



**Procedure Title:**  
*Training for Agreement State Personnel*  
**Procedure Number: SA-600**

**Page: 1 of 3**

**Issue Date:**  
**01/22/01**

## **I. INTRODUCTION**

This procedure describes the process to be used by the Office of State and Tribal Programs (STP) staff for handling the NRC-sponsored training of Agreement State (AS) personnel.

## **II. OBJECTIVE**

To provide guidance to STP staff regarding the timely development and issuance of the annual training schedule, the proper handling of applications and billing information, coordination with the Technical Training Division (TTD) and after-course notification of student performance.

## **III. BACKGROUND**

In 1995, the STP training program was merged with the TTD. Since that time, STP staff has cooperated with the TTD in the selection of course contractors, the development of course content, the selection of candidates, the critique of contractor performance, and the performance of Agreement State personnel.

## **IV. ROLES AND RESPONSIBILITIES**

- A. The STP training coordinator is responsible for the development and issuance of the annual training schedule. The training schedule will be posted to our homepage website.
- B. The STP training coordinator is responsible for the receipt and retention of applications from Agreement States, maintaining folders for each course, the selection of candidates, and the notification to the Agreement State Program Director, the TTD course coordinator, and the Fee Branch billing contact regarding candidate acceptance. The training coordinator also keeps a final log of all students attending each course. This information will be used to determine how many students NRC trains on each particular course for a particular fiscal year.

- C. The STP training coordinator is responsible for receiving course applications and for notifying the Agreement State Program Directors regarding the results of each attendee's performance upon completion of the course.
- D. The STP training coordinator will be responsible for updating the STP home page when (training courses that did not have dates) have been scheduled or changed. The STP training coordinator will send out a notice on STP announcement.

## **V. GUIDANCE**

- A. STP will issue a list of courses, annually, that are part of the training offered for Agreement State personnel to be qualified to implement a materials licensing or inspection program. The issuance will include information on the tuition cost for each course and an application form that includes information on whether the State will be paying the tuition or intends to attend on a space available basis. State staff may apply at any time, but applications received after eight weeks before the start date of a course may not be considered for that course, if the selection process has already been completed. Late applications will be placed in the appropriate order for a standby list in the event that someone cancels from the course.
- B. When applications are received by STP, the secretarial staff will give them to the STP training coordinator. An e-mail will be sent by the training coordinator to TTD as applications are received. Each application will be entered into the Registrar by TTD. At approximately eight weeks the TTD will make a decision, based on both NRC and AS applications, whether a course will be held.
- C. The STP training coordinator will be in regular contact with the TTD course coordinator so that the distribution of space in the class will be equitable for NRC and the paying State students. When there are more NRC and paying State students than the class can accommodate, the students will be taken on a first come first in basis. The STP training coordinator will send the names of the paying AS students to the TTD registrar so that they will be logged in and a place reserved in the course for them.
- D. The STP training coordinator will also send an e-mail with names of space available students. At approximately eight weeks the training coordinator will determine if any space available students will be able to attend.

The STP training coordinator will select the AS candidates based on the following

priorities:

1. Applicants that have indicated that their State will pay the tuition will be selected first.
  2. Applicants that are attending on a space available basis will be selected second. The priority for selecting space available candidates will generally be handled on a "first come first serve" basis with consideration of evenly distributing such slots in cases where multiple applicants are submitted by one State, or when special needs are known.
  3. Applicants traveling solely or in part at NRC expense will be selected last.
- E. The STP training coordinator will prepare a final letter to the States. The letter will contain the information on payment for courses with tuition.
- F. Upon completion of a course, TTD will send STP a list of the actual students that attended the course.
- G. The training coordinator will send a list of paying students to the Fee Branch after the class has ended. The training coordinator, when notified by OCFO through their accounting report, will follow-up on any outstanding State payments that are overdue by more than 30 days.
- H. Upon receipt of the course grades from TTD, the training coordinator will prepare a letter to the appropriate AS radiation control program directors informing them of the performance of their staff. As appropriate, a course certificate or notice regarding AS personnel who did not pass the final examination will be attached to the letter.

