

ISFSI SAFETY REVIEW COMMITTEE CHARTER	Identifier: CTR-19
	Revision: 12
	Page: 1 of 6

INTEC	Charter	For Additional Info: http://EDMS	Effective Date: 04/15/09
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1. INTRODUCTION

The role of the Independent Spent Fuel Storage Installation (ISFSI) Safety Review Committee (SRC) is to provide a management level review of issues and activities related to nuclear safety that involve Department of Energy Idaho Operations Office (DOE-ID) facilities licensed by the Nuclear Regulatory Commission (NRC) and operated by the Idaho Cleanup Project (ICP) contractor. This charter establishes the authorities, organization and activities of the SRC.

The review provided by the ISFSI SRC is in addition to the reviews provided by facility organizations that are a part of routine facility operations. In general, information specified in the Technical Specifications regarding nuclear safety related activities at NRC licensed facilities is reviewed and evaluated by the SRC. Based on the evaluations, the SRC advises senior ICP management concerning the adequacy and effectiveness of policies, programs, and procedures related to nuclear safety. (SAR 9.1.3.1)

2. STATEMENT OF AUTHORITY

The ISFSI SRC is authorized to:

- A. Access ICP nuclear facilities licensed by the NRC
- B. Inspect activities supporting these nuclear facilities
- C. Interview personnel supporting these activities
- D. Inspect records associated with these activities
- E. Obtain advice and services of technical specialists within ICP, and outside consultants through contractual arrangements
- F. Initiate special audits and investigations to aid in identifying and resolving problems related to nuclear safety.

3. ORGANIZATION

3.1 Sponsorship

- 3.1.1 The ISFSI SRC shall be sponsored by the INTEC Area Projects manager who is a senior executive within ICP.

ISFSI SAFETY REVIEW COMMITTEE CHARTER

Identifier: CTR-19

Revision: 12

Page: 2 of 6

- 3.1.2 The ISFSI SRC shall report to the INTEC Area Projects manager regarding Committee activities; SRC members will typically report to their individual departments as appropriate but to the Idaho Nuclear Technology and Engineering Center (INTEC) Area Projects manager for ISFSI SRC functions.

3.2 Membership

- 3.2.1 The ISFSI Safety Review Committee shall consist of a Chair, an alternate Chair and at least five members or alternates who meet the qualifications described in Step 3.4 of this charter and who are employed or contracted by the ICP contractor.
- 3.2.2 In accordance with the Fort St. Vrain (FSV) ISFSI, Three-Mile Island Unit 2 (TMI-2) ISFSI, and Idaho Spent Fuel Facility (ISFF) technical specifications, the DOE-ID ISFSI Facility Director or designated alternate shall be an ex-officio member of the committee.

3.3 Appointments

- 3.3.1 The Chair, members, and alternates shall be appointed in writing by the INTEC Area Projects manager. Appointees may include outside consultants, industry peers, and representatives from other national laboratories.
- 3.3.2 The DOE-ID ISFSI Facility Director shall be informed of all appointments to the committee through distribution of ISFSI SRC meeting minutes.

3.4 Qualifications and Training

- 3.4.1 The Chair, members and alternates of the ISFSI SRC shall have Baccalaureate degree(s) in an engineering or physical science field. Each member and alternate shall have a minimum of five years technical experience in one of the following disciplines such that each discipline is represented by one member and his alternate: (SAR 9.1.4.1)
- A. Radiological safety
 - B. Criticality safety
 - C. Nuclear facility operations
 - D. Nuclear quality assurance
 - E. Engineering.

ISFSI SAFETY REVIEW COMMITTEE CHARTER

Identifier: CTR-19

Revision: 12

Page: 3 of 6

- 3.4.2 Subject-matter experts in specialized fields such as mechanical, electrical, structural, civil engineering, chemistry, or metallurgy may be called upon to provide consultation to the committee provided they have a technical degree and a minimum of three years of experience in their field.
- 3.4.3 In special cases, the Chair, regular and alternate members of the ISFSI SRC may be appointed without an academic degree in engineering or physical science. In these special cases, the requirement for a degree may be replaced with an additional five years experience in the technical area (but not necessarily at supervisory level) specified for that position (for a total of ten years experience).
- 3.4.4 The Chair will formally accept the resume from each member and alternate. The acceptance of a resume will establish the qualifications as adequate. Resumes shall be kept on file.
- 3.4.5 The SRC shall provide oversight of ISFSI activities.
- 3.4.6 The Chair, members, and alternates shall be trained in the following:
- A. 10 CFR 72.44 and 72.48 processes
 - B. QA program indoctrination
 - C. NRC requirements
 - D. FSV ISFSI technical specifications and license basis
 - E. TMI-2 ISFSI technical specifications and license basis.
 - F. ISFF technical specifications and license basis (sometime after license transfer, but prior to any active oversight).

