

March 18, 2013

ALL AGREEMENT STATES

**ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205)  
(FSME-13-027)**

**Purpose:** To provide the list of students selected for the U.S. Nuclear Regulatory Commission's (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 selected to attend the May 20-24, 2013, Root Cause Workshop (G-205). Please provide the list of students and the instructions (Enclosure 2) to each individual from your program that is on the list. This course is to be held in Rockville, Maryland. Enclosed for your information is a tentative schedule for the course (Enclosure 3). Students attending this course will be paid lodging and per diem by the U.S. Nuclear Regulatory Commission (NRC). Students should immediately make their travel arrangements through Carlson Wagonlit Travel at 1-866-250-2160 and then download the Travel Application Form at <http://nrc-stp.ornl.gov/training.html>. The completed form should be sent to [Brenda.Usilton@nrc.gov](mailto:Brenda.Usilton@nrc.gov) (preferred method) or by fax to 301-415-3502 for the NRC to issue the students travel authorization.

We ask that you inform us of any cancellations 30 days prior to the course starting date. This will assist us in ensuring that States with candidates on waiting lists have an opportunity to fill vacated slots that may open up after our course acceptance letters have been sent to you.

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\*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](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

**/R/A DWhite for/**

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

Enclosures:

1. List of students
2. Instructions for students
3. Tentative Schedule

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Distribution:

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DMSSA r/f

Latonya Mahlahla, TDD

**ML13077A289**

<b>OFC</b>	FSME/MSSA	FSME/MSSA	FSME/MSSA
<b>NAME</b>	BUsilton	ADWhite	<b>DWhite for</b> BJMcDermott
<b>DATE</b>	3/18/2013	3/18/2013	3/18/2013

**OFFICIAL RECORD COPY**

ROOT CAUSE WORKSHOP (G-205)  
May 20-24, 2013  
ROCKVILLE, MD

STATE	PARTICIPANT
<b>CALIFORNIA</b> Dept. of Health Services P.O. Box 997414, MS-7610 Sacramento, CA 95899-7414	Rajwant Singh Bedi Eric Cruz
<b>GEORGIA</b> Dept. of Natural Resources 4220 International Parkway, Suite 100 Atlanta, GA 30354	David Crowley Jenna Odom
<b>LOUISIANA</b> Emergency & Radiological Services Div. P.O. Box 4312 Baton Rouge, LA 70821-4312	Jason Roy
<b>MISSISSIPPI</b> Dept. of Health 3150 Lawson Street Jackson, MS 39213	Brielle Grantham
<b>OHIO</b> Dept. of Health 246 North High Street Columbus, OH 43215	Patrick Becker
<b>PENNSYLVANIA</b> Bureau of Radiation Protection Rachel Carson State Office Bldg P.O. Box 8469 Harrisburg, PA 17105-8469	Farahat Darwish
<b>WISCONSIN</b> Dept. of Health Services P.O. Box 2659 Madison, WI 53701-2659	Krista Kuhlman

## 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 May 20-24, 2013 at the U.S. Nuclear Regulatory Commission Professional Development Center (PDC). The PDC is located at our new 3 White Flint North Building which is situated across Marinelli Road from One White Flint North (OWFN) between the White Flint Metro station entrance and the Metro parking garage. The address for the new building is 11601 Landsdown Street, North Bethesda, MD 20852. For non-headquarters personnel traveling to the training, we suggest that you stay at a hotel that is on the metro line for your convenience. Non-NRC attendees should allow sufficient time to process through security screening upon arrival at the training facility. You will need to show proof of identification when you get to the Professional Development Center. You will be escorted by an NRC employee to the 2<sup>nd</sup> floor where the training will be held.

**COURSE:** This course will be conducted beginning at 8:00 a.m. and end at 5:00 p.m. each day except for Friday, May 24, 2013, when the class is scheduled to end at 3:00 pm. 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.

