

05/06/91
07:40:31

UNION ELECTRIC COMPANY
CALLAWAY RECORDS INFORMATION SYSTEM
GENERAL RULES FOR RECORDS INDEXING

ARIP2371
PAGE 1

INDEXING INSTRUCTION NUMBER: GENERAL RULES

REVISION: 005

ADMINISTRATION APPROVAL: J. S. McLaughlin III 5/6/91

ORIGINATOR: LINDA ROBERTSON 1991/04/11

GENERAL COMMENTS:

THE PURPOSE OF THE GENERAL RULES IS TO PROVIDE GUIDANCE IN THE INDEXING AND RETRIEVAL OF RECORDS ENTERED INTO THE RECORD RETRIEVAL SYSTEM.

REVISION BARS WILL APPEAR ON THE LEFT HAND SIDE OF AN INDEXING INSTRUCTION MARKING THE FIELD(S) THAT WERE CHANGED.

GREEK SYMBOLS WILL BE REPLACED BY WORDS IN THE RECORDS RETRIEVAL SYSTEM. A GREEK SYMBOL CHART (EXAMPLE 1) IS AVAILABLE IN THE REFERENCE ROOM.

BASED ON THE COMPLEXITY OF THE INDEXING INSTRUCTION, THE REVIEW GROUP WILL DETERMINE THE NEED FOR INPUT SHEETS WITHIN THE EXAMPLES.

LOCK DOWN DATE FOR THE PERSONNEL SYSTEM WAS JUNE 4, 1984. IF AN INDIVIDUAL HAD ACCESS TO THE PLANT ON THIS DATE, HIS NAME AND SOCIAL SECURITY NUMBER WAS LOADED INTO THE PERSONNEL SYSTEM. IF NO CA-0535 WAS OBTAINED AS OF JUNE 4, 1984, DATA WAS NOT LOADED.

ALL LOGS THAT ARE FILMED MAY NOT BE IN THEIR ENTIRETY.

WHEN WRITING AN INDEXING INSTRUCTION, THE LETTER "X" WILL BE USED IN THE EXAMPLES OF DIFFERENT FORMATS REPRESENTING ALPHA CHARACTERS AND A "0" (ZERO) REPRESENTING NUMERIC CHARACTERS.

FOR INDEXING INSTRUCTION PURPOSES, THE DEFINITION OF A WORK AUTHORIZING DOCUMENT IS AS FOLLOWS:

A RECORD THAT ENABLES WORK TO BE DONE IN THE PLANT.

FOR OPERATIONS RECORDS, EXAMPLES ARE CMP'S, EMP'S, RMP'S, WR'S, PMTS'S, AND STS'S.

FOR CONSTRUCTION/STARTUP RECORDS, EXAMPLES ARE FCR'S, TRAVELER PACKAGES, ELECTRICAL WORK ASSIGNMENTS, SWR'S, NCR'S, DCN'S, DESIGN OR SUPPLIER DRAWINGS, AND CONCRETE POUR CARDS.

FOR INDEXING INSTRUCTION PURPOSES, THE DEFINITION OF BATCH IS AS FOLLOWS:

GROUPING RECORDS BY COMMON DATA SUCH AS A PERIOD OF TIME OR ALPHABETIC OR NUMERIC INFORMATION.

FILE CODE: A130.0016

INFORMATION ONLY
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9105170058 910506
PDR ADOCK 05000483
P PDR

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THIS TERM REQUIRES A ROLL/FRAME ENTRY ONLY FOR THE FIRST
OCCURRENCE OF THE BATCH ENTRY.

WHEN IT IS NECESSARY TO ABBREVIATE, USE STANDARD Y1.1 - 1972
ENTITLED "ABBREVIATIONS".

INDEXING INSTRUCTIONS WILL NOT BE WRITTEN FOR FILES THAT ONLY
CONTAIN MEDIA SUCH AS COMPUTER TAPES, VIDEO TAPES, COMPUTER DISCS.

