



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

(FSME-13-037, April, Training, G-205)

April 18, 2013

ALL AGREEMENT STATES

**ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205) – ARLINGTON, TX  
JUNE 17-21, 2013 (FSME-13-037)**

**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 June 17-21, 2013 Root Cause Workshop (G-205). This course is to be held in Arlington, TX, at the Region IV 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 immediately make their travel arrangements through Carlson Wagonlit Travel at 1-866-250-2160 and then download the Travel Application Form at <http://nrc-stp.ornl.gov/training.html>. The completed form should be sent to [Brenda.Usilton@nrc.gov](mailto:Brenda.Usilton@nrc.gov) (preferred method) or by fax to 301-415-3502 for the NRC to issue the students travel authorization.

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

INTERNET: [Brenda.Usilton@NRC.GOV](mailto:Brenda.Usilton@NRC.GOV)  
FAX: (301) 415-3502

**/ R/A MArribas-Colon for/**

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

Enclosures:

1. List of students
2. Instructions for students
3. Tentative Schedule

ROOT CAUSE WORKSHOP (G-205)  
 ARLINGOTN, TX  
 JUNE 17-21, 2013

STATE	PARTICIPANT
<b>CALIFORNIA</b> Dept. of Health 1500 Capitol Ave., 5 <sup>th</sup> Floor, MS7610 Sacramento, CA 94817	Vandana Kohli Beverly Hill
<b>MISSISSIPPI</b> Dept. of Health 3150 Lawson Street Jackson, MS 39213	Jayson Moak
<b>NEW YORK STATE HEALTH</b> Empire State Plaza Corning Tower 12 <sup>th</sup> Floor Albany, NY 12237	Brajesh Kothari
<b>NORTH DAKOTA</b> Dept. of Health 918 E. Divide Avenue Bismarck, ND 58501-1947	Lewis Vigen
<b>OKLAHOMA</b> Radiation Management Section P.O. Box 1677 Oklahoma City, OK 73101-1677	Kate Deaton Libby McCaskill
<b>TEXAS</b> Commission on Environmental Quality MC 233, P.O. Box 13087 Austin, TX 78711-3087	Tony Gonzalez
<b>WISCONSIN</b> Dept. of Health Services P.O. Box 2659 Madison, WI 53701-2659	Andrew Turner

## 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 June 17-21, 2013, at the U. S. Nuclear Regulatory Commission (NRC) Region IV Office located at 1600 E. Lamar Blvd, Arlington, TX 76011. The students need to come through the main entrance and the guard desk will be in front of them to the left. They will need to check in with the guard. The training classrooms are all on the first floor. The main entrance is toward the center of the building down a short flight of stairs (or use the ramp).

**COURSE:** This course will be conducted beginning at 8:00 a.m. and end at 5:00 p.m. each day except for Friday, June 21, 2013, when the class is scheduled to end at 3:00 pm.

**LODGING AND TRAVEL:** You should plan to arrive on Sunday, June 16, 2013, and depart on Friday, June 21, 2013. 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](mailto:Brenda.Usilton@nrc.gov) (preferred method) 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, voucher reimbursement and tax exempt form. Effective January 1, 2013 the mileage rate increased to 56.5 cents.

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

Below is a list of hotels that are located in Arlington, TX. Individuals should request a Federal Government employee rate at the hotels. The per diem for Arlington, TX area is 139/56/195. This means lodging/meals/not to exceed total. Tax should be exempt for this area:

### ***Hotels Near Region IV Location***

- [Courtyard Dallas/Arlington by the Ballpark](#)  
1500 Nolan Ryan Expressway  
Arlington, TX 76011  
(817) 277-2774
- [Fairfield Inn Arlington](#)  
2500 East Lamar Blvd.  
Arlington, TX 76006  
(817) 649-5800

- [Hawthorne Suites-Arlington](#)  
2401 Brookhollow Plaza Drive  
I-30 at SH 360  
Arlington, TX 76006  
(817) 640-1188
- [Hilton - Arlington](#)  
2401 East Lamar Blvd.  
Arlington, TX 76006-7503  
(817) 640-3322
- [Residence Inn - Dallas/DFW Airport South/Arlington](#)  
1050 Brookhollow Plaza Drive  
Arlington, TX 76006  
(817) 649-7300
- [SpringHill Suites - Arlington](#)  
1975 E. Lamar Blvd.  
Arlington, TX 76006  
(817) 860-2737
- [TownePlace Suites - Arlington \(extended stay\)](#)  
1709 East Lamar Blvd.  
Arlington, TX 76006  
(817) 861-8728

***Directions to the Region IV Office:***

- [Dallas-Fort Worth Airport](#)
- [Interstate 30](#)

For a map or for directions from other places, see the [Region IV address on Mapquest.com](#).

