

August 5, 2003

ALL AGREEMENT STATES-MINNESOTA, PENNSYLVANIA, WISCONSIN

ACCEPTANCE TO THE INSPECTION PROCEDURES COURSE (G-108) (STP-03- 058)

Enclosure 1 is the list of students from the States selected to attend the September 29 - October 3, 2003, Inspection Procedures Course (G-108). Please provide the list of students and the travel instructions (Enclosure 2) to each individual from your program who is on the list. Enclosed for your information is a tentative schedule for the G-108 course (Enclosure 3). States with students attending this course have agreed to pay travel expenses, however there is no tuition for this course. Course attendees should be encouraged to make travel and lodging arrangements as soon as possible.

To assist us and other States, and to help ensure that States with candidates on waiting lists will have an opportunity to fill vacated slots that may open up after our course acceptance letters have been sent to you, we ask that you inform us of any cancellations 30 days prior to the course starting date.

If you have any questions regarding this correspondence, please contact me at 301-415-2325 or the individual named below.

POINT OF CONTACT: Brenda G. Usilton
TELEPHONE: 301-415-2348

INTERNET: BGU@NRC.GOV
FAX: 301-415-3502

/RA/

Josephine M. Piccone, Deputy Director
Office of State and Tribal Programs

Enclosures:
As stated

STP-03-058

Distribution:

DIR RF DCD (SP03)
JRicci, TTD PDR (YES)
SRoberson, TTD
Agreement State File

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OFFICE	STP		STP:DD						
NAME	BGUsilton:gd		JMPiccone						
DATE	08/ 5 /03		08/ 5 /03						

INSPECTION PROCEDURES COURSE (G-108)
 SEPTEMBER 29-OCTOBER 3, 2003
 ORLANDO, FLORIDA

STATE	PARTICIPANT(S)	NO TUITION COST
FLORIDA Bureau of Radiation Control Department of Health 4052 Bald Cypress Way Bin C21 Tallahassee, FL 32399-1741	1. Jerry Bai 2. Leo Bakersmith 3. Greg Cohn 4. Crystal Czapiga 5. Richard Davis 6. Gordon Hastings 7. Duer Howes 8. Joe Major 9. Mike Phillips 10. Donald Skorupan 11. Mike Takacs 12. Ken Thomas	
OKLAHOMA Radiation Management Section Department of Environmental Quality P.O. Box 1677 Oklahoma City, OK 73101-1677	1. Mark Conley	
TEXAS - BRC Bureau of Radiation Control Texas Department of Health 1100 West 49th Street Austin, TX 78756-3189	1. James Ogden 2. Alice Rogers	
WASHINGTON Division of Radiation Protection Department of Health 7171 Cleanwater Lane, Building #5 P.O. Box 47827 Olympia, WA 98504-7827	1. Kristen Schwab	

INSTRUCTIONS TO STUDENTS

ACCEPTANCE: This is to advise you that those individuals in Enclosure 1 have been accepted for participation in the training course (G-108) "Inspection Procedures." This course is scheduled to be presented September 29-October 3, 2003, at the Department of Health, Bureau of Radiation Control, Hurston South, First Floor, 400 West Robinson, Orlando, Florida 32801.

COURSE: This course will be conducted beginning at 8:00 a.m. and end at 4:00 p.m. each day except for Friday, October 3, 2003, when the class is scheduled to end at 12:00 noon.

LODGING AND TRAVEL: You should plan to arrive on Sunday, September 28, 2003 and depart on Friday, October 3, 2003. Participants must make their own lodging and travel arrangements. Below is a list of hotels in the Orlando area. Transportation to and from the hotels and airport is provided by Mears Transportation (407) 839-1570 at a cost of approximately \$12.00 each way.

AREA HOTELS:

Orlando Marriott Downtown
400 W. Livingston Street (Across the street from training site)
Orlando, FL
(407) 843-6664

Holiday Inn at Orlando Arena
304 W. Colonial Drive
Orlando, FL
(407) 843-8700 (approx. 5 blocks from training site)

Radisson Plaza Hotel Orlando
60 S. Ivanhoe Blvd. (Approx. 1.5 miles from training site)
Orlando, FL
(407) 425-4455

TENTATIVE SCHEDULE FOR INSPECTION PROCEDURES COURSE (G-108)
September 29 - October 3, 2003

DAY	TIME	TOPIC	CHAPTER	PRESENTER
Monday	8:00 - 9:00	Welcome & Administration		Ricci
	9:00-12:00	<u>Inspection Overview</u>	1	Cameron
	12:00 - 1:00	Lunch		
	1:00 - 3:00	Inspection Overview (cont)	1	Cameron
	3:00 - 5:00	Casework & Exercise Assignments		Staff
Tuesday	8:00 - 11:00	Medical	6	Cameron
	11:00 - 12:00	License Termination	2	Cameron
	12:00 - 1:00	Lunch		
	1:00 - 4:00	Industrial (Irradiator, Gauges etc)	3	Cofer
	4:00 - 5:00	Miscellaneous topics		N/A
Wednesday	8:00 - 11:30	Industrial Radiography	5	Cofer
	11:30 -12:30	Instrumentation	7	Ricci
	12:30 - 1:30	Lunch		
	1:30 - 4:30	Laboratory R&D	4	Woodruff
	4:30 - 5:00	Exercise Instructions		Staff
Thursday	8:00 - 12:00	Exercise	10	Staff
	12:00 - 1:00	Lunch		
	1:00 - 3:00	Exercise Debriefing & Exit Meeting		Staff
	3:00 - 5:00	Casework Review	9	Staff
Friday	8:00 - 9:00	Casework Review	9	Staff
	9:00 - 10:00	Incident Response & Reporting	8	Woodruff
	10:00 - 11:00	Incident Review		Ricci
	11:00 - 12:00	Final Exam		Ricci