FOR INDEXING INSTRUCTION PURPOSES, THE DEFINITION OF A STAND ALONE
DOCUMENT IS AS FOLLOWS:

A RECORD WHICH IS SOMETIMES USED AS AN ATTACHMENT TO ANOTHER
RECORD. IN SOME CASES, THESE ATTACHMENTS ARE NOT DUPLICATED IN
OTHER FILES. IF THESE ATTACHMENTS ARE OF SIGNIFICANT IMPORTANCE
THAT THEY NEED TO BE RETRIEVED INDEPENDENTLY OF THE RECORD TO
WHICH IT IS ATTACHED, IT MAY BE INDEXED AS ITS OWN RECORD TYPE
AND CONSIDERED A STAND ALONE RECORD. INDEXING DATA FOR THIS
STAND ALONE RECORD SHOULD BE PROVIDED BY THE INDEXING
INSTRUCTION APPROPRIATE FOR THE RECORD TYPE.

THE FOLLOWING ARE RECORDS WHICH WOULD FALL IN THIS CATEGORY:

WHENEVER A VT-2 EXAMINATION REPORT IS ATTACHED TO A WORK
AUTHORIZING DOCUMENT INDEX IT IS A STAND ALONE RECORD.

WHENEVER A FILE CONTAINS AN SLNRC OR ULNRC LETTER, IF IT IS NOT
IN THE RESPECTIVE LETTER FILE, IT SHOULD BE INDEXED AS A STAND
ALONE DOCUMENT. ULNRC LETTERS DATED AFTER 5-1-87 WILL NOT BE
INDEXED AS STAND ALONE RECORDS. THIS APPLIES TO ORIGINALS AS
WELL AS COPIES.

ORIGINAL NSSS COMPUTER CONSTANT REVISION FORMS WILL BE INDEXED
AS STAND ALONE DOCUMENTS. THEY SHOULD NO LONGER BE ATTACHMENTS,
THEY SHOULD BE SENT TO FILE E190.0090.

THE FOLLOWING DOCUMENTS ARE ALSO INDEXED AS STAND ALONE RECORDS
WHEN FOUND IN OTHER FILES:

CERTIFICATE OF CONFORMANCE (C OF C'S)
CERTIFIED MATERIAL TEST REPORTS (CMTR'S)
CODE DATA REPORTS
NIS FORMS 1 AND 2
CERTS/QUALS FOR VENDOR EMPLOYEES
CERTS/QUALS FOR UE MCN-NUCLEAR EMPLOYEES

* DOCUMENT NUMBER INPUT/GENERAL INSTRUCTIONS *

A - ARCHITECTURAL
C - CIVIL
CH - CHEMISTRY

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E - ELECTRICAL
FS - FIELD SKETCH
G - GENERAL REQUIREMENTS
J - INSTRUMENTATION
M - MECHANICAL
QA - QUALITY ASSURANCE
S - SERVICE
T - TRAVELER
UE - UNION ELECTRIC
W - WELDING
Z - MULTI-DISCIPLINARY

ZEROS ARE WRITTEN AS 0 (ZERO).

ALL SHEET NUMBERS SHOULD BE ENTERED AS: S001, S034, S100, ETC. MAY BE SHORTENED IF NECESSARY TO FIT IN FIELD (AS IN TRAVELERS).

ALL OP'D DOCUMENT NUMBERS END WITH "OP" USING NO SPACES OR DASHES BETWEEN. EXAMPLE: M-02AB01OP.

BECHTEL DESIGN DRAWINGS

THESE DRAWINGS USUALLY HAVE ONE DASH AFTER THE DISCIPLINE DESIGNATOR, SUCH AS: A-U901, C-UB305, E-23BC00, J-07D10, M-22AK01. FOR DRAWINGS SUCH AS E-03'S, J-05'S, M-0S'S, ALL HAVE ZEROS, NOT ALPHA O'S.