## **VI. APPENDICES**

Appendix A - Sample All Agreement States Letter

Attachment 1- Annual Training Course Schedule

Attachment 2- Sample Form- Application For Training Course/Workshop

Appendix B - Sample All Agreement States Letter- Course Acceptance

Attachment 1- List of Course Participants

Attachment 2- Instructions to Course Participants

Appendix C - Sample After-Course Transmittal Letters to RCP Director

# APPENDIX A

## Sample All Agreement States Letter

ALL AGREEMENT STATES  
MINNESOTA, PENNSYLVANIA, WISCONSIN

### **TRAINING COURSE INFORMATION: TRAINING COURSE LIST FOR FISCAL YEAR 2001 (STP-00-075)**

The Nuclear Regulatory Commission (NRC) staff has updated the list of courses for fiscal year 2001 that directly relate to the Agreement State programs (Enclosure 1). The list includes the tuition costs for those courses taught by contractors. The State is responsible for the travel and per diem expenses and tuition costs, as listed, if they wish to reserve a space in a specific course. Otherwise, State staff may attend on a space available basis. If no designation is noted on the application form, we will consider the application as a space available application.

We have also enclosed the standard application form (Enclosure 2). Please complete the application form for each person attending a course and submit it to the Office of State and Tribal Programs (STP), ATTN: Brenda Usilton. Applications may be submitted at any time; however, applications should be received by STP a minimum of at least eight (8) weeks prior to the beginning of the course. The decision to hold or cancel the course will be made at that time. If an application is received for a course that does not have a date yet, then the application will be applied to the first date available for that particular course. Applications received after the eight week deadline will be considered if there is a cancellation by one of the students selected. This will be the case for paying applicants as well as space available applicants.

The complete list of all technical training courses can be viewed on the STP Home Page under Technical Training. All changes to the course schedule will be noted on the "What's New" area of the Home Page for a period of time. Changes for technical training courses will be made on the individual course descriptions and schedules. If you have any questions about a course schedule or contact, please consult the STP Home Page.

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

POINT OF CONTACT:	Brenda G. Usilton	INTERNET:	BGU@NRC.GOV
TELEPHONE:	(301) 415-2348	FAX:	(301) 415-3502

Frederick C. Combs, Deputy Director  
Office of State and Tribal Programs

Enclosure:  
As stated

Distribution:

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STP-A-4, T-3

## ATTACHMENT 1

### LIST OF NRC TRAINING COURSES IN FISCAL YEAR 2001

Course	Course Title	Dates	Location	Cost/Student
G-108	Inspection Procedures	3/12-16/01 09/17-21/01	Chattanooga, TN Chattanooga, TN	\$0
G-109	Licensing Practices and Procedures	3/5-9/01 09/10-14/01	Chattanooga, TN Chattanooga, TN	\$0
G-205	Root Cause/Incident Investigation Workshop	TBD1	N/A	\$1,638
G-304	Inspecting for Performance Materials Version	TBD1	N/A	\$265
H-109	Applied Health Physics	3/5-4/6/01	Oak Ridge, TN	\$7,417
H-111	Environmental Monitoring for Radioactivity	6/11-15/01	Oak Ridge, TN	\$1,900
H-117	Introductory Health Physics	7/16-20/01	Rockville, MD	\$0
H-119	Air Sampling for Radioactive Materials	6/4-8/01	Oak Ridge, TN	\$1,625
H-121	Multi-Agency Radiation Survey and Site Investigation Manual	TBD2	N/A	N/A
H-201	Health Physics Technology	4/30-5/11/01 10/15-26/01	Chattanooga, TN Chattanooga, TN	\$0
H-304	Diagnostic and Therapeutic Nuclear Medicine	TBD3	N/A	N/A
H-305	Safety Aspects of Industrial Radiography	TBD3	N/A	N/A
H-308	Transportation of Radioactive Materials	4/23-27/01 06/25-29/01	Chattanooga, TN Chattanooga, TN	\$709
H-312	Internal Dosimetry and Whole Body Counting	11/13-17/00	Chattanooga, TN	\$530
H-313	Teletherapy and Brachytherapy	TBD3	N/A	N/A
H-314	Safety Aspects of Well Logging	4/23-27/01	Houston, TX	\$0
H-315	Irradiator Technology	6/4-8/01 8/7-31/01	Montreal, Canada	\$1,635

TBD1 - Courses offered as needed. No dates/locations currently identified.

