

AGREEMENT STATE PARTICIPANT FOR THE INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM (IMPEP)

NOV 3 1999

This letter is to notify you that training for IMPEP review team members will be held on January 11-12, 2000 in Rockville, Maryland. The class on January 11th will be for new IMPEP team members, while the class on January 12th will be for all IMPEP team members, including new participants. Expect both sessions to last most of the day. A draft agenda is enclosed (Enclosure 1). We expect that all new participants on IMPEP reviews will attend the training on January 11th, and that all IMPEP participants attend the training on January 12th. A list of Agreement State IMPEP team members identified by the Organization of Agreement States is also enclosed (Enclosure 2). If you will be unable to attend, we will make separate arrangements for an alternative training session.

To prepare for the class, we suggest that all new IMPEP team members become familiar with Management Directive 5.6, Integrated Materials Performance Evaluation Program. The document can be downloaded off the Office of State Programs webpage under "OSP Procedures" (<http://www.hsr.d.ornl.gov/nrc/special/md0506.pdf>).

The training starts at 8:00 a.m. each day and will end at approximately 4:30 p.m. Training on January 11th will be in the NRC Professional Development Center, Two White Flint North Building, 3rd Floor, 11545 Rockville Pike, Rockville, Maryland 20852. Training on January 12th will be in the auditorium of the Two White Flint North Building.

Enclosed please find specific information about attending the training (Enclosure 3). Participants must make their own lodging and travel arrangements. The enclosed course registration form must be completed and faxed to Brenda Usilton at (301) 415-3502 by **December 16, 1999**. If you have any questions on this training, or will not be able to attend, please contact me at (301) 415-2320, Internet: KXS@NRC.GOV, or Lance Rakovan at (301) 415-2589, Internet: LJR2@NRC.GOV.

Original signed by:
K. N. Schneider
Kathleen N. Schneider
Office of State Programs

Enclosures:
As stated

cc: Agreement State Program Directors
for IMPEP Team Members

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NAME	LJRakovan	KNSchneider	BGUsilton	BGA	FCombs	PHLohaus		
DATE	10/21/99	11/1/99	11/1/99		11/1/99	11/12/99		

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

November 3, 1999

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A handwritten signature in black ink that reads "Kathleen N. Schneider".

Kathleen N. Schneider
Office of State Programs

Enclosures:
As stated

cc: Agreement State Program Directors
for IMPEP Team Members

DRAFT AGENDA
INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM
ORIENTATION AND TRAINING FOR NEW REVIEW TEAM MEMBERS

Tuesday, January 11, 2000
Two White Flint North

- | | |
|------------------|---|
| 7:45-8:00 a.m. | SIGN IN |
| 8:00-8:20 a.m. | WELCOMING ADDRESS. NRC management greet attendees. |
| 8:20-8:35 a.m. | INTRODUCTIONS AND ORIENTATION. Lance Rakovan. Administrative information, agenda and training manual walk-through, introduction of participants and instructors, and discussion of session objectives. |
| 8:35-8:50 a.m. | GENERAL STRUCTURE OF IMPEP. Lance Rakovan. Introduction to the common and non-common performance indicators, recommendations, ratings, and findings. |
| 8:50-9:15 a.m. | THE IMPEP PROCESS. Kathleen Schneider. Introduction to the basic steps in the IMPEP process sequence. Time line for the IMPEP process. Roles and responsibilities of IMPEP team members, team leaders, and the Management Review Board. |
| 9:15-9:30 a.m. | BREAK |
| 9:30-10:30 a.m. | COMMON PERFORMANCE INDICATORS
Status of Materials Inspection Program
Technical Quality of Inspections
Technical Staffing and Training
Technical Quality of Licensing Actions
Response to Incidents and Allegations |
| 10:30-10:45 a.m. | NON-COMMON PERFORMANCE INDICATORS. Kathleen Schneider. A brief overview of the non-common performance indicators. |
| 10:45-11:45 p.m. | GROUP EXERCISE: APPLYING IMPEP CRITERIA |
| 11:45-1:00 p.m. | LUNCH |
| 1:00-2:00 p.m. | GROUP DISCUSSION: APPLYING IMPEP CRITERIA |
| 2:00-2:30 p.m. | IMPEP REVIEW PREPARATION & ON-SITE REVIEW. Scott Moore. Standard questionnaire. Accompaniments. Steps team members should take to become fully prepared for a review. Conduct of team members, team leader, and NRC management during the on-site portion of the IMPEP process. |