OF COURSE THERE ARE EXCEPTIONS TO THE RULE. DRAWINGS SUCH AS A-UAC-11 AND A-UAT-16 HAVE TWO DASHES BUT ARE CONSIDERED BECHTEL DESIGN DRAWINGS. AND, THERE ARE SOME DRAWINGS THAT HAVE ONE DASH, SUCH AS B-62835, THAT ARE CONSIDERED WESTINGHOUSE DRAWINGS.

BECHTEL SPECIFICATIONS

THE NUMBER IS MADE UP OF THE DISCIPLINE DESIGNATOR AND THREE DIGITS, SUCH AS A-078, E-093, J-200, AND M-207.

IN SOME INSTANCES, A SUB-SPECIFICATION WAS CREATED. THESE WILL BE INPUT AS: C-202A, C-202B, C-202C, ETC. IN OTHER CASES, THE SUB-SPECIFICATIONS ARE INPUT AS: E-001.1, E-001.2, E-001.3, ETC.

THERE ARE ALSO SOME SEPARATE MECHANICAL SPECS. THESE ARE INPUT AS: MS-06, MS-12, MS-25C, ETC.

BECHTEL VENDORS (INCLUDES BOTH DRAWINGS AND MANUALS)

THESE NUMBERS ARE MADE FROM THE BECHTEL SPECIFICATION NUMBER AND A FIVE DIGIT SUFFIX. THEY ARE INPUT AS C-121-05168, M-141-00040, ETC.

OF COURSE, THE SUB-SPECIFICATION CASE APPLIES HERE AS WELL. THESE ARE INPUT AS E-003.2-00026, E-018A-00004, ETC.

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SOME DOCUMENTS MAY HAVE AN ADDENDUM WHICH WILL HAVE AN ALPHABETICAL
SUFFIX: M-140-00018A. *

VENDOR DRAWINGS GENERATED BY UE SPECIFICATIONS *

THESE NUMBERS ARE MADE FROM THE UE SPEC NUMBER AND A FIVE DIGIT
SUFFIX. THEY ARE INPUT AS: M-1077-00004, J-1010-00039, ETC. *

S/P SPECIFICATIONS

THESE SPEC NUMBERS ARE DIVIDED ROUGHLY INTO TWO GROUPS. ONE GROUP IS
WRITTEN AS: 4645-P-005-007. THE OTHER GROUP IS WRITTEN AS 4645-013A. *

S/P DRAWINGS

THESE DRAWINGS LARGELY CONSIST OF THE "8600" SERIES. THE INPUT FOR
ANY DRAWING OF THIS TYPE, WHETHER IT'S AN 8600A OR AN 8675 IS THE
SAME: 8600X88172, 8618A97197, 8675G54580. SOME DRAWINGS OF THIS
FORMAT ARE UE-GENERATED, BUT ARE INPUT THE SAME WAY. *

FOREIGN PRINTS (INCLUDES BOTH DRAWINGS AND MANUALS)

THESE ARE STRICTLY NUMBERS. IN THE COMPUTER, THEY MUST HAVE SIX
DIGITS. IF NEEDED, LEFT JUSTIFY THE NUMBER, I.E. 097373. OTHER FORMS
ARE 107270 AND 114026. *

DANIEL FIELD SKETCHES

ALL FIELD SKETCHES BEGIN WITH "FS" BUT HAVE DIFFERENT METHODS OF
ENTRY. THE MAIN GROUPS ARE REPRESENTED BY: FS-C-DP1132, FS-C00143Z,
FS-E00032, FS-J-BB01-03, FS-J-00077, FS-M-00184, FS-P-CP-ANA-06,
FS-P00018 AND FS-X00005Z. *

NOTE THAT MOST OF THE TYPES HAVE FIVE NUMERIC DIGITS AFTER THE
DISCIPLINE. *

UE FSMD DRAWINGS

IN SOME CASES, UENE WOULD TAKE A DANIEL TRAVELER DRAWING OR A
BECHTEL VENDOR DRAWING AND REWORK IT INTO A UE DRAWING. *

THESE ARE INPUT AS: UEFSMD-5368-3, ETC.

