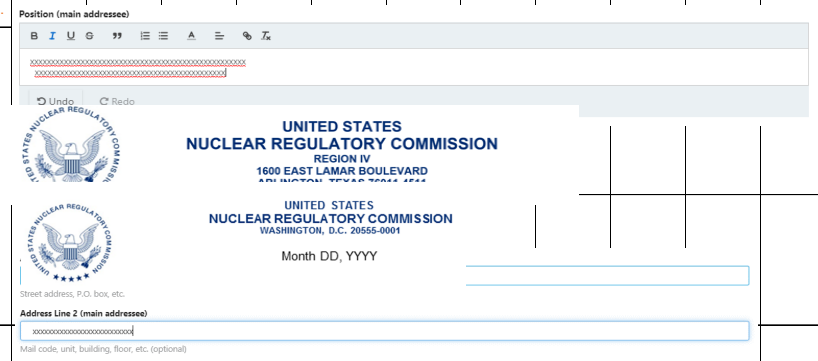
RIV ISTAR AND CORRESPONDENCE ISSUES LIST

Green - Agree
Orange - Partial
Blue - No Action

	Issue Description	Initial Review	DRO Review	DRO Assessment
	1.) Cover Letter			
A	Ensure the salutation does not include the suffix with the name, but include the suffix in the address and in the header of the report (i.e., Dear Mr. Dent, exclude the Jr.).	Yes. See example on page 322 of the GPO Style Manual and results from Google. ISTAR takes name information from address line for salutation - not sure if ISTAR fix but can be manually fixed once report is downloaded (with no issues).	Currently, Cover Letter does not have a field for the Suffix. One would need to be programmed in.	Adding or subtracting the Suffix from the cover letter is a minor action. Programming in the Suffix Field would potentially be a 4 week process (2 weeks programing, 2 weeks testing). No actions recommended.
B	For the address block, the title should be on the same line, unless it goes past the middle of the page, then wrap and indent two spaces.	Yes. See pages 28 and 43/44 of OEDO Procedure 0357. Can be entered the correct way in ISTAR. Can add multiple lines to that field. User would need to know when to break off.	Report generator already supports this action via manual correction of the entry. No programing changes needed.	No Actions required.
C	Color of Letterhead. NRC Seal is a lighter blue than the letterhead.	Maybe. See (updated) NRC letter template compared to report cover letter. Appears to be the same if not very similar. Not an ISTAR issue.	Letterheads and seals appears sufficiently identical to OEDO 0357	No Actions Required.
D	Ensure to wrap long titles in addressee block that extend past middle of page and then indent the remainder of the line (ISTAR is not currently auto-wrapping those lines extending past the middle of the page.)	Yes. See page 28 of OEDO Procedure 0357. Can be entered the correct way in ISTAR by using the second line of Address in most cases.	Report generator already supports this action via manual correction of the entry. No programing changes needed.	No Actions required.
E	There should be 2 spaces between the State and Zip (in address block only).	Maybe. Could not find expectation stated in any NRC guidance (2 spaces was taught in NRC Correspondence Management course). Tables in OEDO Procedure 0357 show 2 spaces after zip code but not stated anywhere in procedure. GPO Style Manual (pages 313 and 317) state/show regular (one) space to be used preceding zip code.	OEDO 0357 lists most examples with 1 space and is itself inconsistent with practice.	No Actions required.
F	Page numbers should be centered in heading on pages 2 and 3 (at 3.1) and align with closing and signature block. Page numbers in footer should also be centered (at 3.1) to align. Closing and signature block should also be centered 3.1 and aligned with page number at top in the header.	Maybe. *Page numbers are already centered* **Agree with centering closing and signature block (see page 49 of OEDO Procedure 0357)** ***Center should be 3.25" not 3.1" (MS Word shows center being at 3.25" of 8.5" with 1" left and right margins).*** Region I was following NRC Correspondence Management course guidance and not 0357 guidance on this.Inconsistent guidance.***Inconsistent guidance.***	Guidance is inconsistent in OEDO 0357, See page 55 in which the signature block does not align with the Page number, and page Number is center on 3.25" not 3.1".	Template can be modified to ensure Signature block aligns with Page Number.
G	Spacing of letterhead before address block. Spacing incorrect between letterhead, date and address block. Center the date two lines below the NRC seal of the letterhead once the letter is signed. Type the address two inches from the top of the page.	Maybe. NRC stationery and 0357 inconsistencies. HQs address block is 2 lines shorter than regional addresses so difficult to follow guidelines provided. See updated template/cover letter comparison.	iStar already has the signature date 2 lines below the letterhead, also the letterhead has a variable height to account for the different Regions.	No Actions required.
H	Include unit numbers with the full site names in the subject lines and through the report "Units 1 and 2" where appropriate. The system is inconsistent from station to station on the use of the unit designators.	No. This information is entered by user in cover letter section of ISTAR.	iStar uses the "Legal plant Name" and does not include the unit #'s of the report. IMC 0611 states to include Unit # in the body of the cover letter and the cover page, but not in the subject line. Addressing inconsistency will require programming.	Programming the Unit #'s into the report similar to the IMC 0611 Template will require programing effort to modify the Cover Letter and Page. Recommend to modify 0611 to allow ISTAR output that includes Docket Numbers in lieu of Unit #s.



