



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

(FSME-13-004, January, Training, G-205)

January 11, 2013

ALL AGREEMENT STATES

ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205) – ATLANTA, GA –
February 25-March 1, 2013 (FSME-13-004)

Purpose: To provide the list of students selected for the U.S. Nuclear Regulatory Commission's (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 February 25-March 1, 2013 Root Cause Workshop (G-205). This course is to be held in Atlanta, Georgia, at the Region II Office. 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). The travel for the students attending this course will be paid for by the 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. Please go to the following website to download the Travel Application Form: <http://nrc-stp.ornl.gov/training.html> and then send it to Brenda.Usilton@nrc.gov or fax it to 301-415-3502. 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 11/30/2013. 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.

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

#RA#Pam Henderson for#

Brian J. McDermott, Director
Materials Safety and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

Enclosures:

1. List of students
2. Instructions for students
3. Tentative Schedule

ROOT CAUSE WORKSHOP (G-205)
ATLANTA, GEORGIA
FEBRUARY 25-MARCH 1, 2013

STATE	PARTICIPANT
CALIFORNIA Dept. of Health 1500 Capitol Ave., 5 th Floor, MS7610 Sacramento, CA 94817	Sally Ho
FLORIDA Dept. of Health Bureau of Radiation Control 4052 Bald Cypress Way, Bin C21 Tallahassee, FL 32399-1 741	Michelle Vornhagen
LOUISIANA Emergency & Radiological Services Div. P.O. Box 4312 Baton Rouge, LA 70821-4312	John Fontenot
NEW YORK STATE HEALTH Empire State Plaza Corning Tower 12 th Floor Albany, NY 12237	Sara Koch
OKLAHOMA Radiation Management Section P.O. Box 1677 Oklahoma City, OK 73101-1677	Jennifer McAllister
PENNSYLVANIA DEP – Bureau of Radiation Protection Rachel Carson State Office Bldg. P.O. Box 8469 Harrisburg, PA 17105-8469	Megan Harkins
SOUTH CAROLINA Dept. of Health & Environmental Control 2600 Bull Street Columbia, SC 29201	Leland Cave
UTAH Dept. of Environmental Quality 195 North 1950 West P.O. Box 144850 Salt Lake City, UT 84116	Spencer Wickham
WISCONSIN Dept. of Health Services P.O. Box 2659 Madison, WI 53701-2659	Lauren Ernest

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) ^ARoot Cause Workshop. [®] This course is scheduled to be presented February 25-March 1, 2013 at the NRC Region II Office located at Marquis One Tower, Room 945 (9th Floor), 245 Peachtree Center Ave, NE, Atlanta, GA 30303. Students will need to go the 12th Floor to the guard's desk, Suite 1200. Travelers will be escorted to the training room.

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 1, 2013, when the class is scheduled to end at 3:00 pm.

LODGING AND TRAVEL: You should plan to arrive on Sunday, February 24, 2013, and depart on Friday, March 1, 2013. Participants must make their own lodging and travel arrangements. Individuals should request a government rate at the hotels. No rental cars will be authorized for travel. If traveling by air, you need to contact Carlson Travel at 1-866-250-2160 for airline reservations. Please complete the Travel Application Form which is located at <http://nrc-stp.ornl.gov/training.html> 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. You will also go to the same website to receive a copy of the travel instructions and voucher reimbursement. Effective January 1, 2013 the mileage rate increased to 56.5 cents. 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. NonNRC attendees should allow sufficient time to process through security screening upon arrival at the NRC Region II Office. A picture ID or some other form of ID is required.

Below is a list of hotels that are located in Atlanta, GA. Individuals should request a Federal government employee rate at the hotels. The per diem for Atlanta, Georgia area is 133/56/189. This means lodging/meals/transportation not to exceed total. Tax is a separate line item on your voucher.

