



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

(FSME-13-116, November, Training, 2014 IMPEP Training)

November 6, 2013

ALL AGREEMENT STATES

ACCEPTANCE TO THE FISCAL YEAR 2014 IMPEP TEAM MEMBER TRAINING
(FSME-13-116)

Purpose: To provide the list of students selected for the fiscal year (FY) 2014 Integrated Materials Performance Evaluation Program (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 the NRC's program. The IMPEP employs a team of NRC and Agreement State staff to assess both Agreement State and NRC Regional Office radioactive materials programs. Annually, the 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 January 14–16, 2014, IMPEP Team Member training. This course will held in Rockville, Maryland at the NRC Headquarters. Please provide the list of students and the travel/training instructions (Enclosure 2) to each individual from your program that is on the list. A draft course agenda is provided as Enclosure 3. Students attending this course will have their lodging and per diem paid for by the NRC. Students should make their air travel arrangements through Carlson Travel at 1-800-453-8396 immediately and then submit 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.

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.*

* 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, 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
FAX: (301) 415-5955

/RA Chris Einberg for/

Pamela J. Henderson, Acting Director
Division of Materials Safety and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

Enclosures:

1. List of students
2. Travel Instructions for students
3. Draft Agenda

IMPEP TEAM MEMBER TRAINING
 JANUARY 14-16, 2014
 Rockville, Maryland

STATE	PARTICIPANT
ARKANSAS Arkansas Department of Health Radiation Control Section 4815 W. Markham St., Slot 30 Little Rock, AR 72205-3867	Kayla Avery
COLORADO Radiation Control Program Colorado Department of Public Health & Environment 4300 Cherry Creek Drive South Denver, CO 80246-1530	Phillip Peterson
KENTUCKY Radiation Health Program Cabinet for Health & Family Services 275 East Main Street, HS1C-A Frankfort, KY 40621-0001	Angela Wilbers
NEW JERSEY Department of Environmental Protection Division of Environmental Safety and Health P.O. Box 420, Mail Code 25-01 Trenton, NJ 08625-0420	Nancy Stanley
NEW YORK Division of Environmental Remediation NYS Department of Environmental Conservation 625 Broadway, 11 th Floor Albany, NY 12233-7255	Tiffany Fischer
OREGON Oregon Public Health Division Oregon Health Authority 800 NE Oregon Street, Suite 640 Portland, OR 97232-2162	Rick Wendt
PENNSYLVANIA Pennsylvania DEP – Bureau of Radiation Protection Rachel Carson State Office Building P.O. Box 8469 Harrisburg, PA 17105-8469	Frank Pepper
VIRGINIA Department of Health James Madison Bldg. 109 Governor Street, Room 736 Richmond, VA 23219	Charles Coleman
VIRGINIA Department of Health James Madison Bldg. 109 Governor Street, Room 736 Richmond, VA 23219529 Main Street Charlestown, MA 02129	Michael Welling

TRAVEL INSTRUCTIONS FOR 2014 IMPEP TEAM MEMBER TRAINING

ACCEPTANCE: This is to advise you that those individuals in Enclosure (1) have been accepted for participation in the FY 2014 IMPEP Team Member training. This course is scheduled to be presented January 14–16, 2014, at the NRC's Professional Development Center, located at Three White Flint North, 11601 Landsdown Street, North Bethesda, Maryland 20852.

COURSE: This two and a half day course will begin at 8:00 a.m. and end at 4:30 p.m. each full day with one hour for lunch. The last day of training, the course will begin at 8:00 a.m. and end at 11:45 am. 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, January 13th and depart no sooner than the afternoon of January 16th. Participants must make their own lodging and travel arrangements. The per diem for the Rockville, Maryland area is 184/71/255. 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 1-800-453-8396 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. Travel by personal vehicle will be reimbursed at a rate of 56.5 cents 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 the metro or shuttle to and from the airport.

Training participants for the 2014 IMPEP Team Member Training will stay at the Bethesda North Marriott Hotel and Conference Center (visit the facility on the web at <http://www.marriott.com/hotels/travel/wasbn-bethesda-north-marriott-hotel-and-conference-center>). The hotel is located at 5701 Marinelli Road, North Bethesda, Maryland 20852. The special group rate is \$149.00 plus (13%) tax per night. Please call the hotel at (800) 574-3160 to reserve a room under your name and credit card. Please reference "NRC IMPEP Room Block" to ensure your room is secured under the room block for this event at the special group rate. You may also book online at <https://resweb.passkey.com/Resweb.do?mode=welcomeweinew&eventID=10826260>

Your hotel room reservation must be made by December 16, 2013. The Marriott hotel is within walking distance to the NRC headquarters.

