

May 20, 2011

ALL AGREEMENT STATES AND MICHIGAN

NOTIFICATION OF UPCOMING NUCLEAR MATERIAL EVENTS DATABASE TRAINING
(FSME-11- 043)

Purpose: To inform you of upcoming Nuclear Material Events Database (NMED) Training and to solicit interested participants.

Background: The U.S. Nuclear Regulatory Commission (NRC) has scheduled an NMED training session on the use of the NMED local software and the NMED website. The training will also include information regarding reporting nuclear material events as described in NRC's Office of Federal and State Materials and Environmental Management Programs (FSME) procedure SA-300, "Reporting Material Events." The NMED training will be held on July 12, 2011, and will be hosted by NRC's Region IV Office. The training will take place at the Holiday Inn Arlington NE-Rangers Ballpark located at 1311 Wet N Wild Way, Arlington, TX 76011.

Contents: Enclosed is the background and agenda for the training session. There will be no tuition costs for this training. Also, since this is an optional training course and not required under NRC's Manual Chapter 2800, travel and per diem expenses will not be covered by NRC. Typically, the attendees for this course should have or will have responsibility for collecting, maintaining, and assessing nuclear material event data. Interested attendees should directly contact the NRC NMED Project Manager, Duane White at (301) 415-6272 or Duane.White@nrc.gov.

NRC Point of Contact: Thank you for your attention to this matter. If you have any questions regarding this correspondence, please contact the individual named below.

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Enclosure:

1. NMED Software and Website Training Background
2. NMED Training Agenda

* This information request has been approved by OMB 3150-0029 expiration 11/30/2013. 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, 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.

NUCLEAR MATERIAL EVENTS DATABASE SOFTWARE AND WEBSITE TRAINING

Local Software:

The local Nuclear Material Events Database (NMED) software is a tool that Agreement State agencies can use to create a local database of their events. This database assists the agencies with event tracking and reporting. The last NMED upgrade was released in March 2011. This upgrade incorporated Agreement State suggestions for improvement and further enhanced the usability of the program. Major changes include improved compatibility with current versions of Microsoft Access, calculation of the IAEA source category, and new fields for entering the date an event was reported to the Agreement State agency and the date an event was reported to the NRC. The software is available for download from the NMED website (<http://nmed.inl.gov>).

Website:

The NMED website contains records of events occurring nationwide involving nuclear materials. These events are reported to NRC by NRC licensees, Agreement States, and non-licensees. Agreement States send records of material events involving Atomic Energy Act (AEA) material to NRC. The NMED website is accessible at <http://nmed.inl.gov>.

Standard Training Topics:

- SA-300 "Reporting Material Events"
- Use of the NMED Software (local data)
- Use of the NMED Website (national data)
- Hands-on practice (Region and A/S-facility dependent) - users can use the website or software independently, and trainers will be there to answer individual questions.
- Q&A Session for Advanced Use of the Website

Who Should Attend?:

This training is a for anyone who needs to understand NMED and its uses, and anyone that is interested in learning ways of accessing tools to enhance the management of event assessment programs. Those who should attend include:

- Staff who have or will have responsibility for collecting, maintaining, and assessing event data;
- Staff who needs to learn to use the NMED web-based search program and PC-based data entry program.
- Staff who participates in the Event Evaluation or Sealed Source and Device portions of Integrated Materials Performance Evaluation Program reviews (where NMED searches are used to support the review).

The format of the training is a "train the trainer" approach. The goal of the training is to provide the information and tools to the attendees, so that they can return to their home offices and assist others in using SA-300 and NMED.

TRAINING AGENDA

The training sessions typically begin between 8:00 a.m. and 9:30 a.m., and finish mid to late afternoon (check with the session contact for specific times).

<u>Time</u>	<u>Action</u>
15 Minutes	Welcome and Introduction
90 Minutes	SA-300 Training
15 Minute	Break
1 Hour	Use of local NMED software (Microsoft Access)
1 Hour.	Hands-on exercises with local NMED software
1 Hour.	Lunch
1 Hour	Use of the NMED website
15 Minute	Break
75 Minutes	Hands-on exercises with the NMED website (with a break)
Until Needed	Instructors available for any additional questions