TBD2 - None schedule for FY01

TBD3 - Contract procurement in progress. Dates, location and cost cannot be determined until new contract awarded.

CHRONOLOGICAL LISTING OF NRC TRAINING COURSES FOR FY 2001

Dates	Course	Course Title	Location	Cost/Student
11/13-17/00	H-312	Internal Dosimetry & Whole Body Counting	Chattanooga, TN	\$530
3/5-9/01	G-109	Licensing Practices & Procedures	Chattanooga, TN	\$0
3/5-4/6/01	H-109	Applied Health Physics	Oak Ridge, TN	\$7,417
3/12-16/01	G-108	Inspection Procedures	Chattanooga, TN	\$0
4/23-27/01	H-308	Transportation of Radioactive Materials	Chattanooga, TN	\$709
4/23-27/01	H-314	Safety Aspects of Well Logging	Houston, TX	\$0
4/30-5/11/01	H-201	Health Physics Technology	Chattanooga, TN	\$0
6/4-8/01	H-119	Air Sampling for Radioactive Materials	Oak Ridge, TN	\$1,625
6/4-8/01	H-315	Irradiator Technology	Montreal, Canada	\$1,635
6/11-15/01	H-111	Environmental Monitoring for Radioactivity	Oak Ridge, TN	\$1,900
6/25-29/01	H-308	Transportation of Radioactive Materials	Chattanooga, TN	\$709
7/16-20/01	H-117	Introductory Health Physics	Rockville, MD	\$0
8/27-31/01	H-315	Irradiator Technology	Montreal, Canada	\$1,635
9/10-14/01	G-109	Licensing Practices and Procedures	Chattanooga, TN	\$0
9/17-21/01	G-108	Inspection Procedures	Chattanooga, TN	\$0
10/15-25/01	H-201	Health Physics Technology	Chattanooga, TN	\$0

**ATTACHMENT 2**

**APPLICATION FOR TRAINING COURSE/WORKSHOP**  
(Please Type)

Date: \_\_\_\_\_

**A. To be completed by Applicant**

1. Title of Course/Workshop: \_\_\_\_\_ Dates: \_\_\_\_\_

2. Name of Applicant: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business Telephone No.: \_\_\_\_\_

Business FAX Telephone No.: \_\_\_\_\_

4. Applicant's Current Title: \_\_\_\_\_

Description of current duties: \_\_\_\_\_

\_\_\_\_\_

5. List any previous training in health physics.

\_\_\_\_\_

\_\_\_\_\_

**B. To be completed by the State Radiation Control Program Director**

1. Please provide a brief statement indicating why you want this individual to attend this course.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Does attendance at this course require the approval of another agency or management official? If so, please have the official also sign the application.
3. By submitting this application, you are confirming that State funds are available for travel and per diem expenses.
4. For Courses/Workshops that have a tuition charge, the State agrees to pay tuition:

\_\_\_\_\_ **Yes**, in the amount of \_\_\_\_\_. Please send invoice or bill to (If different from Program Director):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **No**, the student will attend on a space available basis.

\_\_\_\_\_  
Signature of Radiation Control  
Program Director

The completed application should be sent to:

Brenda G. Usilton  
Mail Stop O-3H20  
Office of State and Tribal Programs  
U.S. Nuclear Regulatory Commission  
Washington, DC 20555

or FAXED to Office of State and Tribal Programs: 301-415-3502  
or E-mail to [**BGU@NRC.GOV**]

## **APPENDIX B**

### **SAMPLE ALL AGREEMENT STATES LETTER- COURSE ACCEPTANCE**

ALL AGREEMENT STATES  
MINNESOTA, PENNSYLVANIA, WISCONSIN

#### **TRAINING COURSE INFORMATION: ACCEPTANCE TO THE DIAGNOSTIC AND THERAPEUTIC NUCLEAR MEDICINE COURSE (H-304) (STP-00-002)**

Enclosure 1 is the list of students from the States selected to attend the March 6-10, 2000, Diagnostic and Therapeutic Nuclear Medicine Course (H-304). Please provide the list of students and the travel instructions (Enclosure 2) to each individual from your program that is on the list. States with students attending this course have agreed to pay travel expenses and where designated the tuition. To cover the tuition expense, each State should submit a purchase order or equivalent document, payable to the U.S. Nuclear Regulatory Commission, to the following address:

U.S. Nuclear Regulatory Commission  
Office of the Chief Financial Officer  
Attn: Leah P. Tremper  
Mail Stop T9E10  
Washington, DC 20555

The NRC will, in turn, issue you a bill (invoice). If for any reason your attendee is unable to attend, please submit to us a written purchase order, or equivalent to cancel, prior to the starting date of the course.

