



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

(FSME-11-108, December, Training, IMPEP Team Member Training)

December 16, 2011

ALL AGREEMENT STATES

**ACCEPTANCE TO THE IMPEP TEAM MEMBER TRAINING – ORLANDO, FL  
(FSME-11-108)**

**Purpose:** To provide the list of students selected for the Fiscal Year 2012 IMPEP Team Member Training.

**Background:** The U.S. Nuclear Regulatory Commission (NRC) conducts periodic reviews of Agreement State programs to ensure that public health and safety are adequately protected from the potential hazards associated with the use of radioactive materials and that Agreement State programs are compatible with NRC's program. The Integrated Materials Performance Evaluation Program (IMPEP) employs a team of NRC and Agreement State staff to assess both Agreement State and NRC Regional Office radioactive materials programs. Annually, NRC offers the IMPEP Team Member Training to NRC and Agreement State radiation control program employees with an interest in performing IMPEP reviews.

**Discussion:** Enclosure 1 is the list of students from the Agreement States selected to attend the February 7– 8, 2012, IMPEP Team Member training. This course is to be held in Orlando, Florida. Please provide the list of students and the instructions (Enclosure 2) to each individual from your program that is on the list. The course agenda is still under development and will be provided to students at a later date. Students attending this course will have their lodging and per diem paid for by the 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-stp.ornl.gov/training.html> and then send it to [Brenda.Usilton@nrc.gov](mailto:Brenda.Usilton@nrc.gov) or fax it to 301-415-3502.

I ask that you inform the point of contact of any cancellations as soon as possible prior to the course starting date or as soon as you are aware that the student cannot attend the course.\*

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\* This information request has been approved by OMB 3150-0029 expiration 11/30/2013. 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](mailto: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: Lisa Dimmick  
TELEPHONE: (301) 415-0694

INTERNET: [Lisa.Dimmick@nrc.gov](mailto:Lisa.Dimmick@nrc.gov)  
FAX: (301) 415-5955

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Brian J. McDermott, Director **JLuehman for**  
Division of Materials Safety and State Agreements  
Office of Federal and State Materials  
and Environmental Management Programs

Enclosures:

1. List of students
2. Instructions to students

IMPEP TEAM MEMBER TRAINING  
 FEBRUARY 7-8, 2012  
 ORLANDO, FLORIDA

STATE	PARTICIPANT
<b>ALABAMA</b> Office of Radiation Control 201 Monroe Street Montgomery, AL 36130-3017	Myron Riley
<b>ARIZONA</b> Arizona Radiation Regulatory Agency 4814 South 40 <sup>th</sup> Street Phoenix, AZ 85040	Brian Goretzki
<b>ARKANSAS</b> Arkansas Department of Health 4815 W. Markham Street, Slot 30 Little Rock, AR 72205-3867	Steve Mack
<b>COLORADO</b> CO Department of Public Health & Environment 4300 Cherry Creek Drive South Denver, CO 80246-1530	James Jarvis
<b>FLORIDA</b> Department of Health 4052 Bald Cypress Way, Bin C21 Tallahassee, FL 32399-4266	Cindy Becker
<b>KANSAS</b> Department of Health and Environment 1000 SW Jackson, Suite 330 Topeka, KS 66612-1365	James Harris
<b>KENTUCKY</b> Cabinet for Health & Family Services 275 East Main Street, HS1 C-A Frankfort, KY 40621-0001	Curt Pendergrass
<b>MARYLAND</b> MD Department of the Environment 1800 Washington Blvd., Suite 750 Baltimore, MD 21230	Alan Jacobson
<b>MASSACHUSETTS</b> Dept. of Public Health Schrafft Center, Suite 1M2A 529 Main Street Charlestown, MA 02129	Maureen Ingaharro
<b>MINNESOTA</b> Department of Health 625 Robert street N. St. Paul, MN 55164-0975	Sherrie Flaherty

