1.0 PURPOSE AND SCOPE

The purpose of the Plant Review Committee (PRC) is to:

- Review and concur with all positive potential inadequacy in the safety analysis (PISA) Unreviewed Safety Question (USQ) determinations
- Review other USQ determinations (e.g., negative PISA USQ determinations, positive USQ determinations that are not PISA evaluations) as requested
- Recommend actions (operational restrictions) required to place or maintain the facility in a safe condition for any PISA or positive USQ
- Review any facility specific categorical exclusion with the USQ evaluation
- Review and concur with safety basis changes (e.g., safety basis amendments, justifications for continued operations) requiring U.S. Department of Energy Office of River Protection (ORP) approval

NOTE: Review of annual updates for the Tank Farm, 242-A Evaporator, and 222-S Laboratory Documented Safety Analyses (DSAs) is optional.

- Review and concur with proposed elimination of Defense-in-Depth Features described in RPP-13033, “Tank Farms Documented Safety Analysis,” Table 3.3.2.3.2-2
- Review new information in a timely manner (hours to days) to determine whether PISA declaration is warranted
- Evaluate matters relating to safe operation of the tank farm facilities and recommend appropriate actions to the PRC Chairperson or alternate Chairperson as requested by the PRC Chairperson or Production Operations Manager.

2.0 IMPLEMENTATION

This procedure is effective on the date shown in the header.
3.0 RESPONSIBILITIES

3.1 Plant Review Committee Chairperson/Alternate Chairperson

- Presides over the PRC meetings.
- Approves the PRC meeting minutes.
- Appoints other members as necessary to maintain a quorum.
- Upon being advised of new information verbally or in the form of a Problem Evaluation Report (PER) that may constitute a PISA, convenes a PRC meeting for an initial evaluation within 2 - 3 working days.

3.2 Plant Review Committee Members

- Review positive USQ determinations for PISAs and (if requested) other USQ determinations (e.g., negative PISA USQ determinations, positive USQ determinations that are not PISA evaluations) if requested.
- Recommend actions (operational restrictions) required to place or maintain the facility in a safe condition for any PISA or positive USQ.
- Review any facility specific categorical exclusion with the USQ evaluation.
- Review and concur with safety basis changes (e.g., safety basis amendments, justifications for continued operations) requiring ORP approval.
- Review and concur with implementation actions documenting readiness to implement a safety basis change.
- Review and concur with proposed elimination of Defense-in-Depth Features described in RPP-13033, “Tank Farms Documented Safety Analysis,” Table 3.3.2.3.2-2.
- Review new information to determine whether PISA declaration is warranted or assists the Chairperson in the identification of resources to obtain the necessary information for a PISA determination.
- Evaluate matters relating to safe operation of the tank farm facilities and recommends appropriate actions to the PRC Chairperson or alternate Chairperson as requested by the PRC Chairperson or Production Operations Manager.

NOTE: Review of annual updates for the Tank Farm, 242-A Evaporator, and 222-S Laboratory DSAs is optional.
3.3 Plant Review Committee Secretary

- Coordinates PRC meetings.
- Notifies PRC members, alternate PRC members, DOE Office of River Protection (ORP) representatives, Defense Nuclear Facilities Safety Board (DNFSB) representative, Presenter (e.g., USQ Evaluator, Subject Matter Expert (SME), Safety Basis Change Manager, etc.), and others, as appropriate, of the time, date, place, and subject of the PRC meetings. The Chief Executive Officer (CEO)/Project Manager, and the Chief Operating Officer (COO) shall be included on distribution for all PRC activities.
- Obtains applicable documentation, as available, from the presenter for distribution to PRC members and alternate members for review before each PRC meeting.
- Prepares meeting minutes, obtains approval from the PRC Chairperson, and distributes the meeting minutes to the PRC members, alternate PRC members, ORP representatives, DNFSB representative, and other attendees.
- Monitors PRC open action items and coordinates closure.
- Enters action items in Electronic Suspense Tracking and Routing System (E-STARS), as required.
- Informs the PRC and actionees of the action item status on a regular basis.
- Maintains the list of PRC members and alternates.

3.4 Production Operations Manager

Approves voting members and alternates for the respective PRC.

4.0 PROCEDURE

4.1 Rules of Practice

4.1.1 Membership

The PRC will be comprised of the following members appointed in writing by the Production Operations Manager:

- Chairperson (non-voting member unless there is a tie vote)

NOTE: The Facility/Operations voting member(s) will be determined by the PRC Chairperson for each meeting, based on whether the topic is related to Production Operations or SST Retrieval only, or has impact to both organizations.
- Facility/Operations Management (voting member, as indicated below):
  - Production Operations
  - SST Retrievals
  - 222-S Laboratory.

- Engineering (voting member)

- Nuclear Safety (voting member)

- Project Contractor Assurance/ESH&Q (voting member, as indicated below):
  - The Project Contractor Assurance/ESH&Q voting member(s) will be determined by the PRC Chairperson for each meeting, based on whether the topic has an impact on the listed organizations.

- Secretary (Non-voting member).

Additional personnel, such as subject matter experts, may be invited to the PRC meeting to assist the PRC in the evaluation of agenda items.