Course attendees should be encouraged to make travel and lodging arrangements as soon as possible. If for any reason a candidate is unable to attend, please contact us as soon as possible, so that alternative arrangements can be made.

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

POINT OF CONTACT:	Brenda G. Usilton	INTERNET:	BGU@NRC.GOV
TELEPHONE	(301) 415-2348	FAX	(301) 415-3502

Frederick C. Combs, Deputy Director  
Office of State and Tribal Programs

Enclosures:  
As stated

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## ATTACHMENT 1

### LIST OF COURSE PARTICIPANTS

**INSTRUCTIONS TO COURSE COORDINATOR:**

1. **Add Course Title and Dates:** \_\_\_\_\_
2. **List students in alphabetical order or provide list to Lead Secretary for Training to complete.**
3. **Tab to next column. Spell out *paying tuition* or *space available* for each student participating.**
4. **List only those States with participants. DELETE ALL OTHERS NOT NEEDED.**

STATE	PARTICIPANT(S)	PAYING TUITION/ SPACE AVAILABLE
<b>ALABAMA</b>  Office of Radiation Control Alabama Department of Public Health 201 Monroe Street, P.O. Box 303017 Montgomery, AL 36130-3017	1 2 3	1. Paying Tuition 2. Space Available 3. Space Available
<b>ARKANSAS</b>  Division of Rad Control & Emergency Mgmt Department of Health 4815 West Markham Street, Slot 30 Little Rock, AR 72205-3867	1 2 3	
<b>ARIZONA</b>  Arizona Radiation Regulatory Agency 4814 South 40th Street Phoenix, AZ 85040	1 2 3	
<b>CALIFORNIA</b>  Radiologic Health Branch Division of Food, Drug & Radiation Safety California Department of Health Services P.O. Box 942732 Sacramento, CA 94234-7320	1 2 3	
<b>COLORADO</b>  Laboratory & Radiation Services Division Department of Public Health & Environment 8100 Lowry Boulevard Denver, CO 80220-6928	1 2 3	
<b>FLORIDA</b>  Bureau of Radiation Control Department of Health 4052 Bald Cypress Way, BIN C21 Tallahassee, FL 32399-1741	1 2 3	
<b>GEORGIA</b>  Radioactive Materials Program Department of Natural Resources 4244 International Parkway, Suite 114 Atlanta, GA 30354	1 2 3	
<b>IOWA</b>  Bureau of Radiological Health Iowa Department of Public Health 401 S.W. 7 <sup>th</sup> Street, Suite D Des Moines, IA 50319	1 2 3	
<b>ILLINOIS</b>  Illinois Department of Nuclear Safety 1035 Outer Park Drive Springfield, IL 62704	1 2 3	

## ATTACHMENT 2

### INSTRUCTIONS TO COURSE PARTICIPANTS

**ACCEPTANCE:** This is to advise you that those individuals in Enclosure 1 have been accepted for participation in the training course (H-304), "Diagnostic and Therapeutic Nuclear Medicine." This course is schedule to be presented March 6-10, 2000 at the Advanced Health Education Center (AHEC) 8502 Tybor Street, Houston, Texas 77074, Telephone: (713) 772-0157 or 1-800-239-1361.

**COURSE:** The course will be conducted beginning at 8:00 a.m. and end at 5:00 p.m. each day except for Friday which will end at 1:00 p.m. **Please refer to AHEC's Webpage at URL: <http://www.AHECOnline.com> for hotel information and transportation between the hotel and the AHEC. Click on General Information.**

**LODGING:** You should plan to arrive on Sunday March 5, 2000 and depart on Friday, March 10, 2000. Some hotels offer transportation to and from the AHEC. Participants must make their own lodging and travel arrangements. Individuals should request a State or government employee rate at the hotel.