FIELD COMMENTS:

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02) RECORD TYPE CODE

FOR ANY RECORD TYPE CODE WITH AN APPROVED INDEXING INSTRUCTION USED IN CONSTRUCTION AND/OR STARTUP, THE RECORD TYPE CODE WILL NOT BE USED FOR OPERATIONS RECORDS, WITH LIMITED EXCEPTIONS SUCH AS:

P390	S660
R075	S320
C190	D350
C371	N034
Q130	N035

03) FILE NUMBER

WHEN INDEXING AN ATTACHED RECORD AS A STAND-ALONE DOCUMENT, ENTER THE FILE NUMBER OF APPLICABLE INDEXING INSTRUCTION FOR THAT STAND-ALONE DOCUMENT.

04) RECORD NUMBER

ENTRIES IN THE RECORD NUMBER FIELD WILL BE ENTERED WITHOUT DASHES OR SPACES. EXCEPTIONS WILL BE NOTED ON SPECIFIC INDEXING INSTRUCTIONS.

*

IF AN ALPHA SUFFIX IS USED TO DIFFERENTIATE BETWEEN TWO DOCUMENTS WITHIN THE SAME FILE, THE ALPHA SUFFIX WILL BE ENTERED. FOR EXAMPLE, THE SAME SIR NUMBER MAY HAVE BEEN ASSIGNED TO TWO DIFFERENT SIR'S. IN THIS CASE THE DEPARTMENT ADDED AN 'A' TO ONE AND A 'B' TO THE OTHER TO MAKE EACH ONE UNIQUE.

08) RETENTION PERIOD

RETENTIONS WILL BE ENTERED AS FOLLOWS:

*

EXAMPLE: Q-LP - ENTER AS LP
C-LP - ENTER AS LP
Q-05 - ENTER AS Q05
C-LP10 - ENTER AS LP10
QED05 - ENTER AS QED5

13) DESCRIPTION

DESCRIPTION FIELD MAY CONTAIN ENTRIES THAT ARE NOT REFERENCED IN THE INDEXING INSTRUCTION FOR UNDERGROUND STORAGE AND WAREHOUSE RECORDS. SUCH ENTRIES ARE SOMETIMES NECESSARY TO TRACK THE RECORD STATUS, E.G., RECORDS DESTROYED DATE; LITIGATION PENDING, ETC.

16) PART/MARK NUMBER

ENTER ANY OF THE APPLICABLE NUMBERS AS SHOWN WITHOUT DASHES OR SPACES.

*

EXAMPLE OF VENDOR TERMINOLOGY FOR HEAT/SERIAL NUMBERS

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NOTE: THESE NAMES ARE NOT USED CONSISTENTLY FROM ONE DOCUMENT TO THE NEXT.

NOTE: THIS IS NOT A COMPLETE LISTING OF THE EXAMPLES OF HEAT/SERIAL NUMBERS THAT MAY BE ENTERED IN THIS FIELD. THIS LIST MAY BE EXPANDED ON A CASE BY CASE BASIS.

HEAT	SERIAL
HEAT NUMBERS	PART MARK
HEAT CODES	MODEL
MELT	# TAG
LADLE	PART NUMBER
RAW MATERIAL LOT	
LOT NUMBER	
TRACE	
ALLOY NUMBER	
TYPE	
STYLE	

NOTE: THESE NUMBERS SHOULD BE INDEXED WHEN THEY PROVIDE UNIQUE IDENTIFICATION OR WHEN USED IN CONJUNCTION WITH ANOTHER NUMBER TO PROVIDE UNIQUE IDENTIFICATION.

ANY TAG NUMBERS NOT LISTED AS A LEGITIMATE COMPONENT IN THE GENERAL RULES COMPONENT NUMBER SECTION WILL BE ENTERED AS A SERIAL NUMBER.

12/13/88 DO NOT PICK UP:
WELD TEST NUMBERS
CONTROL NUMBERS

QUESTION CONTROL NUMBERS. THEY MAY REALLY BE HEAT NUMBERS IN SOME CASES.

