July 26, 2007

ALL AGREEMENT STATES, NEW JERSEY, PENNSYLVANIA, VIRGINIA

ACCEPTANCE TO THE INSPECTION PROCEDURES COURSE (G-108) (FSME-07-077)

Enclosure 1 is the list of students from the States selected to attend the September 24-28, 2007 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 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:

DIR RF
JRicci, TTD
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OFFICE	FSME/DMSSA	FSME/DMSSA			
NAME	BGUsilton:td	JSchlueter			
DATE	07/26/07	07/26/07			

OFFICIAL RECORD COPY

LICENSING PRACTICES AND PROCEDURES COURSE
HARRISBURG, PENNSYLVANIA
SEPTEMBER 24-28, 2007

STATE	STUDENTS	NO TUITION COST
CALIFORNIA Radiologic Health Branch Division of Food, Drug & Radiation Safety California Department of Health Services P.O. Box 997414, MS-7610 Sacramento, CA 95899-7414	Marilyn Cantrell Tamara Landry Wendy Tellez Debora Vail Elena Zborovsky	
OKLAHOMA Radiation Management Section Oklahoma Department of Environmental Quality P.O. Box 1677 Oklahoma City, OK 73101-1677	Patrick Frisby	
PENNSYLVANIA PA Department of Environmental Protection Rachel Carson State Office Building P.O. Box 8469 Harrisburg, PA 17105-8469	Bridget Craig Richard Croll Gerald Dworsak Roy Huhn Joe Koshy Tonya Lewis Meredith Martin Bryan Werner Jeffrey Whitehead Stephen Williams Scott Wilson James Yusko	

ENCLOSURE 1

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 September 24-28, 2007 in Harrisburg, Pennsylvania. Course location is Rachel Carson State Office Building, 2nd Floor Training Room, 400 Market St., Harrisburg, PA 17101. Parking next door at the Fifth Street Garage is approximately $20 per day. The building has security and visitors are required to show ID, sign in, and wear visitor badges. If you have any questions please contact Ben Seiber at 717-783-7702 or e-mail: bseiber@state.pa.us.

COURSE: This course will be conducted beginning at 8:00 am - 5:00pm on Monday, September 24, 2007, and end at noon on Friday, September 28, 2007. Enclosed is a tentative schedule for the course (Enclosure 3). 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.

LODGING AND TRAVEL: You should plan to arrive on Sunday, September 23, 2007, and depart on Friday, September 28, 2007. Participants must make their own lodging and travel arrangements. Hotels within walking distance are:

Hilton Harrisburg
One North Second Street,
Harrisburg, PA 17101
(717) 233-6000

Crowne Plaza Harrisburg -Hershey
23 South Second Street
Harrisburg, PA 17101
(717) 234-5021

Slightly further but walk-able:
Comfort Inn Riverfront
525 South Front St.
Harrisburg, PA 17104
(717) 233-1511

There are dozens of hotels within 10 miles and more than a few within 5 miles.

ENCLOSURE 2

INSPECTION PROCEDURES COURSE
Tentative Schedule September 24-28, 2007

	START		STOP	TOPIC	PRESENTER
MONDAY	8 AM	-	9 AM	**WELCOME AND ADMIN**	Ricci
	9 AM	-	10 AM	Overview	Lambert
	10 AM	-	11 AM	Overview	Lambert
	11 AM	-	12 PM	Overview	Lambert
	12 PM	-	1 PM	**LUNCH**	
	1 PM	-	2 PM	Overview	Lambert
	2 PM	-	3 PM	Overview	Lambert
	3 PM	-	4 PM	Incident Response & Reporting	Ullrich
	4 PM	-	5 PM	Laboratory R&D	Ullrich
TUESDAY	8 AM	-	9 AM	Laboratory R&D	Ullrich
				Laboratory R&D	Ullrich
	10 AM	-	11 AM	Medical	Lambert
	11 AM	-	12 PM	Medical	Lambert
	12 PM	-	1 PM	**LUNCH**	
	1 PM	-	2 PM	Medical	Lambert
	2 PM	-	3 PM	Medical	Lambert
	3 PM	-	4 PM	Industrial Sources	Leonardi
	4 PM	-	5 PM	Industrial Sources	Leonardi
WEDNESDAY	8 AM	-	9 AM	Industrial Sources	Leonardi
	9 AM	-	10 AM	Industrial Sources	Leonardi
	10 AM	-	11 AM	Exercise Prep	Staff
	11 AM	-	12 PM	Exercise Prep	Staff
	12 PM	-	1 PM	**LUNCH**	
	1 PM	-	2 PM	Exercise	Staff
	2 PM	-	3 PM	Exercise	Staff
	3 PM	-	4 PM	Exercise	Staff
	4 PM	-	5 PM	Exercise	Staff
THURSDAY	8 AM	-	9 AM	Debrief and Exit Meeting	Staff
	9 AM	-	10 AM	Debrief and Exit Meeting	Staff
	10 AM	-	11 AM	Debrief and Exit Meeting	Staff
	11 AM	-	12 PM	Debrief and Exit Meeting	Staff
	12 PM	-	1 PM	**LUNCH**	
	1 PM	-	2 PM	Industrial Radiography	Leonardi
	2 PM	-	3 PM	Industrial Radiography	Leonardi
	3 PM	-	4 PM	Industrial Radiography	Leonardi
	4 PM	-	5 PM	Industrial Radiography	Leonardi
FRIDAY	8 AM	-	9 AM	Incident Review	Ricci
	9 AM	-	10 AM	Incident Review	Ricci
	10 AM			**CLASS OVER**	

NOTE: Scheduled lecturers or the sequence of lectures may change due to circumstances beyond our control.

ENCLOSURE 3