

March 20, 2001

ALL AGREEMENT STATES  
MINNESOTA, PENNSYLVANIA, WISCONSIN

**TRAINING COURSE INFORMATION: TRAINING ON USE OF UPDATED VERSION OF  
NUCLEAR MATERIALS EVENTS DATABASE SOFTWARE AND MANAGEMENT OF  
UNWANTED RADIOACTIVE MATERIAL (STP-01-023)**

This is to inform you that the U.S. Nuclear Regulatory Commission (NRC) will be holding three training sessions on use of an updated version of the Nuclear Materials Events Database (NMED) software and management of unwanted radioactive material. The training schedule is as follows.

April 25-26, 2001	NRC Region I King of Prussia, Pennsylvania
May 23-24, 2001	NRC Region II Atlanta, Georgia; and
June 13-14, 2001	NRC Region III Lisle, Illinois

Enclosed is the background information and draft agenda for the training. There will be no tuition costs for the training. The State is responsible for the travel and per diem expenses. To register for the training, please send an email to Samuel L. Pettijohn, Division of Industrial and Medical Nuclear Safety, Office of Nuclear Material Safety and Safeguards at [SLP@NRC.GOV](mailto:SLP@NRC.GOV) listing your first and last name, State, telephone number and the location of the training session you wish to attend. Alternatively, you can register via telephone at 301-415-6822 by giving the above information. Note that each training session is limited to 25 persons. You will receive confirmation of your scheduled training. If the dates for which you apply are filled, you will be contacted to select another date.

Registration may be completed at any time, but not later than April 13, 2001 for the April training, May 11, 2001 for the May training and June 1, 2001 for the June training.

Additional training sessions may be scheduled between June and December 2001 based on the demand and will be announced, when available, at a later date. States that wish to host a training session are encouraged to contact Mr. Pettijohn.

Thank you for your attention to this matter. If you have any questions regarding this correspondence, please contact me or the individual named below.

POINT OF CONTACT:	Kevin Hsueh	INTERNET:	KPH@NRC.GOV
TELEPHONE:	(301) 415-2598	FAX:	(301) 415-3502

**/RA/**

Janet R. Schlueter, Acting Deputy Director  
Office of State and Tribal Programs

Enclosure:  
As stated

STP-01- 023

March 20, 2001

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**STP-A-4**

## **A Presentation for States by the Conference of Radiation Control Program Directors' (CRCPD) E-34 Committee, Industry and the U.S. Nuclear Regulatory Commission**

Beginning about 1996, NRC distributed database software to Agreement States for use in creating, maintaining and sending selected event reports to a contractor (the Idaho National Engineering and Environmental Laboratory) for input into the Nuclear Materials Events Database (NMED). NMED contains records of events involving nuclear materials reported to NRC by NRC licensees, Agreement States, and non-licensees. NMED is accessible on the Internet at: <http://nmed.inel.gov>. Currently Agreement States are required to send records of material events involving Atomic Energy Act (AEA) material to the NMED contractor.

A development related to NMED is the request in late FY 1998 by the Conference of Radiation Control Program Directors, Inc. (CRCPD) for NRC to grant the use of NMED in a CRCPD initiative program to track data on lost radioactive materials events in the United States. The NRC agreed to the CRCPD request. Under the CRCPD orphan source initiative, Agreement States will be asked to voluntarily send event reports involving AEA and non-AEA lost material to NMED, and non-Agreement States will be asked to send event reports involving non-AEA lost material to NMED.

The first upgrade to the NMED software which was initially sent to Agreement States in 1996 is scheduled to be completed for Beta testing by the middle of April 2001. The upgrade fixes the problems reported by some States related to using the NMED program with Microsoft Office 97 and 2000. The software upgrade also improves the overall intuitiveness of the NMED program, eliminates data fields not used by Agreement States, and has online user help functions.

To encourage the reporting by non-Agreement States of data on lost material to the NMED contractor, the upgraded NMED software will be offered to non-Agreement States as well as distributed to Agreement States. Non-Agreement States can use the software to report lost, found, and abandoned radioactive material.

### **Training related to the above activities is being offered to all States**

#### **General Training Topics**

1. Enhancing Management of Unwanted Radioactive Material
2. Hands-on Instruction of Using the Nuclear Materials Events Database (NMED)

#### **Who Should Attend**

This training is a must-attend for State radiation control program staff who need to learn to use the Nuclear Materials Events Database (NMED) data entry program and anyone who is interested in learning ways of enhancing the management of unwanted radioactive material.

- States who have or will have responsibility for collecting and maintaining event data;

- State staff who have or will have a responsibility related to the management of unwanted radioactive material;

## **Training Agenda (Length of Training - 1.5 days)**

### First Day Morning Session (8:30 - 11:30)

#### Enhancing Management of Unwanted Radioactive Material

National and International Situations

Preventive Action

Introduction to E-34 Activities

Ram Survey Form

Detection

CRCPD Resources

DOE Resources

Finding Responsible Party

Importance of NMED as Tracking Tool

### First Day Afternoon Session (12:30 - 4:00)

#### Hands-on Instruction of Using the Nuclear Materials Events Database (NMED)

Demonstration Search of NMED for Orphan Sources

Principals of Collecting Accident/Incident Information and Maintaining an Events Database

Handbook on Nuclear Material Event Reporting in the Agreement States (STP SA-300, Reporting Material Events)

Entering Data and Printing Reports Using the NMED Data Entry Program

Electronically Sending Event Data Files to NMED Contractor

Using the NMED Data Entry Program for Maintaining Local (State use only data)

Getting Help Using NMED and Reporting Event Data to NMED

## Second Day Morning Session (8:30 - 11:30)

### Hands-on Instruction of Using the Nuclear Materials Events Database (NMED)

Accessing the National NMED

Searching the National NMED

Use of the National NMED to Track Orphan Source Data

Use of the National NMED to Trend Data and As An Investigative Tool

The NMED Quarterly Report and Quarterly Newsletter

NMED Data Dictionary, Coding Criteria and Quality Assurance

### **Schedule and Location of Training**

U.S. Nuclear Regulatory Commission, Region I Office, April 25-26

475 Allendale Road

King of Prussia, PA 19406-1415

Training Facility Contact: Christine O'Rourke

(610) 337-5386

[cmo@nrc.gov](mailto:cmo@nrc.gov)

U. S. Nuclear Regulatory Commission, Region II Office, May 23-24

Sam Nunn Atlanta Federal Center, 23T85

61 Forsyth Street, S.W.

Atlanta, GA 30303-3415

Training Facility Contact: Valencia Robbins

(404) 562-4845

[Vhr@nrc.gov](mailto:Vhr@nrc.gov)

U.S. Nuclear Regulatory Commission, Region III Office, June 13-14

801 Warrenville Road

Lisle, Ill 60532-4351

Training Facility Contact: Dawn Jonsson

(630) 829-9516

[Dms1@nrc.gov](mailto:Dms1@nrc.gov)