cover sheet of the procedure. The SORC supplemental review sheet which immediately preceded the final draft shall be retained with the review package. 1*

Should the persons designated to approve the procedure require changes prior to approval, the review process shall be repeated so that all review comments, and review and approval endorsements for record shall be applicable to the procedure as finally to be issued. The final review documentation and signed approved copies shall be returned to the procedures typing group for filing, publication and distribution. (See Section 12 for details of publication and distribution.)

7.1 Persons Designated to Approve Procedures

In accordance with Technical Specifications in 6.8.2, the groups of Nine Mile Point shown in the accompanying table shall be approved by the persons designated. Also, to assure appropriate interdisciplinary review. Members of the review panel should be selected from the disciplines listed, as appropriate to the technical content of the procedure.

Additional signatures of concurrence or approval shall be obtained for any site procedures from supervisors or managers in departments outside of Nuclear Generation when the procedure may impact upon that department or when the General Superintendent, Nuclear Generation deems appropriate. Procedures of other departments or contractors which come within the scope of Technical Specification 6.8 shall be reviewed by the Site Superintendent or supervisor charged with the surveillance of the applicable activity and presented for approval to the General Superintendent, Nuclear Generation or his designee prior to implementation.



7.1 (cont'd)

Disagreements or conflicts with parties outside the Nuclear Generation Department pertaining to site acceptance of their procedures or their acceptance of site procedures which cannot be resolved by direct negotiation shall be referred to the Vice President Nuclear Generation.

Standardized manufacturer's routines contained in equipment manuals and standard procedures contained in established laboratory texts or handbooks need not be repeated as procedures requiring signature of the Station Superintendent or General Superintendent. When applicable, these may be referenced in site procedures.



Table, Section 7.1 AP-2.0

<u>Procedure Group</u>	<u>Approval</u>	<u>Review</u>
a. All procedures for which Technical Specification 6.8 Unit 1 or 2 requires the approval of the General Superintendent, Nuclear Generation.	General Superintendent Nuclear	Per Groups d through m
b. All Administrative Procedures and other procedures of Technical Specification 6.8 which pertain to the responsibilities of a Station Superintendent.	Station Superintendent, Unit 1 and Station Superintendent, Unit 2	Per Groups d through m
c. All Administrative Procedures	Manager Quality Assurance, Nuclear, Concurrence	
d. Operating and Special Operating Procedures Unit 1 or Unit 2	Supervisor Operations, Unit 1 or Unit 2	Chemistry and Radiation Management Technical Department 1
e. Instrument and Control Procedures Unit 1 and Unit 2	Supervisor, Instrument and Control	Operations (SRO) Chemistry and Radiation Management
f. Chemistry and Radiation Protection, Unit 1 and Unit 2	Superintendent Chemistry and Radiation Management	Operations (SRO) Maintenance Technical Department 1
g. Reactor and Plant Performance Procedures, Fuel Handling Procedures, Unit 1 and Unit 2	Reactor Analyst Supervisor	Operations (SRO) Chemistry and Radiation Management 1
h. Computer and Communications Procedures Unit 1 and Unit 2	Supervisor, Computer Operations and Maintenance	Operations (SRO) Technical Department including Administrative Services if involved Chemistry and Radiation Management 1
i. All Electrical, Structural and Mechanical Maintenance Procedures Unit 1 and Unit 2	Site Maintenance Superintendent	Operations (SRO) Chemistry and Radiation Management 1 Quality Assurance



Table, Section 7.1 AP-2.0(cont'd)

<u>Procedure Group</u>	<u>Approval</u>	<u>Review</u>	
j. Modification Installation Procedures	Site Maintenance Superintendent or Supervisor Instrument and Control or other site department head involved;	Operations Chemistry and Radiation Management Quality Assurance	1
k. Training Procedures	Superintendent Training, Nuclear Supervisor or Superintendent of Department involved	Operations (SRO) Chemistry and Radiation Management	1
l. Inservice Inspection Procedures	Superintendent, Inservice Inspection	Chemistry and Radiation Management Quality Assurance Operations (SRO) Maintenance and/or I&C involved	1
m. Fire Protection Procedures	Supervisor Fire Protection, Nuclear	Chemistry and Radiation Management Operation (SRO)	
n. Preoperational Tests	Technical Superintendent, Nuclear Generation	Nuclear Operations (SRO) Chemistry and Radiation Management Technical Department Quality Assurance	1
o. Start-Up Procedures	Technical Superintendent, Nuclear Generation	Nuclear Operations (SRO) Technical Department Chemistry and Radiation Management Quality Assurance	



8.0

TEMPORARY PROCEDURES

Procedures may be generated to provide guidance in unusual situations not within the scope of the normal procedures and to ensure orderly and uniform operations for short periods when a plant, a system, or a component is performing in a manner not covered by existing procedures or has been modified or extended so that portions of existing procedures do not apply. Temporary Procedures shall include designation of the time period during which they shall be used.

