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February 13, 2014

ATL-2014-025

Mr. M. T. McCusker  
Office of River Protection  
U.S. Department of Energy  
Post Office Box 450, H6-60  
Richland, Washington 99352-0450

Dear McCusker:

CONTRACT NUMBER DE-AC27-10RV15051 – ADVANCED TECHNOLOGIES AND LABORATORIES INTERNATIONAL, INC. SUBMITTAL OF THE CY 2013 VOLUNTARY PROTECTION PROGRAM ANNUAL REPORT

Reference: *U.S. Department of Energy Voluntary Protection Program Part II: Procedures Manual*, Office of Health, Safety and Security; revised May 2012.

This letter formally transmits Advanced Technologies and Laboratories International, Inc. (ATL) Voluntary Protection Program (VPP) Annual Report for Calendar Year 2013 to the Department of Energy (DOE), Office of River Protection (ORP) for ultimate submittal to Mr. B. K. Davy of DOE - Headquarters, Office of Health, Safety and Security. Transmittal of this report is provided in accordance with the reference above, Sections VI.B, "Annual Report." ATL has continued the practice of conducting an annual VPP Self-Assessment since receiving its DOE VPP Star Site designation in 2008. The annual VPP Self-Assessment is conducted as an employee-led Worker Assessment. Results from this self-assessment (reference *CY2013 Voluntary Protection Program Annual Self-Assessment WA-MU-13-001*) are included throughout this VPP Annual Report.

As described in the VPP Annual Report, ATL's success is a direct result of the effective implementation of a positive and active Safety Culture. Employees take an active role in assessing performance and identifying areas for continuous improvement. The VPP Self-Assessment combined with the Integrated Safety Management System (ISMS) assessment confirmed that both employees and management were actively involved in the safety of themselves and their co-workers. Additional program related elements such as worker assessments, surveillances, and effective communication between management and the employees demonstrate effective implementation of a strong Safety Culture where both employees and management work together to identify and correct safety issues to reduce the potential for occupational injuries and illnesses.

Mr. M. T. McCusker

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Should you have any questions regarding the results of this report, please contact Mr. W. J. Leonard at (509) 373-1820.

Sincerely,



J. G. Hwang

Project Director

Enclosure

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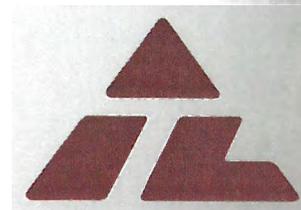
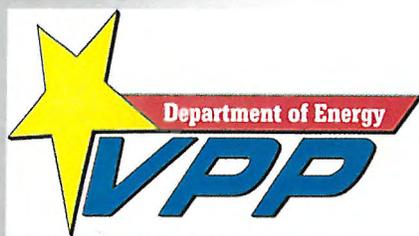
ATL-2014-025

Enclosure

Advanced Technologies and Laboratories International, Inc.  
Voluntary Protection Program Annual Report  
Calendar-Year 2013

Consisting of 38 pages, including coversheet

Advanced  
Technologies and  
Laboratories  
International, Inc.  
Voluntary Protection  
Program Annual  
Report – CY 2013



**Advanced Technologies and Laboratories International, Inc.**

**Voluntary Protection Program Annual Report**

**Calendar Year 2013**

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**Advanced Technologies and Laboratories International, Inc.  
Voluntary Protection Program Annual Report  
Calendar Year 2013**

**A. SUMMARY**

The Advanced Technologies and Laboratories International, Inc. (ATL) Voluntary Protection Program (VPP) continued to evolve this past year with a variety of initiatives to continuously improve safety performance, as well as improve our Integrated Safety Management System (ISMS) programs and processes. ATL continued to work on improving the Safety Culture through employee involvement in various aspects of our Safety and Health (S&H) programs with the ultimate goal of achieving zero injuries and illnesses, as well as identifying and eliminating or mitigating hazards in the workplace. While the ultimate goal of zero injuries and illnesses is the target, continuous improvement in ATL's Safety Culture continues to be the focus for the coming year.

ATL's ISMS integrates Worker Safety and Health Program (WSHP) and VPP components as part of a comprehensive safety program. ATL's WSHP implements applicable requirements of 10 CFR 851, *Worker Safety and Health Program*. ATL's WSHP establishes a worker protection program that eliminates or mitigates the potential for injuries, illnesses, and accidental losses by providing workers with a safe and healthful workplace.

