



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

(FSME-09-057, July, Training, G-205)

July 21, 2009

ALL AGREEMENT STATES, MICHIGAN, NEW JERSEY

ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205) – BETHESDA, MD
(FSME-09-057)

Purpose: To provide the list of students selected for the NRC Root Cause Workshop (G-205).

Background: NRC provides the list of students and instructions to the States to help ensure that States with candidates on waiting lists will have an opportunity to fill vacated slots that may open up after this notification letter has been sent.

Discussion: Enclosure 1 is the list of students from the States selected to attend the September 14-18, 2009 Root Cause Workshop (G-205). This course is to be held at the NRC's Professional Development Center in Bethesda, Maryland, at 7201 Wisconsin Avenue, Suite 425. 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). Tuition and travel expenses for 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 1-866-250-2160 immediately and then submit their travel information needed for NRC to issue their travel authorization (Appendix A) to Brenda Usilton (Fax 301-415-3502). (See invitational travel information in AD-500 at: <http://nrc-stp.ornl.gov/procedures/ad500.pdf>)

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 the student cannot attend the course.*

*This information request has been approved by OMB 3150-0029, expiration 08/31/2010. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and FOIA/Privacy Services Branch (T-5F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0029), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

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If you have any questions regarding this correspondence, please contact me at 301-415-3340 or the individual named below.

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

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

Robert J. Lewis, Director
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)
 SEPTEMBER 14-18, 2009
 BETHESDA, MD

STATE	PARTICIPANT(S)
CALIFORNIA Radiologic Health Branch Division of Food, Drug & Radiation Safety California Department of Health Services P.O. Box 997414 Sacramento, CA 95899-7414	Lisa Russell
KANSAS Dept. of Health & Environment 1000 SW Jackson, Suite 310 Topeka, KS 66612-1366	Jason Barney
OREGON Dept. of Human Services 800 NE Oregon Street, Suite 640 Portland, OR 97232-2162	Emal Wahab
SOUTH CAROLINA Dept. of Health & Environmental Control 2600 Bull Street Columbia, SC 29201	Mark Windham
TEXAS Dept. of State Health Services P.O. Box 149347 Austin, TX 78714-9347	Hope Alvarez John Snow Vanessa Danese

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 September 14-18, 2009, 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, September 18, 2009, when the class is scheduled to end at 2:00 pm.

LODGING AND TRAVEL: You should plan to arrive on Sunday, September 13, 2009, and depart on Friday, September 18, 2009. Below is a list of hotels in the Bethesda, Maryland area. The per diem for the Bethesda, Maryland area is 233/64/297. This means lodging/meals/not to exceed the total. 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 1-866-250-2160 for airline reservations. No rental cars will be authorized. Please complete the invitational travel authorization request as described in FSME Procedure AD-500, "Invitational Travel Authorization and Voucher" and return it to Brenda Usilton at Brenda.Usilton@nrc.gov or fax it to 301-415-3502. If you have any questions regarding the travel form please contact Brenda on 301-415-2348. 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:

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

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