December 18, 2007

Ms. Judee Walden, Environmental Scientist
Bureau of Air and Radiation
Department of Health and Environment
1000 SW Jackson, Suite 310
Topeka, KS 66612-1366

Dear Ms. Walden:

As the Integrated Materials Performance Evaluation Program (IMPEP) Project Manager, I would like to cordially invite you to attend the upcoming IMPEP Team Member Training. Every year, the U.S. Nuclear Regulatory Commission (NRC) hosts the IMPEP Team Member Training at its Headquarters facility in Rockville, Maryland. This Fiscal Year's training is scheduled for February 5-6, 2008. The training is expected to last the whole day on February 5, 2006, and only half the day on February 6, 2007. A copy of the agenda for the IMPEP Team Member Training is enclosed.

NRC conducts periodic reviews of Agreement State programs to ensure that public health and safety are adequately protected from the potential hazards associated with the use of radioactive materials and that Agreement State programs are compatible with NRC's program. The process, titled IMPEP, employs a team of NRC and Agreement State staff to assess both Agreement State and NRC Regional Office radioactive materials programs.

Also enclosed are the Travel Instructions for IMPEP Team Member Training. The NRC will fund your travel and per diem expenses to attend the IMPEP Team Member Training Course in accordance with Federal travel regulations. If you have any questions regarding the training, please contact me at (301) 415-1277.

Thank you for your support of IMPEP.

Sincerely,

/RA/
Aaron T. McCraw
IMPEP Project Manager
State Agreements and Industrial Safety Branch
Division of Materials Safety and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

Enclosures:
1) Agenda for IMPEP Team Member Training
2) Travel Instructions for IMPEP Team Member Training

J. Walden December 18, 2007

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AGENDA
INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM (IMPEP)
TEAM MEMBER TRAINING

Tuesday, February 5, 2008

8:15-8:30 a.m.	SIGN IN
8:30-8:45 a.m.	WELCOMING ADDRESS - Office of Federal and State Materials and Environmental Management Programs (FSME) managers greet attendees.
8:45-9:15 a.m.	INTRODUCTIONS AND ORIENTATION - Introduction of participants and instructors, administrative information, agenda and training manual walk-through, and discussion of session objectives.
9:15-9:45 a.m.	WHAT IS IMPEP? - Kathleen Schneider. Introduction to the performance indicators, recommendations, good practices, ratings, and findings.
9:45-10:00 a.m.	BREAK
10:00-10:15 a.m.	THE IMPEP PROCESS - Aaron McCraw. Introduction to the basic steps in the IMPEP process. Timeline for the IMPEP process.
10:15-11:00 a.m.	COMMON PERFORMANCE INDICATORS Technical Staffing and Training - Jim Lynch Status of Materials Inspection Program - Shawn Seeley Technical Quality of Inspections - Shawn Seeley Technical Quality of Licensing Actions - Shawn Seeley Technical Quality of Incident and Allegation Activities - Jim Lynch
11:00-11:15 a.m.	NON-COMMON PERFORMANCE INDICATORS - Kathleen Schneider. A brief overview of the non-common performance indicators.
11:15-11:45 p.m.	PERFORMANCE- AND RISK-BASED REVIEWS - Shawn Seeley. Keeping reviews performance-based.
11:45-12:45 p.m.	LUNCH
12:45-1:45 p.m.	GROUP EXERCISE - PERFORMANCE-BASED REVIEWS
1:45-2:30 p.m.	IMPEP REVIEW PREPARATION & ON-SITE REVIEW - Jim Lynch. Standard questionnaire. Accompaniments. Steps team members should take to become fully prepared for a review. Conduct of team members, team leader, and NRC management during the on-site portion of the IMPEP process.
2:30-2:45 p.m.	BREAK
2:45-4:15 p.m.	GROUP EXERCISE - APPLYING IMPEP CRITERIA
4:15-4:30 p.m.	DAY ONE WRAP-UP. Final chance for questions for the day.

AGENDA
INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM (IMPEP)
TEAM MEMBER TRAINING

Wednesday, February 6, 2008

8:15-8:30 a.m.	SIGN IN
8:30-9:00 a.m.	CASEWORK SELECTION - Shawn Seeley. Focusing review casework selection including selecting significant actions from a risk standpoint. When to stop reviewing casework.
9:00-9:15 a.m.	USING NMED FOR IMPEP REVIEWS - Michele Burgess. Generating Nuclear Material Events Database Reports that give you the information you need for an IMPEP.
9:15-9:30 a.m.	INCREASED CONTROLS IN IMPEP - Shawn Seeley. Additional guidance to review team members for the evaluation of regulatory actions associated with the increased controls.
9:30-10:00 a.m.	THE IMPEP REVIEW REPORT - Aaron McCraw. Writing IMPEP review reports. Roles and responsibilities of team members. Examples of reports.
10:00-10:15 a.m.	BREAK
10:15-10:30 a.m.	THE MANAGEMENT REVIEW BOARD (MRB) - Kathleen Schneider. The role of the MRB. Overview of an MRB meeting including team attendance, preparation, and conduct.
10:30-10:45 a.m.	INCREASED OVERSIGHT - Jim Lynch. Policies and procedures governing Heightened Oversight, Monitoring, etc.
10:45-11:00 a.m.	COMMUNICATIONS - Aaron McCraw. Ensuring adequate and clear communication with all involved parties throughout the IMPEP process.
11:00-11:30 a.m.	EXPERIENCES/LESSONS LEARNED - IMPEP team members relate experiences they have had during IMPEP reviews.
11:30-12:00 p.m.	WRAP-UP DISCUSSIONS/COURSE EVALUATION. Final opportunity for questions, designation of contacts for additional information, and evaluation sheet collection.