I	As shown in Figure 5 of the OEDO Procedure – 0357, Correspondence Management, the Docket No. is shown as 50-xxx and not as 05000xxx. The docket and license numbers should be in short format and allow one space between each word/number (Example: **Docket No. 50-416**).	No. Expectation not stated anywhere in NRC guidance documents (figures used as guidelines). ***Docket info is pulled (as is) from MDM system/program. Meets intent and in format used by ADAMS***	While OEDO 0357 lists the dockets in short form, IMC 0611 lists them in long form, which is consistent with the ADAMS format. A modification to OEDO 0357 is warranted to align with ADAMS.	Reach out to OEDO 0357 lead to align their guidance with ADAMS.											
K	Formatting for enclosures is two lines, even with the left margin no indentation Enclosure As stated ISTAR automatically indents.	No. Not an issue any longer. Was resolved some time ago.	No issue. Report Generator is currently in alignment with IMC 0611	No Actions required.											
L	The last paragraph of the letter (This Letter and Its enclosure, and your response ---) has to be attached to the complimentary closing, signature, etc. ISTAR automatically starts page off with "Sincerely". Do not carry over paragraph unless there are two lines of text. Signature page should have a minimum of two lines. "Sincerely" cannot be the first item on the page.	Yes. ISTAR programming issue, but can be manually done once report is downloaded from ISTAR (with no issues). Should be looked into as long term fix. We have had challenges doing this. We have tried on several occassions.	Concur with Issue. Will require programming to address, but current work arounds are sufficient.	Have iStar properly enter page breaks to ensure signature page is adequate.											
M	Title of approver consistency. ISTAR: John Doe, Chief Reactor Projects Branch A Division of Reactor Projects MD 3.57: John Doe, Title Project Branch 2 Division of New Reactor Licensing Office of New Reactors RIV Admin Recommends: John Doe, Chief Project Branch A Division of Reactor Projects	No. Region IV preference (different for each region prior to ISTAR standard). Discussion may be needed for consistency or preferences. ***Branch name can be changed in RRPS if needed (by regional TSATs).***	iStar matches guidance in IMC 0611 but does not match guidance in OEDO 0357.	No actions recommended.											

	Issue Description														
2.) Concurrence Page															
A	**Remove the word "*SUBJECT*"**. ISTAR example: SUBJECT: COLUMBIA GENERATING STATION – INTEGRATED INSPECTION REPORT 05000397/2019004 MD 3.57 example: COLUMBIA GENERATING STATION - INTEGRATED INSPECTION REPORT 05000397/2019004 DECEMBER 21, 2019.	No. According to updated letter template, SUBJECT stays and DATE is added. No Issue	iStar matches guidance in IMC 0611 but does not match guidance in OEDO 0357.	No actions recommended.											
B	**DISTRIBUTION:** should be bold	YES. Acccording to updated letter template, DISTRIBUTION should be bold.	iStar is in alignment with IMC 0611, however, neither are in alignment with OEDO 0357.	Template can be modified to ensure **DISTRIBUTION:** is bolded.											
C	ISTAR has a three line concurrence block. RIV recommends a four line concurrence block. ISTAR example: Office/Division Name Date RIV Recommendation: Office/Division Name Signature Date	No. Current concurrence grid aligns closer with OEDO Procedure 0357.	iStar is in alignment with OEDO 0357.	No actions recommended.											

	Issue Description														
3.) Title Page															
A	Inspection Dates: Recommend removing leading zero in the date (i.e., July **0**2, 2019) if possible.	Yes. Follows examples in all NRC guidance documents and GPO Style Manual (currently not in accordance with NRC guidance).	Concur with Issue. Will require programming to address, but current work arounds are sufficient.	Have iStar properly enter date according to guidance.											
B	Periodically, names of SPEs or SRAs who did not actively inspect during the quarter will be included on the inspectors list.	User Issue.Should not be marked as on-site if not.	Issue is related to User Error.	No Actions required.											
C	Title of approver consistency. ISTAR: John Doe, Chief Reactor Projects Branch A Division of Reactor Projects MD 3.57: John Doe, Title Project Branch 2 Division of New Reactor Licensing Office of New Reactors RIV Admin Recommends: John Doe, Chief Project Branch A Division of Reactor Projects	No. Region IV preference (different for each region prior to ISTAR standard). Discussion may be needed for consistency or preferences. ***Branch name can be changed in RRPS if needed (by regional TSATs).***	iStar matches guidance in IMC 0611 but does not match guidance in OEDO 0357.	No actions recommended.											

