

September 17, 2013

ALL AGREEMENT STATES

ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205)
(FSME-13-097)

Purpose: To provide the list of students selected for the U.S. Nuclear Regulatory Commission (NRC) Root Cause Workshop (G-205).

Background: The 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 November 4-8, 2013, Root Cause Workshop (G-205). This course is to be held in King of Prussia, Pennsylvania at the Region I Office. 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 NRC. Students should make their travel arrangements through Carlson Wagonlit Travel at 1-800-453-8396 immediately and then submit their travel information needed for NRC to issue their travel authorization. Please go to the following website to download the Travel Application Form <http://nrc-stp.ornl.gov/training.html> and then send it to Brenda.Usilton@nrc.gov.

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.*

* 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.

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
FAX: (301) 415-3502

/RA DWhite for/

Pamela J. Henderson, Acting Director
Division of 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:

DCD (SP03)

MSSA r/f

Latonya Mahlahla, TDD

ML13254A032

OFC	FSME/MSSA	FSME/MSSA	FSME
NAME	BUsilton	DWhite	DWhite for PJHenderson
DATE	9/11/2013	9/17/2013	9/17/2013

OFFICIAL RECORD COPY

ROOT CAUSE WORKSHOP (G-205)
 KING OF PRUSSIA, PA
 NOVEMBER 4-8, 2013

STATE	PARTICIPANT
ARKANSAS Dept. of Health 4815 W. Markham St., Slot 30 Little Rock, AR 72205-3867	Kayla Avery
IOWA Dept. of Public Health Lucas State Office Building, 5 th Fl 321 East 12 th Street Des Moines, IA 50319	Leonardo Wardrobe
MARYLAND Dept. of the Environment 1800 Washington Blvd. Suite 750 Baltimore, MD 21230	Alan Jacobson
NEBRASKA Dept. of Health & Human Services 301 Centennial Mall South P.O. Box 95026 Lincoln, NE 68509-5026	James DeFrain
OHIO Dept. of Health 246 North High Street Columbus, OH 43215	Courtney Shipley
PENNSYLVANIA Bureau of Radiation Protection Rachel Carson State Office Bldg P.O. Box 8469 Harrisburg, PA 17105-8469	Mary Fekete Jessica Kendrick
TEXAS Dept. of State Health Services P.O. Box 149347 Austin, TX 78714-9347	Derek Phillips

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 November 4-8, 2013, at the NRC Region I Office located at 2100 Renaissance Boulevard, Suite 100, King of Prussia, PA 19406-2713.

COURSE: This course will be conducted beginning at 8:00 a.m. and end at 5:00 p.m. each day except for Friday, November 4, 2013, when the class is scheduled to end at 3:00 pm.

LODGING AND TRAVEL: You should plan to arrive on Sunday, November 3, 2013, and depart on Friday, November 8, 2013. 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 1-800-453-8396 for airline reservations. 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. 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. Effective January 1, 2013 the mileage rate increased to 56.5 cents.

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. Non-NRC attendees should allow sufficient time to process through security screening upon arrival at the NRC Region I Office. A picture ID or some other form of ID is required.

Below is a list of hotels that are located in King of Prussia, PA area. Individuals should request a Federal government employee rate at the hotels. The per diem King of Prussia, PA area is 116/66/182. This means lodging/meals/not to exceed total. Tax should be exempt in King of Prussia, PA.

Hotels near Region I Office Please see the Region I brochure for a list of lodging:
<http://r1.nrc.gov/ora/r1-brochure.pdf>

Philadelphia Marriott West, King of Prussia
610-941-5600

Radisson Hotel, King of Prussia
610-768-0183

Best Western Plus, King of Prussia
610-265-4500

Courtyard by Marriott, King of Prussia
800-335-9593

Crowne Plaza Hotel, King of Prussia
610-265-7500

Double Tree by Hilton, King of Prussia
610-337-1200

Holiday Inn Express, King of Prussia
610-768-9500

HYATT Place, King of Prussia
484-690-3000

Security Information: <http://r1.nrc.gov/drm/building-info/security-access-to-r1-office.pdf>

Directions to Region I: <http://r1.nrc.gov/drm/building-info/directions.pdf>

Evacuation/Muster Areas: <http://r1.nrc.gov/drm/building-info/bldg-evac-muster-areas.pdf>

Local Restaurants: <http://r1.nrc.gov/drm/building-info/local-restaurants-2100renaissance.pdf>

**G-205 Root Cause /Incident Investigation Workshop
Tentative Course Outline
November 4-8, 2013**

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

		<ul style="list-style-type: none">• Present RCA findings• Explain approach• Describe processes applied• Walk through MORT diagram
	12:00 – 1:00 PM	LUNCH
	1:00 – 3:00 PM	Course Review