

January 15, 2003

ALL AGREEMENT STATES, MINNESOTA, PENNSYLVANIA, WISCONSIN

**ACCEPTANCE TO THE ROOT CAUSE/INCIDENT INVESTIGATION WORKSHOP (G-205)
(STP-03-005)**

Enclosure 1 is the list of students from the States selected to attend the March 3-7, 2003, Root Cause/Incident Investigation Workshop (G-205). Please provide the list of students and the instructions (Enclosure 2) to each individual from your program who 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.

To assist us and other States, and to help ensure that States with candidates on waiting lists will have an opportunity to fill vacated slots that may open up after our course acceptance letters have been sent to you, we ask that you inform us of any cancellations 30 days prior to the course starting date.

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

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

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

/RA/

Josephine M. Piccone, Deputy Director
Office of State and Tribal Programs

Enclosures:
As stated

STP-03-005

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OFFICIAL RECORD COPY

**AGREEMENT STATE STUDENT LIST FOR THE
 ROOT CAUSE/INVESTIGATION WORKSHOP (G-205)
 CHATTANOOGA, TENNESSEE
 March 3-7, 2003**

| STATE | PARTICIPANT(S) | PAYING TUITION/ SPACE AVAILABLE |
|---|---------------------|------------------------------------|
| ALABAMA Office of Radiation Control Alabama Department of Public Health 201 Monroe Street, P.O. Box 303017 Montgomery, AL 36130-3017 | 1. Bridget Stephens | 1. Paying Tuition |
| WISCONSIN Division of Public Health Department of Health and Family Services P.O. Box 2659 Madison, WI 53701-2659 | 1. Paul Schmidt | 1. Space Available |

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/Incident Investigation Workshop." This course is scheduled to be presented March 3-7, 2003, at the NRC Technical Training Center, 5746 Marlin Road, Suite 200, Osborne Office Center, Near Eastgate Shopping Center, Chattanooga, Tennessee 37411-5677, Telephone (423) 855-6500.

COURSE: The course will be conducted beginning at 8:00 a.m. and end at 4:00 p.m. each day. The workshop is scheduled to be completed at 2:00 p.m. on Friday, March 7, 2003. Enclosure 3 is a tentative schedule for the course.

LODGING AND TRAVEL: You should plan to arrive on Sunday, March 2, 2003, and depart on Friday, March 7, 2003. Participants must make their own lodging and travel arrangements. Individuals should request a State or government employee rate at the hotels. The following URL is for hotels located in the vicinity of the Technical Training Center: <http://www-nrc-training.ornl.gov/NRC/ttd/catalog.htm>. 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.

Root Cause/Incident Investigation Workshop (G-205) Tentative Schedule

Monday

Introductions
Events and Causal Factors Analysis
Interviewing Witnesses
Laboratory

Tuesday

Events and Causal Factors Chart
Failure Recognition and Analysis
Energy-Barrier-Target Analysis
Change Analysis
Analytic Trees
Laboratory
Interview

Wednesday

Presentation of Analyses
MORT Analysis
Root Cause Analysis
Laboratory

Thursday

Presentation of MORT Analyses
Laboratory
Assembling Facts and Conclusions
Laboratory

Friday

Preparing and Delivering an Oral Briefing
Laboratory
Summary, Conclusions, Course Evaluation