**LODGING AND TRAVEL:** You should plan to arrive on Sunday, May 19, 2013 and depart on Friday, May 24, 2013. Participants must make their own lodging and travel arrangements. The per diem for Rockville, Maryland is 224/71/295. This means lodging/meals/not to exceed total per day. Tax is a separate line item on your voucher. No rental cars will be authorized for travel. If traveling by air, contact Carlson Wagonlit Travel at 1-866-250-2160 to book reservations. Effective January 1, 2013 the reimbursement for mileage has increased to 56.5 cents per mile. Please complete the Travel Application Form which is located at <http://nrc-stp.ornl.gov/training.html> and return it to Brenda Usilton at [Brenda.Usilton@nrc.gov](mailto:Brenda.Usilton@nrc.gov) (preferred method) 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 also go to the same website to receive a copy of the travel instructions and voucher reimbursement. Below is a list of hotels that are on the Metro line. If the hotel requires proof of Federal Travel please let Brenda Usilton know and she will fax you a copy of your authorization.

Hyatt Hotel One Bethesda Metro Center Bethesda, MD (301) 657-1234 1-800-233-1234 *Four metro stops from NRC's PDC	Hilton Hotel 1750 Rockville Pike Rockville, MD (301) 468-1100 1-800-222-8733 One Metro Stop from NRC's PDC
Bethesda North Marriott Hotel 5701 Marinelli Rd. Rockville, Maryland (301) 984-0004 1-800-859-8003 *Across from the NRC Headquarters	Holiday Inn Express 1775 Rockville Pike Rockville, MD (301) 881-2300 1-800-255-1775 – One metro stop from NRC's PDC

**G-205 Root Cause /Incident Investigation Workshop**  
**Tentative Course Outline**  
**May 20-24, 2013**

<b>Monday, Day 1</b>	8:00 - 12:00 noon	<b>Welcome</b> <ul style="list-style-type: none"> <li>Investigations of Incidents</li> <li>RCA Concepts</li> <li>Event And Causal Factor Analysis</li> </ul>
	12:00 – 1:00 PM	LUNCH
	1:00 – 5:00 PM	<b>Case Study Assignment and Team Formation</b> <b>Team Case Study Assignment</b> <ul style="list-style-type: none"> <li>Effective teaming</li> <li>Communication</li> <li>Establishing roles</li> </ul>
<b>Tuesday, Day 2</b>	8:00 - 12:00 noon	<b>RCA Concepts</b> <ul style="list-style-type: none"> <li>Knowledge Check – Review</li> <li>Information Gathering Techniques</li> <li>Fault tree analysis</li> </ul>
	12:00 – 1:00 PM	LUNCH
	1:00 – 5:00 PM	<b>Team Case Study Assignment:</b> <ul style="list-style-type: none"> <li>Document review and data collection</li> <li>Apply RCA techniques</li> <li>Identify information gaps</li> </ul>
<b>Wednesday, Day 3</b>	8:00 - 12:00 noon	<b>RCA Concepts</b> <ul style="list-style-type: none"> <li>Knowledge Check – Review</li> <li>Pareto Analysis</li> <li>The Five-Whys <ul style="list-style-type: none"> <li>Barrier Analysis</li> </ul> </li> <li>Management and Oversight Risk Tree</li> </ul>
	12:00 – 1:00 PM	LUNCH
	1:00 – 5:00 PM	<b>Team Case Study Assignment</b> <ul style="list-style-type: none"> <li>Apply ECFA, and other RCA techniques to the RCA</li> <li>Identify interview candidates</li> <li>Request and Conduct interviews</li> </ul>
<b>Thursday, Day 4</b>	8:00 - 12:00 noon	<b>RCA Concepts</b> <ul style="list-style-type: none"> <li>Knowledge Check – Review of previous day's material</li> <li>Management and Oversight Risk Tree, Cont'd <ul style="list-style-type: none"> <li>Procedure for MORT Analysis</li> </ul> </li> <li>The Critical Incident Technique</li> <li>Advanced Interviewing</li> </ul>
	12:00 – 1:00 PM	LUNCH
	1:00 – 5:00 PM	<b>Team Case Study Assignment</b> <ul style="list-style-type: none"> <li>Applying MORT and Barrier Analysis to the RCA and Finalizing the Report</li> <li>Conduct interviews</li> <li>Demonstrate use of MORT chart</li> <li>Demonstrate use of two other RCA techniques</li> <li>Prepare draft "Out-Brief" presentation</li> </ul>
<b>Friday, Day 5</b>	8:00 - 12:00 noon	<b>Case Study Report Out</b> <ul style="list-style-type: none"> <li>Present RCA findings</li> <li>Explain approach</li> <li>Describe processes applied</li> <li>Walk through MORT diagram</li> </ul>
	12:00 – 1:00 PM	LUNCH
	1:00 – 3:00 PM	Course Review