



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

February 21, 2018

ALL AGREEMENT STATES, VERMONT, WYOMING

NOTIFICATION OF ACCEPTANCE TO AIR SAMPLING FOR RADIOACTIVE MATERIALS  
(H-119) COURSE (STC-18-011)

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC) Air Sampling for Radioactive Materials (H-119) course to be held April 30 - May 4, 2018, in Oak Ridge, Tennessee.

**Background:** The NRC provides funding to the Agreement States for training and the associated travel.

**Discussion:** Students selected to attend the April 30 - May 4, 2018, Air Sampling for Radioactive Materials (H-119) course in Oak Ridge, Tennessee are provided in Enclosure 1. Please provide this notification to each individual from your program that has been accepted to this course. Students selected to attend this course will be paid travel and per diem by the NRC. Detailed guidance for students is provided in Enclosure 2. Please inform us of any withdrawals immediately so that individuals on the waiting list have an opportunity to attend.

If you have any questions regarding this correspondence, please contact me at (301) 415-3340 or the individual named below:

POINT OF CONTACT: Marcia Casby  
TELEPHONE: (301) 415-6525

E-MAIL: [Marcia.Casby@nrc.gov](mailto:Marcia.Casby@nrc.gov)

*/RA Cindy Flannery for/*

Kevin Williams, Acting Director  
Division of Materials Safety, Security, State  
and Tribal Programs  
Office of Nuclear Material Safety  
and Safeguards

Enclosures:

1. List of students
2. Travel guidance for students
3. Training site information

SUBJECT: NOTIFICATION OF ACCEPTANCE TO AIR SAMPLING FOR RADIOACTIVE  
MATERIALS (H-119) COURSE (STC-18-011)

DISTRIBUTION:

Henry Lynn

**ML18052A676**

<b>OFC</b>	NMSS/MSST/ASPB	NMSS/MSST/ASPB	NMSS/MSST
<b>NAME</b>	MCasby	CFlannery for PMichalak	CFlannery for KWilliams
<b>DATE</b>	2/21/18	2/21/18	2/21/18

**OFFICIAL RECORD COPY**

**AIR SAMPLING FOR RADIOACTIVE MATERIALS (H-119)**

April 30 - May 4, 2018

Oak Ridge, TN

STATE	PARTICIPANT
GEORGIA	Irvin Gibson
MARYLAND	Atnatiwos Meshesha
MASSACHUSETTS	Ellie Choi
OREGON	Glenda Villamar
PENNSYLVANIA	Shelby Eby Jonathan Adams
TEXAS (DSHS)	Tony Haynes
UTAH	Dean Henderson Otis Willoughby Heather Mickelson
WYOMING	Alan Thompson

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** Individuals listed in Enclosure 1 have been accepted for participation in the Air Sampling for Radioactive Materials (H-119) course. This course is scheduled to be presented April 30 - May 4, 2018, at ORAU's Professional Training Programs training facility located at 1299 Bethel Valley Road, Building SC-1, Annex, Oak Ridge, Tennessee 37830. Students must be a U.S. citizen to have access to the Oak Ridge training site. Foreign students must contact Ms. Kristy Mashburn, [Kristy.Mashburn@orau.org](mailto:Kristy.Mashburn@orau.org), immediately for guidance.

**COURSE:** Please see our Web site, <https://scp.nrc.gov/training.html> for the tentative course schedule and note that the course begins at 8:00 a.m. on Monday, April 30, 2018, and will end at noon on Friday, May 4, 2018.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, April 29, 2017, and depart on Friday, May 4, 2017. Students must make their own lodging and travel arrangements. If traveling by air, please contact El Sol Travel at 1-844-244-6694 for airline reservations, and indicate that the travel is "Invitational" for the NRC. Make sure that El Sol Travel correctly direct bills your fare to credit card ending 2835. You must select a fully refundable government fare. If the need arises, and you must make a change, contact Marcia Casby at (301) 415-6525. The local airport is McGhee-Tyson Airport (TYS), Knoxville, Tennessee, which is located 35 miles from Oak Ridge.

