

Contractor Requirements Document (Supplemented) Form

CRD #: CRD O 442.1A (Supplemented Rev 3)	Title: Department of Energy Employee Concerns Program
Applicable Contractor(s): PRC <input checked="" type="checkbox"/> MSC <input checked="" type="checkbox"/> RCC <input checked="" type="checkbox"/> OccMed <input checked="" type="checkbox"/> TOC <input checked="" type="checkbox"/> WTP <input checked="" type="checkbox"/> ATL <input checked="" type="checkbox"/>	
<p>Section A – Headquarters CRD:</p> <p>In support of the effective implementation of the Department of Energy (DOE) Employee Concerns Program (ECP), contractors are required to—</p> <ul style="list-style-type: none"> • 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. 	
<p>Section B – General Clarifications:</p> <p>None</p>	
<p>Section C – Specific Clarifications:</p> <p>None</p>	
<p>Section D – General Supplemental Requirements</p> <ol style="list-style-type: none"> 1. The Contractors shall process employee concerns per the approved Site Wide ECP (DOE-0400) procedure. <ol style="list-style-type: none"> a. The contractor shall, in concert with other Hanford Prime Contractors, establish a process for maintenance and administration of the Site Wide ECP procedure. b. The contractor shall, in concert with the other Hanford Prime Contractors, participate in a chartered site wide ECP committee (e.g., Employee Concerns Program Board). <ol style="list-style-type: none"> i. The committee charter shall as a minimum address the following: <ol style="list-style-type: none"> 1. Membership qualifications. 2. Member duties, roles, and responsibilities. 3. Site Wide ECP administration, training, and approval. 2. The Site Wide ECP procedure shall be, as a minimum, based on: <ol style="list-style-type: none"> a. DOE O 442.1A, Department of Energy Employee Concerns Program 3. Site Wide ECP procedure developed in accordance with this direction must be submitted and approved by DOE-RL prior to implementation. Future revisions of the Site Wide ECP procedure are required to be submitted to RL and shall be considered approved unless otherwise notified. 	
<p>Section E - Specific Supplemental Requirements:</p> <p>MSA shall maintain configuration control of sitewide ECP procedure DOE-0400.</p>	