The interface agreements between ATL and the Washington River Protection Solutions LLC (WRPS) require close coordination and communication to run an effective Integrated Safety Management System (ISMS). Generally speaking, ATL is responsible for analytical services and testing at the 222-S Laboratory, while WRPS is responsible for the facility maintenance and related infrastructure. There are exceptions to each work scope, so daily turnover meetings involving both companies are conducted to establish continuity and safe operations. Often, Laboratory Operations procedures and program aids are jointly-owned and committees such as ALARA are populated by employees from both companies. ATL has developed and will continue to develop specific safety documents or programs to the extent necessary to carry out its ISMS and VPP Programs.

ATL's managers and employees continuously assess their workplace through the performance of hazards analysis, monthly safety inspections, and periodic laboratory room inspections to proactively identify areas of concern and take prompt action to correct identified safety and health issues. Their commitment and ownership of their safety and the safety of their co-workers is demonstrated on a daily basis and at all levels of the organization. This was self-evident when ATL was declared a U.S. Department of Energy (DOE) VPP Star Site in 2008 and recertified as a DOE VPP Star Site in March 2011, and recently received the VPP Star of Excellence Award as well as the EHS Today Magazine's – Americas Safest Companies Award.

ATL has continued the practice of conducting an annual VPP Self-Assessment since receiving its DOE VPP Star Site designation in 2008. The annual VPP Self-Assessment is conducted as an employee led Worker Assessment. Results from this self-assessment (reference *CY2013 Voluntary Protection Program Annual Self-Assessment WA-MU-13-001*) are included throughout this VPP Annual Report. An excerpt from this report concluded the following:

“Since receipt of the DOE VPP Star Site status in 2008, ATL has continued the practice of conducting an annual VPP worker led self-assessment. The VPP Self-Assessment is defined by ATL’s Assessment Policy, ATL-MP-1020, *Assessment Program*, as a Worker Assessment. As such, the implementing procedure is ATL-312-9.01, *Performance of Operational Awareness Assessments, Method Assessments, Worker Assessments and Surveillances*. In December 2012, ATL conducted the CY 2012 VPP Self-Assessment (WA-MU-12-001). Each of the five tenets scored *Excellent* overall. The results from this year’s assessment (WA-MU-13-001) were compared to last years to determine the overall health of ATL’s VPP/ISMS program. Once again, each of the five tenets resulted in an overall score of *Excellent*.

The CY 2013 VPP Self-Assessment data indicate that ATL’s strong safety culture and operational excellence places the company among one of the best in the nation, having received the EHS Today Magazine – America’s Safest Companies Award, the VPP Star of Excellence Award, and the VPP Outreach Award (as part of ATL’s involvement in the Hanford Site VPP Champions Committee) this past year. With that said ATL is a learning organization and continues to strive for improved performance. Opportunities for improvement were identified relating to the five tenets of VPP which will be championed by the Zero Accident Council (ZAC) and VPP Steering Committee over the coming year.”

#### **1. ATL CY 2013 Accomplishments:**

- ATL had no recordable or lost workday cases reported in CY 2013. The last recordable/lost workday injury was February 12, 2011. At the end of CY 2013 ATL had worked 387,255 hours (1,053 days) since the last recordable/lost workday case. This is the best performance by ATL since coming to the Hanford Site in May 2005.
- Our Zero Accident Council (ZAC) and VPP Steering Committee Co-Chairs launched several ZAC/VPP Awareness Campaigns that encompass various awareness activities for presentation, implementation, and feedback opportunities. This past year ATL initiated a “Why Take A Chance?” campaign to emphasize the need for employees to not take chances and to follow procedures and safety rules. Another campaign was “Check Twice...It Could Be Ice.” This campaign came out of the Hanford Site VPP Champions Committee to remind employees of the hazards associated with icy conditions. Three ZAC awareness campaigns were issued regarding Traffic Safety. They dealt with the consequences of accidents and the need to perform a 360 degree vehicle pre-use walk-around; wear seatbelts at all times while the vehicle is in motion; follow the speed limit, obey all traffic safety signs; report all vehicle accidents and damage, and avoid distracted driving caused by cell phones (texting), eating, drinking, etc., and to steer clear of aggressive driving. “Parking Lot Safety” was also emphasized as part of a Traffic Safety awareness campaign this past year. Another

awareness campaign titled “Safety Tips For Enjoying Your Fireworks” was issued just prior to the Fourth of July holiday celebration to ensure employees and their families remained safe while being around or using fireworks. In the summer a “Sun Exposure” awareness campaign was issued to educate employees on how to protect themselves from potentially harmful effects of sun exposure. A quiz was included to test employee knowledge and earn a STARZ point. Just prior to the start of the new school year an awareness campaign titled “School Bus Safety” was issued to remind all employees to be mindful of the presence of children and the rules regarding stopping for a school bus. Lastly, the VPP Steering Committee issued five awareness campaigns to employees to refresh them on the five tenets of VPP.