Please complete the Travel Application Form which will be provided to you and submit to Marcia Casby, [ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov), at your earliest opportunity, but no later than Friday, March 2. Individuals should request the Federal government rate at the hotels. The per diem for Oak Ridge, Tennessee is \$93 hotel and \$51 meals and incidentals. Rental cars are not authorized for reimbursement. Students staying at the same hotel are encouraged to coordinate with each other to arrange transportation between the hotel and the training center. If you plan to drive, the Federal mileage reimbursement is 54.5 cents per mile. The Staybridge Suites listed below is conveniently located just 2.5 miles from the training center.

**Staybridge Suites**  
420 S. Illinois Avenue  
Oak Ridge, TN 37830  
865.298.0050

*A link to the NRC room block will be provided on the Travel Form*

**DIRECT DEPOSIT:** If you prefer this method, please complete the form located on our website and return to Lindsey Hawkins, [Lindsey.Santos@nrc.gov](mailto:Lindsey.Santos@nrc.gov). Once you have signed up for Direct Deposit, you are in the system and will not need to complete a new form unless your banking information changes. When it is time to complete your voucher for reimbursement, in the address box enter "Enrolled in Direct Deposit." If you have any questions regarding direct deposit, please contact Lindsey Santos at 301-415-6268.

Greetings,

On behalf of ORAU's Professional Training Programs, we are pleased to have you registered for our upcoming training course! The course will be held in Room 135 of ORAU's training facility located at 1299 Bethel Valley Road, Oak Ridge, Tennessee. The enclosed directions and map of Oak Ridge should help you find our facility. *(Note: Please follow the directions we have provided, GPS is not exact and will take you to the ORNL guard gate.)*

Be sure to enter the building via the closest entrance to the intersection of Bethel Valley Road and Pumphouse Rd./Scarboro Rd. It is on the northwest corner of the building facing Bethel Valley Rd. The building entrance is shown on the detailed map.

Please be prepared to show your ID the first day of the course for identity verification purposes (driver's license, federal or state issued badge, etc.). The course will start at 8:00 a.m. You may arrive between 7:30 and 8:00 a.m. for check-in, but we ask that you do not arrive before 7:30 a.m. There will be someone at the front entrance to check you in beginning at 7:30 a.m.

The ORAU training facility is owned by the U.S. Department of Energy (DOE), ORISE is a Department of Energy (DOE) facility, so we are subject to DOE requirements. There are special briefing and badging requirements for foreign national participants. If you are not a U.S. Citizen, please contact me immediately.

We will supply you with course notebooks, notebook paper, pencils, etc. You should bring a **calculator** with exponential functions and be familiar with its use.

If you have any questions about the course, please contact me at [Kristy.Mashburn@orau.org](mailto:Kristy.Mashburn@orau.org) or 865-576-3576 or Mona Carrasco at [Romano.Carrasco@orau.org](mailto:Romano.Carrasco@orau.org) at 865-576-6408. We look forward to meeting you!

Kristy Mashburn, Registrar

 Oak Ridge Associated Universities (ORAU)

**Independent Environmental Assessment and Verification (IEAV)**

## **GENERAL INFORMATION**

**Check-In** will be in the PTP classroom (Room 135) between 7:30 - 8:00 a.m. We ask that you do not arrive before 7:30 a.m. Class will start promptly at 8:00 a.m. There will be a PTP staff member to greet you at the front door of the building. Please be prepared to show photo identification (driver's license, ID badge, etc.). **Please note:** If you are a non U.S. Citizen, please contact the Registrar immediately and note that you will be required to present your original U.S. VISA, Passport, and Driver's license on the first day of the course to verify identity.

You may have **mail** sent to you at the following address: Your name, Course Participant, Course Title (optional), Professional Training Programs, Oak Ridge Associated Universities, P.O. Box 117, MS-11, Oak Ridge, TN 37831-0117. Incoming mail service is available twice daily.

Any **telephone calls** or **messages** for you will be received between the hours of 7:30 a.m. and 4:00 p.m. at 865-576-3576. Messages will be taken for you while you are in class (emergency calls will be relayed immediately).

