



U.S. Department of Energy
~~OFFICE OF RIVER PROTECTION~~

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Richland, Washington 99352

FEB 19 2008

08-ESQ-026

Dr. J. G. Hwang, President
Advanced Technologies
and Laboratories International, Inc.
P.O. Box 250
Richland, Washington 99352

Dear Dr. Hwang:

CONTRACT NO. DE-AC27-05RV14548 – ASSESSMENT REPORT A-08-ESQ-ATL-004 –
ASSESSMENT OF ADVANCED TECHNOLOGIES AND LABORATORIES
INTERNATIONAL, INC. (ATL) EMPLOYEE CONCERNS PROGRAM (ECP),
DECEMBER 18 AND 19, 2007

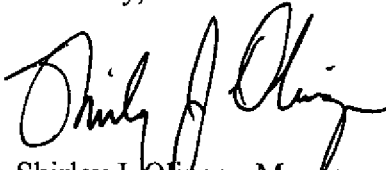
This letter forwards the results of the U.S. Department of Energy (DOE), Office of River Protection assessment of the ATL ECP conducted December 18 and 19, 2007 (attached).

The assessment team concluded that the ATL ECP complied with the Contractors Requirement Document contained in DOE O 442.1A, "Department of Energy Employee Concerns Program" and their ECP procedure ATL-312, Section 2.03, Revision 2, "Employee Concerns Program."

The assessment team did not identify any findings.

If you have any questions, please contact me, or your staff may contact William J. Taylor, Assistant Manager, Office of Environmental Safety and Quality, (509) 376-7851.

Sincerely,


Shirley J. Olinger, Manager
Office of River Protection

ESQ:BLW

U.S. DEPARTMENT OF ENERGY
Office of River Protection
Environmental Safety and Quality

ASSESSMENT: Advanced Technologies and Laboratories International, Inc., Employee
Concerns Program

REPORT: A-07-ESQ-ATL-004

FACILITY: Advanced Technologies and Laboratories International, Inc. In-town
Office and Site Lab

LOCATION: Richland, Washington

DATES: December 18 through 19, 2007

ASSESSORS: Patrick Carier, ORP, Lead Assessor
Bobby Williams, Office of River Protection Employee Concerns Program
Manager

APPROVED BY: William Taylor, Assistant Manager, Office of Environmental Safety and
Quality

Executive Summary

The U.S. Department of Energy (DOE), Office of River Protection conducted an assessment of the Advanced Technologies and Laboratories International, Inc. (ATL) Employee Concerns Program (ECP) December 18 and 19, 2007. The assessment evaluated the Contractor's ECP in accordance with DOE O 442.1A, "Department of Energy Employee Concerns Program." The assessors reviewed procedures and recently completed ECP case files.

The assessment found that ATL complies with the requirements of the above DOE Order.

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List of Acronyms

ATL	Advanced Technologies and Laboratories International, Inc.
CRD	Contractor Requirements Document
DOE	U.S. Department of Energy
ECP	Employee Concerns Program
ORP	Office of River Protection

**U.S. Department of Energy (DOE), Office of River Protection (ORP)
Assessment of Advanced Technologies and Laboratories International, Inc.
(ATL), Employee Concerns Program (ECP)**

1.0 Details

This assessment verified that the Contractor's ECP is performing in accordance with DOE O 442.1A, "Department of Energy Employee Concerns Program." This was accomplished by reviewing recently completed ECP case files. The case files were selected from recently completed cases.

The review also focused on the following:

- Survey of 10% of employees conducted (by email) on the ECP.
 - Do you know who the ATL ECP manager is?
 - Is ECP contact information posted?
 - If you had a concern would you use the ATL ECP program?
 - If you would not use the ATL ECP program, please explain why?
- Are the files complete and accurate? Do they contain the minimum information discussed in DOE G 442.1-1?
- Was the concern appropriately investigated? Was the investigation performed with adequate independence?
- Are the files maintained in an adequate location and steps taken to protect the identity of the concerned employee consistent with the employee's request for confidentiality and the provisions of the Privacy Act?
- For cases warranting corrective actions, were the corrective actions appropriate and completed in a timely manner?
- Was the case investigated and closed out in a timely manner?
- Was the concern documented with sufficient detail to allow for investigation?
- Survey (by email) 10% of employees on ECP.

1.1 ATL ECP

ATL developed procedure "Employee Concerns Program," ATL-312, Section 2.03, Revision 2, dated July 24, 2007, to implement the DOE Order requirements. The assessor reviewed the procedure and concluded that the following requirements from the DOE O 442.1A Contractor Requirements Document were adequately specified:

In support of the effective implementation of the DOE ECP, contractors are required to:

- assist DOE in the resolution of employee concerns in a manner that protects the health and safety of both employees and the public and ensures effective and efficient operation of DOE-related activities under their jurisdiction;
- ensure that contractor and subcontractor employees are advised that they have the right and responsibility to report concerns relating to the environment, safety, health, or management of DOE-related activities; and
- cooperate with assessments used to verify that they have acted to minimize, correct, or prevent recurrence of the situation that precipitated a valid concern.

1.2 ECP Implementation

This assessment was conducted by reviewing ATL case files against the DOE order Contractor Requirements Document (CRD) requirements and the ATL procedures.

The primary focus of this review was to ensure proper investigation and closure of issues raised by concerned individuals. To accomplish the objectives of the review, the adequacy of the ECP files were reviewed to ensure completeness, timeliness, and corrective action identification and closure. Also, surveys on the ECP were sent to 10% of the employees.

The overall conclusion of the review was that the ECP program and files met the requirements of the CRD from DOE O 442.1A.

ATL has only one ECP case in the past year. It was referred from DOE ORP and was investigated, documented, and closed properly. ATL's ECP procedures are adequate and kept up to date. The ECP poster was updated this year to include the new DOE Order Differing Professional Opinions information. The returned surveys show that the ATL employees know about the ECP and who the ATL contact is. The survey also shows that they would use the ATL ECP process if they needed to.

The only suggested improvement that was identified during the assessment is that the DOE contact information is not listed on the ECP posters. The ECP procedure does identify that the employee has the right to utilize the DOE ECP if they want (procedure is required reading), but with the DOE contact information posted they would have to search to find the information. The ATL manager agreed to add the DOE contact information.

2.0 Findings and Observations

There were no findings or observations.

3.0 Conclusion

This assessment found that ATL ECP complied with DOE O 442.1A, and their ECP procedure ATL-312, Section 2.03, Revision 2, ECP.