	Issue Description														
4.) Summary															
A	In each writeup do we need to spell out non-cited violation or use abbreviation (NCV)? This is not consistent.	No action needed.	Not an RPS issue	No Actions required.											
B	Should CFR be spelled in the Summary? For example: Is it appropriate to document "10 CFR Part 20" or should it be "Title 10 *Code of Federal Regulations* Part 20?"	No action needed.	Not an RPS issue	No Actions required.											
	Issue Description														
5.) Reactor Safety															
A	Intro paragraph has not printed out: "The inspectors evaluated system configurations during partial walkdowns of the following systems/trains:" It only prints if I click in the field or combine this into one sentence. This feature needs to be spelled out for the users!! Maybe text to cue us if only one sample?	No action needed.	Not an RPS issue	No Actions required.											

	Issue Description														
6.) Throughout the Report															
A	Throughout the entire report, the admin must manually add two spaces after each sentence. RRPS only saves one space between sentences.	No. Tested and issue not seen/experienced - may be user error. User Issue NRC guidance is inconsistent (some use one space, some use two).*	ISTAR appears to default to 1 space for item entries. ISTAR will even revert to 1 space even after saving with 2 spaces if the text is reopened and saved.	Bug that needs addressing											
B	Line spacing throughout the report is inconsistent and is not in compliance with the Agency Style Guide Expectations. Examples: a) Double space between bullets with more than one line (i.e., exit meeting section), b) double space after each underlined heading (i.e., under procedures), and c) remove any extra lines in triple spaces also under procedures.	No. Expectations not clearly stated in any NRC guidance documents. Need to treat as special case.	Issue is related to User Error.	No Actions required.											
C	Random numbers are mixed with bullets through the reports for seemingly no reason. This may be a human error instead caused by *copying and pasting* information into ISTAR.	No action needed. User Issue	Issue is related to User Error.	No Actions required.											
D	Bullets with more than one line should be double-spaced between each bullet for easier readability. Bullets with one line should be single-spaced.	No. Expectations not clearly stated in any NRC guidance documents. Need to treat as special case	Issue is related to User Error.	No Actions required.											
E	Double space after all underlined headings.	No. Everything is single spaced. Expectations not clearly stated in any NRC guidance documents; previous inspection reports did not use this format	ISTAR appears to be double spacing after headings, so no issue noted.	No Actions required.											
F	Remove any triple spacing in the report as it is not needed for readability. (Please **note** that if the information is initially saved in RPS with an extra space, the system will not save any corrections with the spacing.)	No. User IssueNo action needed.	ISTAR appears to default to 1 space for item entries. ISTAR will even revert to 1 space even after saving with 2 spaces if the text is reopened and saved.	Bug that needs addressing											
G	Add two spaces after all colons.	No. User Issue.No action needed.	The only template that has only 1 space after colons is IP 71151 in which it lists all the IP subparts with Colons with only 1 space.	Template for IP 71151 will need modification											
H	Add a line between paragraphs throughout the Items section paragraphs for easier readability.	No. Unclear on enhancement/issue	ISTAR allows for double spacing between paragraphs.	No Actions required.											
I	Currently ISTAR defaults to incorrect numbering of samples, even if only one sample for the IP subsection. If there is an "a" there should be a "b". if there is a "1" there should be a "2" and so forth.	No. Numbering is done this way for a specific reason (see Marc F. for clarification)	ISTAR numbering is carefully mapped to the numbering used in IPs. ISTAR is not numbering chronologically.	No Actions required.											

J	Tables are split between two pages.	Yes. Not sure if ISTAR fix but can be manually done once report is downloaded from ISTAR (with no issues).	Tables for items are typically too large to not have them split. Manually addressing critical failures of output will be required.	No Actions required.											
K	ISTAR will not allow symbols, such as ">/=" or "≥". This has to be changed by the Site AA.	Yes. Workarounds can be used to enter/allow symbols	Concur with Issue. Will require programming to address, but current work arounds are sufficient.	Have iStar properly enter symbols											
L	Identifying references in the LER Samples - Ghost Text not aligned with the NRC Style Guide. NRC Style Guide shows "ADAMS Accession No. MLXXXXXXXXX"	Issue resolved/fixed in system. Template updated.	Not an RPS issue	No Actions required.											

	Issue Description														
7.) Exit Meeting and Debriefs															
A	Double space between each bullet.	No action needed (Guidance is to keep with ISTAR).	Not an RPS issue	No Actions required.											

	Issue Description														
8.) Tables - Attachment															
A	Identical duplicate lines are showing up in tables.	Region I not seeing this issue. May be occuring when adjust column widths in Word. Should leave as is.	Need an example to trouble shoot issue.	No Actions required.											
B	Inconsistent date formats in tables.	User Issue. No action needed.	Not an RPS issue	No Actions required.											
C	Due to the complexity of the table format, the site AA is unable to enlarge the Designation column and narrow the Title column to balance the table. Also, the table printed out in portrait orientation in the final version submitted to ADAMS. This makes it VERY small and difficult for the reader. Either this should be corrected, or we should modify the table to eliminate all the white space in the first two columns	Tested and issue not seen/experienced.	Recommended to not adjust the Table. Need an example of the Protrait vs Landscape issue to trouble shoot.	No Actions required.											