

March 3, 2003

ALL AGREEMENT STATES, MINNESOTA, PENNSYLVANIA, WISCONSIN

**ACCEPTANCE TO THE INSPECTION PROCEDURES COURSE (G-108) (STP-03-017)**

Enclosure 1 is the list of students from the States selected to attend the April 7-11, 2003, Inspection Procedures Course (G-108). Please provide the list of students and the travel instructions (Enclosure 2) to each individual from your program who is on the list. Enclosed for your information is a tentative schedule for the G-108 course (Enclosure 3). States with students attending this course have agreed to pay travel expenses, however, there is no tuition for this 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 named below.

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

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

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

Enclosures:  
As stated

STP-03-017

Distribution:

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OFFICE	STP		STP:DD						
NAME	BGUsilton:gd		JPiccone						
DATE	03/03/03		03/03/03						

INSPECTION PROCEDURES COURSE (G-108)  
 APRIL 7-11, 2003  
 TOPEKA, KS

STATE	PARTICIPANT(S)	NO TUITION COST
<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. Eileen Struthers	
<b>COLORADO</b>  Laboratory & Radiation Services Division Department of Public Health & Environment 8100 Lowry Boulevard Denver, CO 80230-6928	1. James Jarvis	
<b>IOWA</b>  Bureau of Radiological Health Iowa Department of Public Health 401 S. W. 7 <sup>th</sup> St. Suite D Des Moines, IA 50309	1. Randal Dahlin 2. Ramona Ubaldo-Mealey	
<b>KANSAS</b>  Radiation Control Program Kansas Department of Health & Environment Bureau of Air & Radiation Forbes Field, Building 283 Topeka, KS 66620	1. Scott Bangert      8. Stewart Steen 2. Jeff Clark        9. Dan Sullivan 3. Shay Hannah     10. Kim Steves 4. James Johnson   11. Roger Thuma 5. Marla Oestrich   12. Judee Walden 6. Larry Parks       13. David Whitfill 7. Amy Shull	
<b>MARYLAND</b>  Radiological Health Program Air and Radiation Mgmt Administration Maryland Department of the Environment 2500 Broening Highway Baltimore, MD 21224	1. Mary Lally	
<b>MASSACHUSETTS</b>  Radiation Control Program Department of Public Health 174 Portland Street, 5 <sup>th</sup> Floor Boston, MA 02114	1. Bruce Packard	
<b>MINNESOTA</b>  Section of Asbestos, Indoor Air, Lead and Radiation, Division of Environmental Health Department of Health, P.O. Box 64975 121 E. Seventh Place, Suite 220, St. Paul, MN 55164-0975	1. Craig Verke	
<b>NEW HAMPSHIRE</b>  Radiological Health Bureau Division of Public Health Services Health and Welfare Building 6 Hazen Drive Concord, NH 03301-6527	1. Asish Banerjee	

STATE	PARTICIPANT(S)	NO TUITION COST
<p><b>NEW YORK STATE DOH</b></p> <p>Bureau of Environmental Radiation Protection  New York State Department of Health  547 River St., Room 375  Troy, NY 12180</p>	<p>1. Osman Osman</p>	
<p><b>OKLAHOMA</b></p> <p>Radiation Management Section  Department of Environmental Quality  P.O. Box 1677  Oklahoma City, OK 73101-1677</p>	<p>1. Dutchie Young</p>	
<p><b>TEXAS - BRC</b></p> <p>Bureau of Radiation Control  Texas Department of Health  1100 West 49th Street  Austin, TX 78756-3189</p>	<p>1. Robert Burkhart  2. Ruben Cortez</p>	
<p><b>WISCONSIN</b></p> <p>Radiation Protection Section  Division of Public Health  Department of Health and Family Services  P.O. Box 2659  Madison, WI 53701-2659</p>	<p>1. Paul Schmidt</p>	

## 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-108) "Inspection Procedures Course." This course is scheduled to be presented April 7-10, 2003 at the Curtis State Office Building (called Signature Building on Map) 1000 SW Jackson, Room 530, Topeka, Kansas.

**COURSE:** This course will be conducted beginning at 8:00 a.m. on April 7 and end at 12:00 noon on April 11, 2003. Enclosed is a tentative schedule for the course (Enclosure 3).

**LODGING AND TRAVEL:** You should plan to arrive on Sunday, April 6, 2003 and depart on Friday, April 11, 2003. Participants must make their own lodging and travel arrangements. Individuals should request a State or government employee rate at the hotels. Parking is available in State Lot #1. Note: Public transportation may not be suitable.

To get there from Kansas City Airport leave the airport take I-29 north to I-435 south to I-70 West (toll) when you get to Topeka take the 10th street exit go west about three blocks. The URL for the map is: <http://da.state.ks.us/fm/Parking/images/map2.htm>. There is a shuttle that makes two stops in Topeka. The URL is: <http://www.kciroadrunner.com/>

### LIST OF HOTELS IN VICINITY

Senate Luxury Suites - 785-233-5050  
900 SW Tyler  
\$55 fed rate  
\$68 state rate  
Walking distance but downtown closes up at night

Amerisuites - 785-273-0066 6021 SW 6 <sup>th</sup> \$55 fed and state rate	Clubhouse Inn - 785-273-8888 924 SW Henderson \$55 fed rate \$65 state rate
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Both of the above are located on the west side of town near shopping and restaurants. Will need transportation.

Capitol Plaza - 785-431-7200  
1717 SW Topeka  
\$55 fed rate  
\$68 state rate  
Close (not within walking distance) limited shopping or restaurants within driving distance

Holiday Inn West - 785-272-8040  
605 SW Fairlawn  
\$55 single \$61 double fed rate  
\$68 single \$78 double state rate  
West side of town not quite as near to shopping and restaurants

The State rates quoted are what the State of Kansas allows. Not certain how they would charge a State employee from another State.

**TENTATIVE SCHEDULE FOR INSPECTION PROCEDURES COURSE (G-108)  
APRIL 7-11, 2003**

DAY	TIME	TOPIC	CHAPTER	PRESENTER
Monday	8:00 - 9:00	Welcome & Administration		Ricci
	9:00 - 12:00	Inspection Overview	1	Cameron
	12:00 - 1:00	Lunch		
	1:00 - 3:00	Inspection Overview (cont)	1	Cameron
	3:00 - 5:00	Casework & Exercise Assignments		Staff
Tuesday	8:00 - 11:00	Medical	6	Cameron
	11:00 - 12:00	License Termination	2	Cameron
	12:00 - 1:00	Lunch		
	1:00 - 4:00	Industrial (Irradiator, Gauges etc)	3	Cofer
	4:00 - 5:00	Miscellaneous topics		N/A
Wednesday	8:00 - 11:30	Industrial Radiography	5	Cofer
	11:30 - 12:30	Instrumentation	7	Ricci
	12:30 - 1:30	Lunch		
	1:30 - 4:30	Laboratory R&D	4	Woodruff
	4:30 - 5:00	Exercise Instructions		Staff
Thursday	8:00 - 12:00	Exercise	10	Staff
	12:00 - 1:00	Lunch		
	1:00 - 3:00	Exercise Debriefing & Exit Meeting		Staff
	3:00 - 5:00	Casework Review	9	Staff
Friday	8:00 - 9:00	Casework Review	9	Staff
	9:00 - 10:00	Incident Response & Reporting	8	Woodruff
	10:00 - 11:00	Incident Review		Ricci
	11:00 - 12:00	Final Remarks		Ricci