



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

(FSME-10-070, August, Training, G-108)

August 5, 2010

ALL AGREEMENT STATES, MICHIGAN

ACCEPTANCE TO THE INSPECTION PROCEDURES COURSE (G-108) (FSME-10-070)

Purpose: To provide the list of students selected for the U.S. Nuclear Regulatory Commission (NRC) Inspection Procedures Course.

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 20-24, 2010, Inspection Procedures Course (G-108). This course will be held in Troy, New York. 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). The NRC will pay travel expenses and per diem to students attending this course. Students should make their travel arrangements through Carlson Wagonlit Travel at 1-866-250-2160, then submit their travel information to NRC to issue their travel authorization. The Travel Application Form can be accessed at <http://nrc-stp.ornl.gov/training.html>. All completed forms should be sent to Brenda Usilton at Brenda.Usilton@nrc.gov or faxed to 301-415-3502.

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.

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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 INTERNET: Brenda.Usilton@NRC.GOV
TELEPHONE: 301-415-2348 FAX: 301-415-3502

/RA/

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

Enclosures:
As stated

INSPECTION PROCEDURES COURSE

September 20-24, 2010

Troy, New York

STATE	PARTICIPANT(S)
ILLINOIS Division of Nuclear Safety 1035 Outer Park Drive Springfield, IL 62704	Terry Lindley
MASSACHUSETTS Dept. of Public Health Schrafft Center, Suite 1 M2A 529 Main Street Charlestown, MA 02129	Maureen Ingaharro
NEW YORK STATE HEALTH 547 River Street Troy, NY 12180-2216	Trevor Thayer Nikolas Webster Michael Soncie Dennis Ludlum
NEW YORK DEC 625 Broadway, 9 th Floor Albany, NY 12233-7255	David O'Hehir Jerry Riggi
PENNSYLVANIA Bureau of Radiation Protection Rachel Carson State office Bldg. P.O. Box 8469 Harrisburg, PA 17105-8469	Farahat Darwish
TENNESSEE Division of Radiological Health L&C Annex, Third Floor 401 Church Street Nashville, TN 37243-1532	Tammy Hicks-Graves
TEXAS Dept. of State Health Services P.O. Box 149347 Austin, TX 78714-9347	Alicia Salzar
WISCONSIN Dept. of Health Services P.O. Box 2659 Madison, WI 53701-2659	Shunlai Zhu

INSTRUCTIONS TO STUDENTS

ACCEPTANCE: This is to advise you that those individuals in Enclosure 1 have been accepted for participation in the training course "Inspection Procedures Course (G-108)." This course will be presented September 20-24, 2010, at the Bureau of Environmental Radiation Protection, located at 547 River Street, Room 530, Troy, New York 12180-2216. For State specific questions on course or location information, please contact Lynn Schriener at 518-402-7550.

COURSE: This course will begin at 8:00 am on Monday, September 20, 2010, and end at noon on Friday, September 24, 2010. Enclosure 3 is a tentative schedule for the course. 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 Technical Training Center courses.

LODGING AND TRAVEL: You should plan to arrive on Sunday, September 19, 2010, and depart on Friday, September 24, 2010. No rental cars will be authorized for travel. If traveling by air, please contact Carlson Travel at 1-866-250-2160 to book reservations. The per diem for Troy, New York is 98/51/149. You will need to fly in and out of Albany, New York to get to the course. Please complete the Travel Application Form located at <http://nrc-stp.ornl.gov/training.html> and return it to Brenda Usilton. Completed forms may be emailed to Brenda.Usilton@nrc.gov or faxed to 301-415-3502. If you have any questions regarding the travel form, please contact Brenda on 301-415-2348. You will also need to visit to the same website to receive a copy of the travel instructions and voucher for reimbursement. There are two hotels that are within walking distance of the training center. They are as follows:

Hilton Garden Inn
235 Hoosick Street
Troy, NY 12180
Tel: 1-518-272-1700
<http://hiltongardeninn.hilton.com>

The hotel is a smoke-free facility. Hotel includes complimentary shuttle to and from Albany International Airport and Rensselaer Train Station; advanced notice is required. The hotel is within walking distance to the training site (0.8 miles/sidewalks), or a shuttle can be provided with advanced reservation.

Best Western Franklin Square Inn
One Fourth Street
Troy, NY 12180
1-866-7082233 or 1-518-274-8800
Email: info@franklinsquareinn.com

The hotel is a smoke-free facility. This hotel does not provide shuttle service to and from the Albany International Airport or Rensselaer Train Station. The hotel is within walking distance from the training site (0.55miles/sidewalks). Taxi service can be requested or hotel will provide transportation with advanced notice.

There are many chain/brand hotels within a 10-mile radius for those with a preference and a personal vehicle. Any general questions should be directed to Lynn Schriener at 518-402-7550.

**INSPECTION PROCEDURES COURSE
SEPTEMBER 20-24, 2010**

	START	STOP	TOPIC	PRESENTER
MONDAY	8 AM	- 9 AM	WELCOME AND ADMIN	Ricci
	9 AM	- 10 AM	Overview	Lambert
	10 AM	- 11 AM	Overview	Lambert
	11 AM	- 12 PM	Overview	Lambert
	12 PM	- 1 PM	LUNCH	
	1 PM	- 2 PM	Overview	Lambert
	2 PM	- 3 PM	Overview	Lambert
	3 PM	- 4 PM	Incident Response & Reporting	Ullrich
	4 PM	- 5 PM	Laboratory R&D	Ullrich
TUESDAY	8 AM	- 9 AM	Laboratory R&D	Ullrich
			Laboratory R&D	Ullrich
	10 AM	- 11 AM	Medical	Lambert
	11 AM	- 12 PM	Medical	Lambert
	12 PM	- 1 PM	LUNCH	
	1 PM	- 2 PM	Medical	Lambert
	2 PM	- 3 PM	Medical	Lambert
	3 PM	- 4 PM	Industrial Sources	Leonardi
	4 PM	- 5 PM	Industrial Sources	Leonardi
WEDNESDAY	8 AM	- 9 AM	Industrial Sources	Leonardi
	9 AM	- 10 AM	Industrial Sources	Leonardi
	10 AM	- 11 AM	Exercise Prep	Staff
	11 AM	- 12 PM	Exercise Prep	Staff
	12 PM	- 1 PM	LUNCH	
	1 PM	- 2 PM	Exercise	Staff
	2 PM	- 3 PM	Exercise	Staff
	3 PM	- 4 PM	Exercise	Staff
	4 PM	- 5 PM	Exercise	Staff
THURSDAY	8 AM	- 9 AM	Debrief and Exit Meeting	Staff
	9 AM	- 10 AM	Debrief and Exit Meeting	Staff
	10 AM	- 11 AM	Debrief and Exit Meeting	Staff
	11 AM	- 12 PM	Debrief and Exit Meeting	Staff
	12 PM	- 1 PM	LUNCH	
	1 PM	- 2 PM	Industrial Radiography	Leonardi
	2 PM	- 3 PM	Industrial Radiography	Leonardi
	3 PM	- 4 PM	Industrial Radiography	Leonardi
	4 PM	- 5 PM	Industrial Radiography	Leonardi
FRIDAY	8 AM	- 9 AM	Incident Review	Ricci
	9 AM	- 10 AM	Incident Review	Ricci
	10 AM		CLASS OVER	

NOTE: Scheduled lecturers or the sequence of lectures may change due to circumstances beyond our control.