May 10, 2007

ALL AGREEMENT STATES, NEW JERSEY, PENNSYLVANIA, VIRGINIA

ACCEPTANCE TO THE ROOT CAUSE - INCIDENT INVESTIGATION WORKSHOP (G-205) (FSME-07-043)

Enclosure 1 is the list of students from the States selected to attend the July 9-13, 2007, 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. A schedule for the course has been provided as (Enclosure 3). 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 (NRC), to the following address:

U.S. Nuclear Regulatory Commission  
Attn: Gina Jones  
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 named below.

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

/RA/

Janet R. Schlueter, Director  
Division of Materials Safety and State Agreements  
Office of Federal and State Materials  
and Environmental Management Programs

Enclosures:  
As stated
Distribution:

DMSSA DIR RF    DCD (SP03)  SUNSI Review Complete
J Ricci, TTD    ☑ Publicly Available  ☐ Non-Publicly Available
J Patterson, TTD  ☑ Non-Sensitive  ☐ Sensitive

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<tr>
<th>OFFICE</th>
<th>FSME/DMSSA</th>
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<tbody>
<tr>
<td>NAME</td>
<td>BGUsilton</td>
<td>JRSchlueter</td>
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<td>DATE</td>
<td>05/10/07</td>
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OFFICIAL RECORD COPY
AGREEMENT STATE STUDENT LIST FOR THE
ROOT CAUSE/INVESTIGATION WORKSHOP (G-205)
CHATTANOOGA, TN
July 9-13, 2007

<table>
<thead>
<tr>
<th>STATE</th>
<th>PARTICIPANT(S)</th>
<th>PAYING TUITION/SPACE AVAILABLE</th>
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<tbody>
<tr>
<td>KANSAS</td>
<td>Judee Walden</td>
<td>Space Available</td>
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</tbody>
</table>
| Radiation and Asbestos Control Section  
Department of Health and Environment  
Bureau of Air and Radiation  
1000 SW Jackson, Suite 310  
Topeka, KS  66612-1366 | | |
| PENNSYLVANIA     | Dwight Shearer         | Paying Tuition                 |
| Bureau of Radiation Protection  
Pennsylvania Department of Environmental Protection  
Rachel Carson State Office Building  
P.O. Box 8469  
Harrisburg, PA  17105-8469 | | |
| TENNESSEE        | Stacey Hamilton  
John Sullivan  
Jerry Bingaman  
Brian Williams  
Josh Munyon  
Mary Gandy  
Stuart Belva  
Robert Young  
Bruce House | Space Available  
Space Available  
Space Available  
Space Available  
Space Available  
Space Available  
Space Available  
Space Available  |
| Division of Radiological Health  
Tennessee Department of Environment and Conservation  
3rd Floor, L&C Annex  
401 Church Street  
Nashville, TN  37243-1532 | | |
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 July 9-13, 2007, 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: This course will be conducted beginning at 8:00 a.m. and end at 4:00 p.m. each day except for Friday, July 13, 2007, when the class is scheduled to end at 2:00 pm.

LODGING AND TRAVEL: You should plan to arrive on Sunday, July 8, 2007, and depart on Friday, July 13, 2007. 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 information regarding hotels located in the vicinity of the Technical Training Center: http://www-nrc-training.ornl.gov/NRC/ttd/catalog.htm
Cellular phones and similar devices with audible capability should be disabled while classes are in session. Normal office/business attire is appropriate for students attending TTC courses.

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.
DAY ONE

- Introductions
- Root Cause Analysis and the NRC
- Model Root Cause Analysis Program
- Top 10 Root Cause Analysis Problems
- Getting Started on Investigations
- Hardware Failure: Recognition & Analysis
- Analytical Techniques
- Events and Causal Factors Analysis
- Investigative Interviewing

LABORATORY

- Read case study
- Begin E&CF
- Plan for interviews

DAY TWO

- Presentation of Events and Causal Factors Chart
- Human Performance
- Change Analysis
- Hazard-Barrier-Target Analysis
- Analytic Trees

LABORATORY

- Generate change analysis
- Generate H-B-T
- Generate fault tree
- Conduct interviews
- Update E&CF

DAY THREE

- Presentation of Change Analysis, H-B-T Analysis and Preliminary Fault Tree Analysis
- MORT Analysis

LABORATORY

- Conduct MORT analysis
- Conduct interviews
- Update previous analytics

DAY FOUR

- Presentations of MORT Analysis
- Integrating Information
- Corrective Actions
- Oral Briefings Lecture

LABORATORY

- Complete all interviews
- Complete all analyses
- Generate lists of facts, conclusions, recommendations

DAY FIVE

- Assemble all materials including all analyses, lists of facts, conclusions, recommendations and other work materials
- Prepare for oral briefing
- Conduct oral briefing

- Critique of Performance by Instructor(s).
- Final Questions, Evaluation, Close out.