

REED COLLEGE



Portland, Oregon 97202

REACTOR FACILITY

September 16, 1994

To: Nuclear Regulatory Commission
Document Control Desk
Washington DC 2055

Marvin Mendonca, Senior Project Manager, NRC

From: Stephen Frantz, Director, Reed Reactor Facility

Re: Amendments to Administrative Procedures

Enclosed is a revision to the Reed Reactor Facility Administrative Procedures. This revision was made necessary by construction activities at the facility, and several other revisions were made at this time. The revision does not decrease the effectiveness of the procedures. The revision has been approved by the Reed Radiation Safety Committee and Reactor Operations Committee.

The document is submitted in two versions to assist your review. A smooth copy is submitted for your files, and a copy which shows the changes from the previous version is submitted to highlight the changes. The latter includes a cover page explaining each change, and the body of the document shows new text in ~~shadow~~ and shows deleted text in ~~strikeout~~. A bar in the right margin indicates which paragraphs were revised.

Also included under a separate cover letter are revisions to our Emergency Plan and Emergency Implementing Procedures.

If there are any questions, please contact us.

Sincerely,

Stephen G. Frantz
Director, Reed Reactor Facility

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Changes to the Reed Reactor Facility Administrative Procedures - August 1994

This is a description of the changes made in the Reed Reactor Facility (RRF) Administrative Procedures in August 1994. None of these changes decreases the effectiveness of the Administrative Procedures.

These changes reflect changes to the Reed Campus Buildings, RRF secondary cooling system, changes in job titles, new terminology in 10CFR20, and other changes and corrections. The changes will be described for each section, except that global changes will be described once at the beginning. An attempt has been made to indicate changes in a consistent manner:

Text which has been deleted is indicated in ~~Strikeout~~. Text which has been added is indicated in **Shadow**. Each paragraph which contains a change has a bar in the right margin.

Global Changes

The entire document has been reformatted so that revisions are easier. The diagrams and figures were replaced. Several minor spelling or grammatical errors have been corrected.

A new Chemistry Building has been constructed and the previous Chemistry Building has been converted into the Psychology Building. Thus the RRF is now attached to the Psychology Building.

The title of the Vice-President – Provost has been changed to Dean of the Faculty. The Vice-President – Treasurer has no responsibility for the RRF so that title has been removed; the Dean of the Faculty reports directly to the President of Reed College.

Specific Changes

- §2.2.3 The Associate Director was given permission to approve reactor experiments.
- §2.2.4/5 Moved the responsibility for developing and conducting the annual emergency drill from the Health Physicist to the Reactor Supervisor. This is more in keeping with their other responsibilities and reflects actual practice.
- §2.2.5 Added the word "supervise" for the Health Physicist's description since it occurs under the delineated duties.
- §2.2.6.1 Corrected the name of the Reactor Review Committee in this paragraph.
- §2.3 Clarified that non-faculty may also be members of the Reactor Operations Committee. They are appointed based on their experience.

Clarified that the Reactor Operations Committee evaluates the annual emergency drill; they do not develop or conduct it.
- §2.3.2 Added the Radiation Protection Plan to the Radiation Safety Committee audit schedule in accordance with the new 10CRF20.
- §3.1.18 The new secondary cooling system is a closed system; it does not use lake water. Also, when testing the heat exchanger, we drain the secondary system side and look for leaks. Thus the exception to maintaining secondary side pressure higher at all times.

- §5.1.4 Revised the definition of a radiation area to match the new 10CFR20.
- §6.3.b.ii Clarified that not ALL personnel on a tour needed dosimetry, but at least two per group are required.
- §6.4 Simplified the wording so that visitors may watch through other windows (such as the control room window), not just the window in the corridor.
- §7.2 Corrected the paragraph reference.
- §7.4 Specified that reformatting procedures does not require committee approval.