3.5 Meetings

- 3.5.1 The committee shall meet at least once every twelve months and at least once not more than three months prior to the loading, unloading, or moving of stored fuel.
- 3.5.2 A quorum must be present for the ISFSI SRC to conduct business. A quorum of the SRC shall include a minimum of the Chair or Alternate Chair, three committee members representing the technical disciplines appropriate for matters under consideration and the DOE-ID ISFSI Facility Director.

ISFSI SAFETY REVIEW COMMITTEE CHARTER

Identifier: CTR-19

Revision: 12

Page: 4 of 6

- 3.5.3 Minutes of each meeting shall be sent to the INTEC Area Projects manager, DOE-ID ISFSI Facility Director, and the SRC members.

3.6 Responsibilities

- 3.6.1 The Chair shall:

- A. Maintain personal training
- B. Update training requirements for the entire Committee and provide resources
- C. Ensure compliance with technical specifications concerning the ISFSI SRC
- D. Determine scope of Committee reviews
- E. Approve agendas for meetings
- F. Promptly notify alternate Chair of unavailability for meeting and familiarize the alternate Chair of assessment status and concerns
- G. Verify meeting quorum
- H. Conduct ISFSI SRC meetings
- I. Issue minutes of Committee meetings
- J. Approve changes to the ISFSI SRC Charter.

- 3.6.2 The Alternate Chair shall:

- A. Maintain personal training
- B. Assume the responsibilities of the Chair as requested
- C. Perform the duties of a member.

- 3.6.3 Members shall:

- A. Maintain personal training
- B. Perform timely reviews of nuclear safety related material as assigned
- C. Contribute to the resolution of comments made or received during the review process
- D. Actively participate in Committee meetings
- E. Promptly notify alternate members of unavailability for meeting.

ISFSI SAFETY REVIEW COMMITTEE CHARTER

Identifier: CTR-19

Revision: 12

Page: 5 of 6

3.6.4 Alternate members shall:

- A. Maintain personal training
- B. Assume the responsibilities of members upon notification of unavailability for meetings.

4. COMMITTEE ACTIVITIES (TS 5.2.1.4 and/or SAR 9.1.3.1.1)

The SRC shall provide oversight of FSV ISFSI, TMI-2 ISFSI, and ISFF operation by performing reviews of:

- A. Performance indicators including:
 - 1. Audit findings
 - 2. Reportable events and conditions
 - 3. Technical specification violations.
- B. Evaluations performed pursuant to 10 CFR 72.44 (e), 10 CFR 72.44 (f), 10 CFR 72.48, TS 5.5.1.b, TS 3.3.1 (A)(3), TS 5.5.3.2 and TS 5.5.2.3 or changes to the following:
 - 1. Facilities or procedures defined in the Safety Analysis Report (SAR) (10 CFR 72.48)
 - 2. Technical Specification bases (TS 5.5.1.b)
 - 3. Essential programs (TS 5.5.2.3)
 - A. Quality Assurance Program
 - B. Radiological Environmental Monitoring Program
 - C. Training Program.
 - 4. Physical Protection Plan (10 CFR 72.44 (e))
 - 5. Emergency Response Plan (10 CFR-72.44 (f))
 - 6. Seal leak rate reporting criteria (TS 3.3.1.(A)(3))
 - 7. Natural Gas and Oil Monitoring Program (TS 5.5.3.2).
- C. Proposed license amendments including license renewal applications
- D. Selected activities of the as low as reasonably achievable (ALARA) Committee, the staff level document review committee, and performance of the staff level safety review committee(s) (Operational Safety Board)
- E. Routine facility operations and preparation for major operations such as ISFSI loading and defueling for potential safety hazards
- F. Special reviews at the direction of the DOE-ID ISFSI Facility Director.

ISFSI SAFETY REVIEW COMMITTEE CHARTER

Identifier: CTR-19

Revision: 12

Page: 6 of 6

5. CHARTER AND RECORDS CONTROL

- 5.1 The ISFSI Safety Review Committee Charter shall be maintained by the ISFSI SRC Chair.
- 5.2 Changes to the charter shall be reviewed and accepted by the Committee. Revisions to the charter shall be approved by the Chair. The Chair will make final decisions concerning disputed issues in the charter.
- 5.3 The charter and the revision history of the charter shall be maintained as QA lifetime records.
- 5.4 The following records will be retained in the INL Records Storage Facility as QA lifetime records in accordance with MCP-557, “Records Management”.
 - 5.4.1 Senior Executive sponsorship letters.
 - 5.4.2 ISFSI SRC membership appointment letters.
 - 5.4.3 Resume acceptance letters (including accepted resumes).
 - 5.4.4 Training records.
 - 5.4.5 Meeting minutes and the distribution thereof.