

January 28, 2008

ALL AGREEMENT STATES, MICHIGAN, NEW JERSEY, PENNSYLVANIA, VIRGINIA

ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205) (FSME-08-012)

Enclosure 1 is the list of students from the States selected to attend the March 17-21, 2008 Root Cause Workshop (G-205). Please provide the list of students and the instructions (Enclosure 2) to each individual from your program that is on the list. Enclosed for your information is a tentative schedule for the course (Enclosure 3). Students attending this course should make their travel arrangements immediately and then submit their travel information needed for NRC to issue their travel authorization. (See invitational travel information in AD-500 at: <http://nrc-stp.ornl.gov/procedures/ad500.pdf>)

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 or as soon as you are aware that you cannot attend.

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/
Robert Lewis, Acting Director
Division of Materials Safety
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Office of Federal and State Materials
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Enclosures:
As stated

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OFC	FSME/DMSSA	DMSSA
NAME	BGUsilton	RLewis
DATE	01/24/08	01/28/08

OFFICIAL RECORD COPY

AGREEMENT STATE STUDENT LIST FOR THE
 ROOT CAUSE WORKSHOP (G-205)
 MARCH 17-21, 2008
 RICHLAND, WASHINGTON

STATE	PARTICIPANT(S)
OREGON Oregon Health Services Dept. of Human Services 800 NE Oregon Street, Suite 260 Portland, OR 97232-2162	Steve Crawford David Howe Daryl Leon Margaret Lut Kevin Siebert
UTAH Division of Radiation Control Dept. of Environmental Control 168 North 1950 West P.O. Box 144850 Salt Lake City, UT 84114	Philip Griffin
WASHINGTON Department of Health 111 Israel Road, SE P.O. Box 47827 Olympia, WA	Fred Adams Johanna Berkey Vicky Dix James Killenbeck Sean Murphy Thomas Rogers Arden Scroggs Jennifer Serne

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 Workshop." This course is scheduled to be presented March 17-21, 2008, at the Washington Dept of Health, Office of Radiation Protection, 309 Bradley Blvd, Suite 201., Richland, WA 99352. If you have any questions regarding the location of this course please contact Earl Fordham at 509-946-0234.

COURSE: This course will be conducted beginning at 8:00 a.m. and end at 5:00 p.m. each day except for Friday, March 21, 2008, when the class is scheduled to end at 2:00 pm.

LODGING AND TRAVEL: You should plan to arrive on Sunday, March 16, 2008, and depart on Friday, March 21, 2008. Below is a list of hotels in the Richland, Washington area. Participants must make their own lodging and travel arrangements. Individuals should request a government rate at the hotels. Below are a number of hotels in the area. If traveling by air, you need to contact Carlson Travel at 301-415-5006 for airline reservations. Please complete the invitational travel authorization request as described in FSME Procedure AD-500, "Invitational Travel Authorization and Voucher" and return it to Traci Kime at TSK@nrc.gov or fax it to 301-415-3502. If you have any questions regarding the travel form please contact Traci on 301-415-8140. No rental cars will be authorized for travel. You will need to take a taxi or shuttle to and from the airport.

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 training.

A picture ID or some other form of ID is required. Close by hotels are:

Hampton Inn Richland 486 Bradley Blvd Richland, WA (509) 943-4400 1-800-HAMPTON Less than 5 minute walk from Radiation Protection Office	Shilo Inn – Richland 50 Comstock Richland, WA (509) 946-4661 1-800-222-2244 Across the street from the Radiation Protection Office
Courtyard by Marriott 480 Columbia Point Drive Richland, WA (509) 942-9400 5-10 minute walk along Columbia River from Office of Radiation Protection	Red Lion Hotel Richland 802 George Washington Way Richland, WA (509) 9465-7611 1-800-733-5466 10-15 minute walk from the Office of Radiation Protection

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

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

DAY FIVE

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