17) COMPONENT NUMBER

ENTER THE COMPONENT NUMBERS AS SHOWN IN THE MASTER EQUIPMENT LIST, WITH NO DASHES OR SPACES.

IF THE EQUIPMENT NUMBER IS NOT SHOWN IN THE MASTER EQUIPMENT LIST, ENTER THE NUMBER AS SHOWN, WITH NO DASHES OR SPACES, IN THE FORMAT (IF IT CAN BE DETERMINED).

IF A FORMAT IS NOT FOUND IN THE MASTER EQUIPMENT LIST, ENTER AS SHOWN WITH NO DASHES OR SPACES.

OTHER FORMATS ENTERED IN COMPONENT FIELD

SO FAR THESE ARE THE ONLY OTHER FORMATS FOUND IN RECORDS RETRIEVAL ENTERED IN COMPONENT NUMBER FIELD. ONLY ONE SYSTEM IS COMPLETED AND

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A SECOND SYSTEM STARTED.

PER JIM MCLAUGHLIN THESE NUMBERS WILL REMAIN IN THE COMPONENT NUMBER
FIELD AS COMPONENT NUMBERS:

DANIEL FIELD WELDS - AL04FW1001
AL04FW12

BECHTEL FIELD WELDS - A104F010

SHOP WELD - AL04SW11

FORMATION NUMBERS - AL01A51

NOTE: THE BEA MAY APPEAR AFTER FORMATION NUMBERS AND
SHOULD BE ENTERED, E.G. AL01A51/135.

#SPOOL NUMBERS - AL05SP001
EG17S001

NOTE: THE BEA MAY APPEAR AFTER SPOOL NUMBERS AND
SHOULD BE ENTERED, E.G. EG17S001/231.

CABLE SCHEME NUMBERS - 5ANG01AB
23ANG01AB

SNUPPS CABLE NUMBERS - CA0000
C0000 - WE HAVEN'T FOUND ANY OF THESE
YET, BUT WERE TOLD WE WOULD.

POUR NUMBER - 2CW165W01
PENETRATION NUMBERS - 2P331S0172

FLEX HOSE ASSEMBLIES - EGFH023

REEL NUMBERS - C5050826A
C5050826

THE FOLLOWING ARE NUMBERS ALSO FOUND IN COMPONENT FIELD FOR WHICH
A DECISION HAS NOT BEEN MADE:

WINDOW NUMBERS - ANDA2101
23
DPD34
DPD6

COMPUTER POINTS - ALF9
ALF701
ALF11
ALZ6
ALZ0007

#NOTE: SPOOL NUMBERS HAVE THE SAME FORMAT AS HANGERS, WHICH

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ARE IN MEL. PER MEL, HANGERS ARE ENTERED WITH THE BEA
AND NO SLASH (/). SPOOL NUMBERS ARE AN EXCEPTION TO
OUR GENERAL RULE OF USING THE FORMAT FC IN MEL
AND ARE ENTERED WITH A SLASH (/) FOLLOWED BY THE BEA.

18) REFERENCE DOCUMENT CODE

TO AVOID ERROR IN DOCUMENT CROSS REFERENCE ENTRIES, A STATEMENT
REFERRING THE ANALYST TO THE APPROPRIATE INDEXING INSTRUCTION
WILL BE USED.

INCLUDE A STATEMENT IN THE INDEXING INSTRUCTION USING THE DOCUMENT
CROSS REFERENCE FIELD THAT REFERENCES MAY BE ATTACHED THAT ARE NOT
REFERENCED ON THE RECORD BEING ANALYZED OR ADDRESSED BY THE INDEXING
INSTRUCTION.

THE DESIGN BASIS GROUP HAS DETERMINED CERTAIN CORRESPONDENCE TO BE OF
IMPORTANCE IN THEIR WORK ON PLANT EXTENSION. SEE EXAMPLE 2. THESE
LETTERS ARE TO BE ENTERED AS CROSS-REFERENCES TO WHATEVER DOCUMENT
THEY ARE ATTACHED. THE REFERENCE DOCUMENT CODE WILL BE EITHER C653
OR C654 AS SHOWN IN THE CALLAWAY FILE INDEX.