TRAVEL INSTRUCTIONS FOR IMPEP TEAM MEMBER TRAINING

TRAVEL:
Airline reservations can be made directly through Carlson Wagonlit Travel at (301) 415-5006; normal business hours are 8:00 a.m. - 5:00 p.m. Eastern Time. Three airports service the Washington, DC Metro area. They are Washington Regan National Airport (DCA), Baltimore-Washington International Airport (BWI) and Dulles International Airport (IAD). **Please be sure to ask Carlson to check all three local airports for the lowest airfare from your departure city.** We are required to use the lowest airfare to bring you to Washington, DC. Carlson Wagonlit Travel will e-mail you an electronic itinerary after the reservation has been made. If you prefer a paper ticket, Carlson will mail you the plane ticket approximately one week before the first day of your travels. Travel by personal car will be reimbursed at a rate of 48.5¢ per mile, not to exceed the minimum airfare.

GROUND TRANSPORTATION:
Two shuttle services for all three DC area airports are Super Shuttle (1-800-BLUE-VAN) and Airport Shuttle (1-800-517-5288). If you are flying into Reagan National Airport, you may take the BLUE LINE Metro (Train) to the Metro Center Station or the YELLOW LINE to the Gallery Place/Chinatown Station, then transfer to the RED LINE in the direction of the Shady Grove Station. The NRC's Headquarters Complex is located across the street from the White Flint Metro Station on the RED LINE (information for the Metro is available at http://www.wmata.com/). If you are flying into Baltimore-Washington Airport, please contact Brenda Usilton at (301) 415-2348 or Aaron McCraw at (301) 415-1277 for further ground transportation information.

EXPENSES:
State participants will be reimbursed for expenses in accordance with Federal travel regulations. A voucher with travel instructions will be provided to you at the training. Receipts are necessary to claim any expenses of $75.00 or more. Telephone calls will not be reimbursed by NRC. The lodging per diem for the Washington Metro area varies depending on the time of year. During the timeframe for the training, the lodging per diem rate is $201.00 per night. The meal and incidental per diem is $64.00 per day year round.

LODGING:
You are requested to make your own hotel reservations. Below is a list of hotels in the area or along the Metro's Red Line for easy access around the DC Metro area. As noted above, the NRC Headquarters Complex is located across the street from the White Flint Metro Station (Red Line).

Bethesda North Marriott Hotel 5701 Marinelli Rd. Rockville, Maryland (301) 984-0004 1-800-859-8003 *Across from NRC Headquarters (HQ)	Hilton Hotel 1750 Rockville Pike Rockville, MD (301) 468-1100 1-800-222-8733 *One Metro Stop from NRC HQ
Ramada Inn 1775 Rockville Pike Rockville, MD (301) 881-2300 1-800-255-1775 *One Metro Stop from NRC HQ	Residence Inn 7335 Wisconsin Ave. Bethesda, MD (301) 718-0200 1-800-331-3131 *Three Metro Stops from NRC HQ
Hyatt Hotel One Bethesda Metro Center Bethesda, MD (301) 657-1234 1-800-233-1234 *Three Metro Stops from NRC HQ	Embassy Suites at Chevy Chase Pavilion 4300 Military Rd., NW Washington, DC (202) 362-9300 1-800-362-2779 *Four Metro Stops from NRC HQ

Any questions about, or changes in, travel should be directed to Ms. Usilton at (301) 415-2348.

- TRAVEL INFORMATION -
IMPEP TEAM MEMBER TRAINING

February 5-6, 2008

NAME: _____

STATE: _____

HOME ADDRESS: _____

_____

_____

WORK ADDRESS: _____

_____

_____

PHONE NUMBER: _____

SSN (required): _____

DEPARTURE CITY (AIRPORT): _____

DATE OF DEPARTURE: _____

Please note anything unusual and provide reason: _____

_____

DATE OF RETURN: _____

Please note anything unusual and provide reason: _____

_____

COST OF AIRFARE (from Carlson Travel): _____

Flight Number (e.g., UA 210) _____

Arrival Time (4:23 p.m. July 9) _____

IF YOU ARE DRIVING, INDICATE ROUNDTRIP MILES: _____

Please fax or e-mail this information to Brenda Usilton at (301) 415-3502.