

March 18, 2009

ALL AGREEMENT STATES, MICHIGAN, NEW JERSEY, VIRGINIA

**ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205) – ATLANTA, GA**  
(FSME-09-015)

**Purpose:** To provide the list of students selected for the NRC Root Cause Workshop (G-205).

**Background:** NRC provides the list of students and instructions to the States to help ensure that States with candidates on waiting lists will have an opportunity to fill vacated slots that may open up after this notification letter has been sent.

**Discussion:** Enclosure 1 is the list of students from the States selected to attend the April 20-24, 2009 Root Cause Workshop (G-205). This course is to be held in Atlanta, GA at the Region II Headquarters. 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 Brenda Usilton (Fax 301-415-3502). (See invitational travel information in AD-500 at: <http://nrc-stp.ornl.gov/procedures/ad500.pdf>)

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 the student cannot attend the course.\*

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\*This information request has been approved by OMB 3150-0029, expiration 08/31/2010. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and FOIA/Privacy Services Branch (T-5F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to [infocollects@nrc.gov](mailto:infocollects@nrc.gov), and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0029), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

If you have any questions regarding this correspondence, please contact me at 301-415-3340 or the individual named below.

POINT OF CONTACT: Brenda G. Usilton  
TELEPHONE: (301) 415-2348

INTERNET: [Brenda.Usilton@NRC.GOV](mailto:Brenda.Usilton@NRC.GOV)  
FAX: (301) 415-3502

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Robert J. Lewis, Director  
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Enclosures:  
As stated

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**ML090720052**

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<b>DATE</b>	3/6/09	3/18/09	

**OFFICIAL RECORD COPY**

ROOT CAUSE WORKSHOP (G-205)  
APRIL 20-24, 2009  
ATLANTA, GA

STATE	PARTICIPANT
FLORIDA Dept. of Health 4052 Bald Cypress Way, Bin C21 Tallahassee, FL 32399-1741	Norman Gilley Marie Stephenson David Whitman
GEORGIA Dept. of Natural Resources 4220 International Parkway, Suite 100 Atlanta, GA 30354	Irene Bennett Travis Cartoski Keith St. Cyr
PENNSYLVANIA Rachel Carson State Office Bldg. P.O. Box 8459 Harrisburg, PA 17105-8469	Stephan Brown
TEXAS Dept. of State Health Services 1100 West 49 <sup>th</sup> Street, MC 2828 Austin, TX 78756-3189	Annie Backhaus

Enclosure 2

## 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 April 20-24, 2009 at the NRC Region II Office located at Sam Nunn Atlanta Federal Center, 61 Forsyth Street, SW, Atlanta, GA 30303-8931

**COURSE:** This course will be conducted beginning at 8:00 a.m. and end at 5:00 p.m. each day except for Friday, April 24, 2009, when the class is scheduled to end at 2:00 pm.

**LODGING AND TRAVEL:** You should plan to arrive on Sunday, April 19, 2009, and depart on Friday, April 24, 2009. Participants must make their own lodging and travel arrangements. Individuals should request a government rate at the hotels. No rental cars will be authorized for travel. 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 Brenda Usilton at [Brenda.Usilton@nrc.gov](mailto:Brenda.Usilton@nrc.gov) or fax it to 301-415-3502. If you have any questions regarding the travel form please contact Brenda on 301-415-2348. You will receive a travel voucher for reimbursement after the course ends.

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.

Below is a list of hotels that are within one rail stop of the Region II office. Individuals should request a Federal government employee rate at the hotels. The per diem for Atlanta, Georgia area is 141/49/190. This means lodging/meals/not to exceed total. Tax is a separate line item on your voucher.

Omni – 404-659-0000  
Embassy Suites at Centennial Park – 404-223-2300  
Residence Inn- 404-522-0950  
Ritz-Carlton- 404-659-0400  
Westin Peachtree Plaza- 404-659-1400  
Hyatt – 404-577-1234  
Inn at the Peachtree – 404-577-6970

## 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

## LABORATORY

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

## DAY TWO

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

## LABORATORY

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

## DAY THREE

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

## LABORATORY

- Conduct MORT analysis
- Conduct interviews
- Update previous analytics

## DAY FOUR

- Presentations of MORT Analysis
- Integrating Information
- Corrective Actions

## LABORATORY

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

## DAY FIVE

- Critique of Performance by Instructor(s).
- Final Questions, Evaluation, Close out.

## LABORATORY

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