A Temporary Procedure should be generated to control the establishment of and restoration from extensive and complex equipment conditions that are either caused by or part of long-term lay-up of safety related equipment. The intent of this requirement is to assure that activities associated with safety related equipment are controlled by written procedures. This also ensures that conditions that exist over a long time period are controlled to provide assurance that equipment is returned to operable status properly.

Temporary Procedures should not be confused with Emergency Procedures or Temporary Changes to Procedures since the Temporary Procedure requires the same review and approval as any other new procedure. If urgently needed, it may be necessary to call out key personnel for production, review, and approval.

9.0

JOINT NYPA AND NMPC PROCEDURES

Joint procedures, such as Site Environmental Procedures, mutually accepted by NYPA and NMPC shall be effective when signed by both the persons authorized to approve for Nine Mile Point Nuclear Station and the persons authorized to approve for the J.A. Fitzpatrick Plant. Review and control shall be the same as for Nine Mile Point procedures.

10.0

REVISIONS AND TEMPORART CHANGES TO PROCEDURES

Revisions shall be published on revised pages or incorporated in a completely reprinted edition and shall be subject to the same rules for the production, review, concurrence, publication, and distribution as the original procedure. (See 10.2 for exception.)

10.1

Publication Corrections

Changes to procedures such as typographical corrections which do not alter the original meaning or intent of the procedure may be by the author or one of the approvers or reviewers without recourse to the review procedd os Section 6.0. Such changes may also include changes in names, addresses and telephone numbers of persons occupying designated positions in the Emergency Plan or Fire Protection Plan and Procedures. Also included are changes in the title of a position or the designation of an item of equipment where the equipment is the same as the original equipment or is an authorized replacement for the original equipment. Not included are major changes in typography or changes in references where these may constitute significant



10.1 (Cont.d)

alterations in the form or content of the procedure. All changes as authorized by this paragraph shall be subject to the same distribution and document control as the last revision. They shall include a reissue cover sheet with the revised pages marked by an (*) and the note:

"* Changes per section 10.1 AP-2.0 _____"
Signed _____ Date. _____

10.2 Temporary Changes to Procedure

If in the preparation for or implementation of a test, operation, or maintenance function, it is found that the existing procedures will not facilitate the objective of the function which may affect station safety and which requires immediate implementation, the function may be conducted with the concurrent authorization of the department supervisor concerned or his alternate and at least one other member of the site management staff one of whom holds a Senior Reactor Operator's License on the unit affected. The function shall be accomplished in accordance with agreed upon changes to an existing procedure or procedures which shall be produced prior to the performance of the function and approved in accordance with Technical Specification 6.8.3. Procedure revisions so produced shall not change the intent of the original procedure or procedures. The persons initially approving the change shall initial the first and/or second statements in the review form Figure 2.0.4 and sign the review form.

Review check sheets and cover as provided in AP-2.0, Section 6.2 shall be attached to the documentation of the temporary change.

10.2.1 Temporary Change Notice (Figure 2.0.5)

A copy of the procedure change or marked copy of the procedure incorporating the change along with a copy of the review sheet shall be attached to a Temporary Procedure Change Notice. The original copy shall be delivered to the Station Superintendent. (See Section 11.2.2)

On the first business day following implementation, a copy will be attached to the master copy of the procedure or jumper/block log. Within fourteen days of implementation an independent review shall be completed as for new procedures and the procedure change shall be presented to the General Superintendent or designee for approval.

The supervisor approving the temporary change shall assure that the temporarily marked and approved copy and all working copies which may be used shall replace the superseded working copies. It shall be the responsibility of the supervisor that no unmarked or superseded copies of procedures applicable to the subject work or operation shall be used.



10.2.2 Temporary Change Record

Immediately following approval by the General Superintendent or Designee, a copy with signatures shall be attached to the master copy of the procedure or jumper/block log. The original of the change sent to the procedures typing group. This ensures personnel using procedures or jumper/block log are in compliance with Technical Specifications. Office Instruction OI-7 will address paper flow. This action will provide a feedback mechanism for temporary changes.

Upon termination of a 'one time' only procedure, the procedure and approved Temporary Procedure Change Notice shall be maintained in station historical files.

10.2.3 Noncompliance of Temporary Change

If the independent reviewers and/or the General Superintendent or designee determines that the temporary change is not in compliance with Technical Specifications, refer to AP-10.2.2 for reporting requirements.

10.2.4 Incorporation of Temporary Change into Revised procedure.

If it is decided that the Temporary Change is to be incorporated into a regularly revised procedure, the final production, review, approval, filing and distribution shall proceed the same as for new or regularly revised procedures.

