Proposed Startup Notification Report Content

Proposed by John Raulston

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| Unique Identifier | Means to uniquely find and/or reference a particular startup or restart listed on the Startup Notification Report. |
| Facility/Haz Cat | The structure where the startup or restart will take place along with its hazard category. This may be a complex of various buildings, but should be designated at the same level as the Safety Basis that will apply to the startup or restart. |
| Short Title | A brief descriptive sentence describing the startup or restart in general terms. |
| Organization | The organization that will be responsible for conducting the program work to be started or restarted. |
| Date of Last Operation | For restarts only, the date program work was last performed. |
| Reason for Shutdown | The reasons the startup or restart is not operational. |
| Projected Startup Date | The month and year that the startup or restart is projected to be authorized for operation |
| Proposed Review | The type and where applicable level of readiness confirmation proposed. [Exact wording depends on ORR/RA vs. Reviews] |
| Justification for proposed Review  | Provide the basis for why the proposed review type (and where applicable level) is appropriate |
| Proposed Startup or or Restart Authority | The specific position that is proposed to authorize the startup or restart after successful completion of the readiness confirmation. |
| Justification for proposed Startup or Restart Authority | Provide the basis for why the proposed Startup or Restart Authority is appropriate |
| SNR Category | he category reflects the approval status of the particular SNR item (e.g., Submitted for Approval, Approved, Completed, etc.). |
| Description | A detailed (~ 1 page) description of the startup or restart including hazards, complexity, and impacts on items such as the Safety Basis. |
| Comments | Comments may include such items as status and reasons for date changes. |
| Contact | The name, phone, number, e-mail address, or other means to reach the person most able to speak to the details of the startup or restart. |

**Frequency of Startup Notification Report Updates**

I propose that the DOE Order reflect that the Startup Notification Report will be updated quarterly unless the information from the prior quarters submittal is still accurate (i.e. proposed startup dates are correct and the scopes are still correct) and there have been no new items identified that require submittal.

**Scope of the Startup Notification Report**

I propose that the DOE Order reflect that the Startup Notification Report will contain startups or restarts that require any type of readiness confirmation review. Routine startups and restarts will not be listed unless they fall within the scope of the DOE Order. [This is intended to allow the other two task teams (Review Level Determination and Readiness Review Process) to define the scope of the Order.]

**Other Items of Interest**

Requirement to submit items 12 months prior to startup - I would recommend to the Task Team on Readiness Review Process that the Order contain words that take one of two approaches.

1. Provide graded criteria for this requirement such that:

* If an ORR or equivalent, is required then it must be submitted for approval at least 12 months prior to planned startup or restart date.
* If a lesser type review (i.e., RA, other than a checklist type review) is required then it must be submitted 6 months prior to the planned startup or restart date.
* If a checklist type RA is required, then it must be submitted 3 months prior to the planned startup or restart date.

2. Require that the startup or restart be submitted 12 months prior to the planned startup date unless a shorter time frame is justified. (Justification must be submitted on the SNRs

DOE SNR review responsibilities - The Order should reflect a general process for DOE review and approval of the contractor SNR submittals. I would suggest that the Order might contain words such as:

The Contractor is to submit updates to the Startup Notification report to the DOE or NNSA Site Office Manager responsible for the area where the startup or restart will take place. Upon receipt of the Contractor's Startup Notification Report submittal the DOE or NNSA Site Office will forward a copy to the cognizant headquarters technical authority for operational readiness. The Site Office Manager will ensure that the information submitted is promptly reviewed and provide a response to the Contractor in approximately 30 calendar days. The Site Office Manager response will be provided to the cognizant headquarters technical authority for operational readiness.