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 Rockville area is 71.00 dollars per day.

Any questions about, or changes in, travel should be directed to Ms. Usilton at (301) 415-2348 or 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.

AGENDA
INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM (IMPEP)
TEAM MEMBER TRAINING

Tuesday, January 14, 2014

8:00-8:15 a.m.	WELCOMING ADDRESS
8:15-8:30 a.m.	INTRODUCTIONS AND ORIENTATION – Introduction of participants and instructors, administrative information, agenda, training manual, and session objectives.
8:45-9:15 a.m.	IMPEP: SOME BASIC QUESTIONS – An introduction to the world of IMPEP.
9:15-9:45 a.m.	GENERAL STRUCTURE OF IMPEP – Introduction to the performance indicators, recommendations, good practices, ratings, and findings.
9:45-10:00 a.m.	THE IMPEP PROCESS – Introduction to the basic steps in the IMPEP process. Timeline for the IMPEP process.
10:00-10:15 a.m.	BREAK
10:15-11:15 a.m.	THE COMMON PERFORMANCE INDICATORS
11:15-11:30 a.m.	REVIEWING THE NON-COMMON PERFORMANCE A brief overview of the non-common performance indicators.
11:30-12:30 p.m.	LUNCH
12:30-1:00 p.m.	PERFORMANCE-BASED REVIEWS – Keeping the reviews performance based.
1:00-2:30 p.m.	GROUP EXERCISE – PERFORMANCE-BASED REVIEWS
2:30-2:45 p.m.	BREAK
2:45-3:15 p.m.	PREPARATION AND THE ON-SITE REVIEW – IMPEP questionnaire. Inspector accompaniments. Steps team members should take to become fully prepared for a review. Conduct of team members, team leaders, and NRC managers during the on-site portion of the review.
3:15-3:45 p.m.	POLICIES AND PROCEDURES – A guide to the guidance that all team members need to know. Demonstration of IMPEP Toolbox and IMPEP Team CD.
3:45-4:15 p.m.	SPECIAL INTEREST TOPICS AND TRENDS IN IMPEP – Highlights of recent regulatory initiatives and how they are reviewed/handled under IMPEP.
4:15- 4:30 p.m.	DAILY WRAP-UP

AGENDA
INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM (IMPEP)
TEAM MEMBER TRAINING

Wednesday, January 15, 2014

8:00-8:30 a.m.	CASEWORK SELECTION – Focusing review casework selection including selecting significant actions from a risk standpoint. When to stop reviewing casework.
8:30-9:15 a.m.	USING NMED FOR IMPEP REVIEWS – Generating Nuclear Material Events Database (NMED) Reports that give you the information you need for an IMPEP. Demonstration of NMED Search.
9:15-10 a.m.	AUDIT TECHNIQUES FOR IMPEP
10:00-10:15 a.m.	BREAK
10:15-10:45 a.m.	THE IMPEP REVIEW REPORT – Writing IMPEP review reports. Roles and responsibilities of team members. Examples of reports.
10:45-11:15 a.m.	THE MANAGEMENT REVIEW BOARD (MRB) – The role of the MRB. Overview of an MRB meeting including team attendance, preparation, and conduct.
11:15-11:30 a.m.	INCREASED OVERSIGHT – Policies and procedures governing Heightened Oversight, Monitoring, etc.
11:30-11:45 a.m.	COMMUNICATIONS – Ensuring adequate and clear communication with all involved parties throughout the IMPEP process.
11:45-1:00 p.m.	LUNCH
1:00-2:00 p.m.	BREAKING DOWN THE COMMON
2:00-2:15 p.m.	INDICATORS BREAK BREAKING DOWN THE
2:15-3:15 p.m.	NON-COMMON INDICATORS INDICATOR
3:15-4:15 p.m.	EXERCISE
4:15- 4:30 p.m.	DAILY WRAP-UP

AGENDA
INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM (IMPEP)
TEAM MEMBER TRAINING

Thursday, January 16, 2014

8:00-9:30 a.m.	GROUP EXERCISE – APPLYING IMPEP CRITERIA – A mock IMPEP
9:30-9:45 a.m.	review. BREAK
9:45-11:15 a.m.	GROUP EXERCISE DISCUSSION – A mock MRB.
11:15 a.m.-12:00 p.m.	WRAP-UP DISCUSSIONS/COURSE EVALUATION – Final opportunity for questions

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