

(STP-03-032, April 2003, Training, NMED)

April 25, 2003

ALL AGREEMENT AND NON-AGREEMENT STATES

**NUCLEAR MATERIAL EVENTS DATABASE (NMED): MICROSOFT ACCESS 2000  
VERSION AND SESSION ON UNWANTED RADIOACTIVE MATERIAL (STP-03-032)**

This is to inform you that the U.S. Nuclear Regulatory Commission (NRC) has scheduled an NMED training session on the use of an updated Microsoft Access 2000/XP version of the NMED software program. Representatives from the Conference of Radiation Control Program Directors, Inc., (CRCPD), will present a session on the Management of Unwanted Radioactive Material. The training schedule is as follows:

- Session 1: June 17-18, 2003 - U.S. NRC Region III Office**
- Session 2: July 8 -9, 2003 - U.S. NRC Region II Office**
- Session 3: July 22-23, 2003 - U.S. NRC Region IV Office**
- Session 4: August 19-20, 2003 - U.S. NRC Region I Office**

Enclosed is the background on the training session and a draft agenda. The training sessions are scheduled for 8:30 a.m. - 4:00 p.m. on the first day, and 8:30 a.m. - 2:00 p.m. on the second day. Hotel information will be provided for each Region. There will be no tuition costs for the training. The State is responsible for the travel and per diem expenses. Attendees should have or will have responsibility for collecting, maintaining, and assessing event data. To register for the training, please send an e-mail to the NMED project manager, Michele Burgess, [MLB5@NRC.GOV](mailto:MLB5@NRC.GOV) listing your first and last name, State and telephone number. You will receive confirmation of your scheduled training. Note that the hands-on training session is limited to fifteen persons at two of the Regions. We need to receive your registration information **not later than June 3, 2003**, for all proposed sessions to more adequately accommodate staff interested in attending NMED training.

Based on the number of applicants and geographic locations, we may need to consider consolidating the training into fewer regional sessions. Additionally, based on demand, future training sessions may be scheduled and will be announced at a later date. States that wish to host a training session are encouraged to contact Ms. Patricia Larkins, [PML@NRC.GOV](mailto:PML@NRC.GOV).

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

POINT OF CONTACT: Patricia Larkins  
(301) 415-2309

INTERNET: [PML@NRC.GOV](mailto:PML@NRC.GOV)  
FAX: (301) 415-3502

*/RA by Scott Flanders for/*

Josephine Piccone, Deputy Director  
Office of State and Tribal Programs

Enclosure:  
As stated

## **TRAINING ON MANAGEMENT OF UNWANTED RADIOACTIVE MATERIAL AND USE OF UPDATED VERSION OF NUCLEAR MATERIAL EVENTS DATABASE SOFTWARE**

Beginning about 1996, NRC distributed database software to Agreement States for use in creating, maintaining and sending selected event reports to a contractor (the Idaho National Engineering and Environmental Laboratory) for input into the Nuclear Material Events Database (NMED). NMED contains records of events involving nuclear materials 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. Agreement States also voluntarily provide event reports involving AEA and non-AEA lost material to NRC. This supports a joint effort by NRC and the Conference of Radiation Control Program Directors, Inc. (CRCPD) to track data on lost radioactive material events in the United States. Non-Agreement States also participate in this effort. NMED, the official NRC database for maintaining these records, is accessible on the Internet at: <http://nmed.inel.gov>

Upgraded Software: The last NMED upgrade was released as a beta version in 2001. The 2001 beta version improved compatibility with Microsoft Office 97 and 2000, improved the overall intuitiveness of the NMED program, eliminated data fields not used by Agreement States, and offered online user help functions. A third upgrade is scheduled for release late May 2003. This upgrade incorporates Agreement State suggestions for improvement, and further enhances usability of the program. It also streamlines and simplifies data input through consolidation and/or elimination of some data entry screens. The upgrade also includes a new field for event closeout. A copy of the upgraded software will be provided to all NMED training participants. A copy will also be offered to non-Agreement States as well as distributed to Agreement States.

