

August 13, 2008

ALL AGREEMENT STATES, MICHIGAN, NEW JERSEY, VIRGINIA

**ACCEPTANCE TO THE INSPECTION PROCEDURES COURSE (G-108) (FSME-08-063)**

Enclosure 1 is the list of students from the States selected to attend the September 22-26, 2008, Inspection Procedures Course (G-108). 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 will be paid for by the U.S. Nuclear Regulatory Commission (NRC). Students should make their travel arrangements through Carlson Wagonlit Travel at 301-415-5006 immediately and then submit their travel information needed for NRC to issue their travel authorization (Appendix A) to Traci Kime (Fax 301-415-3502). (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 INTERNET: Brenda.Usilton@NRC.GOV  
TELEPHONE: 301-415-2348 FAX: 301-415-3502

**/RA/**

Robert J. Lewis, Director  
Division of Materials Safety and State Agreements  
Office of Federal and State Materials and  
Environmental Management Programs

Enclosures:  
As stated

**FSME- 08-063**

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**ML082270371**

<b>OFC</b>	FSME/DMSSA	FSME/DMSSA
<b>NAME</b>	BGUilton:	RJLewis
<b>DATE</b>	08/13/08	08/13/08

**OFFICIAL RECORD COPY**

INSPECTION PROCEDURES COURSE  
September 22-26, 2008  
Chattanooga, TN

STATE	PARTICIPANT(S)
<b>ARIZONA</b> Radiation Regulatory Agency 4814 South 40 <sup>th</sup> Street Phoenix, AZ 85040	Hallie Smith
<b>ARKANSAS</b> AR Dept of Health & Human Services Radiation control Section P.O. Box 1437, Slot H-30 Little Rock, AR 72203-1437	Tammy Kriesel
<b>LOUISIANA</b> Permits Division Office of Environmental Services P. O. Box 4313 Baton Rouge, LA 70821-4313	Jacob Blood
<b>MINNESOTA</b> Division of Environmental Health Dept. of Health 625 Robert Street N. P.O. Box 64975 St. Paul, MN 55164-0975	Bryce Armstrong
<b>NEW JERSEY</b> Dept. of Environmental Protection P.O. Box 415 Trenton, NJ 08625-0415	Adria Wentzel
<b>NEW MEXICO</b> Nevada State Health Division, 1179 Fairview Drive, Suite 201 Carson City, NV. 89701-5405	Santiago Rodriguez
<b>NORTH DAKOTA</b> ND Dept of Health 918 E. Divide Avenue Bismarck, ND 58501-1947	Daniel Harman
<b>OHIO</b> Dept. of Health 246 North High Street Columbus, OH 43216	Eric Terrell
<b>PENNSYLVANIA</b> Dept. of Environmental Protection Rachel Carson State Office Bldg. P.O. Box 8469 Harrisburg, PA 17105-8469	Daneen Leonard
<b>TENNESSEE</b> Division of Radiological Health L&C Annex, Third Floor 401 Church Street Nashville, TN 37243-1532	Steve Anderson
<b>TEXAS</b> Dept. of State Health Services 1100 West 49 <sup>th</sup> Street, MC 2828 Austin, TX 78756-3189	Kathleen Deharde

STATE	PARTICIPANT(S)
<b>WISCONSIN</b> Division of Public Health Dept. of Health & Family Services P.O. Box 2659 Madison, WI 53701-2659	Diana Sulas

## 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." This course is scheduled to be presented September 22-26, 2008, 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 am on Monday, September 22, 2008, and end at noon on Friday, September 26, 2008. 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 21, 2008, and depart on Friday, September 26, 2008. 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](mailto: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.

Individuals should request a Federal government 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> The per diem for Chattanooga, TN area is 85/44/129 This means lodging/meals/not to exceed total. Tax is a separate line item on your voucher. No rental cars will be authorized for invitational travel. 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 a car or take a taxi to and from the training center.

**INSPECTION PROCEDURES COURSE**  
**Tentative Schedule for September 22-26, 2008**

	START	STOP	TOPIC	PRESENTER
<b>MONDAY</b>	8 AM	- 9 AM	<b>WELCOME AND ADMIN</b>	Ricci
	9 AM	- 10 AM	Overview	Lambert
	10 AM	- 11 AM	Overview	Lambert
	11 AM	- 12 PM	Overview	Lambert
	12 PM	- 1 PM	<b>LUNCH</b>	
	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
<b>TUESDAY</b>	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	<b>LUNCH</b>	
	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
<b>WEDNESDAY</b>	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	<b>LUNCH</b>	
	1 PM	- 2 PM	Exercise	Staff
	2 PM	- 3 PM	Exercise	Staff
	3 PM	- 4 PM	Exercise	Staff
	4 PM	- 5 PM	Exercise	Staff
<b>THURSDAY</b>	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	<b>LUNCH</b>	
	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
<b>FRIDAY</b>	8 AM	- 9 AM	Incident Review	Ricci
	9 AM	- 10 AM	Incident Review	Ricci
	10 AM		<b>CLASS OVER</b>	

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