



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

(FSME-08-030, March, Training, G-205)

March 27, 2008

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

ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205) (FSME-08-030)

Enclosure 1 is the list of students from the States selected to attend the May 19-23, 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 will be paid for by the U.S. Nuclear Regulatory Commission (NRC). Students should make their travel arrangements through Carlson Wagonlit Travel at 301-415-5006 immediately and then submit their travel information needed for NRC to issue their travel authorization (Appendix A) to Traci Kime (Fax 301-415-3502). (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/

Robert J. Lewis, Director
Division of Materials Safety
and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

Enclosures:
As stated

ROOT CAUSE WORKSHOP (G-205)
MAY 19-23, 2008
CHATTANOOGA, TN

STATE	PARTICIPANT(S)
ALABAMA Dept of Public Health The RSA Tower P.O. Box 303017 Montgomery, AL 36130-3017	Myron Riley
KENTUCKY Cabinet for Health & Family Services 275 East Main Street, HSIC-A Frankfort, KY 40621-0001	Steven Berrier
MICHIGAN MI Dept of Environmental Quality P.O. Box 30241 Lansing, MI 48909	Kenneth Cole
NEW JERSEY Division of Environmental Safety & Heath Dept. of Environmental Protection P.O. Box 415 Trenton, NJ 08625-0415	Jack Tway
PENNSYLVANIA Dept. of Environmental Protection Rachel Carson State Office Bldg. P.O. Box 8469 Harrisburg, PA 17105-8469	Richard Croll
TENNESSEE Division of Radiological Health TN Dept of Environment & Conservation 3rd Floor, L&C Annex 401 Church Street Nashville, TN 37243-1532	Stacey Hamilton
VIRGINIA Department of Health James Madison Bldg. Main Street Station 109 Governor Street, Room 730 Richmond, VA 23219	Charles Coleman

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 May 19-23, 2008, at the NRC Technical Training Center, 5746 Marlin Road, Suite 200, Osborne Office Center, Near Eastgate Shopping Center, Chattanooga, Tennessee 37411-5677, Telephone (423) 855-6500.

COURSE: This course will be conducted beginning at 8:00 a.m. and end at 5:00 p.m. each day except for Friday, May 23, 2008, when the class is scheduled to end at 2:00 pm.

LODGING AND TRAVEL: You should plan to arrive on Sunday, May 18, 2008, and depart on Friday, May 23, 2008. Participants must make their own lodging and travel arrangements. Individuals should request a government rate at the hotels. The following URL is for information regarding hotels located in the vicinity of the Technical Training Center: <http://www-nrc-training.ornl.gov/NRC/ttd/catalog.htm> The per diem for Chattanooga, TN area is 85/44/129 This means lodging/meals/not to exceed total. Tax is a separate line item on your voucher. There is no suitable lodging within walking distance, nor reliable public transportation, from the hotels to the Training Center; therefore, students should coordinate with students who have cars. or take a taxi to and from the training center. No rental cars will be authorized for travel. 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. You will receive a travel voucher for reimbursement after the course ends. Traci will mail it to your office.

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.

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

DAY TWO

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

DAY THREE

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

DAY FOUR

- Presentations of MORT Analysis
- Integrating Information
- Corrective Actions

DAY FIVE

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

LABORATORY

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

LABORATORY

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

LABORATORY

- Conduct MORT analysis
- Conduct interviews
- Update previous analytics

LABORATORY

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

LABORATORY

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