EXCEPTION: ULNRC'S AND SLNRC'S ARE STAND ALONE DOCUMENTS.
TREAT THESE PER THE DEFINITION OF STAND ALONE
DOCUMENTS AND DO NOT CROSS REFERENCE.

NOTE: THIS CROSS REFERENCE ENTRY WILL NOT BE SHOWN ON ANY
INDIVIDUAL INDEXING INSTRUCTION AS IT ONLY CONCERNS
THE DESIGN BASIS GROUP.

19) DOCUMENT CROSS REFERENCE

TO AVOID ERROR IN DOCUMENT CROSS REFERENCE ENTRIES, A STATEMENT
REFERRING THE ANALYST TO THE APPROPRIATE INDEXING INSTRUCTION WILL
BE USED.

INCLUDE A STATEMENT IN THE INDEXING INSTRUCTION USING THE DOCUMENT
CROSS REFERENCE FIELD THAT REFERENCES MAY BE ATTACHED THAT ARE NOT
REFERENCED ON THE RECORD BEING ANALYZED OR ADDRESSED IN INDEXING
INSTRUCTION.

WHEN ENTRIES ARE MADE FOR CORRESPONDENCE, RECORD TYPE CODE C654 FOR
CONSTRUCTION AND STARTUP CORRESPONDENCE, AND C653 FOR OPERATION
CORRESPONDENCE, THE LETTER DESIGNATOR WILL BE USED FOLLOWED BY THE
LETTER NUMBER WITHOUT DASHES OR SPACES, E.G., ULNRC01619.
THE DESIGN BASIS GROUP HAS DETERMINED CERTAIN CORRESPONDENCE TO BE OF
IMPORTANCE IN THEIR WORK ON PLANT EXTENSION. SEE EXAMPLE 2 FOR A
LIST OF LETTER DESIGNATORS. THESE LETTERS ARE TO BE ENTERED AS
CROSS-REFERENCES TO WHATEVER DOCUMENT THEY ARE ATTACHED. THESE
LETTERS WILL BE ENTERED USING THE LETTER DESIGNATOR FOLLOWED BY THE
LETTER NUMBER.

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★
EXCEPTION: ULNRC'S AND SLNRC'S ARE STAND ALONE DOCUMENTS.
TREAT THESE PER THE DEFINITION OF STAND ALONE
DOCUMENTS AND DO NOT CROSS REFERENCE.
★

★
NOTE: THIS CROSS-REFERENCE ENTRY WILL NOT BE SHOWN ON ANY
INDIVIDUAL INDEXING INSTRUCTION AS IT ONLY CONCERNS
THE DESIGN BASIS GROUP.

26) FROM RECORD DATE

FOR RECORDS TO BE ENTERED AS A MONTHLY SPAN, ENTER THE FIRST DAY OF
THE MONTH AND THE LAST DAY OF THE MONTH, E.G. 870101-870131.
★

★
FOR RECORDS TO BE ENTERED AS A QUARTERLY SPAN, ENTER THE FIRST DAY
OF THE QUARTER AND THE LAST DAY OF THE QUARTER, E.G. 870101-870331,
870401-870630, 870701-870930, 871001-871231.
★

★
FOR RECORDS TO BE ENTERED AS A YEARLY SPAN, ENTER THE FIRST DAY OF
THE YEAR AND THE LAST DAY OF THE YEAR, E.G. 870101-871231.
★

★
EXCEPTIONS WILL BE NOTED ON THE INDEXING INSTRUCTION.
★

★
WHEN A FROM AND TO DATE ENTRY ARE THE SAME DATE, MAKE AN ENTRY FOR
THE FROM DATE AND BLANK THE TO DATE ENTRY.
★

★
IF THE ONLY DATE AVAILABLE IS THE YEAR AND MONTH, ENTER 01 FOR THE
DAY. THE COMPUTER WILL NOT ACCEPT BLANK FOR THE DAY.