- Improvements were made to the Laboratory Worksite Hazards Analysis (LWHA) process to provide a better linkage between hazards and controls, and emphasize using the Team Approach to conducting the hazards analysis for new and revised procedures.
- Completed the FY 2013 Exposure Assessment and Sampling Strategy
- The CY 2012 VPP Annual Report was completed and sent to DOE-Headquarters (HQ)
- The CY 2013 Safety Improvement Plan was developed and all actions completed with one carryover to the CY 2014 SIP.
- Improved the Ergonomics and LWHA computer-based training programs.
- Several ergonomic evaluations of employee office work stations, as well as analytical work stations, were conducted this past year. Many of the evaluations conducted resulted in actions taken to improve working conditions to prevent employee injuries.
- Reduced chemical/sample spill events from the previous year.
- ATL employees participated in monthly safety inspections in support of the Washington River Protection Solutions 222-S Complex Monthly Health and Safety Inspection Program. Through these inspections, employees helped to identify and correct a variety of health and safety issues identified throughout CY 2013.
- Provided Human Performance Improvement Training to new employees.
- Implemented changes to the procedure change process which reduced the lag time to process the changes, reduced the backlog of change requests, and increased employee confidence that submitted changes will be processed in a timely manner.
- Conducted seven Operational Drills and nine Emergency Preparedness Drills to train and develop employee proficiency to properly respond to laboratory upset conditions and ensure protective actions can be taken.
- ATL’s FY 2013 ISMS/QA Declaration, ISMS Description, and FY 2013 Performance Objectives, Measures, and Commitments (POMCs) were successfully approved by DOE-Office of River Protection (ORP).

- Completed assessments and surveillances on secondary container labeling, Conduct of Operations, and the Worker Safety and Health Program.
- Participated in the annual Health and Safety Exposition with a booth run by employees to demonstrate “Fun With Chemistry.”
- Completed Laboratory Safety Videos for Chemical/Sample Handling Practices to be used for training.
- A celebration was held on December 18, 2013 to recognize employees for working safely (>1,000 days without a TRC or DART case), as well as celebrate our recently received VPP Star of Excellence Award, VPP Outreach Award, and EHS Today Magazine’s – America’s Safest Companies Award.



ATL’s VPP Program’s success is a direct result of the effective implementation of a positive and active Safety Culture. Employees take an active role in assessing performance and identifying areas for continuous improvement. The VPP Self-Assessment combined with the Integrated Safety Management System (ISMS) assessment confirmed that both employees and management were actively involved in the safety of themselves and their co-workers. Additional program related elements such as worker assessments, surveillances, and effective communication

between management and the employees demonstrate effective implementation of a strong Safety Culture where both employees and management work together to identify and correct safety issues to reduce the potential for occupational injuries and illnesses.

Employees are challenged on a daily basis to perform work safely and to stop work whenever an adverse condition is identified. Employees perform periodic workplace safety inspections and participate in safety committees such as the Zero Accident Council (ZAC) and the As Low As Reasonably Achievable (ALARA) committee, focusing on identified issues and developing corrective actions to improve safety for themselves and their co-workers. Through safety initiatives, committees, inspections, and communications, employees are actively involved and encourage fellow employees to perform activities that achieve safety objectives in order to modify their behaviors to improve the overall Safety Culture within ATL.

