



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

(FSME-08-002, January, Training, G-205)

January 4, 2008

ALL AGREEMENT STATES, MICHIGAN, NEW JERSEY, PENNSYLVANIA, VIRGINIA

ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205) (FSME-08-002)

Enclosure 1 is the list of students from the States selected to attend the March 3-7, 2008 Root Cause Workshop (G-205). Please provide the list of students and the instructions (Enclosure 2) to each individual from your program that is on the list. Enclosed for your information is a tentative schedule for the course (Enclosure 3). Students attending this course should make their travel arrangements immediately and then submit their travel information needed for NRC to issue their travel authorization. (See invitational travel information in AD-500 at: <http://nrc-stp.ornl.gov/procedures/ad500.pdf>)

To assist us and other States, and to help ensure that States with candidates on waiting lists will have an opportunity to fill vacated slots that may open up after our course acceptance letters have been sent to you, we ask that you inform us of any cancellations 30 days prior to the course starting date or as soon as you are aware that you cannot attend.

If you have any questions regarding this correspondence, please contact me or the individual named below.

POINT OF CONTACT: Brenda G. Usilton
TELEPHONE: (301)415-2348

INTERNET: BGU@NRC.GOV
FAX: (301)415-3502

/RA/

Janet R. Schlueter, Director
Division of Materials Safety
and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

Enclosures:
As stated

AGREEMENT STATE STUDENT LIST FOR THE
ROOT CAUSE WORKSHOP (G-205)
MARCH 3-7, 2008
BETHESDA, MD

STATE	PARTICIPANT(S)
MICHIGAN MI Dept of Environmental Quality P.O. Box 30241 Lansing, MI 48909	Robert Skowronek
PENNSYLVANIA Dept. of Environmental Protection Rachel Carson State Office Bldg. P.O. Box 8469 Harrisburg, PA 17105-8469	Gerald Dworsak Andrew Gardosik James Dillard

INSTRUCTIONS TO STUDENTS

ACCEPTANCE: This is to advise you that those individuals in Enclosure (1) have been accepted for participation in the training course (G-205) "Root Cause Workshop." This course is scheduled to be presented March 3-7, 2008, at the Professional Development Center in Bethesda, Maryland, at 7201 Wisconsin Avenue, Suite 425. It is located 3.5 blocks from the Bethesda Metro stop. For non headquarters personnel traveling to the training, we suggest that you stay at a hotel that is on the metro line for your convenience.

COURSE: This course will be conducted beginning at 8:00 a.m. and end at 5:00 p.m. each day except for Friday, March 7, 2008, when the class is scheduled to end at 2:00 pm.

LODGING AND TRAVEL: You should plan to arrive on Sunday, March 2, 2008, and depart on Friday, March 7, 2008. Below is a list of hotels in the Bethesda, Maryland area. Participants must make their own lodging and travel arrangements. Individuals should request a government rate at the hotels. Below are a number of hotels in the area. If traveling by air, you need to contact Carlson Travel at 301-415-5006 for airline reservations. Please complete the invitational travel authorization request as described in [FSME Procedure AD-500](#), "Invitational Travel Authorization and Voucher" and return it to Traci Kime at TSK@nrc.gov or fax it to 301-415-3502. If you have any questions regarding the travel form please contact Traci on 301-415-8140.

Cellular phones and similar devices with audible capability should be disabled while classes are in session. Normal office/business attire is appropriate for students attending training.

Non-NRC attendees should allow sufficient time to process through security screening upon arrival at the training facility. A picture ID or some other form of ID is required. Close by hotels are:

Hyatt Hotel One Bethesda Metro Center Bethesda, MD (301) 657-1234 1-800-233-1234 *Near Bethesda Metro Station	Residence Inn 7335 Wisconsin Ave. Bethesda, MD (301) 718-0200 1-800-331-3131 *Across from Bethesda Metro Station
Bethesda North Marriott Hotel 5701 Marinelli Rd. Rockville, Maryland (301) 984-0004 1-800-859-8003 *Across from the NRC Headquarters	Embassy Suites at Chevy Chase Pavilion 4300 Military Rd., NW Washington, DC (202) 362-9300 1-800-362-2779 *One Metro Stop from NRC's PDC
Ramada Inn 1775 Rockville Pike Rockville, MD (301) 881-2300 1-800-255-1775 *Four Metro Stops from NRC's PDC	Hilton Hotel 1750 Rockville Pike Rockville, MD (301) 468-1100 1-800-222-8733 *Four Metro Stops from NRC's PDC

DAY ONE

- Introductions
- Root Cause analysis and the NRC
- Model Root Cause Analysis Program
- Top 10 Root Cause Analysis Problems
- Getting Started on Investigations
- Hardware Failure: Recognition & Analysis
- Analytical Techniques
- Events and Causal Factors Analysis
- Investigative Interviewing

LABORATORY

- Read case study
- Begin E&CF
- Plan for interviews

DAY TWO

- Presentation of Events and Causal Factors Chart
- Human Performance
- Change Analysis
- Hazard-Barrier-Target Analysis

LABORATORY

- Generate change analysis
- Generate H-B-T
- Generate fault tree
- Conduct interviews
- Update E&CF

DAY THREE

- Presentation of Change analysis, H-B-T Analysis and Preliminary Fault Tree Analysis
- MORT Analysis

LABORATORY

- Conduct MORT analysis
- Conduct interviews
- Update previous analytics

DAY FOUR

- Presentations of MORT Analysis
- Integrating Information
- Corrective Actions

LABORATORY

- Complete all interviews
- Complete all analyses
- Generate lists of facts, conclusions, recommendations

DAY FIVE

- Critique of Performance by Instructor(s).
- Final Questions, Evaluation, Close out.

LABORATORY

- Assemble all material including all analyses, lists of facts, conclusions, recommendations and other work materials
- Prepare for oral briefing
- Conduct oral briefing