



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

(FSME-13-011, January, Training, G-205)

January 16, 2013

ALL AGREEMENT STATES

**ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205) –CHATTANOOGA, TN**  
MARCH 18-22, 2013 (FSME-13-011)

**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 March 18-22, 2013, Root Cause Workshop (G-205). This course is to be held in Chattanooga, Tennessee. 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](mailto:Brenda.Usilton@nrc.gov) or fax it to 301-4115-3502.

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.\*

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\*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](mailto:infocollects@nrc.gov), and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (31 50-0029), 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](mailto:Brenda.Usilton@NRC.GOV)  
FAX: (301) 415-3502

**/RA ADWhite for/**

Brian J. McDermott, Director  
Division of 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)  
March 18-22, 2013  
CHATTANOOGA, TN

STATE	PARTICIPANT
<b>ARKANSAS</b> Dept. of Health 4815 W. Markham St., Slot 30 Little Rock, AR 72205-3867	Robert Pemberton
<b>CALIFORNIA</b> Dept. of Health Services P.O. Box 997414, MS-761 0 Sacramento, CA 95899-7414	Julie Miller Geza Thomas Miko EricPulley
<b>FLORIDA</b> Dept. of Health Bureau of Radiation Control 4052 Bald Cypress Way, Bin C21 Tallahassee, FL 32399-1741	Alfredo Ortega Caleb Smith
<b>LOUISIANA</b> Emergency & Radiological Services Div. P.O. Box 4312 Baton Rouge, LA 70821-4312	Jabari Robinson Mark Chrisman

## 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 February 11-15 2013 at the U.S. Nuclear Regulatory Commission Technical Training Center (TTC). The TTC is located at 5746 Marlin Road, Suite 200, Osborne Office Center (near Eastgate Shopping Center) Chattanooga, Tennessee 37411-5677. The facility's telephone number is (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, March 22, 2013, when the class is scheduled to end at 3:00 pm.

**LODGING AND TRAVEL:** You should plan to arrive on Sunday, March 17, 2013 and depart on Friday, March 22, 2013. Participants must make their own lodging and travel arrangements. Please be sure to choose a hotel within the Chattanooga vicinity and within per diem. Individuals should request a Federal government rate at the hotel of their choice. The per diem for Chattanooga, Tennessee is 94/56/150. This means lodging/meals/not to exceed total per day. Tax is a separate line item on your voucher. No rental cars will be authorized for travel. If traveling by air, contact Carlson Wagonlit Travel at 1-866-250-2160 to book reservations. You may also access a copy of the travel instructions and voucher for reimbursement at the above website. Effective January 1, 2013 the reimbursement for mileage has gone up to 56.5 cents per mile. 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. 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](mailto: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.

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.

**G-205 Root Cause /Incident Investigation Workshop  
Tentative Course Outline  
March 18-22, 2013**

<b>Monday, Day 1</b>	8:00 - 12:00 noon	<b>Welcome</b> <ul style="list-style-type: none"> <li>• Investigations of Incidents</li> <li>• RCA Concepts</li> <li>• Event And Causal Factor Analysis</li> </ul>
	12:00 – 1:00 PM	LUNCH
	1:00 – 5:00 PM	<b>Case Study Assignment and Team Formation</b> <b>Team Case Study Assignment</b> <ul style="list-style-type: none"> <li>• Effective teaming</li> <li>• Communication</li> <li>• Establishing roles</li> </ul>
<b>Tuesday, Day 2</b>	8:00 - 12:00 noon	<b>RCA Concepts</b> <ul style="list-style-type: none"> <li>• Knowledge Check – Review</li> <li>• Information Gathering Techniques</li> <li>• Fault tree analysis</li> </ul>
	12:00 – 1:00 PM	LUNCH
	1:00 – 5:00 PM	<b>Team Case Study Assignment:</b> <ul style="list-style-type: none"> <li>• Document review and data collection</li> <li>• Apply RCA techniques</li> <li>• Identify information gaps</li> </ul>
<b>Wednesday, Day 3</b>	8:00 - 12:00 noon	<b>RCA Concepts</b> <ul style="list-style-type: none"> <li>• Knowledge Check – Review</li> <li>• Pareto Analysis</li> <li>• The Five-Whys <ul style="list-style-type: none"> <li>□ Barrier Analysis</li> </ul> </li> <li>• Management and Oversight Risk Tree</li> </ul>
	12:00 – 1:00 PM	LUNCH
	1:00 – 5:00 PM	<b>Team Case Study Assignment</b> <ul style="list-style-type: none"> <li>• Apply ECFA, and other RCA techniques to the RCA</li> <li>• Identify interview candidates</li> <li>• Request and Conduct interviews</li> </ul>
<b>Thursday, Day 4</b>	8:00 - 12:00 noon	<b>RCA Concepts</b> <ul style="list-style-type: none"> <li>• Knowledge Check – Review of previous day's material</li> <li>• Management and Oversight Risk Tree, Cont'd <ul style="list-style-type: none"> <li>□ Procedure for MORT Analysis</li> </ul> </li> <li>• The Critical Incident Technique</li> <li>• Advanced Interviewing</li> </ul>
	12:00 – 1:00 PM	LUNCH
	1:00 – 5:00 PM	<b>Team Case Study Assignment</b> <ul style="list-style-type: none"> <li>• Applying MORT and Barrier Analysis to the RCA and Finalizing the Report</li> <li>• Conduct interviews</li> <li>• Demonstrate use of MORT chart</li> <li>• Demonstrate use of two other RCA techniques</li> <li>• Prepare draft "Out-Brief" presentation</li> </ul>
<b>Friday, Day 5</b>	8:00 - 12:00 noon	<b>Case Study Report Out</b> <ul style="list-style-type: none"> <li>• Present RCA findings</li> <li>• Explain approach</li> <li>• Describe processes applied</li> <li>• Walk through MORT diagram</li> </ul>
	12:00 – 1:00 PM	<b>LUNCH</b>
	1:00 – 3:00 PM	Course Review