Hotels near Region II Office

Atlanta Marriott Marquis 265 Peachtree Center Avenue · Atlanta, Georgia 30303 USA
<http://www.marriott.com/hotels/travel/atlmq-atlanta-marriott-marquis/>

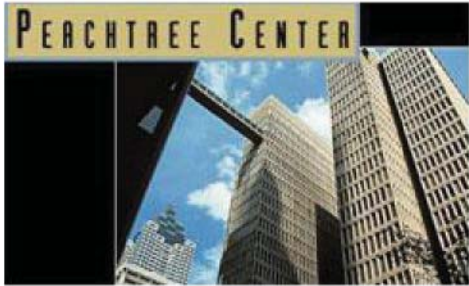
Hyatt Regency Atlanta 265 Peachtree Street NE, Atlanta, Georgia, USA 30303
<http://atlantaregency.hyatt.com/hyatt/hotels/index.jsp?extCorporatId=>

Hilton Atlanta http://www1.hilton.com/en_US/hi/hotel/ATLAHHH-Hilton-Atlanta-Georgia/index.do

Westin Peachtree Plaza
www.starwoodhotels.com/westin/property/overview/index.html?propertyID=1023

Sheraton Atlanta www.sheratonatlantahotel.com/

Region II Location & Directions



U.S. NRC Region II
Marquis One Tower
245 Peachtree Center Ave NE
Suite 1200 (12th floor)
Atlanta, GA 30303
(404) 997-4000
1 - 8 0 0 - 5 7 7 - 8 5 1 0
7am – 4:15pm Mon-Fri

From Hartsfield-Jackson Airport via MARTA

1. Take the North Line (to Doraville or North Springs) MARTA train to Peachtree Center station
2. Exit Peachtree Center station up escalators and follow the signs to Harris Street 3.
Proceed through the Food Court and follow the signs to **Marquis Tower One**

From I-75/I-85 heading north (Airport Area):

1. Take Interstate 85 north (will merge with Interstate 75 North) to downtown
2. Take the Andrew Young International Boulevard exit and follow the signs to Andrew Young International Boulevard
3. Turn right on Peachtree Center Avenue
4. Marquis One Tower will be on the right

From I-75/I-85 heading south:

1. Take Courtland Avenue exit and continue south to the 3rd traffic light
2. Turn Right onto Andrew Young International Boulevard. Proceed one block to Peachtree Center Avenue
3. Marquis One Tower will be on the right

From I-20 heading east or west:

1. Follow signs to I-85 north and exit at Andrew Young International Boulevard
2. Turn right on Peachtree Center Avenue
3. Marquis One Tower will be on the right

**G-205 Root Cause /Incident Investigation Workshop
Tentative Course Outline
February 25-March 1, 2013**

Monday, Day 1	8:00 - 12:00 noon	Welcome Investigations of Incidents RCA Concepts Event And Causal Factor Analysis
	12:00 – 1:00 I-M	LUNCH
	1:00 – 5:00 I-M	Case Study Assignment and Team Formation Team Case Study Assignment Effective teaming Communication Establishing roles
Tuesday, Day 2	8:00 - 12:00 noon	RCA Concepts Knowledge Check – Review Information Gathering Techniques Fault tree analysis
	12:00 – 1:00 I-M	LUNCH
	1:00 – 5:00 I-M	Team Case Study Assignment: Document review and data collection Apply RCA techniques Identify information gaps
Wednesday, Day 3	8:00 - 12:00 noon	RCA Concepts Knowledge Check – Review I-areto Analysis The Five-Whys - Barrier Analysis Management and Oversight Risk Tree
	12:00 – 1:00 I-M	LUNCH
	1:00 – 5:00 I-M	Team Case Study Assignment Apply ECFA, and other RCA techniques to the RCA Identify interview candidates Request and Conduct interviews
Thursday, Day 4	8:00 - 12:00 noon	RCA Concepts Knowledge Check – Review of previous day's material Management and Oversight Risk Tree, Cont'd - I-rocedure for MORT Analysis The Critical Incident Technique Advanced Interviewing
	12:00 – 1:00 I-M	LUNCH
	1:00 – 5:00 I-M	Team Case Study Assignment Applying MORT and Barrier Analysis to the RCA and Finalizing the Report Conduct interviews Demonstrate use of MORT chart Demonstrate use of two other RCA techniques Prepare draft "Out-Brief" presentation
Friday, Day 5	8:00 - 12:00 noon	Case Study Report Out I-resent RCA findings Explain approach Describe processes applied Walk through MORT diagram
	12:00 – 1:00 I-M	LUNCH
	1:00 – 3:00 I-M	Course Review