Enclosure 1

- 2:30-3:30 P.M. **MOCK CLOSE-OUT MEETING FOR IMPEP REVIEWS AND DISCUSSION.** Mock close-out meeting with Agreement State upper management. Class discussion to follow.
- 3:30-3:45 p.m. **BREAK**
- 3:45-4:15 p.m. **THE IMPEP REVIEW REPORT.** Lance Rakovan. Structures of the draft, proposed final, and final IMPEP review reports. Roles and responsibilities of team members in preparing and revising the reports.
- THE MANAGEMENT REVIEW BOARD (MRB).** Kathleen Schneider. The role of the MRB. Overview of an MRB meeting including team attendance, preparation, and conduct.
- 4:15-4:30 p.m. **WRAP-UP DISCUSSIONS/SESSION EVALUATION.** Final opportunity for questions, designation of contacts for additional information, and evaluation sheet distribution.

**DRAFT AGENDA
INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM
TRAINING FOR REVIEW TEAM MEMBERS**

Wednesday, January 12, 2000
Two White Flint North Auditorium

- | | |
|------------------|--|
| 7:45-8:00 a.m. | SIGN IN |
| 8:00-8:20 a.m. | WELCOMING ADDRESS. NRC management greet attendees. |
| 8:20-8:40 a.m. | INTRODUCTIONS AND ORIENTATION. Administrative information, agenda and training manual walk-through, introduction of participants and instructors, and discussion of session objectives. |
| 8:40-9:20 a.m. | OPEN DISCUSSION. Discussion of pertinent IMPEP-related topics including changes that have occurred over the past year, observed difficulties, and issues likely to be revised in the coming year. |
| 9:20-9:35 a.m. | TEAM MEMBER RESPONSIBILITIES. Review of the specific tasks team members and team leaders are responsible for in IMPEP. |
| 9:35-9:50 a.m. | IMPEP REPORT FORMAT. A brief review of the acceptable format for IMPEP reports. |
| 9:50-10:05 a.m. | BREAK. |
| 10:05-10:45 a.m. | CLEAR WRITING. Using plain English to communicate IMPEP review information. |
| 10:45-11:45 a.m. | EXPERIENCES/LESSONS LEARNED. IMPEP team members relate experiences they have had during IMPEP reviews. |
| 11:45-1:00 p.m. | LUNCH |
| 1:00-2:00 p.m. | NUCLEAR MATERIALS EVENT DATABASE (NMED). Using NMED during IMPEP reviews. |
| 2:00-4:15 p.m. | PERFORMANCE BASED REVIEWS. Performance-oriented reviewing tools and techniques and insight on and understanding of how to apply these tools and techniques effectively (there will be a 15 minute break at some point during this session). |
| 4:15-4:30 p.m. | WRAP-UP DISCUSSIONS/SESSION EVALUATION. Final opportunity for questions, designation of contacts for additional information, and evaluation sheet distribution. |

LIST OF AGREEMENT STATE IMPEP TEAM MEMBERS

NEW IMPEP TEAM MEMBERS

Gary Baker, Chief
Field Operations Section
Bureau of Environmental Radiation Protection
New York State Department of Health
547 River Street, Room 530
Troy, NY 12180-2216

Shawn Seeley, Senior Radioactive
Materials Inspector
Radiological Health Program
Division of Health Engineering
Department of Human Services
Bureau of Health
10 State House Station
Augusta, ME 04333

Kenath Traegde
Radiation Control Program
Massachusetts Department of Public Health
174 Portland Street, 5th Floor
Boston, MA 02114

ESTABLISHED IMPEP TEAM MEMBERS

Lee Cox
Division of Radiation Protection
North Carolina Department of Environment
and Natural Resources
3825 Barrett Drive
Raleigh, NC 27609

Robert Funderburg
Radiologic Health Branch
Division of Food, Drug & Radiation Safety
California Department of Health Services
P.O. Box 942732
Sacramento, CA 94234-7320

Allan Grewe, Manager
Memphis Area Office
Division of Radiological Health
Department of Environment & Conservation
2510 Mt. Moriah Boulevard
Perimeter Park, Suite E-645
Memphis, TN 38115-1520

Eric Jameson, Senior Environmental
Radiation Specialist
Radioactive Materials Program
Georgia Department of Natural Resources
4244 International Parkway, Suite 114
Atlanta, GA 30354