## **B. CONTINUOUS IMPROVEMENT**

### **1. Integrated Safety Management System (ISMS) Annual Declaration**

The scope of the annual ISMS/VPP/WSHP/QA review included all activities managed by ATL. The set of tailored criteria included performance objectives, measures, and commitments (POMCs), along with the Safety Improvement Plan action items. The results of this fiscal year 2013 ISMS review were documented and transmitted to DOE-ORP on January 15, 2013 (Reference letter ATL-2013-007, *Advanced Technologies and Laboratories International, Inc. Response to the US Department of Energy Request for Fiscal Year 2012 Integrated Safety Management System and Quality Assurance Effectiveness Review Declaration*). The ATL ISMS/QA Declaration was subsequently approved by DOE-ORP. The Executive Summary from the report is repeated here for information:

“As part of ATL’s ongoing assessment program, assessments were performed on various elements of ISMS, QA, Worker Safety and Health Program (WSHP), and Voluntary Protection Program (VPP), to ensure the existing programs adequately capture and flow down the requirements. In addition, ATL performed its annual Management Review, a comprehensive effectiveness-based assessment, of all management systems/ programs and components in October 2012 that included both ISMS and QA.”

On January 13, 2014, DOE ORP issued a letter to ATL indicating that “In lieu of an annual integrated safety management system (ISMS) and quality assurance (QA) declaration record for Fiscal Year(FY) 2013, the U.S. Department of Energy (DOE), Office of River Protection (ORP) requests the following by February 28, 2014:

1. Final Status of FY 2013 performance objectives, measures, and commitments (POMC)
2. Proposed FY 2014 POMCs
3. A declaration on whether Advanced Technologies and Laboratories International, Inc., has, or has not fully implemented ISMS.”

ATL has finalized the status of the FY 2013 POMCs (see below in Section C of this report) and is in the process of developing the FY 2014 POMCs, both of which will be submitted to DOE-ORP by February 28, 2014.

Based on these and other internal assessments and surveillances, ORP external assessments, other applicable data sources, and continuous improvement initiatives, ATL has concluded that its ISMS and QA Programs continue to be effectively implemented.

## 2. Voluntary Protection Program (VPP) Annual Review

VPP Continuous Improvement is sought and implemented through four main avenues of implementation, as prescribed in ATL-MP-1021, *ATL VPP Steering Committee Charter*:

- The VPP Steering Committee is based on interactions with the workforce, the ZAC, and with management. The combined ZAC/VPP Team monthly meetings have had some changes in its agenda, focusing more on identification and resolution of health and safety issues and identification of opportunities for improving the program through the development of VPP and ZAC Awareness Campaigns. This meeting is also used to status the Safety Improvement Plan, assessing the actions in progress to determine their continued validity and determine if additional actions are needed. Injuries and illnesses are also discussed along with actions taken (or to be taken) and feedback is provided by employees regarding any additional actions that might be needed. Additionally, this meeting discusses the progress made in implementing the IH chemical sampling strategy; as well as reviewing the status of safety issues and concerns documented on the Safety Issues Log for any new and completed items. A summary of these topics are documented in meeting minutes and disseminated to all ATL employees as well as occasionally presented to all employees at scheduled All Employee Meetings. Lastly, this monthly meeting is used to identify/recognize employees who have actively participated in ATL's Health and Safety Programs, earning STARZ points that enable them to earn STARZ Certificates and gift cards as a reward for their contribution and involvement in ATL's Health and Safety Programs.



- Self-Assessment: ATL has a commitment to perform a VPP Self-Assessment of the Health and Safety Program annually. An electronic survey (HGET Safety Culture Survey) is conducted and employees are selected at random for interviews. Both are conducted with assured anonymity. The assessment also includes a review of past year's Room Owner walk-throughs, Monthly Health and Safety Inspections, and a review of other Health and Safety program related assessment results, including the ISMS and the Worker Safety and Health Program (WSHP). The results from these assessments are considered when developing the annual VPP Self-Assessment Report. The preliminary results from the VPP Self-Assessment were provided to the ZAC and VPP Team for consideration in the development of the CY 2014 Safety Improvement Plan.



- Safety Improvement Plan (SIP): In conjunction with the ZAC, the results of the VPP Self-Assessment are merged into a SIP and each improvement opportunity is tracked to completion through ATL's corrective action management system. Last year's VPP Self-Assessment, ISMS Assessment and WSHP Assessment resulted in 30 SIP actions, and had grown into 60 actions when monthly or quarterly recurring actions are included. All but 1 action was completed by the end of CY 2013. This action was included in the CY 2014 SIP. The CY 2013 SIP and status as well as the CY 2014 SIP are included in the **Safety Improvement Plan (SIP)** section below.



