

March 5, 2003

ALL AGREEMENT STATES, MINNESOTA, PENNSYLVANIA, WISCONSIN

**ACCEPTANCE TO THE ROOT CAUSE/INCIDENT INVESTIGATION WORKSHOP (G-205)  
(STP-03-019)**

Enclosure 1 is the list of students from the States selected to attend the April 28-May 2, 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, to the U.S. Nuclear Regulatory Commission (NRC), to the following address:

U.S. Nuclear Regulatory Commission  
Attn: Leah P. Tremper  
Office of the Chief Financial Officer  
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.

We ask that you inform us of any cancellations 30 days prior to the course starting date. This will assist us in ensuring that States with candidates on waiting lists have an opportunity to fill vacated slots that may open up after our course acceptance letters have been sent to you.

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](mailto: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-03-019

Distribution:

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**DOCUMENT NAME: g:\bgu\G2052ndcourse.wpd**

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OFFICE	STP		STP						
NAME	BGUsilton:gd		JMPiccone						
DATE	3/4/03		3/5/03						

AGREEMENT STATE STUDENT LIST FOR THE  
ROOT CAUSE/INVESTIGATION WORKSHOP (G-205)

April 29-May 3, 2002  
ROCKVILLE, MARYLAND

STATE	PARTICIPANT(S)	PAYING TUITION/SPACE AVAILABLE
<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. John Goepferd	1. Space available

INSTRUCTIONS TO STUDENTS

Enclosure 2

**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 April 28-May 2, 2003, at the NRC Professional Development Center, Two White Flint North, 11545 Rockville Pike, (located on the corner of Rockville Pike and Marinelli Road), Rockville, Maryland, 20852, Room T3B41.

**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, May 2, 2003. A tentative agenda is enclosed (Enclosure 3).

**LODGING AND TRAVEL:** You should plan to arrive on Sunday, April 27, 2003, and depart on Friday, May 2, 2003. Participants must make their own lodging and travel arrangements. Individuals should request a State or government employee rate at the hotels. There are a number of hotels in the area.

Non-NRC attendees should allow sufficient time to process through security screening upon arrival at TWFN. A picture ID or some other form of ID is required.

Close by hotels are:	Ramada Inn	(800) 255-1775
	1775 Rockville Pike	(301) 881-2300
	Doubletree Hotel	(800) 222-8733
	1750 Rockville Pike	(301) 468-1100
	Bridgestreet Accommodations	(800) 776-5057
	(Right across the street from One White Flint Building)	

## **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