



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

(FSME-14-053, June, Training, G-205)

June 3, 2014

ALL AGREEMENT STATES

ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205) (FSME-14-053)

**Purpose:** To provide the list of students selected for the U.S. Nuclear Regulatory Commission's (NRC) Root Cause Workshop (G-205).

**Background:** The 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 August 4-8, 2014, Root Cause Workshop (G-205) in Chattanooga, TN. Please provide the list of students and instructions (Enclosure 2) to each individual from your program that has been accepted to this class. Also included for your information is a tentative schedule for the course (Enclosure 3). Attendees will be paid lodging and per diem by the NRC. Students should make their travel arrangements through Carlson Wagonlit Travel at 1-800-453-8396, download the Travel Application Form at [http://nrc-stp.ornl.gov/special/travel\\_form.pdf](http://nrc-stp.ornl.gov/special/travel_form.pdf), and send the completed form to [ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov). Please inform us of any cancellations 30 days prior to the course start date. This will allow us to ensure that States with candidates on the waiting list have an opportunity to fill vacated slots that may open up after the course acceptance letters have been transmitted.

If you have any questions regarding this correspondence, please contact me at 301-415-3340 or the individual named below:

POINT OF CONTACT: Marcia J. Casby  
INTERNET: [ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov)

TELEPHONE: (301) 415-6525

**/RA Duncan White for/**

Laura A. Dudes, Director  
Division of 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)  
August 4-8, 2014  
CHATTANOOGA, TN

<b>STATE</b>	<b>PARTICIPANT</b>
<b>CALIFORNIA</b> Dept. of Health Services 1500 Capitol MS-7610 Sacramento, CA 94899	James Tawatao
<b>FLORIDA</b> Dept. of Health 4052 Bald Cypress Way Tallahassee, FL 32399	Rowena Nash
<b>LOUISIANA</b> Office of Environmental Compliance P.O. Box 4312 Baton Rouge, LA 70821	Kendrick Williams
<b>NEW JERSEY</b> Dept. of Environmental Protection P.O. Box 420 Trenton, NJ 08625	Joseph Power
<b>NEVADA</b> Division of Public and Behavior Health 675 Fairview Drive, Suite 218 Carson City, NV 89701	Jon Bakkedahl
<b>OREGON</b> Public Health Division 800 NE Oregon Street, Suite 640 Portland, OR 97232-2162	Matt Jaqua

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** This is to advise you that individuals listed in Enclosure 1 have been accepted for participation in the training course (G-205) Root Cause Workshop. This course is scheduled to be presented August 4-8, 2014, at the U.S. Nuclear Regulatory Commission Technical Training Center (TTC). The TTC is located at 5746 Marlin Road, Suite 200, Osborne Office Center (near Eastgate Shopping Center) Chattanooga, Tennessee 37411-5677. The facility's telephone number is (423) 855-6500.

**COURSE:** This course will be conducted beginning at 8:00 a.m. and end at 5:00 p.m. each day except for Friday, August 8, 2014, when the class is scheduled to end at 3:00 pm.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, August 3, 2014, and depart on Friday, August 8, 2014. Participants must make their own lodging and travel arrangements and should request a Federal government rate at the hotel of their choice in the Chattanooga vicinity. The per diem for Chattanooga, Tennessee is 95/56/151. This means that lodging/meals/not to exceed total per day. Tax for lodging is separate, and will not affect the per diem. No rental cars will be authorized for travel. If traveling by air, contact Carlson Wagonlit Travel immediately at 1-800-453-8396 to make reservations. Effective January 1, 2014, the reimbursement for mileage has increased to 56 cents per mile. There is neither suitable lodging within walking distance, nor reliable public transportation from the hotels to the Training Center; therefore, students should coordinate with students who have cars or take a taxi to and from the training center. Students should complete the Travel Application Form which is located at [http://nrc-stp.ornl.gov/special/travel\\_form.pdf](http://nrc-stp.ornl.gov/special/travel_form.pdf). This form should be fully completed and submitted to [Astrainingandtravel.Resource@nrc.gov](mailto:Astrainingandtravel.Resource@nrc.gov). A copy of the travel instructions and voucher for reimbursement may also be obtained at this Web site. If you have any questions regarding the travel form please contact Marcia Casby at 301-415-6525.

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.

Below are a couple of suggestions for lodging in the Chattanooga area:

**Residence Inn:**

[Book a room at Residence Inn Chattanooga Near Hamilton Place at the Nuclear Regulatory Commission rate >>](#)

**Hampton Inn:**

[www.chattanoogaairporti75.hamptonInn.com](http://www.chattanoogaairporti75.hamptonInn.com)

The Hampton Inn has free shuttle service to and from the Airport, local shopping and to and from the training center.

**G-205 Root Cause /Incident Investigation Workshop  
Tentative Course Outline  
August 4-8 2014**

<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	<b>LUNCH</b>
	1:00 – 3:00 PM	Course Review