To assist States, training related to the management of unwanted radioactive material, and hands-on instruction regarding the NMED program, is being offered to all States.

### **General Training Topics**

1. Enhancing Management of Unwanted Radioactive Material
2. Agreement State and NRC Region Roles in Supporting the Nuclear Material Events Database (NMED)
3. Hands-on Instruction of Using the NMED (web-based National Search Program and PC-based Agreement State Data Entry Program)

### **Who Should Attend**

This training is a must-attend for anyone who is interested in learning ways of enhancing the management of unwanted radioactive material, and in accessing tools to enhance the management of event assessment programs.

- ! State radiation control program staff who have or will have a responsibility related to the management of unwanted radioactive material;
- ! State staff who have or will have responsibility for collecting, maintaining, and assessing event data;
- ! State staff who need to learn to use the Nuclear Material Events Database (NMED) web-based search program and PC-based data entry program.

## **DRAFT TRAINING AGENDA (2 days)**

The training sessions are scheduled for 8:30 a.m. - 4:00 p.m. on the first day, and 8:30 a.m. - 2:00 p.m. on the second day. A final agenda will identify topics by time and day.

### **Enhancing Management of Unwanted Radioactive Material**

National and International Situations  
Preventive Action  
Detection  
CRCPD Resources  
DOE Resources  
Finding Responsible Party  
Importance of NMED as Tracking Tool

### **Instruction: Web-based Nuclear Material Events Database (NMED) and Introduction to NMED Quarterly Reports and Newsletters**

Accessing the National NMED  
Searching the National NMED  
Uses of the National NMED  
-- Track Orphan Source Data  
-- Investigative Tool  
-- Address Congressional and Public Inquiries  
-- Performance Metrics (Nationwide, NRC and State-wide)  
-- Trend Data on Operating Experience  
The NMED Quarterly Report and NMED Newsletter  
NMED Data Dictionary, Coding Criteria and Quality Assurance

### **Role of Agreement State and NRC Regions in Maintaining the Nuclear Material Events Database (NMED)**

Principals of Collecting Accident/Incident Information and Maintaining an Events Database  
Agreement State and NRC Regions Role in Providing Data to the NMED  
Follow-up Information and Complete Records  
Closing Event Records

### **Instruction for NRC Regions**

Mechanism and Criteria for Capturing NRC Region Data in NMED  
Process for Contractor Follow Up on Incomplete NRC Event Reports

### **Instruction: Hands-on Activities for Agreement States**

Handbook on Nuclear Material Event Reporting in the Agreement States (STP SA-300)  
What is Required to be Reported to NRC  
Entering Data and Printing Reports Using the NMED Data Entry Program  
Using the NMED Data Entry Program for Maintaining Local (State use only data)  
Electronically Sending Event Data Files to NMED Contractor  
Process for Contractor Follow Up on Incomplete Agreement State Event Reports  
Getting Help Using NMED Data Entry Program and Reporting Event Data to NMED

## **SCHEDULE AND LOCATION OF TRAINING**

U.S. Nuclear Regulatory Commission, Region I Office, August 19-20, 2003  
475 Allendale Road  
King of Prussia, PA 19406-1415  
Training Facility Contact: Christine O'Rourke  
(610) 337-5386  
cmo@nrc.gov

U. S. Nuclear Regulatory Commission, Region II Office, July 8-9, 2003  
Sam Nunn Atlanta Federal Center, 23T85  
61 Forsyth Street, S.W.  
Atlanta, GA 30303-3415  
Training Facility Contact: Valencia Robbins  
(404) 562-4845  
vhr@nrc.gov

U.S. Nuclear Regulatory Commission, Region III Office, June 17-18, 2003  
801 Warrenville Road  
Lisle, IL 60532-4351  
Training Facility Contact: Dawn Jonsson  
(630) 829-9516  
dms1@nrc.gov

U.S. Nuclear Regulatory Commission, Region IV Office, July 22-23, 2003  
611 Ryan Plaza Drive, Suite 400  
Arlington, TX 76011-8084  
Training Facility Contact: Janet Staub  
(817) 860-8219  
jes4@nrc.gov