10.3 Drawing Corrections

10.3.1 Change to conform with 'as is' Configuration.

Whenever station personnel find that a correction is needed in a drawing to reflect the as is configuration in the station, a change to the drawing shall be processed through the modification coordinator the same as for modifications in accordance with AP-6.0.

10.3.2 Marked Up Drawing

If a working copy drawing or Control Room copy is marked up to reflect a change made in accordance with 10.3.1, the change shall be initiated and dated by two station supervisors one of whom holds a senior reactor operators license.

10.3.3 Error in Station Configuration

Should it be found that the station configuration is not in accordance with a valid drawing but that the drawing is the correct and desired configuration, the change shall be processed as a modification in accord with AP-6.0. A report if necessary shall be made in accordance with AP-10.2



11.0 PUBLICATION AND MAINTENANCE OF PROCEDURES

11.1 Production Status

1. Composition by the author, handwritten, dictated or typed.
2. Typing of draft or producing copies of handwritten draft for review and preliminary acceptance.
3. Presentation to reviewers as required.
4. Preparation of Review Documentation.
5. Typing of final incorporating any changes made during the review and approval process.
6. Distribution of approval cover sheet with appropriate review check sheets and final draft to designated persons for signature.
7. The "effective date" shown on the cover sheet of the procedure shall be the date following issue to holders unless otherwise designated by the approving authority. (See AP-1.0 Section 5.3 and 5.4)
8. Printing and issue of the required number of approved copies.

11.2 Publication Format

11.2.1 Title Page

Every standing procedure, instruction, or order shall have a title page which shall contain the following information:

1. The name of the company, Niagara Mohawk Power Corporation.
2. The name of the station and unit as: Nine Mile Point Nuclear Station Unit No. 1 or just: Nine Mile Point Nuclear Station, if generally applicable to all units on the site.
3. The title and number of the procedure, instruction, or order.
4. A tabulation listing the names and titles of all persons approving the procedure with provision for entering signatures and dates of approval.
5. Approval of a revision as indicated by date and initial under the revision number of a previously signed title page.
6. The following statement should be included on each procedure cover sheet:



THIS PROCEDURE NOT TO BE
USED AFTER (Date)
SUBJECT TO PERIODIC REVIEW

Each time a new document or revision is issued, a tabulation should be provided headed by the current revision number and effective date listing all the pages, figures and attachments included. This is so that the holder will know that he has all of the correct sheets applicable to the edition approved on the cover sheet. A suggested model cover sheet is attached to this procedure. (Figure 2.0.2)

11.2.2 Revisions and Changes

To expedite the issuance of changes these may be issued as separate publications titled as a Change Notice. They shall clearly identify where the change is to be made in the procedure and contain the essential authenticating information required on the procedure cover. Colored paper should be used. As soon as practical all changes should be incorporated into the procedure as a revision unless earlier withdrawn. (See Section 10.2.1)

11.2.3 Page Identification

A page number, procedure number, and date of issue shall be printed on each procedure page. Whenever the content of a given numbered page is changed for any reason, such as revision or the repositioning of the text or a set of pages due to retyping, a new date of publication shall be shown. The latest revision in the text is delineated by a vertical line in the margin marked with the revision number or an (*) in the case of a section 10.1 change. When an entire procedure page or procedure is completely revised as noted on the title page, a margin line delineating the change is not required. A suggested model page format is included with this procedure. (Figure 2.0.3)

11.3 Index and Numbering of Procedures

11.3.1 Lists of all standing procedures, procedure change notices, instructions, or orders called for in Administrative Procedures shall be maintained under the control of the Supervisor Administrative Services. These lists shall contain the procedure or standing order number, title, revision number, and revision date for each document. The office lists shall be maintained current, and when changes have been made, revised indexes should be published at least quarterly.

11.3.2 Indexes to each controlled set of procedures, instructions, or orders shall be maintained with the file of the set. A comprehensive listing of all site and station procedures prepared within the scope of Administrative Procedures should also be included with each set of the administrative procedures.



11.3.3 Procedure Numbering

Each procedure shall be designated by a unique letter number combination. The prefix or suffix N-1 is used for Nine Mile Point Unit 1 and the designation N-2 for Unit 2. No unit code is necessary for site procedures applicable to both Unit 1 and Unit 2.

11.4 Table of Contents

When a procedure runs to a large number of pages or is comprised of several sections which in effect constitute major sub-procedures a table of contents should be included following the title page.

