

January 10, 2012

Mr. Steve Seeger, Manager
Chattanooga Filed Office
Tennessee Department
of Environment & Conservation
540 McCallie Avenue, Suite 350
Chattanooga, TN 38115-1520

Dear Mr. Seeger:

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) offers the IMPEP Team Member Training to interested State radiation control program employees. The Fiscal Year 2012 training will be held in Orlando, Florida, and is scheduled for February 7-8, 2012. The training is expected to last two full days. You will be required to travel on February 6, 2012, to facilitate an 8:00 a.m. start on February 7, 2012. A copy of the draft 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. 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) 415-0694.

Thank you for your support of IMPEP.

Sincerely,

/RA/

Lisa C. Dimmick
IMPEP Project Manager
Agreement State Programs 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

Distribution:

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BUilton, FSME/MSSA

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OFFICE	MSSA/ASPB
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DATE	01/10/2012

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AGENDA
INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM (IMPEP)
TEAM MEMBER TRAINING
 Tuesday, February 7, 2012

8:00-8:15 a.m.	WELCOMING ADDRESS
8:15-8:45 a.m.	INTRODUCTIONS AND ORIENTATION - Introduction of participants and instructors, administrative information, agenda and training manual walk-through, and discussion of session objectives.
8:45-9:15 a.m.	IMPEP: SOME BASIC QUESTIONS – Lisa Dimmick. An introduction to the world of IMPEP.
9:15-9:45 a.m.	GENERAL STRUCTURE OF IMPEP – Lisa Dimmick. Introduction to the performance indicators, recommendations, good practices, ratings, and findings.
9:45-10:00 a.m.	THE IMPEP PROCESS – Lisa Dimmick. Introduction to the basic steps in the IMPEP process. Timeline for the IMPEP process.
10:00-10:15 a.m.	BREAK
10:15-11:15 a.m.	THE COMMON PERFORMANCE INDICATORS – Jim Lynch Technical Staffing and Training Status of Materials Inspection Program Technical Quality of Inspections Technical Quality of Licensing Actions Technical Quality of Incident and Allegation Activities
11:15-11:30 a.m.	REVIEWING THE NON-COMMON PERFORMANCE INDICATORS – Jim Lynch A brief overview of the non-common performance indicators.
11:30-12:30 p.m.	LUNCH
12:30-1:00 p.m.	PERFORMANCE-BASED REVIEWS - Steve James. Keeping the reviews performance based
1:00-2:30 p.m.	GROUP EXERCISE - PERFORMANCE-BASED REVIEWS
2:30-2:45 p.m.	BREAK
2:45-3:30 p.m.	PREPARATION AND THE ON-SITE REVIEW – Steve James. IMPEP questionnaire. Inspector accompaniments. Steps team members should take to become fully prepared for a review. Conduct of team members, team leaders, and NRC managers during the on-site portion of the review.
3:30-4:00 p.m.	POLICIES AND PROCEDURES – Lisa Dimmick. A guide to the guidance that all team members need to know. Demonstration of IMPEP Toolbox and IMPEP Team CD.
4:00-4:30 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 8, 2012

8:00-8:45 a.m.	CASEWORK SELECTION - Steve James. Focusing review casework selection including selecting significant actions from a risk standpoint. When to stop reviewing casework.
8:45-9:30 a.m.	USING NMED FOR IMPEP REVIEWS – Steve James. Generating Nuclear Material Events Database (NMED) Reports that give you the information you need for an IMPEP. Demonstration of NMED Search.
9:30-9:45 a.m.	SPECIAL INTEREST TOPICS AND TRENDS IN IMPEP – Jim Lynch. Highlights of recent regulatory initiatives and how they are reviewed/handled under IMPEP.
9:45-10:00 a.m.	BREAK
10:00-10:30 a.m.	THE IMPEP REVIEW REPORT – Lisa Dimmick. Writing IMPEP review reports. Roles and responsibilities of team members. Examples of reports.
10:30-11:00 a.m.	THE MANAGEMENT REVIEW BOARD (MRB) – Lisa Dimmick. The role of the MRB. Overview of an MRB meeting including team attendance, preparation, and conduct.
11:00-11:15 a.m.	INCREASED OVERSIGHT – Jim Lynch. Policies and procedures governing Heightened Oversight, Monitoring, etc.
11:15-11:30 a.m.	COMMUNICATIONS - Jim Lynch. Ensuring adequate and clear communication with all involved parties throughout the IMPEP process.
11:30-12:30 p.m.	LUNCH
12:30-2:00 p.m.	GROUP EXERCISE - APPLYING IMPEP CRITERIA. A mock IMPEP review.
2:00-3:30 p.m.	GROUP EXERCISE DISCUSSION. A mock MRB.
3:30-4:00 p.m.	BENEFITS OF PARTICIPATING IN IMPEP - Steve James. How to make the most out of your IMPEP experience.
4:00-4:30 p.m.	WRAP-UP DISCUSSIONS/COURSE EVALUATION. Final opportunity for questions.

