ALL AGREEMENT STATES, NEW JERSEY, PENNSYLVANIA, VIRGINIA

ACCEPTANCE TO THE ROOT CAUSE - INCIDENT INVESTIGATION WORKSHOP (G-205) (FSME-07-076)

Enclosure 1 is the list of students from the States selected to attend the September 17-21, 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  
INTERNET: BGU@NRC.GOV  
TELEPHONE: (301) 415-2348  
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)
BETHESDA, MARYLAND
SEPTEMBER 17-21, 2007

<table>
<thead>
<tr>
<th>STATE</th>
<th>PARTICIPANT(S)</th>
<th>PAYING TUITION/ SPACE AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>KENTUCKY</td>
<td>Angela Britton</td>
<td>Paying Tuition</td>
</tr>
<tr>
<td></td>
<td>Melvin Goodfriend</td>
<td>Paying Tuition</td>
</tr>
<tr>
<td></td>
<td>Brian Parsley</td>
<td>Paying Tuition</td>
</tr>
<tr>
<td>Kentucky Radiation Health &amp; Toxic Agents Branch</td>
<td>275 East Main Street, Mail Stop HS-2E-D Frankfort, KY 40621-0001</td>
<td></td>
</tr>
<tr>
<td>MINNESOTA</td>
<td>Sherri Flaherty</td>
<td>Paying Tuition</td>
</tr>
<tr>
<td></td>
<td>Brandon Juran</td>
<td>Paying Tuition</td>
</tr>
<tr>
<td>Minnesota Section of Asbestos, Indoor Air, Lead and Radiation</td>
<td>Division of Environmental Health</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Minnesota Department of Health</td>
<td></td>
</tr>
<tr>
<td></td>
<td>P.O. Box 64975</td>
<td></td>
</tr>
<tr>
<td></td>
<td>St. Paul, MN 55164-0975</td>
<td></td>
</tr>
</tbody>
</table>
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 September 17-21, 2007, at 7201 Wisconsin Avenue, Suite 425, in Bethesda, Maryland. We suggest you stay at a hotel on the metro line for your convenience. The new Professional Development Center is 3.5 blocks from the Bethesda Metro stop.

COURSE: This course will be conducted beginning at 8:00 a.m. and end at 5:00 p.m. each day except for Friday, September 21, 2007, when the class is scheduled to end at 2:00 pm.

LODGING AND TRAVEL: You should plan to arrive on Sunday, September 16, 2007, and depart on Friday September 21, 2007. Below is a list of hotels in the Bethesda, Maryland area. Participants must make their own lodging arrangements. Individuals should request a State or government employee rate at the hotels.

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

Close by hotels are:   
Hyatt Regency Hotel  
7400 Wisconsin Ave  
Bethesda, MD 20814  
(301) 657-1234  
*Near Bethesda Metro Station

Residence Inn  
7335 Wisconsin Ave.  
Bethesda, MD 20814  
(301) 718-0200  
1-800-331-3131  
*Across from Bethesda Metro Station
### 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

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

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

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

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

### LABORATORY
- Conduct MORT analysis
- Conduct interviews
- Update previous analytics

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

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

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

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

Enclosure 3