



U.S. Department of Energy
~~Office of River Protection~~

P.O. Box 450, MSIN H6-60
Richland, Washington 99352

MAR 14 2008

08-ESQ-039

Mr. W. S. Elkins, Project Director
Bechtel National, Inc.
2435 Stevens Center Place
Richland, Washington 99354

Dear Mr. Elkins:

CONTRACT NO. DE-AC27-01RV14136 – ASSESSMENT REPORT A-08-ESQ-RPPWTP-002
– ASSESSMENT OF BECHTEL NATIONAL, INC. (BNI) EMPLOYEE CONCERNS
PROGRAM (ECP), FEBRUARY 20 THROUGH 26, 2008

This letter forwards the results of the U.S. Department of Energy (DOE), Office of River Protection assessment of the BNI ECP conducted February 20 through 26, 2008 (attached).

The assessment team concluded that the BNI ECP complied with the Contractors Requirement Document contained in DOE O 442.1A, "Department of Energy Employee Concerns Program" and their ECP Procedure, 2450-WTP-GPP-MGT-005, Revision 5, "Employee Concerns Program."

The assessment team did not identify any findings.

If you have any questions, please contact me, or your staff may contact Bobby L. Williams, Office of Environmental Safety and Quality, (509) 376-0034.

Sincerely,

A handwritten signature in black ink that reads "W.J. Taylor". The signature is written in a cursive style and is positioned above the typed name of the signatory.

William J. Taylor, Assistant Manager
Office of Environmental Safety and Quality

ESQ:BLW

Attachment

cc: D. E. Gergely, BNI
D. J. Jantosik, BNI
D. E. Kammenzind, BNI
BNI Correspondence

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

ASSESSMENT: Bechtel National Inc., Employee Concerns Program

REPORT: A-08-ESQ-RPPWTP-002

FACILITY: Bechtel National Inc. In-town Office

LOCATION: Richland, Washington

DATES: February 20 through 26, 2008

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

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

Executive Summary

The U.S. Department of Energy (DOE), Office of River Protection conducted an assessment of the Bechtel National, Inc. (BNI) Employee Concerns Program (ECP) from February 20 through February 26, 2008. The assessment evaluated the Contractor's ECP in accordance with DOE O 442.1A, "Department of Energy Employee Concerns Program." The assessors reviewed BNI procedures and recently completed ECP case files.

The assessment found that BNI complies with the requirements of DOE O 442.1A, "Department of Energy Employee Concerns Program" and BNI Procedure, 2450-WTP-GPP-MGT-005, Revision 5, "Employee Concerns Program."

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List of Acronyms

BNI	Bechtel National Inc.
CRD	Contractor Requirements Document
DOE	U.S. Department of Energy
ECP	Employee Concerns Program

U.S. Department of Energy (DOE), Office of River Protection Assessment of Bechtel National Inc. (BNI), 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 12 recently completed ECP case files. Information regarding concerns is maintained in the BNI ECP database and secured file cabinets. The database was accessed and cases were reviewed to verify that the data base contained the information required by the procedure.

The review also focused on the following:

- Are the files complete and accurate? Do they contain the minimum information discussed in the Contractors Requirement Document (CRD) in DOE O 442.1A?
- Do the files comply with BNI Employee Concern procedures?
- 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?
- Was the case investigated and closed out in a timely manner?
- Was the concern documented with sufficient detail to allow for investigation?

1.1 BNI ECP

BNI developed Procedure 2450-WTP-GPP-MGT-005, Revision 5, "Employee Concerns Program," dated February 2, 2007, to implement the DOE Order requirements. The assessor reviewed the procedure and concluded that the following requirements from the DOE O 442.1A CRD 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 BNI case files against the DOE order CRD requirements and the BNI procedure. 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 and database were reviewed to ensure completeness, timeliness, and corrective action identification and closure.

The overall conclusion of the review was that the ECP program and files met the requirements of the CRD from DOE O 442.1A and the requirements of BNI Procedure "Employee Concerns Program," 2450-WTP-GPP-MGT-005, Revision 5.

2.0 Findings and Observations

There were no findings or observations.

3.0 Conclusion

This assessment found that BNI ECP complied with DOE O 442.1A, and their ECP procedure 2450-WTP-GPP-MGT-005, Revision 5, "Employee Concerns Program."