

February 14, 2002

ALL AGREEMENT STATES  
MINNESOTA, PENNSYLVANIA, WISCONSIN

**TRAINING COURSE INFORMATION: NUCLEAR MATERIAL EVENTS DATABASE (NMED)  
MICROSOFT ACCESS 2000 VERSION AND SESSION ON UNWANTED RADIOACTIVE  
MATERIAL (STP-02- 014)**

This is to inform you that the U.S. Nuclear Regulatory Commission (NRC) has scheduled an NMED training session on the use of an updated Microsoft Access 2000 version of the NMED software program. Representatives from the Conference of Radiation Control Program Directors (CRCPD) and industry, will present a session on the Management of Unwanted Radioactive Material. The training schedule is as follows:

**May 15-16, 2002**

**Oregon Department of Human Resources  
Portland, Oregon**

**Sessions: 1) 8:30 am - 4:00 pm  
2) 8:30 am - 11:30 am**

Enclosed is the background on the training session, a draft agenda and hotel information. 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 e-mail to Samuel L. Pettijohn [SLP@NRC.GOV](mailto:SLP@NRC.GOV) listing your first and last name, State and telephone number. Note that the training session is limited to twenty-five persons. You will receive confirmation of your scheduled training. Registration may be completed at any time, but not later than April 30, 2002.

Additional training sessions may be scheduled 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 with the individual named below.

POINT OF CONTACT: Patricia Larkins  
(301) 415-2309

INTERNET: [PML@NRC.GOV](mailto:PML@NRC.GOV)  
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**/RA/**

Josephine Piccone, Deputy Director  
Office of State and Tribal Programs

Enclosure:  
As stated

STP-02-014

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## **TRAINING SESSION**

**Nuclear Material Events Database (NMED) Presented by staff from the Division of Industrial and Medical Nuclear Safety, Office of Nuclear Material Safety and Safeguards, NRC.**

**Management Of Unwanted Radioactive Material Presented by the Conference of Radiation Control Program Directors (CRCPD) E- 34 Committee and Industry.**

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 all events involving nuclear material 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 NRC. We use the NMED contractor to collect and maintain the event records.

In early 1999, NRC and CRCPD entered into a joint effort to track data on lost radioactive material events in the United States. Under the CRCPD orphan source initiative, Agreement States have been asked to voluntarily send event reports involving AEA and non-AEA lost material to NMED, and non-Agreement States will also be asked to send event reports involving non -AEA lost material to NMED.

The upgraded NMED software fixes 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 a 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.

### **General Training Topics**

1. Enhancing Management of Unwanted Radioactive Material
2. Hands -on Instruction of Using NMED

### **Who Should Attend**

This training is a must - attend for State radiation control program staff who need to learn to use the 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 a.m.)

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 p.m.)

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

Demonstrations Search of NMED for Orphans Sources

Principles 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 a.m.)

Hands - on Instruction of Using the Nuclear Material 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

Location of Training:                Radiation Protection Services  
   Oregon State Health Division  
   Department of Human Resources,  
   800 N.E. Oregon Street, #21, Suite 260  
   Portland, Oregon 97232.

Training facility contact:        Edwin Wright, (503) 731-4014, Ext. 679

### **Hotel Information**

Best Western - Convention Center                      \$75.00 + tax  
420 NE Holladay  
(503)233-6331

Comfort Inn - Convention Center                      \$72.00 + tax  
431 NE Multnomah St  
(503)233-7933 or (800)221-2222

DoubleTree Hotel Lloyd Center                      \$77.00+tax+parking+\$3.00 energy surcharge  
1000 NE Multnomah  
(503)281-6111

Holiday Inn                      \$77.00 + tax  
1021 NE Grand  
(503)235-2100 or (800)343-1822

All motels/hotels listed are within walking distance of the State Office Building and the Airport  
Max Light Rail (\$1.55 each way)

Portland State Office Building is located at 800 NE Oregon Street, Portland OR 97232.

The Portland airport is located at 7000 NE Airport Way, Portland OR 97218.

Contact Ed Wright at 503/731-4014 x679 or Terry Lindsey at 503/731-4014 x660.