



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

(FSME-07-028, March, Training, Root Cause-Incident Investigation Workshop G-205)

March 21, 2007

ALL AGREEMENT STATES, NEW JERSEY, PENNSYLVANIA, VIRGINIA

**ACCEPTANCE TO THE ROOT CAUSE - INCIDENT INVESTIGATION WORKSHOP (G-205)
(FSME-07-028)**

Enclosure 1 is the list of students from the States selected to attend the May 14-18, 2007, Root Cause/Incident Investigation Workshop (G-205). Please provide the list of students and the instructions (Enclosure 2) to each individual from your program who is on the list. A schedule for the course has been provided as (Enclosure 3). States with students attending this course have agreed to pay travel expenses and where designated the tuition. To cover the tuition expense, each State should submit a purchase order or equivalent document, payable to the U.S. Nuclear Regulatory Commission (NRC), to the following address:

U.S. Nuclear Regulatory Commission
Attn: Gina Jones
Office of the Chief Financial Officer
Mail Stop - T9E10
Washington, DC 20555

The NRC will, in turn, issue you a bill (invoice). If for any reason your attendee is unable to attend, please submit to us a written purchase order, or equivalent, to cancel, prior to the starting date of the course. Course attendees should be encouraged to make travel and lodging arrangements as soon as possible.

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.

If you have any questions regarding this correspondence, please contact me or the individual named below.

POINT OF CONTACT: Brenda G. Usilton
TELEPHONE: (301) 415-2348

INTERNET: BGU@NRC.GOV
FAX: (301) 415-3502

/RA/

Janet R. Schlueter, Director
Division of Materials Safety and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

Enclosures:
As stated

AGREEMENT STATE STUDENT LIST FOR THE
ROOT CAUSE/INVESTIGATION WORKSHOP (G-205)
CHATTANOOGA, TN
May 14-18, 2007

STATE	PARTICIPANT(S)	PAYING TUITION/ SPACE AVAILABLE
CALIFORNIA Radiologic Health Branch Division of Food, Drug & Radiation Safety California Department of Health Services P.O. Box 997414 Sacramento, CA 95899-7414	Stephen Pay Ronald Rogus	Paying Tuition Paying Tuition

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/Incident Investigation Workshop." This course is scheduled to be presented May 14-18, 2007, at the NRC Technical Training Center, 5746 Marlin Road, Suite 200, Osborne Office Center, Near Eastgate Shopping Center, Chattanooga, Tennessee 37411-5677, Telephone (423) 855-6500.

COURSE: This course will be conducted beginning at 8:00 a.m. and end at 4:00 p.m. each day except for Friday, May 18, 2007, when the class is scheduled to end at 2:00 pm.

LODGING AND TRAVEL: You should plan to arrive on Sunday, May13, 2007, and depart on Friday May 18, 2007. Participants must make their own lodging and travel arrangements. Individuals should request a State or government employee rate at the hotels. The following URL is for information regarding hotels located in the vicinity of the Technical Training Center:

<http://www-nrc-training.ornl.gov/NRC/ttd/catalog.htm>

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 TTC courses.

There is no suitable lodging within walking distance nor reliable public transportation from the hotels to the Training Center; therefore, students should coordinate with students who have cars.

DAY ONE

- Introductions
- Root Cause Analysis and the NRC
- Model Root Cause Analysis Program
- Top 10 Root Cause Analysis Problems
- Getting Started on Investigations
- Hardware Failure: Recognition & Analysis
- Analytical Techniques
- Events and Causal Factors Analysis
- Investigative Interviewing

DAY TWO

- Presentation of Events and Causal Factors Chart
- Human Performance
- Change Analysis
- Hazard-Barrier-Target Analysis
- Analytic Trees

DAY THREE

- Presentation of Change Analysis, H-B-T Analysis and Preliminary Fault Tree Analysis
- MORT Analysis

DAY FOUR

- Presentations of MORT Analysis
- Integrating Information
- Corrective Actions
- Oral Briefings Lecture

DAY FIVE

- Critique of Performance by Instructor(s).
- Final Questions, Evaluation, Close out.

LABORATORY

- Read case study
- Begin E&CF
- Plan for interviews

LABORATORY

- Generate change analysis
- Generate H-B-T
- Generate fault tree
- Conduct interviews
- Update E&CF

LABORATORY

- Conduct MORT analysis
- Conduct interviews
- Update previous analytics

LABORATORY

- Complete all interviews
- Complete all analyses
- Generate lists of facts, conclusions, recommendations

LABORATORY

- Assemble all materials including all analyses, lists of facts, conclusions, recommendations and other work materials
- Prepare for oral briefing
- Conduct oral briefing