11.5 Procedure Files

The cover sheet containing the pen and ink signatures and one copy of each presently effective standing procedure, instruction, or order shall be maintained as the primary office file. Copies of superseded procedures may be discarded after six years. When superseded, each procedure retained in the files shall be dated and marked "superseded". Prior to adoption of this procedure, the Document Review form from APN-3 provides a record of procedure revisions and review. With the approval of this procedure, AP-2, the Procedure Review check sheets and Procedure Change Notice forms will provide the record of revisions. These shall be included in the procedure historical file. These records should contain the author and reviewer names and titles and the final dates of approval for each procedure. Currently effective operating, maintenance, and test procedures should be maintained for the life of the subject equipment.

12.0 DISTRIBUTION AND CONTROL OF PROCEDURES

12.1 Authorized Holders

It shall be the responsibility of the Supervisor Administrative Services that all procedures and revisions approved by the Station or General Superintendent are distributed to the authorized holders of controlled copies. Each Station Superintendent shall approve the list of authorized holders for his station. The General Superintendent shall approve lists of other authorized holders. Each person receiving a copy shall be required to return receipt along with certification that he has destroyed any superseded copies or pages. Any copies of procedures not subject to the controls of this section and which may be issued to individuals shall be marked "For Information Only".



- 12.2 A log of all procedures, revisions, and reviews shall be maintained in administrative office files until the log is purged and forwarded to Central Files for storage on microfilm. Format details shall be established by the Supervisor Administrative Services.

Only one procedure should be recorded on any given page of the log. The log for each procedure shall contain the following information:

1. Plant or plants to which the procedure is applicable.
2. Number and title of the procedure.
3. Date of original approval and date of approval of each revision and/or periodic review.

Record of issue shall contain the following information:

1. A serial number for each copy issued.
2. The date of issue of each revision.
3. The date transmittal is returned for each issue.

A separate record shall be maintained to key the procedure serial numbers to the individual names to whom the procedure is issued. This shall be up-dated whenever a change in serial number or assignment is made.

12.3 Control Room File

Section 5.5 of AP-4 designates certain procedures which will be maintained in the control room and marked "Master Copy". These Master Copies shall be maintained by the Supervisor Administrative Services (Procedure Dept.). Other procedures marked "Master Copy" may be maintained by supervisors in the Chem & Rad Management, Technical or Maintenance Departments.

12.4 Individual or Department Files

Maintenance of individual and department procedures files shall be the responsibility of the individual to whom the approved copies are issued. He shall acknowledge receipt of all copies and be responsible for disposal of all superseded copies.

13.0 PERIODIC REVIEW OF PROCEDURES

13.1 Purpose

Each procedure authorized by these Administrative Procedures shall be subject to periodic review at minimum intervals of two years for procedures enumerated in Regulatory Guide 1.33 and at intervals of four years for other procedures. This section describes the implementation of these reviews.



13.2 Review Accounting and Documentation

13.2.1 Documentation of Reviews

Periodic reviews shall be treated the same as reviews for revision or procedure change. If no change results from the review, the review documentation shall be placed in the procedure file and the approval cover sheet shall be reissued noting the date of the periodic review.

13.2.2 Schedule for Reviews

The lists of all procedures and standing orders maintained by the Supervisor Administrative Services shall include the date of the most recent periodic review, the date of the most recent revision, and the date scheduled for the next periodic review. The scheduled date for the next review shall be calculated from the date of the last revision or the last periodic review whichever is later.

Once each month the Supervisor Administrative Services will issue lists of procedures due for periodic review. This list shall include all procedures due for review within 60 days of issue. The list shall also include procedures previously listed for review and which have not been recorded as reviewed. In general, the lists will be subdivided into programs listed in Section 4.0 AP-4 and distributed to supervisors responsible for those programs.

13.2.3 Assignment for Review

Upon the receipt of the list for periodic review the responsible supervisors shall assign the procedure to qualified persons for review. See AP-3.4.3.

14.0 OTHER REVIEW PROCEDURES

14.1 Special Reviews

Each supervisor responsible for implementation of one or more of the programs listed in Section 4.0 shall be responsible for review of procedures in his category. Whenever during his regular function as a group supervisor procedural changes are developed or there is an occasion to audit a procedure and find that it is fully adequate, he shall initiate a revision and or review as required. As a result new or revised procedures shall be issued according to their AP-2.0.



14.2 Review of Standing Orders

Standing orders as defined in the Nine Mile Point Administrative Procedures (AP-2.0 Section 4.15.1) issued within the past 30 days shall be presented for review to a qualified reviewer per AP-3.4.3. The review shall be reported to the Station Superintendent or General Superintendent and the results recorded in the standing order master file. At least once every six months, all standing orders shall be reviewed by a staff member appointed by the Station Superintendent or General Superintendent. Recommendations shall be made at that time for removal, updating, or incorporating in the established Administrative or Operating Procedures. It shall be the responsibility of the Technical Superintendent or designee to maintain account that this procedure is implemented.