27) TO RECORD DATE

FOR RECORDS TO BE ENTERED AS A MONTHLY SPAN, ENTER THE FIRST DAY OF
THE MONTH AND THE LAST DAY OF THE MONTH, E.G. 870101-870131.
★

★
FOR RECORDS TO BE ENTERED AS A QUARTERLY SPAN, ENTER THE FIRST DAY
OF THE QUARTER AND THE LAST DAY OF THE QUARTER, E.G. 870101-870331,
870401-870630, 870701-870930, 871001-871231.
★

★
FOR RECORDS TO BE ENTERED AS A YEARLY SPAN, ENTER THE FIRST DAY OF
THE YEAR AND THE LAST DAY OF THE YEAR, E.G. 870101-871231.
★

★
EXCEPTIONS WILL BE NOTED ON THE INDEXING INSTRUCTION.
★

★
WHEN A FROM AND A TO DATE ENTRY ARE THE SAME DATE, MAKE AN ENTRY FOR
THE FROM DATE AND BLANK THE TO DATE ENTRY.
★

★
IF THE ONLY DATE AVAILABLE IS THE YEAR AND MONTH, ENTER 01 FOR THE
DAY. THE COMPUTER WILL NOT ACCEPT BLANK FOR THE DAY.

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GREEK SYMBOL CHART

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Example 1
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UPPER	1	2	3	4	5	6	7	8	9	0	-	=	Q	W	E	R	T	Y	U	I	O	P	~
LOWER	1	2	3	4	5	6	7	8	9	0	-	=	Q	W	E	R	T	Y	U	I	O	P	~
UPPER	A	S	D	F	G	H	J	K	L	:	"	>	Z	X	C	V	B	N	M	.	?		
LOWER	a	s	d	f	g	h	j	k	l	:	"	>	z	x	c	v	b	n	m	.	?		

SYMBOL	NAME	SYMBOL	NAME	SYMBOL	NAME	SYMBOL	NAME
Π	PI (UC)	1	Super 1	Γ	Gamma (UC)	γ	Gamma (LC)
°	Degree	2	Super 2	Δ	Delta(UC)	δ	Delta (LC)
(Left Brace	3	Super 3	←	Left Arrow	ε	Epsilon (LC)
)	Right Brace	4	Super 4	Θ	Theta (UC)	θ	Theta (LC)
±	Plus or Minus	5	Super 5	→	Right Arrow	τ	Tau (LC)
[Left Bracket	6	Super 6	Τ	Upsilon (UC)	υ	Upsilon (LC)
]	Right Bracket	7	Super 7	Ξ	Xi (UC)	ξ	Xi (LC)
(Left Paren	8	Super 8	↑	Up Arrow	ι	Iota (LC)
)	Right Paren	9	Super 9	↓	Down Arrow	ο	Omicron (LC)
~	Sing Undersc	0	Super 0	ℓ	Liter	ρ	RHO (LC)
©	Copyright	-	Dbl Undersc	π	Pi (LC)	Π	Pi (UC)
		®	Registered				

∇	Del or Nabla	α	Alpha (LC)	√	Square Root
Σ	Sigma (UC)	σ	Sigma (LC)	≈	Nearly Equals
φ	Phi (UC)	φ	Phi (LC)	≡	Identity
<	Less than	□	Open Square	Ψ	Psi (UC)
Λ	Lambda (UC)	λ	Lambda (LC)	∞	Varies as
¶	Paragraph	η	Eta (LC)	∞	Infinity
>	Greater than	∅	Delete	~	Sine Wave
§	Section	κ	Kappa (LC)	∂	Partial Der.
Ω	Omega (UC)	ω	Omega (LC)	ˆ	Acute Accent
∘	Circumflex	ˆ	Dieresis	†	Dagger
×	Multiplied By	÷	Division	/	Integral
				~	Approx.

