

December 5, 2000

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

This letter is to notify you that training for IMPEP review team members will be held on January 17-18, 2001 in Rockville, Maryland. This class will be for new IMPEP team members only. The January 17th session is expected to last most of the day. The January 18th session is expected to last only the first half of the day. A draft agenda is enclosed (Enclosure 1). We expect that all new participants on IMPEP reviews will attend the training. 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 and Tribal Programs webpage at: (<http://www.hsrp.doe.gov/nrc/special/md0506.pdf>).

The training starts at 8:00 a.m. each day in the NRC Professional Development Center, Two White Flint North Building, 3rd Floor, 11545 Rockville Pike, Rockville, Maryland 20852.

Enclosed please find specific information about attending the training (Enclosure 2). 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 15, 2000**. 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.

/RA/

Kathleen N. Schneider
Office of State and Tribal Programs

Enclosures:
As stated

cc: Agreement State Program Directors
for New IMPEP Team Members

Distribution:

DIR RF
 SDroggitis
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 IMPEP File
 A/S File

DCD (SP01)
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GDeegan, NMSS

DOCUMENT NAME: G:\IMPEP\TRAINING01\2001 IMPEP TRAINING LTR.wpd

To receive a copy of this document, indicate in the box: "C" = Copy without attachment/enclosure "E" = Copy with attachment/enclosure "N" = No copy

OFFICE	STP		STP		STP					
NAME	LJRakovan:pc		KNSchneider		BGUsilton					
DATE	12/05/00		12/05/00		12/05/00					

STP-I-2, STP-A-4

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

Wednesday, January 17, 2001
Two White Flint North Professional Development Center

- 7:45 a.m. SIGN IN
- 8:00 a.m. WELCOMING ADDRESS. NRC management greet attendees.
- 8:20 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 a.m. WHO WANTS TO BE AN IMPEP TEAM MEMBER?
- 9:00 a.m. GENERAL STRUCTURE OF IMPEP. Introduction to the common and non-common performance indicators, ratings, findings, and recommendations.
- 9:15 a.m. BREAK
- 9:30 a.m. THE IMPEP PROCESS. Introduction to the basic steps in the IMPEP process sequence. Timberline for the IMPEP process. Roles and responsibilities of IMPEP team members, team leaders, and the Management Review Board.
- 10:00 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
- 11:00 a.m. NON-COMMON PERFORMANCE INDICATORS. A brief overview of the non-common performance indicators.
- 11:15 a.m. PERFORMANCE BASED REVIEWS. Performance-oriented reviewing tools and techniques and insight on and understanding of how to apply these tools and techniques effectively.
- 11:30 p.m. GROUP EXERCISE: PERFORMANCE BASED REVIEWS.
- 12:00 p.m. LUNCH
- 1:15 p.m. GROUP DISCUSSION: PERFORMANCE BASED REVIEWS.

Enclosure 1

- 2:15 p.m. IMPEP REVIEW PREPARATION & ON-SITE REVIEW. 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.
- 3:00 p.m. BREAK
- 3:15 p.m. GROUP EXERCISE: APPLYING IMPEP CRITERIA
- 4:15 p.m. DAY ONE WRAP-UP. Brief review of the day's topics. Final chance for questions for the day.

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

Thursday, January 18, 2001
Two White Flint North Professional Development Center

- 7:45 a.m. SIGN IN
- 8:00 p.m. GROUP DISCUSSION: APPLYING IMPEP CRITERIA
- 9:00 a.m. MOCK CLOSE-OUT MEETING FOR IMPEP REVIEWS AND DISCUSSION.
Mock close-out meeting with Agreement State management. Class discussion and critique to follow.
- 10:00 a.m. BREAK
- 10:15 a.m. THE IMPEP REVIEW REPORT. 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). The role of the MRB. Overview of an MRB meeting including team attendance, preparation, and conduct.
- 10:45 a.m. EXPERIENCES/LESSONS LEARNED. IMPEP team members relate experiences they have had during IMPEP reviews.
- 11:30 a.m. WRAP-UP DISCUSSIONS/SESSION EVALUATION. Final opportunity for questions, designation of contacts for additional information, and evaluation sheet distribution.

INFORMATION FOR IMPEP TRAINING

TRAVEL: Airline reservations can be made directly through Carlson Wagonlit Travel at (301) 415-5006; 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 32.5¢ 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 "blue line" Metro (Train) from Washington Reagan National airport to the Metro Center Station then transfer to the "red line." NRC Headquarters is at White Flint Station.

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 \$119.00 for lodging and \$46.00 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 (red line).

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.

LIST OF 2001 IMPEP TRAINING ATTENDEES

David Wesley, Senior Health Physicist
Industrial, SS&D
Radiologic Health Branch
Division of Food, Drug & Radiation Safety
California Department of Health Services
P.O. Box 942732
Sacramento, CA 94234-7320

Kenneth Weaver
Laboratory and Radiation Services Division
Colorado Department of Public Health
and Environment
8100 Lowry Boulevard
Denver, CO 80230-6928

Cynthia Taylor, Environmental Radiation
Specialist Principal
Radioactive Materials Program
Department of Natural Resources
4244 International Parkway, Suite 114
Atlanta, GA 30354

Daniel K. McGhee, Coordinator
Environmental & Emergency Response
Bureau of Radiological Health
Iowa Department of Public Health
Lucas State Office Building
Des Moines, IA 50319

George F. Johns, Jr., Coordinator
Radioactive Materials Program
Bureau of Radiological Health
Iowa Department of Public Health
Lucas State Office Building
Des Moines, IA 50319

Michael Whalen, Jr., Radiation Scientist
Radiation Control Program
Department of Public Health
174 Portland Street, 5th Floor
Boston, MA 02114

Robert Gallagher, Radiation Scientist
Radiation Control Program
Department of Public Health
174 Portland Street, 5th Floor
Boston, MA 02114

John Politte
Chattanooga Area Office - DRH
Department of Environment & Conservation
540 McCallie Avenue, Suite 550
Chattanooga, TN 37402

David Fogle
Bureau of Radiation Control
Texas Department of Health
1100 West 49th Street
Austin, TX 78756-3189

IMPEP TRAINING

January 17-18, 2001

Please FAX the following information to Brenda Usilton at (301) 415-3502 by December 15, 2000.

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) _____