14.3 Review of Special Orders

Special Orders (AP-2.0 Section 4.14.2) shall be reviewed by the person originating the special order or by a person designated by the Station Superintendent. Recommendations shall be made at that time for removal or incorporating in standing orders or established operating procedures. When placed in standing orders, the original date and authentication shall be preserved. It shall be the responsibility of the Supervisor Operations or designee to maintain account that this procedure is implemented.

14.4 Event Triggered Review

Information on new or revised NRC Regulations, Regulatory Guides, ANSI standards, Technical Specifications, changes to the facility and related material is regularly distributed to station management personnel. Each supervisor responsible for a group of procedures shall review all affected procedures in his area and propose new procedures or amendments if required. The results of this action will become a procedure review. It shall be the responsibility of the Technical Superintendent or designee to maintain account that this procedure is implemented.

14.5 Scheduled Cycle Review

The Procedure Review system list outlined in Section 13.2.2 will reflect the results of special reviews and event-triggered reviews such that only procedures not covered by one of these reviews within the designated interval for scheduled cycle review will appear on the monthly lists distributed to supervisors. Procedures on the monthly review list may be assigned for review at the next occasion for use. Otherwise a review or change in accordance with AP-2.0 shall be completed by the end of the month listed.



FIGURE 2.0.1

***FDP* Only**



FIGURE 2.0.1 (Continued)

PROCEDURE LETTER CODES.
SEE MASTER INDEX. ADD
N-1 FOR UNIT 1. N-2 FOR
UNIT 2. MAY ADD S FOR SITE.

AP	OI	DCI	EPP	SPP	RP	OP	SOP	WPS	MST	CSP	YM	EMP	RTP	RCP	YHP	-	POT	TDP	SO	-	FP	ENVSP	WIP	MOD	ISI	NT
			FAP						ICP	CRIP	IN	IMP	CRP	RSP	RAP	RPSTP		FP	IMP		FDP					
			EHPH						ISP	CAP	TEH		RSP	RAP				IP								
									ST	CRP	IMP							RPI								
									FST	PSP	EPH							CI								
									PFM	SP	MPH							RRI								
									EST									ARI								
									OSP									NTI								
									MSP									VI								
									ESP																	
									ISI																	

ANS/ANSI 3.2 PROCEDURE ELEMENTS

5.3.2(1), 5.3.9.1(1)	TITLE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	0	X	X	X	X	X
5.3.2(2)	PURPOSE	X	0	0	X	X	0	X	0	X	X	X	X	X	X	X	X	X	X	X	0	0	0	X	X	X
5.3.9.1(2), 5.3.9.3(7)	SYMPTOMS	-	-	-	X	0	0	X	X	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	X	X
5.3.2(3)	REFERENCES	X	0	0	X	X	X	X		0	X	X	X	X	X	X	X	X	X	X	0	0	0	X	X	X
5.3.2(5), 5.3.4.1(1)	PREREQUISITES	-	0	0	X	0	0	X		0	0	X	X	X	X	X	X	X	X	X	0	0	0	X	X	X
5.3.4.5(1)	AND/OR																									
5.3.5(1), 5.3.9.3(5)	PREPARATION				X	X	X	X	0	X	X	X	X	X	X	X	X	X	X	0	0	0	0	X	X	X
5.3.2(5), 5.3.9.3(6)	PRECAUTIONS	-	-	-	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X	0	0	0	0	X	X	X
5.3.2(6)	LIMITATIONS																									
	AND ACTIONS	-	-	-	0	0	X	X	0	X	X	X	X	X	X	X	X	X	X	0	0	0	0	X	X	X
5.3.9.1(3), 5.3.9.3(7)	AUTOMATIC ACTIONS	-	-	-	X	X	0	0	X	0	0	0	-	0	0	0	0	0	0	0	0	0	0	X	X	0
5.3.9.1(4)	INDIVIDUAL ACTIONS	X	0	0	X	X	0	X	X	0	X	0	X	0	0	0	0	0	0	0	0	0	0	X	X	0
5.3.9.3(1),(2),(3),(4)	AND ASSIGNMENTS																									
5.3.2(7), 5.3.4.1(2)	STEP BY STEP	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5.3.4.5(2), 5.3.5(2)	MAIN BODY																									
5.3.2(9)	CHECK OFF LISTS	0	0	0	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X	0	0	0	0	X	X	X
5.3.2(8)	FINAL CHECK OUT	-	-	-	X	X	-	-	0	X	X	X	X	0	X	X	X	X	X	0	0	0	0	X	X	X
5.3.9.3(8)	OR ACCEPTANCE																									
5.3.5(4)	SUPPORTING MAINT. DOCUMENTS	-	-	-	-	-	-	-	0	-		X	X	-	-	X	-	-	0	-	-	-	-	0	X	X