LC = Lower Case
UC = Upper Case

AIMS KEYBRD	1	2	3	4	5	6	7	8	9	0	-	=
Low 252	Q	R	S	T	U	V	W	X	Y	Z	[]
Up 252	Q	R	S	T	U	V	W	X	Y	Z	[]
Low 230	Q	R	S	T	U	V	W	X	Y	Z	[]
Up 230	Q	R	S	T	U	V	W	X	Y	Z	[]

AIMS KEYBRD	1	2	3	4	5	6	7	8	9	0	-	=
Low 252	Q	R	S	T	U	V	W	X	Y	Z	[]
Up 252	Q	R	S	T	U	V	W	X	Y	Z	[]
Low 230	Q	R	S	T	U	V	W	X	Y	Z	[]
Up 230	Q	R	S	T	U	V	W	X	Y	Z	[]
Low Text 230	Q	R	S	T	U	V	W	X	Y	Z	[]
Up Text 230	Q	R	S	T	U	V	W	X	Y	Z	[]

AIMS KEYBRD	1	2	3	4	5	6	7	8	9	0	-	=
Low 252	Q	R	S	T	U	V	W	X	Y	Z	[]
Up 252	Q	R	S	T	U	V	W	X	Y	Z	[]
Low 230	Q	R	S	T	U	V	W	X	Y	Z	[]
Up 230	Q	R	S	T	U	V	W	X	Y	Z	[]

AIMS KEYBRD	1	2	3	4	5	6	7	8	9	0	-	=
Low 252	Q	R	S	T	U	V	W	X	Y	Z	[]
Up 252	Q	R	S	T	U	V	W	X	Y	Z	[]
Low 230	Q	R	S	T	U	V	W	X	Y	Z	[]
Up 230	Q	R	S	T	U	V	W	X	Y	Z	[]

S

U

* SLBE

ULSP

SLBM

ULS

SLM

ULDM

* SNP

ULAEC

SNPA

ULNRC

SLQ

UILE

SLR

UILU

SLBP

ULW

SLCC

UTD

SLKG

ULD

SLC

ULB

SLF

USUN

SLK

ULSDC

SLKC

* * SLNRC

SLO

SLOS

SLOC

SLS

SLSAR

SLSP

SLN

SMAEC

* * SLT

SLKGE

SLTS

SLAEC

SLU

SLRM

* SLW

SLFA

SLNM

SLC

SLPD

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SLQC

SLWE

SLSP

SLTC

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BDSE
* BLWE
BDUE
BTUE
BLSE
BLSM
BLWM
BLWP
BTSE
* BLGE
BLGP
BLQA
BLSA
BLSP
* BLUE
BLUM
BLUP
BLVQ
BLNE
BLGM
BLKE
BLKM
BLNM
BLRE
BLRQ
BLGE
* BLVES
* BLWES

D

DMUE -
DLUC - Daniel Letter to U.E.
 Construction
 Daniel Letter to U.E.
DLUE - Engineering
 Daniel Project Management
DLUM - Letter to U.E. management
DLUP - Daniel Letter to U.E.
 Purchasing
DCR - Daniel letter from
 Corp. Quality
DLSC - Daniel Letters to
 Sub-Contractors.

General Rules
Revision 5
Example 2
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D & M

Letter

AEC = Atomic Energy Commission

B = Bechtel

D = Daniel

E = Engineering

L = Letter

M = Management

S = SNUPPS

SC = Sub-contractors

U = Union Electric (UE)

General Rules
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Example 2
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LUE

~~Q~~ QM

General Rules
Revision 5
Example 2
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I
T L S

~~E~~
ELUC

P
P R G L T

M
M L U C

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N
N P I

DATE: 05/09/91
TIME: 11:26:59

UNION ELECTRIC COMPANY
DOCUMENT CONTROL SYSTEM
DOCUMENT TRANSMITTAL

PAGE: 1
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TO CONTROL NUMBER: 338U
TITLE: OTHER
DEPT: NUCLEAR REGULATORY COMM.
LOCATION: WASH D.C.
TRANSMITTAL DATE: 910509

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