TRAVEL INSTRUCTIONS FOR 2012 IMPEP TEAM MEMBER TRAINING

ACCEPTANCE: This is to advise you that those individuals in Enclosure (1) have been accepted for participation in the FY 2012 IMPEP Team Member training. This course is scheduled to be presented February 7-8, 2012, at the Florida Program Office in Orlando, Florida, at 400 West Robinson, Orlando, FL 32801.

COURSE: This course will begin at 8:00 a.m. and end at 4:30 p.m. each day with an hour for lunch. The course agenda is still under development and will be provided to students at a later date. Normal office/business attire is appropriate for students attending training. A picture ID or some other form of ID is required. Cellular phones and similar devices with audible capability should be disabled while classes are in session.

LODGING AND TRAVEL: You should plan to arrive on Monday, February 6th and depart no sooner than the evening of Wednesday, February 8th. Participants must make their own lodging and travel arrangements. The per diem for Orlando, Florida area is 111/56/167. This means lodging/meals/not to exceed total. Tax is a separate line item on your voucher. If traveling by air, you need to contact Carlson Travel at 1-866-250-2160 for airline reservations. Please complete the Travel Application Form <http://nrc-stp.ornl.gov/training.html> and return it to Brenda Usilton at Brenda.Usilton@nrc.gov or fax it to 301-415-3502. Travel by personal vehicle will be reimbursed at a rate of 51¢ per mile, not to exceed the minimum airfare. If you have any questions regarding the travel form please contact Brenda at 301-415-2348. No rental cars will be authorized for travel. You will need to take a taxi or shuttle to and from the airport. (A one way cab fare to/from the airport is approximately \$50). Training participants for the 2012 IMPEP Team Member Training will stay at the Sheraton Orlando Downtown Hotel, located in Orlando, Florida (visit the facility on the web at www.sheraton.com/Orlando). The hotel is located at 400 West Livingston Street, Orlando, Florida 32801. The government rate for Orlando is \$111.00 per night. Please call the hotel at (800) 574-3160 to reserve a room under your name and credit card. Please reference "NRC IMPEP training" to ensure your room is secured under the room block for this event. **Your hotel room reservation must be made by January 6 12th, 2012.** The Sheraton hotel is within walking distance to the Florida Program Office.

EXPENSES:

Students will be reimbursed for expenses in accordance with Federal travel regulations. The travel instructions and voucher for reimbursement information can be found at <http://nrc-stp.ornl.gov/training.html>. Receipts are necessary to claim any expenses of \$75.00 or more. Telephone calls will not be reimbursed. The meal and incidental per diem for the Orlando area is \$56.00 per day.

Any questions about, or changes in, travel should be directed to Ms. Usilton at (301) 415-2348 or Brenda.Usilton@nrc.gov. Questions about the training class and location should be directed to Ms. Lisa Dimmick at (301)415-0694 or Lisa.Dimmick@nrc.gov.

**- TRAVEL INFORMATION -
IMPEP TEAM MEMBER TRAINING
FEBRUARY 2012**

NAME: _____

STATE: _____

HOME ADDRESS: _____

WORK ADDRESS: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

SS# (required): _____ - _____ - _____

IMPEP REVIEW FOR: _____

REVIEW DATES: _____

TRAVEL DATES: _____

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 ROUND TRIP MILES: _____

Please fax or e-mail this information to Brenda Usilton at (301) 415-3502 by 5:00 p.m. (EDT) a minimum of three weeks prior to the review.