ADDITIONAL INSTRUCTIONS

5.2.9	SECURITY AND VISITOR CONTROL
5.2.10	HOUSEKEEPING AND CLEANLINESS CONTROL
5.2.12	RECORDS MANAGEMENT
5.2.13	PROCUREMENT AND MATERIAL CONTROL
5.2.14	NON CONFORMING ITEMS
5.2.16	MEASURING AND TEST EQUIPMENT
5.2.17	INSPECTIONS
5.2.18	CONTROL OF SPECIAL PROCESSES
5.2.19	TEST CONTROL
5.3.6	RADIATION CONTROL PROCEDURES
5.3.7	CALIBRATION AND TEST PROCEDURES
5.3.8	CHEMICAL RADIOCHEMICAL CONTROL PROCEDURES
5.3.9.2	EVENTS OF POTENTIAL EMERGENCY

NOTES

- X Review and/or approvals required
Procedure Element should always be
considered if applicable.
- 0 Procedure element may be useful if
applicable.
- Safety related procedures only. Marked
on procedure title page.
- (1) At next regular monthly SORC meeting.
- (2) May be issued by either Superintendent
or Operations Supervisor.
- (3) Approval required if procedure is in
supervisors or superintendents
department area.
- (4) Unit 1 and Unit 2 for site procedures
otherwise applicable Unit only.

AP-2.0 -25 January 1986



NINE MILE POINT NUCLEAR STATION

ADMINISTRATIVE PROCEDURES

PROCEDURE NO. AP-

(TITLE)

DATE AND INITIALS

<u>APPROVALS</u>	<u>SIGNATURES</u>	<u>REVISION 0</u>	<u>REVISION 1</u>	<u>REVISION 2</u>
Station Superintendent NMPNS Unit 1 (Name)	_____	_____	_____	_____
Station Superintendent NMPNS Unit 2 (Name)	_____	_____	_____	_____
General Superintendent Nuclear Generation (Name)	_____	_____	_____	_____
Quality Assurance Concurrence				
Manager Quality Assurance-Nuclear (Name)	_____	_____	_____	_____

Summary of Pages

Revision 0 (Effective _____)

PAGES

DATE

* _____

| 1

NIAGARA MOHAWK POWER CORPORATION

THIS PROCEDURE NOT TO BE
USED AFTER
SUBJECT TO PERIODIC REVIEW.

* Changes made per section 10.1 AP-2.0

Signature _____

Date _____

| 1

FIGURE 2.0.2

AP-2 -26 June 1985 (REISSUE)

one inch margin at top

3.0 PROCEDURE FOR MATERIAL CONTROL (cont'd)

3.6.2 Hold tags shall be issued with and installed on all nonconforming items and on the systems which may, if placed in service, cause the nonconforming items to be put to use.

- a) These tags shall only be placed and removed under the direction of an authorized Quality Control Supervisor.
- b) Hold tags placed on nonconforming items installed in the plant shall be removed after all required tests and inspections are completed and all required certifications and documents are on hand.

3.6.3 Should it be impossible or impractical to bring the nonconforming items into conformance prior to a requirement for use, the nonconforming items shall be removed and replaced with a conforming item prior to placing any system in service or component in use.

3.6.4 The disposition of waiver for nonconforming stores items (reference paragraph 3.2.2.b this procedure) and the judgement to use a nonconforming item departing from design specifications may be recommended by S.O.R.C. only when:

- a) There is no unreviewed safety question involved.
- b) The component and system will meet all engineering functional requirements as given in the FSAR.
- c) This deviation has no adverse effect on the safety or process function of the component and system.

3.6.5 Components handled according to paragraph 3.6.4 and paragraph 3.2.2 of this procedure in effect shall no longer be "nonconforming items" but shall, before they are required to function in a safety-related system, meet all the quality requirements set forth in Appendix B 10 CFR 50 and the Final Safety Analysis Report for the facility. See QCF-13.0.

3.6.6 If the material finally accepted as conforming to the requirements of 10 CFR 50 Appendix B is not exactly as described in the original requisition and purchase order, a requisition and purchase order change shall be issued to document agreement.

4.0 PROCEDURE FOR CONTROL OF SERVICES

4.1 Maintenance and Inspection

4.1.1 Selection

Whenever it is impractical for qualified station personnel to perform maintenance or inspection, other qualified Niagara Mohawk Power Corporation employees or a suitable qualified contractor shall be brought in.

APX-14 -15 August 1977

one-half inch margin at bottom

Figure 2. 0.3

Suggested Model Page Format



SAFETY AND TECHNICAL REVIEW OF PROCEDURE Page 1 of 3
Figure 2.0.4

FROM: _____ Author, Editor DATE _____

TO: _____

The attached procedure No. _____ (Revision No. _____) Title _____
_____ is presented for your approval or concurrence.

