



**UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
REGION IV  
611 RYAN PLAZA DRIVE, SUITE 400  
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NOTE: The attached letter is a sample of the letters mailed to licensees and state officials announcing the 2002 Training / Outreach / Planning Workshop.

A list of addressees follows the letter.

May 17, 2001

SUBJECT: Region IV Training / Outreach / Planning Workshop

Dear :

You are invited to attend the Region IV Training / Outreach / Planning (TOP) Workshop in the Dallas/Fort Worth area on October 7 - 10, 2002. NRC Region IV is hosting this workshop and is inviting State and Federal agencies and licensees to participate. The focus for this workshop is to establish an annual meeting to consolidate our regional emergency preparedness outreach, planning and training efforts.

Government agencies and utilities generally have a 5-year planning window for budgeting exercises. To improve the NRC exercise planning, a portion of this workshop will be devoted to developing a 6-year look-ahead exercise schedule. It is important to have licensees and State and Federal agencies represented to ensure adequate acceptance of the developed schedule. We hope that this effort will enhance our exercise planning process and result in fewer conflicts or changes in the near term of the planning cycles.

During this workshop, the State Outreach portion will provide special training on the Federal response roles and capabilities. The detailed version of this training is provided for States about once every 5 years. However, due to turnover in personnel and changes to procedures, there is a need to offer this training on a periodic basis to licensees, States and local officials. This portion of the workshop provides an opportunity for you to keep up to date on Federal radiological response capabilities.

We plan to have presentations by key Federal agencies who may be participating in the response to radiological events. In addition to the Nuclear Regulatory Commission, this typically includes presentations from agencies shown below.

Federal Emergency Management Agency  
Environmental Protection Agency  
United States Department of Agriculture  
Health & Human Services - Food & Drug Administration  
Department of Energy - Federal Radiological Monitoring and Assessment Center  
Department of Energy - Radiological Assistance Program  
Federal Bureau of Investigation

As part of this workshop, the NRC will be conducting training on the use of RASCAL 3.0 and the use of the Emergency Response Data System. RASCAL is the dose assessment program used by the NRC. The Emergency Response Data System is a data trending program to monitor conditions at nuclear power plants during emergencies. This will provide you the opportunity to give your staff specialized training in these two important computer response utilities. We are also looking at the possibility of conducting Response Technical Manual training. The Response Technical Manual is a document that provides guidance on performing manual assessments of events.

We recognize that some people may only want to participate in the training, while others may only want the outreach portion. The State outreach and exercise planning sessions will only occur once during the workshop. There will be two sessions of each training course to permit people to maximize their participation in training opportunities during the workshop. For planning purposes, you can use the following draft agenda to determine which sessions you may wish to attend:

October 7, 2002

1:00 p.m. - 5:00 p.m.	State Outreach
1:00 p.m. - 5:00 p.m.	RASCAL 3.0 Training (Session 1)
1:00 p.m. - 5:00 p.m.	Response Technical Manual Training (Session 1)

October 8, 2002

8:00 a.m. - 5:00 p.m.	State Outreach
8:00 p.m. - 5:00 p.m.	RASCAL 3.0 Training (Session 1 - continued)
8:00 p.m. - 5:00 p.m.	Response Technical Manual Training (Session 1 - continued)

October 9, 2002

8:00 p.m. - 12:00 p.m.	Exercise Scheduling Workshop
1:00 p.m. - 12:00 p.m.	State Outreach
1:00 p.m. - 5:00 p.m.	RASCAL 3.0 Training (Session 2)
1:00 p.m. - 5:00 p.m.	Response Technical Manual Training (Session 2)

October 10, 2002

8:00 p.m. - 5:00 p.m.	RASCAL 3.0 Training (Session 2 - continued)
8:00 p.m. - 5:00 p.m.	Response Technical Manual Training (Session 2 - continued)
8:00 a.m. - 12:00 p.m.	Emergency Response Data System (Session 1)
1:00 p.m. - 5:00 p.m.	Emergency Response Data System (Session 2)

The final agenda will be developed closer to the time of the workshop.

We are in the process of finding a location in the Dallas/Fort Worth area for this workshop. More information on the actual location of the workshop and lodging arrangements will be provided in a later mailing. While there is no admission fee or registration fee, you are responsible for your own lodging and travel expenses.

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If you are interested in attending, please let us know how many people from your organization to expect. We want to try to get an estimate of how many people are going to be attending, so we ask that you RSVP by August 1, 2001. You can RSVP by e-mail to [R4outreach@nrc.gov](mailto:R4outreach@nrc.gov) or by calling Tom Andrews at 817/860-8233.

I look forward to seeing you at the workshop.

Sincerely,

/RA/

Linda Howell, Chief  
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