

April 20, 2012

ALL AGREEMENT STATES

NOTIFICATION OF UPCOMING NMED TRAINING (FSME-12-036)

Purpose: To announce upcoming training on the Nuclear Material Events Database (NMED).

Background: In an effort to assist the Agreement States with the continued proficient use of the NMED local software and the NMED website, the U.S. Nuclear Regulatory Commission (NRC) periodically offers training.

Discussion: The next NMED training will be held on May 15, 2012, and will be hosted by Louisiana. The training will take place at the Department of Environmental Quality Headquarters Building, 602 North 5th Street, Baton Rouge, LA 70802. In addition to training on the NMED local software and the NMED website, this 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."

Enclosed is an explanation of the training and the agenda. There is no tuition cost; however, travel and per diem expenses will not be covered by NRC since this is an optional training course and not required by NRC's Manual Chapter 2800. Typically, attendees for this course should have or will have responsibility for collecting, maintaining, and assessing nuclear material event data.

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

POINT OF CONTACT: Angela McIntosh
TELEPHONE: (301) 415-5030

INTERNET: Angela.McIntosh@nrc.gov
FAX: (301) 415-5955

/RA/

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

Enclosures:

1. Nuclear Material Events Database
Software and Website Training
2. Nuclear Materials Events Database
Training Agenda

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DISTRIBUTION:

MSSA/DILR RF

Donna Janda, DNMS, RI

Monica Orendi, DNMS, RI

James Lynch, DNMS, RIII

Randy Erickson, DNMS, RIV

Rachel Browder, DNMS, RIV

ML121070255

OFFICE	DMSSA/RMSB	DMSSA/RMSB	DMSSA/ASPB	FSME/DMSSA
NAME	AMcIntosh	CEinberg	PHenderson	BMcDermott
DATE	4/20/12	4/20/12	4/20/12	4/20/12

OFFICIAL AGENCY RECORD

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 (version 7.1) was released in July 2011. 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 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 need 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 IMPEP 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.

NUCLEAR MATERIALS EVENTS DATABASE TRAINING AGENDA

The training sessions typically begin at 8:00 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