The undersigned, Page 3, has (have) completed an
independent review of the subject procedure as revised

1.0 No Safety Analysis Required

Initial Date

1.1 The procedure is not safety related. It is not concerned
with the operation, maintenance, or testing of any systems
or equipment important to safety or of any equipment related
to the safeguarding of safety related equipment or which
might affect the integrity of safety equipment.

1.2 The procedure does not make or authorize changes in the
station or station procedures as described in the safety
analysis report (SAR) and a safety analysis is not required
in accordance with 10 CFR 50.59. It is in conformance with
Technical Specifications and will not change any safety
analysis contained in the safety analysis report.

2.0 Safety Analysis Required

2.1 The procedure may require changes in the station as described
in the safety analysis report or in procedures as described
in the safety analysis report but may be implemented in
accordance with 10 CFR 50.59 (a)(2) provided an analysis
shows that it does not involve an unreviewed safety question
or a change in Technical Specifications. It should be
referred to the Nuclear Engineering and Licensing Department
for analysis prior to implementation.

2.2 The procedure may involve an unreviewed safety question or a
change in Technical Specifications and in the judgment of the
reviewers must be referred to the Nuclear Engineering and
Licensing Department for analysis and disposition. It should
not be implemented until it is determined that it does not
involve an unreviewed safety question or a change in Technical
Specifications or until an appropriate license change is obtained.



SAFETY AND TECHNICAL REVIEW OF PROCEDURE (CONT.) Page 2 of 3
Figure 2.0.4

3.1 The items checked below have been included in the review of the reference procedure and are presented in the place of a specific check sheet for the procedure. ☐

3.2 A special check sheet is attached for the reference procedure and is to be considered supplemental to the items checked below. ☐

☐ Compliance with CFR/USNRC
Regulatory Guide(s)

_____	Dated _____
_____	Dated _____
_____	Dated _____
_____	Dated _____

☐ Consulted with the following person(s)
about this procedure.

Name _____	Title _____
Name _____	Title _____
Name _____	Title _____
Name _____	Title _____

1

☐ Compliance with ANSI Standard(s)

_____	Dated _____
_____	Dated _____
_____	Dated _____
_____	Dated _____

☐ Consistency with the following
Station/Site Procedure(s).

_____	Number	_____	Revision
_____	Number	_____	Revision
_____	Number	_____	Revision
_____	Number	_____	Revision

☐ Compliance with ASME Boiler and
Pressure Vessel Code(s)

Section _____	Date _____	Addendum _____
Section _____	Date _____	Addendum _____
Section _____	Date _____	Addendum _____
Section _____	Date _____	Addendum _____

☐ Procedure(s) contains adequate equipment
lists, precautions and limitations,
prerequisites, graphs, diagrams or data
sheets as required.

☐ Compliance with Technical
Specifications

Chapter _____	Section _____	Revision _____
Chapter _____	Section _____	Revision _____
Chapter _____	Section _____	Revision _____

☐ Procedure references to Valve Numbers,
Motor Control Center Numbers, Power Supplies
Instrumentation are clear and correct.

☐ The steps in the Procedure are clear and
accurate. They are not unnecessarily
difficult to implement.

☐ Procedure reflects latest system or
component configuration.

☐ All references needed to
implement the procedures are
clearly stated and available.

☐ Procedure reflects work as it is actually
being done at the station.

Quality Assurance has ☐ has not ☐ reviewed this procedure and have made the
following remarks:

Signature QA Staff

Date



SAFETY AND TECHNICAL REVIEW OF PROCEDURE (CONT.) Page 3 of 3
Figure 2.0.4

The attached procedure No. _____ Rev. No. _____ dated _____

4.1 An explanation and summary of changes is attached. ☐

4.2 Is recommended for approval as presented. ☐

4.3 Recommended changes are marked on the procedure or attached. ☐

4.4 The procedure is not recommended for approval for reasons given on the attached report. ☐

4.5 The procedure should be referred to the Nuclear Engineering and Licensing Department for further analysis and recommendation. ☐

Signature

Title

Date

4.6 Author(s)

_____	_____	_____
_____	_____	_____

4.7 Reviewers

_____	_____	_____
_____	_____	_____
_____	_____	_____

This procedure review has been received and accepted by those approving or concurring within the procedure.

4.8 Approvers

_____	_____	_____
_____	_____	_____
_____	_____	_____



PROCEDURE CHANGE NOTICE

- A. TO: STATION SUPERINTENDENT _____
Station or Unit _____
1. Proposed revision number _____ to procedure
number _____ Title _____
2. A temporary change was made to procedure number _____
Title _____
as indicated on the attached report.