<b>NEW HAMPSHIRE</b> Department of Health and Human Services 29 Hazen drive Concord, NH 03301-6504	Rick D'Alarcao
<b>NEW YORK</b> NYS Department of Env. Conservation 625 Broadway, 9 <sup>th</sup> Floor Albany, NY 12233-7255	Thomas Papura
<b>NORTH CAROLINA</b> Department of Environment & Natural Resources 3825 Barrett Drive Raleigh, NC 27609-7221	James Albright
<b>TENNESSEE</b> Division of Radiological Health L & C Annex, Third Floor 401 Church Street Nashville, TN 37243-1532	Robin Heriges
<b>TEXAS</b> Department of State Health Services The Exchange Building 8407 Wall Street Austin, TX 78754	Hope Alvarez
<b>WISCONSIN</b> Department of Health Services 1 W. Wilson Street, Room B157 Madison, WI 53702	Chris Timmerman

## TRAVEL INSTRUCTIONS FOR 2012 IMPEP TEAM MEMBER TRAINING

**ACCEPTANCE:** This is to advise you that those individuals in Enclosure (1) have been accepted for participation in the FY 2012 IMPEP Team Member training. This course is scheduled to be presented February 7-8, 2012, at the Florida Program Office in Orlando, Florida, at 400 West Robinson, Orlando, FL 32801.

**COURSE:** This course will begin at 8:00 a.m. and end at 4:30 p.m. each day with an hour for lunch. The course agenda is still under development and will be provided to students at a later date. Normal office/business attire is appropriate for students attending training. 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.

**LODGING AND TRAVEL:** You should plan to arrive on Monday, February 6th and depart no sooner than the evening of Wednesday, February 8th. Participants must make their own lodging and travel arrangements. The per diem for Orlando, Florida area is 111/56/167. This means lodging/meals/not to exceed total. Tax is a separate line item on your voucher. If traveling by air, you need to contact Carlson Travel at 1-866-250-2160 for airline reservations. Please complete the Travel Application Form <http://nrc-stp.ornl.gov/training.html> and return it to Brenda Usilton at [Brenda.Usilton@nrc.gov](mailto:Brenda.Usilton@nrc.gov) or fax it to 301-415-3502. Travel by personal vehicle will be reimbursed at a rate of 51¢ per mile, not to exceed the minimum airfare. If you have any questions regarding the travel form please contact Brenda at 301-415-2348. No rental cars will be authorized for travel. You will need to take a taxi or shuttle to and from the airport. (A one way cab fare to/from the airport is approximately \$50). Training participants for the 2012 IMPEP Team Member Training will stay at the Sheraton Orlando Downtown Hotel, located in Orlando, Florida (visit the facility on the web at [www.sheraton.com/Orlando](http://www.sheraton.com/Orlando)). The hotel is located at 400 West Livingston Street, Orlando, Florida 32801. The government rate for Orlando is \$111.00 per night. Please call the hotel at (800) 574-3160 to reserve a room under your name and credit card. Please reference "NRC IMPEP training" to ensure your room is secured under the room block for this event. **Your hotel room reservation must be made by January 6, 2012.** The Sheraton hotel is within walking distance to the Florida Program Office.

### **EXPENSES:**

Students will be reimbursed for expenses in accordance with Federal travel regulations. The travel instructions and voucher for reimbursement information can be found at <http://nrc-stp.ornl.gov/training.html>. Receipts are necessary to claim any expenses of \$75.00 or more. Telephone calls will not be reimbursed. The meal and incidental per diem for the Orlando area is \$56.00 per day.

Any questions about, or changes in, travel should be directed to Ms. Usilton at (301) 415-2348 or [Brenda.Usilton@nrc.gov](mailto:Brenda.Usilton@nrc.gov). Questions about the training class and location should be directed to Ms. Lisa Dimmick at (301)415-0694 or [Lisa.Dimmick@nrc.gov](mailto:Lisa.Dimmick@nrc.gov).