**Directions from DFW Airport**

1. Take the south airport exit.
2. After going through the parking fee booths, stay to the right and follow signs for Highway 360 south. (The first sign is for Highway 183 Ft. Worth and Highway 360 Arlington. The first exit is for Highway 360 north, followed by Highway 360 south and then Highway 183 to Ft. Worth.)
3. Follow Highway 360 south about 6 miles and exit at "Lamar & Avenue H" (Lamar goes west and Avenue H goes east).

4. Follow the exit ramp to the stop light.
5. Turn right onto Lamar Boulevard.
6. Follow Lamar Boulevard about 1.5 miles to Baird Farm Road and Lamar Boulevard intersection.
7. Fifty (50) feet after the intersection, turn left into the Region IV parking lot.

**From Interstate 30 (from Fort Worth)**

1. Exit Interstate 30 at EXIT 28 - Nolan Ryan Expressway, Legends Way, Baird Farm Road
2. Follow the exit ramp to the first traffic light. Turn left onto Baird Farm Road
3. Follow Baird Farm Road for .5 miles and turn left at the Baird Farm Road and Lamar Boulevard intersection.
4. Fifty (50) feet after the intersection, turn left into the Region IV parking lot.

**From Interstate 30 (from Dallas)**

1. Exit Interstate 30 at EXIT 29 - Ballpark Way, Legends, Baird Farm Road
2. Follow the exit ramp for 1 mile (ignore the first exit ramp - Ballpark Way) to the first traffic light. Turn right at the traffic light onto Baird Farm Road
3. Follow Baird Farm Road for .5 miles and turn left at the Baird Farm Road and Lamar Boulevard intersection.
4. Fifty (50) feet after the intersection, turn left into the Region IV parking lot.

**G-205 Root Cause /Incident Investigation Workshop  
Tentative Course Outline  
June 17-21 2013**

<b>Monday, Day 1</b>	8:00 - 12:00 noon	<b>Welcome</b> <ul style="list-style-type: none"> <li>• Investigations of Incidents</li> <li>• RCA Concepts</li> <li>• Event And Causal Factor Analysis</li> </ul>
	12:00 – 1:00 PM	LUNCH
	1:00 – 5:00 PM	<b>Case Study Assignment and Team Formation</b> <b>Team Case Study Assignment</b> <ul style="list-style-type: none"> <li>• Effective teaming</li> <li>• Communication</li> <li>• Establishing roles</li> </ul>
<b>Tuesday, Day 2</b>	8:00 - 12:00 noon	<b>RCA Concepts</b> <ul style="list-style-type: none"> <li>• Knowledge Check – Review</li> <li>• Information Gathering Techniques</li> <li>• Fault tree analysis</li> </ul>
	12:00 – 1:00 PM	LUNCH
	1:00 – 5:00 PM	<b>Team Case Study Assignment:</b> <ul style="list-style-type: none"> <li>• Document review and data collection</li> <li>• Apply RCA techniques</li> <li>• Identify information gaps</li> </ul>
<b>Wednesday, Day 3</b>	8:00 - 12:00 noon	<b>RCA Concepts</b> <ul style="list-style-type: none"> <li>• Knowledge Check – Review</li> <li>• Pareto Analysis</li> <li>• The Five-Whys</li> <li>• Barrier Analysis</li> <li>• Management and Oversight Risk Tree</li> </ul>
	12:00 – 1:00 PM	LUNCH
	1:00 – 5:00 PM	<b>Team Case Study Assignment</b> <ul style="list-style-type: none"> <li>• Apply ECFA, and other RCA techniques to the RCA</li> <li>• Identify interview candidates</li> <li>• Request and Conduct interviews</li> </ul>
<b>Thursday, Day 4</b>	8:00 - 12:00 noon	<b>RCA Concepts</b> <ul style="list-style-type: none"> <li>• Knowledge Check – Review of previous day's material</li> <li>• Management and Oversight Risk Tree, Cont'd</li> <li>• Procedure for MORT Analysis</li> <li>• The Critical Incident Technique</li> <li>• Advanced Interviewing</li> </ul>
	12:00 – 1:00 PM	LUNCH
	1:00 – 5:00 PM	<b>Team Case Study Assignment</b> <ul style="list-style-type: none"> <li>• Applying MORT and Barrier Analysis to the RCA and Finalizing the Report</li> </ul>

		<ul style="list-style-type: none"> <li>• <i>Conduct interviews</i></li> <li>• <i>Demonstrate use of MORT chart</i></li> <li>• <i>Demonstrate use of two other RCA techniques</i></li> <li>• <i>Prepare draft "Out-Brief" presentation</i></li> <li>•</li> </ul>
<b>Friday, Day 5</b>	<i>8:00 - 12:00 noon</i>	<b>Case Study Report Out</b> <ul style="list-style-type: none"> <li>• <i>Present RCA findings</i></li> <li>• <i>Explain approach</i></li> <li>• <i>Describe processes applied</i></li> <li>• <i>Walk through MORT diagram</i></li> </ul>
	<i>12:00 – 1:00 PM</i>	<b>LUNCH</b>
	<i>1:00 – 3:00 PM</i>	<i>Course Review</i>