Oak Ridge **banks** will not cash personal or company checks for participants. We encourage you to bring traveler's checks or enough cash for the duration of your visit.

**NOTE:** Since we will be providing you with course notebooks and materials, you may want to allow room in your suitcases for these resources. If you prefer to ship these notebooks and handouts, boxes will be provided.

## **DIRECTIONS**

Oak Ridge is approximately 20 miles west-northwest of Knoxville, Tennessee. The course will be held at the ORAU's Professional Training Programs (PTP) training facility located at 1299 Bethel Valley Road. *GPS takes you to another facility so please do not rely on it for correct directions.*

### **Directions for Automobile Travel to Oak Ridge:**

Heading east on I-40 (e.g., from Nashville), take Exit 356 onto Gallaher Road (State Route 58). This exit is just east of Kingston. Eventually, Gallaher Road will become the Oak Ridge Turnpike (State Route 95).

Heading south on I-75 (e.g., from Lexington), take Exit 122 from I-75 and head west on State Route 61 towards Clinton. Oak Ridge is approximately ten miles west of Clinton. Just before it reaches Oak Ridge, Route 61 effectively becomes the Oak Ridge Turnpike (State Route 95).

Heading west on I-40/75 (e.g., from Knoxville) take Exit 376A onto State Route 162 (aka Pellissippi Parkway) into Oak Ridge. See directions from Airport for additional information.

Heading north on I-75 (e.g., from Chattanooga), you have two options. The first is to take Exit 364 onto State Route 95 which will eventually become the Oak Ridge Turnpike. Sections of 95 have lots of tight curves so be careful. The other option is to continue on I-75 and take Exit 376 onto State Route 162 (aka Pellissippi Parkway) into Oak Ridge. See directions from Airport for additional information.

### **Directions from Airport to Oak Ridge:**

1. From airport, take Alcoa Highway (US 129 North) toward Knoxville for approximately 2.5 miles.
2. Take the OAK RIDGE exit to the right onto I-140.
3. Continue on I-140 for approximately 11.5 miles. You will cross interstate I-40/I-75. As you cross the interstate, watch for the Oak Ridge sign telling you to bear left. This takes you onto Route 162, better known as the Pellissippi Parkway.
4. In about 6 miles, you will go through the small Solway community that primarily consists of gas stations. Continue over the Clinch River/Solway Bridge (bearing left), and past a local cemetery that will be on the right.
5. Once past the cemetery, bear left at the sign indicating the approach into Oak Ridge. In a mile or so, this will take you onto South Illinois Avenue. Most of the Oak Ridge hotels are located on South Illinois.

### **Directions from Airport Directly to Training Facility:**

1. After you have crossed the bridge over the river and are next to the cemetery, you will see a sign that says "Bethel Valley Rd. Closed to through traffic." That is the road that you want to take. Bear right onto Bethel Valley Road.
2. The training center will be on the left at the first intersection that you come to: the intersection of Bethel Valley Road and Pumphouse Rd. (to the left) and Scarboro Rd. (to the right). Turn left onto Pumphouse Road. There will be two entrances immediately on the left into the parking lot.

IMPORTANT: To enter the facility; walk around to the front of the building. The building entrance that you must use is the one facing Bethel Valley Road closest to the intersection. Someone should be there to let you in. Do not use any other building entrance!

### **Directions from Oak Ridge to Training Facility:**

1. Proceed south on South Illinois as if you were leaving Oak Ridge and going towards Knoxville or the Airport.
2. Bear right at the first intersection after McDonalds. You will now be heading south on Scarboro Road. Stay in the left lane since you do not want to be forced to turn right into the Y-12 Plant.
3. In approximately one mile you will come to the intersection with Bethel Valley Road (Knoxville is to the left and Oak Ridge National Laboratory is to the right). The training facility is on the south east corner of the intersection.
4. Go straight through the intersection onto Pumphouse Road. There will be two entrances immediately on the left into the parking lot.

IMPORTANT: To enter the facility; walk around to the front of the building. The building entrance that you must use is the one facing Bethel Valley Road closest to the intersection. Someone should be there to let you in. Do not use any other building entrance!

**Map of the ORAU Training Facility**

