



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

(FSME-09-084, September, Training, G-205)

September 19, 2009

ALL AGREEMENT STATES, MICHIGAN, NEW JERSEY

ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205) – LISLE, ILLINOIS
(FSME-09-084)

Purpose: To provide the list of students selected for the 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 from the States selected to attend the September 21-25, 2009 Root Cause Workshop (G-205). This course is to be held in Lisle, Illinois, at the Region III Headquarters. 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 U.S. Nuclear Regulatory Commission (NRC). Students should make their travel arrangements through Carlson Wagonlit Travel at 1-866-250-2160 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-tp.ornl.gov/training.html> and then send it to Brenda.Usilton@nrc.gov or fax it to 301-4115-3502.

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 08/31/2010. 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

(Terrence Reis/For)

Robert J. Lewis, Director
Materials Safety and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

Enclosures:
As stated

ROOT CAUSE WORKSHOP (G-205)
NOVEMBER 16-20, 2009
LISLE, ILLINOIS

STATE	PARTICIPANT
KENTUCKY Cabinet for Health & Family Services 2725 East Main Street, HS1C-A Frankfort, KY 40621-0001	Nathan Garner
OREGON Dept. of Human Services 800 NE Oregon Street, Suite 640 Portland, OR 97232-2162	Sudhir Oberoi
TEXAS Dept. of State Health Services P.O. Box 149347 Austin, TX 78714-9347	Lisa Clark Roger Winkelman
WISCONSIN Dept. of Health Services P.O. Box 2659 Madison, WI 53701-2659	Diana Sulas Chris Timmerman

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 16-20, 2009 at the NRC Region III Office located at 2443 Warrenville Road, Suite 210 – Lisle, IL 60532-4352. Telephone (630) 829-9500.

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 20, 2009, when the class is scheduled to end at 2:00 pm.

LODGING AND TRAVEL: You should plan to arrive on Sunday, November 15, 2009, and depart on Friday, November 20, 2009. 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 1-866-250-2160 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 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.

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 III Office. A picture ID or some other form of ID is required.

Below is a list of hotels that are located in Lisle, IL. Individuals should request a Federal government employee rate at the hotels. The per diem for Lisle, Illinois area is 100/61/161. This means lodging/meals/not to exceed total. Tax is a separate line item on your voucher.

**Hyatt - Lisle 1400 Corporetum Drive Lisle, IL 60532 630-505-0900	Extended Stay of America 3150 Finley Road Downers Grove, IL 60515 630-810-4124	Club House Inn 630 Pasquinelli Drive Westmont, IL 630-920-2200	Hawthorn Suite 1843 W. Diehl Road Naperville, IL 630-548-0881
Residence Inn Highland Avenue Lombard, IL 60148 630-629-7800	Doubletree Hotel 2111 Butterfield Road (Rt. 56) Downers Grove, IL 60515 630-505-4900	Wyndam 3000 Warrenville Rd. Lisle, IL 60532	Hilton - Lisle 3003 Corporate West Drive Lisle, IL 60532 630/505-0900
Suburban Lodge 2540 Ogden Avenue Downers Grove, IL 60515 630-241-4754	Holiday Inn Select 1801 North Naper Blvd. Naperville, IL 630-505-4900	Holiday Inn Express 1500 Opus Place Downers Grove, IL 60515 630-810-9500	Marriott Suites 3031 Finley Rd Downers Grove, IL 60515 630/852-1500
**Extended Stay of America 445 Warrenville Road Lisle, IL 630-434-7710	Embassy Suites 707 East Butterfield Lombard, IL 60148 630-969-7500		

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

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

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