James Peterson, Director
Radioactive Material Licensing Section
Bureau of Radiological Health
Department of Health & Environmental Control
2600 Bull Street
Columbia, SC 29201

Cynthia Sanders, Environmental Radiation
Specialist Principal
Radioactive Materials Program
Georgia Department of Natural Resources
4244 International Parkway, Suite 144
Atlanta, GA 30354

William Silva, Deputy Director
Radioactive Materials Inspection
Bureau of Radiation Control
Texas Department of Health
1100 W. 49th Street
Austin, TX 78756

B.J. Smith, Health Physicist Administrative
Radioactive Materials Branch
Division of Radiological Health
Mississippi Department of Health
3150 Lawson Street, P.O. Box 1700
Jackson, MS 39215-1700

Michael Stephens, Administrator
Radioactive Materials Program
Bureau of Radiation Control
Florida Department of Health
2020 Capitol Circle, SE, Bin #C21
Tallahassee, FL 32399-1741

Jared Thompson, Health Physicist, Supervisor
Licensing, Accreditation & Registration Section
Division of Radiation Control and
Emergency Management
Arkansas Department of Health
4815 West Markham Street, Slot 30
Little Rock, AR 72205-3867

INFORMATION FOR IMPEP TRAINING

TRAVEL: Airline reservations can be made directly through Carlson Wagonlit Travel at (301) 415-2006; normal business hours are 8:00 a.m. - 5:00 p.m. Tickets will be mailed to you about a week before the meeting. Travel by car will be reimbursed at a rate of 31¢ per mile, not to exceed the minimum airfare.

The Nuclear Regulatory Commission has received approval from the General Services Administration to allow State employees who are able to obtain a special discount (i.e., a lower fare than is available from Carlson Wagonlit Travel) through their State travel agency to purchase airline tickets themselves and be reimbursed via their travel voucher. In order to use your own State travel agency, it must be confirmed that Carlson Wagonlit Travel is not able to obtain that same class ticket for the same price. Before purchasing your own ticket, please contact Brenda Usilton at (301) 415-2348 in order to assure the proper procedures are followed.

GROUND TRANSPORTATION: Transportation from Washington area airports may be scheduled by calling Suburban Airport Shuttle, in advance, at 1-800-996-9393. Alternatively, you may take the "blueline" Metro (Train) from Washington Reagan National airport to the Metro Center Station then transfer to the "redline" and exit at the Twinbrook Station for the hotels, White Flint Station for NRC Headquarters.

EXPENSES: State participants will be reimbursed for expenses in accordance with Federal travel regulations. A voucher will be provided to you during the training. Receipts are necessary to claim any expenses of \$75.00 or more. Telephone calls will not be reimbursed by NRC. The per diem rate for Rockville is \$115.00 for lodging and \$38.00 for meals and miscellaneous expenses.

LODGING: You are requested to make your own hotel reservations. Below is a list of hotels in the area or along the Metro's Red Line. The NRC's White Flint North complex is located on Rockville Pike in Rockville, Maryland by the White Flint Metro Station (redline).

Residence Inn
7335 Wisconsin Ave.
Bethesda, MD
(301) 718-0200
1-800-331-3131

Hyatt Hotel
One Bethesda Metro Center
Bethesda, MD
(301) 657-1234
1-800-233-1234

Embassy Suites at Chevy Chase Pavilion
4300 Military Rd., NW
Washington, DC
(202) 362-9300
1-800-362-2779

Double Tree Hotel
1750 Rockville Pike
(301) 468-1100
1-800-222-8733

Ramada Inn
1775 Rockville Pike
Rockville, MD
(301) 881-2300
1-800-255-1775

Summerfield Suites Hotel
200 Skidmore Blvd.
Gaithersburg, MD
(301) 527-6000

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

Enclosure 3

IMPEP TRAINING

January 11-12, 2000

Please FAX the following information to Brenda Usilton at (301) 415-3502 by December 16, 1999.

STATE: _____

TRAVEL DATES: _____

NAME: _____

BUSINESS ADDRESS: _____

WORK PHONE NUMBER: _____

SS#: _____

Departure City (airport): _____

Date of Departure (note anything unusual): _____

Please provide reason: _____

Date of Return (note anything unusual): _____

Please provide reason: _____

Cost of Airfare (from Carlson Travel): \$ _____

Flight Number (e.g., UA 210) _____

Arrival Time (4:23 p.m. July 9) _____

If you are driving indicate round-trip miles: _____

Lodging Arrangements Made: (Yes) (No) _____