



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

July 26, 2007

ALL AGREEMENT STATES, NEW JERSEY, PENNSYLVANIA, VIRGINIA

**ACCEPTANCE TO THE ROOT CAUSE - INCIDENT INVESTIGATION WORKSHOP (G-205)
(FSME-07-076)**

Enclosure 1 is the list of students from the States selected to attend the September 17-21, 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
TELEPHONE: (301) 415-2348

INTERNET: BGU@NRC.GOV
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

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SUNSI Review Complete

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OFFICE	FSME/DMSSA	FSME/DMSSA			
NAME	BGUsilton	JRSchlueter			
DATE	07/26/07	07/26/07			

OFFICIAL RECORD COPY

AGREEMENT STATE STUDENT LIST FOR THE
 ROOT CAUSE/INVESTIGATION WORKSHOP (G-205)
 BETHESDA, MARYLAND
 SEPTEMBER 17-21, 2007

STATE	PARTICIPANT(S)	PAYING TUITION/ SPACE AVAILABLE
KENTUCKY Radiation Health & Toxic Agents Branch Cabinet for Health Services 275 East Main Street, Mail Stop HS-2E-D Frankfort, KY 40621-0001	Angela Britton Melvin Goodfriend Brian Parsley	Paying Tuition Paying Tuition Paying Tuition
MINNESOTA Section of Asbestos, Indoor Air, Lead and Radiation Division of Environmental Health Minnesota Department of Health P.O. Box 64975 St. Paul, MN 55164-0975	Sherri Flaherty Brandon Juran	Paying Tuition Paying Tuition

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 September 17-21, 2007, at 7201 Wisconsin Avenue, Suite 425, in Bethesda, Maryland. We suggest you stay at a hotel on the metro line for your convenience. The new Professional Development Center is 3.5 blocks from the Bethesda Metro stop.

COURSE: This course will be conducted beginning at 8:00 a.m. and end at 5:00 p.m. each day except for Friday, September 21, 2007, when the class is scheduled to end at 2:00 pm.

LODGING AND TRAVEL: You should plan to arrive on Sunday, September 16, 2007, and depart on Friday September 21, 2007. Below is a list of hotels in the Bethesda, Maryland area. Participants must make their own lodging arrangements. Individuals should request a State or government employee rate at the hotels.

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

Close by hotels are: Hyatt Regency Hotel
7400 Wisconsin Ave
Bethesda, MD 20814
(301) 657-1234
*Near Bethesda Metro Station

Residence Inn
7335 Wisconsin Ave.
Bethesda, MD 20814
(301) 718-0200
1-800-331-3131
*Across from Bethesda Metro Station

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

DAY TWO

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

DAY THREE

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

DAY FOUR

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

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.

LABORATORY

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

LABORATORY

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

LABORATORY

- Conduct MORT analysis
- Conduct interviews
- Update previous analytics

LABORATORY

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

LABORATORY

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