**Meals/Restaurants (Houston/AHEC classes):** There are multiple eating facilities within walking distance, such as Subway, Chinese Buffet, and Denny's. If you have a car, the possibilities are many. If it rains, AHEC has a small lunch area and you can order and have sandwiches or pizza delivered.

#### **Ground transportation from airports to Houston hotels**

Airport Express, services ground transportation to and from both Intercontinental and Hobby airports. Buses depart every 30 minutes for designated terminals and will take you to the Galleria where you should call a cab to deliver you to your hotel. Call 713-523-5695 or 713-523-8888 for Airport Express Information.

**Cab fare** is approximately \$40 from Hobby Airport and \$60 from Intercontinental to hotels in your area. Bus fare is \$10 - \$20. Airport Express Ticket Agent is located in baggage claim area.

Call 713-236-1111 for Yellow Cab Company. If you call a cab service, **establish the rates prior to engaging the taxi.** **Parking:** Parking in Houston is on surface lots and is free of charge.

# APPENDIX C

## Sample Successful Completion Letter

Mr. Program Manager, Director  
Division of Radiation Control  
Department of Health  
1234 Anywhere Street  
Anywhere, Town 12345

Dear Mr. (Program Manager):

Enclosed are the certificates and exams for your staff who successfully completed the following Courses:

Irradiator Technology Course (H-315)  
Montreal, Canada - June 15-19, 2000

Safety Aspects of Industrial Radiography (H-305)  
Niantic, Connecticut - August 10-14, 2000

Please distribute the certificates and exams to your staff and pass on our congratulations.

Sincerely,

Frederick C. Combs, Deputy Director  
Office of State and Tribal Programs

Enclosures:  
Training Certificates & Exams

cc: Student(s) name

## **APPENDIX C (CONTINUED)**

### **Sample Unsuccessful Completion Letter**

Mr. Program Manager, Director  
Division of Radiation Control  
Department of Health  
1234 Anywhere Street  
Anywhere, Town 12345

Dear Mr. (Program Manager)

Enclosed is the exam for a member of your staff who attended the following course:

Inspection Procedures Course (G-108)  
Pittsburgh, Pennsylvania - March 9-13, 2000

The course examination results indicate that the individual did not meet the minimum standard for successful completion of the course, which is a grade of 70%. The NRC policy on successful completion of NRC training for Agreement States was sent to you by letter dated November 20, 1996 (SP-96-118). For your information, NRC does not consider its staff qualified until, at a minimum, the exams for required courses are successfully completed. Non-qualified NRC staff are not permitted to conduct independent inspections and license reviews in areas where they have not successfully completed the minimum training requirements.

You should consider recommending additional study of the course material or additional training for the individual. When the individual is prepared to take a re-examination, please contact the person designated in SP-96-118. You, or another manager in your program, should oversee administration of the examination to the individual. The individual may re-take the course, if space is available. We have not notified the individual of his course results and request that you discuss the results with the individual and his options for successful completion.

If you need additional information, please contact me at 301-415-2326 or Brenda G. Usilton at 301-415-2348.

Sincerely,

Frederick C. Combs, Deputy Director  
Office of State and Tribal Programs

Enclosure:  
Course Exam



## STP Procedure Approval

### *Training Criteria For Agreement State Personnel- SA-600*

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Issue Date: January 22, 2001

Expiration Date: January 22, 2003

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Paul H. Lohaus  
*Director, STP*

Original signed by:  
*Paul H. Lohaus*

*Date: 01/22/01*

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Frederick C. Combs  
*Deputy Director, STP*

Original signed by:  
*Frederick C. Combs*

*Date: 01/12/01*

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Brenda G. Usilton  
*Procedure Contact, STP:*

Original signed by:  
*Brenda G. Usilton*

*Date: 12/11/00*

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#### ***NOTE***

*The STP Director's Secretary is responsible for the maintenance of this master copy document as part of the STP Procedure Manual. Any changes to the procedure will be the responsibility of the STP Procedure Contact. Copies of STP procedures will be distributed for information.*