4.1.2 Guidelines

1. Meetings shall be convened by the PRC secretary at the request of the Production Operations Manager, PRC Chairperson or Alternate PRC Chairperson.

2. The PRC Chairperson or alternate PRC Chairperson will determine the necessary attendance and quorum based on the PRC meeting agenda.

3. A quorum is requisite for a PRC vote.

4. In matters deemed urgent by the Chairperson, members or alternate members shall be considered present if they are in conference with the PRC via telephone communications.

5. Following review and approval of a safety basis amendment by the PRC, if changes are made to the amendment, the PRC chairperson shall determine if PRC review of the changes are required.

6. Voting members and designated alternate members, including the PRC chairperson, shall have current training in the following course: #350935 - Tank Farm USQ Evaluator Training.

7. The PRC secretary shall perform recordkeeping in accordance with TFC-BSM-IRM_DC-C-02.
4.2 Plant Review Committee Process

See Figure 1 for process.

NOTE: The CEO and COO shall be invited as optional attendees to all PRC meetings.

PRC Secretary

1. Coordinate a PRC meeting by notifying the members, alternate members, ORP representatives, DNFSB representative, presenter (e.g., USQ Evaluator, SME, Safety Basis Change Manager, Operations, etc.), and others, as appropriate, of the time, date, place, and subject of the meeting.

NOTE: Where appropriate, an informal meeting between Nuclear Safety, Presenter, and Operations may be conducted to review presentation prior to delivery to the PRC.

2. Obtain applicable documentation, as available, from the presenter(s) for distribution to members and alternate members for review.

NOTE: If convening the PRC meeting to present new information that may result in a PISA declaration, the meeting will be convened within 2 – 3 days of the PRC Chairperson being informed of the new information.

PRC Chairperson

3. Convene a PRC meeting.

NOTE: Presentations shall include a brief description of the issue, facility status, actions, and operational restrictions taken to date, as applicable. If needed, a presentation from an Operations representative should be included to discuss the impact of implementation with respect to resources and schedule, as applicable.

PRC Members

5. Concur with, or recommend modifications to, actions and operational restrictions taken to date.
Additional operational restrictions will be determined as deemed appropriate by the PRC members.

Members shall evaluate presentations of a PISA in accordance with TFC-ENG-SB-C-03 to verify condition is consistent with PISA criteria and not a TSR Violation as defined by HNF-SD-WM-TSR-006, “Tank Farms Technical Safety Requirements,” Administrative Control 5.4, Technical Safety Requirement VIOLATIONS.

6. Perform reviews as applicable.

7. Conduct a vote to confirm/concur with a positive USQ or PISA, or identify that additional information is required for a determination.

8. If the PRC does not confirm/concur with a positive USQ or PISA, establish actions necessary to resolve the issue.

   • This may include revision of the USQ/PISA determination or actions to obtain additional information or perform additional analysis.

NOTE: At the discretion of the PRC Chairperson, e-mail distribution and voting buttons may be used in lieu of a meeting in situations where minor changes are being made to documents previously reviewed by the PRC. If any member/alternate votes to reject the change, then a meeting shall be held.

9. If questions or comments are identified that require additional research or review, request the PRC secretary to coordinate scheduling of a future PRC meeting.

10. Identify, with the concurrence of the PRC members, the resources necessary to provide the additional information.

11. Support facility/operations manager, USQ evaluator, or others in issue resolution.

12. Prepare meeting minutes.

13. Distribute the draft meeting minutes to the PRC meeting attendees for comment.

14. Obtain meeting minutes approval from the PRC Chairperson.

15. Distribute the meeting minutes to the members, alternate members, meeting attendees, the company Chief Operating Officer and President, and the Chairpersons.

16. Ensure records are forwarded to the Imaging Operations mailbox “\WRPS Scanning” for retention into IDMS.
5.0 DEFINITIONS

No terms or phrases unique to this procedure are used.

6.0 RECORDS

The following records are generated during the performance of this charter:

- Plant Review Committee Records. Includes designation memos, agendas, meeting minutes, reports, and related records that document actions (not including technical records from screening, analyses and USQ evaluations).

The records custodian identified in the Company Level Records Inventory and Disposition Schedule (RIDS) is responsible for record retention in accordance with TFC-BSM-IRM_DC-C-02.

7.0 SOURCES

7.1 Requirements

No documents external to this procedure are required for performance.

7.2 References

7.2.1 RPP-13033, “Tank Farms Documented Safety Analysis.”

7.2.2 TFC-BSM-IRM_DC-C-02, “Records Management.”

7.2.3 TFC-ENG-SB-C-03, “Unreviewed Safety Question Process.”
Figure 1. Plant Review Committee Process.

1. PRC chairman identifies need for PRC meeting

2. PRC Secretary schedules meeting and provides electronic documents if available

3. PRC agenda item presented at PRC meeting

4. PRC members discuss item, vote, recommend operational restrictions or provide recommendations applicable to the agenda item

5. Do additional actions necessitate follow-on PRC meeting?
   - Yes: Schedule follow-on PRC meeting
   - No: Prepare and issue PRC meeting minutes