



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

(FSME-13-076, August, Training, G-205)

August 7, 2013

ALL AGREEMENT STATES

ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205)  
(FSME-13-076)

**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 October 7-11, 2013 Root Cause Workshop (G-205). This course is to be held in Atlanta, Georgia, at the Region II 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). Fees associated with 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 1-800-453-8396 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).

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.\*

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

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

**/RA DWhite 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)  
ATLANTA, GEORGIA  
OCTOBER 7-11, 2013

STATE	PARTICIPANT
<b>MINNESOTA</b> Dept. of Health 625 Robert Street N. P.O. Box 64975 St. Paul, MN 55164-0975	Lynn Fortier
<b>OREGON</b> Public Health Division 800 NE Oregon Street, Suite 640 Portland, OR 97232-2162	Catherine Hess
<b>NEBRASKA</b> Dept. of Health & Human Services 301 Centennial Mall South P.O. Box 95026 Lincoln, NE 68509-5026	Julia Schmitt
<b>WISCONSIN</b> Dept. of Health Services P.O. Box 2659 Madison, WI 53701-2659	Emily Eggers

## 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 October 7-11, 2013 at the NRC Region II Office located at Marquis One Tower, Room 945 (9<sup>th</sup> Floor), 245 Peachtree Center Ave NE, Atlanta, GA 30303. Students will need to go the 12<sup>th</sup> Floor to the guards' desk, Suite 1200. Travelers will be escorted to the training room.

**COURSE:** This course will be conducted beginning at 8:00 a.m. and end at 5:00 p.m. each day except for Friday, October 11, 2013, when the class is scheduled to end at 3:00 pm.

**LODGING AND TRAVEL:** You should plan to arrive on Sunday, October 6, 2013, and depart on Friday, October 11, 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 1-800-453- 8396 for airline reservations. Please complete the Travel Application Form which is located at <http://nrc-stp.oml.gov/training.html> and return it to Brenda Usilton at [Brenda.Usilton@nrc.gov](mailto:Brenda.Usilton@nrc.gov). 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. 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. NonNRC attendees should allow sufficient time to process through security screening upon arrival at the NRC Region II Office. A picture ID or some other form of ID is required.

Below is a list of hotels that are located in Atlanta, GA. Individuals should request a Federal government employee rate at the hotels. The per diem for Atlanta, Georgia area is 133/56/189. This means lodging/meals/not to exceed total. Tax is a separate line item on your voucher.

### Hotels near Region II Office

**Atlanta Marriott Marquis** 265 Peachtree Center Avenue · Atlanta, Georgia 30303 USA  
<http://www.marriott.com/hotels/travel/atlmq-atlanta-marriott-marquis/>

**Hyatt Regency Atlanta** 265 Peachtree Street NE, Atlanta, Georgia, USA 30303  
<http://atlantaregency.hyatt.com/hyatt/hotels/index.jsp?extCorporateId=>

### Hilton Atlanta

[www1.hilton.com/en\\_US/hi/hotel/ATLAH H H-H ilton-Atlanta-Georgia/index.do](http://www1.hilton.com/en_US/hi/hotel/ATLAH H H-H ilton-Atlanta-Georgia/index.do)

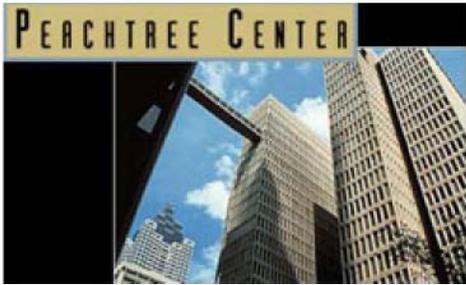
### Westin Peachtree Plaza

[www.starwoodhotels.com/westin/property/overview/index.html?propertyID=1023](http://www.starwoodhotels.com/westin/property/overview/index.html?propertyID=1023)

### Sheraton Atlanta

[www.sheratonatlantahotel.com/](http://www.sheratonatlantahotel.com/)

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U.S. NRC Region II  
Marquis One Tower  
245 Peachtree Center Ave NE  
Suite 1200 (12<sup>th</sup> floor)  
Atlanta, GA 30303  
(404) 997-4000  
1 - 8 0 0 - 5 7 7 - 8 5 1 0  
7am – 4:15pm Mon-Fri

### **From Hartsfield-Jackson Airport via MARTA**

1. Take the North Line (to Doraville or North Springs) MARTA train to Peachtree Center station
2. Exit Peachtree Center station up escalators and follow the signs to Harris Street 3.

Proceed through the Food Court and follow the signs to **Marquis Tower One**

### **From I-75/I-85 heading north (Airport Area):**

1. Take Interstate 85 north (will merge with Interstate 75 North) to downtown
2. Take the Andrew Young International Boulevard exit and follow the signs to Andrew Young International Boulevard
3. Turn right on Peachtree Center Avenue
4. Marquis One Tower will be on the right

### **From I-75/I-85 heading south:**

1. Take Courtland Avenue exit and continue south to the 3rd traffic light
2. Turn Right onto Andrew Young International Boulevard. Proceed one block to Peachtree Center Avenue
3. Marquis One Tower will be on the right

### **From I-20 heading east or west:**

1. Follow signs to I-85 north and exit at Andrew Young International Boulevard
2. Turn right on Peachtree Center Avenue
3. Marquis One Tower will be on the right

**G-205 Root Cause /Incident Investigation Workshop**

**Tentative Course Outline  
October 7-11, 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> <li>• Conduct interviews</li> <li>• Demonstrate use of MORT chart</li> <li>• Demonstrate use of two other RCA techniques</li> <li>• Prepare draft “Out-Brief” presentation</li> </ul>
<b>Friday, Day 5</b>	8:00 - 12:00 noon	<b>Case Study Report Out</b> <ul style="list-style-type: none"> <li>• Present RCA findings</li> <li>• Explain approach</li> <li>• Describe processes applied</li> <li>• Walk through MORT diagram</li> </ul>
	12:00 – 1:00 PM	LUNCH
	1:00 – 3:00 PM	<ul style="list-style-type: none"> <li>• Course Review</li> </ul>