B. TO: GENERAL SUPERINTENDENT

The temporary procedure revision was approved by

_____ Date _____

_____ Date _____

and is being implemented per AP-2.0 section 10.2. This revision was reviewed by the undersigned independent reviewers and must be approved within 14 days of issue according to Technical Specification 6.8.3.

C. INDEPENDENT REVIEW

1. ☐ The temporary change was reviewed by the undersigned reviewers who were not involved in the drafting or approval of the change. It is recommended that this change be incorporated as a permanent revision to an existing procedure.
2. ☐ The temporary change was reviewed by the undersigned reviewers who were not involved in the drafting or approval of the change. It is recommended that it should be for "one time" use only and should not become a permanent revision to an existing procedure.

Reviewed by _____ Date _____

Reviewed by _____ Date _____

GENERAL SUPERINTENDENT (or designee) APPROVAL

The temporary change is approved in accordance with Technical Specification 6.8.3

_____ Date _____
General Superintendent Nuclear Generation

Figure 2.0.5



SAFETY AND TECHNICAL REVIEW OF PROCEDURE (SORC ADDENDA)
Figure 2.0.4

The attached procedure _____ Date _____
has been reviewed by the Site Operations Review Committee at a meeting held on
_____ Date. The following were present at the meeting:

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Review presentations were made by the following:

_____	_____
_____	_____
_____	_____
_____	_____

The procedure was recommended for approval as presented. ☐
The procedure was recommended for approval with changes as noted in the meeting. ☐
The procedure was returned to the author for redraft and resubmittal. ☐
The committee voted that a safety analysis should be made. ☐

The committee acknowledged statement 1.1 of Figure 2.0.4. ☐
The committee acknowledged statement 1.2 of Figure 2.0.4. ☐

The following remarks were recorded in SORC minutes concerning the procedure:

Signed _____ Date _____
Secretary



INTERNAL CORRESPONDENCE

FORM 112-2 R 03-80

55-01-013

NY NIAGARA
LM MOHAWK

FROM

T. E. Lempges *TEL*

DISTRICT Nine Mile Point Nuclear Station

Distribution:

All non-represented
site personnel

DATE June 23, 1985

FILE CODE NMP-10932

SUBJECT Technical Review and Control

The below Technical Specifications requires the General Superintendent - Nuclear to designate members of the station supervisory staff as qualified reviewers. This list will be periodically reviewed by Technical Support and changes or deletions should be brought to his attention. Personnel assigned to specific unit should perform reviews only on items pertaining to that unit. Personnel in these positions shall fully meet their job descriptions in order to be qualified to perform reviews.

- 6.5.2.1 Each procedure and program required by Specification 6.8 and other procedures which affect nuclear safety, and changes thereto, shall be prepared by a qualified individual/organization. Each such procedure, and changes thereto, shall be reviewed by an individual/group other than the individual/group which prepared the procedure, or changes thereto, but who may be from the same organization as the individual/group which prepared the procedure, or changes thereto. Approval of procedures and programs and changes thereto and their safety evaluations, shall be controlled by administrative procedures.
- 6.5.2.2 Proposed changes to the Technical Specifications shall be prepared by a qualified individual/organization. The preparation of each proposed Technical Specification's change shall be reviewed by an individual/group other than the individual/group which prepared the proposed change, but who may be from the same organization as the individual/group which prepared the proposed change. Proposed changes to the Technical Specifications shall be approved by the General Superintendent - Nuclear Generation.
- 6.5.2.3 Proposed modifications to unit structures, systems and components that affect nuclear safety shall be designed by a qualified individual/organization. Each such modification shall be reviewed by an individual/group other than the individual/group which designed the modification, but who may be from the same organization as the individual/group which designed the modification. Proposed modifications to structures, systems and components and the safety evaluations shall be approved prior to implementation by the General Superintendent - Nuclear Generation; or the Station Superintendent - Nuclear Generation; or the Technical Superintendent - Nuclear Generation as previously designated by the General Superintendent - Nuclear Generation.

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NMP 10932



- 6.5.2.4 Individuals responsible for reviews performed in accordance with Specifications 6.5.2.1, 6.5.2.2 and 6.5.2.3 shall be members of the station supervisory staff, previously designated by the General Superintendent - Nuclear Generation to perform such reviews. Each such review shall include a determination of whether or not additional, cross-disciplinary, review is necessary. If deemed necessary such review shall be performed by the appropriate designated station review personnel.

Qualified Reviewers List - AP 1.1 (Figure 1.1.1), AP 1.2 (Figure 1.2.1)

Station and Site Superintendents
Supervisors

Generation Engineer Series (Associate, Generation, Associate Senior, and Senior Levels)

Generation Specialist Series (Associate, Generation, Associate Senior, and Senior Levels)

NOTE: The originator (author) of the item for review shall be responsible for cross-disciplinary review and if cross-disciplinary was not necessary, document why on review form.

