



Consumers
Power
Company

COPY

General Offices: 212 West Michigan Avenue, Jackson, Michigan 49201 • Area Code 517 788-0550

September 9, 1974

Directorate of Licensing
US Atomic Energy Commission
Washington, DC 20545

Re: Docket No 50-255
License No DPR-20
Palisades Plant

Gentlemen:

Attached hereto is a submittal which was prepared July 29, 1974, transmitting two abnormal occurrence reports that occurred at the Palisades Plant. Based on a recent review, we believe it is possible that this submittal was not duplicated or mailed. Both abnormal occurrences were reported to the Directorate of Regulatory Operations, Region III, by telephone and telegram within twenty-four (24) hours of the occurrences.

Normally, after drafting and review of drafts of such reports, the draft is taken to Consumers Power Company's Stenographic Department for typing in a form suitable for reproduction. After it is typed, it is returned to the Nuclear Licensing Administrator for final review and it is then taken to our Graphic Arts Department for reproduction. The reproduced copies are returned to the Licensing Administrator for signature and distribution.

The steps outlined above are normally performed by an employee who at the time of the preparation of this report was on vacation. Also, during that same time period, an unusually large number of submittals were made to the AEC. It appears that in the confusion of my trying to substitute for an employee on vacation, with a large number of documents (both incoming and outgoing) to distribute, I apparently mislaid this report after it was returned from the Stenographic Department.

Our procedure for final preparation and submittal to the AEC of information has evolved informally over a long period of time. Several years ago, the number of documents was smaller and the status of each document could easily be remembered. At the present time, the number is much larger and, therefore, the location in the final production stages is difficult to keep track of. This inadvertent omission points out the need for written instructions sufficiently detailed so that other employees can fulfill the task of coordinating the final preparation and distribution of license-related documents.

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Directorate of Licensing
Palisades Plant
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To minimize the possibility of a future recurrence of a similar instance, I am developing written instructions complete with status records for the processing and distribution of all correspondence to and from the AEC. These instructions will be completed and in use by October 1, 1974.

Yours very truly,

Ralph B. Sewell (Signed)

RBS/mel

Ralph B. Sewell
Nuclear Licensing Administrator

CC: JGKeppler, USAEC