## C. GOALS AND OBJECTIVES

Goals and objectives were developed for FY 2013 as part of ATL's Annual ISMS Declaration to continuously improve programs and foster new initiatives for both management and employees to achieve the desired goal of zero injuries and illnesses in an effort to continuously improve the Safety Culture. Goals and objectives were tracked and monitored. The following is a brief summary of each goal and the results obtained (status) in FY 2013.

### 1. FY 2013 POMCs

ATL LAS&T 2013 Performance Objectives, Measures, and Commitments (POMCs)						
Area	Safety					
Safety	Safety					
SC-1	ATL Performance Objective – Achieve Excellence in Safety Performance					
	ATL will manage, track & trend work related injuries & statistics to include achieving “0” accidents					
	ID No.	Performance Commitment	ID No.	Performance Measure	Goal – FY 2013	New/ Retained
	SC-1.1	Maintain TRC to levels below EM Goals	SC-1.1.1	Measure OSHA recordable injuries. Rate is equal to the number of cases per each 200,000-hour period, multiplied by number of hours worked <sup>1</sup> .	Demonstrate a positive trend in reducing 3 year rolling average TRC rate with a stretch goal of <1.1 per 200,000 hours worked.	R
	<b>STATUS: Met</b> - The current OSHA Total Recordable Injury Rate (TRIR/TRC) is 0.0. The 3 year rolling average TRIR/TRC Rate (October 2010 through September 2013) is 1.28. ATL has not had a Recordable injury or illness since February 12, 2011					
	SC-1.2	Maintain DART to levels below EM Goals	SC-1.2.1	Measures OSHA injury cases classified as Days Away, Restricted or Transferred (DART). Rate is equal to the number of cases per each 200,000-hour period, multiplied by number of hours worked <sup>1</sup> .	Demonstrate a positive trend in reducing the 3 year rolling average DART rate with a stretch goal of <0.6 per 200,000 hours worked.	R
	<b>STATUS: Met</b> - The current Days Away, Restricted or Transferred (DART) Rate is 0.0. The 3 year rolling average DART Rate (October 2010 through September 2013) is 0.28. ATL has not had a DART case since February 12, 2011					
	<p><sup>1</sup>ATL's safety performance commitment has been extremely aggressive for a small company (with ~ 75 employees and ~ 100,000 man-hours worked per year) due to the severe impact a single injury has on its case rate. In order to ensure a balanced view of ATL's safety performance, the actual number of injuries/illnesses for First Aid, TRC, and DART cases will be tracked. The NAICS latest incident rate numbers (published through 2011) are TRC = 4.1 and DART = 1.8. Although the DART rate has increased for the industry, ATL intends to maintain the goal established in FY 2012 for FY 2013, as well as its stretch goals.</p> <p>It is important to normalize performance metrics for the small number of worked hours to a standardized 200,000 man-hours worked; otherwise it may not be representative of ATL's Safety Culture. ATL will report statistics graphed as repetitive motion in nature versus all others. With dual measurement and reporting metrics, ATL increases focus for continuous improvement in the right areas and strives for an injury free workplace for our employees.</p>					
SC-2	ATL Performance Objective – Continue to improve ATL's Safety Culture and maintain a Safety Conscious Work Environment					
	SC-2.1	Complete ergonomic evaluation of analytical workstations in 222-S Laboratory.	SC-2.1.1	Conduct ergonomic analytical workstation evaluations to identify ergonomic issues requiring action to prevent injury.	Complete 2 evaluations and implement recommendations or corrective actions, as reported by evaluator.	R
	<b>STATUS: Met</b> - Ergonomic evaluations of the Intermittent CBT @ 5A/B (06/17/13) Counting Rm. Chair Clearances (07/22/13) and SH Annex – Workflow (07/31/13) were completed.					
	SC-2.2	Continue promotion of worker led safety teams to identify & mitigate workplace hazards & carry out program improvements	SC-2.2.1	Execute the Industrial Hygiene Sampling Strategy submitted to WRPS for FY 13 sampling (Chemical ALARA).	Completion of the Sampling Strategy and associated reporting of results.	R

<b>STATUS: Met</b> - The FY 13 IH Sampling Plan was 100% executed. Area sampling for PCBs and Semi-VOA was completed. Personal sampling for Fuming Nitric Acid was completed and the results were posted on the ATL website, w/PII removed.						
			SC-2.2.2	Complete annual VPP Self-Assessment.	Issuance of the VPP Self-Assessment Report.	R
<b>STATUS: Met</b> - The VPP Self-Assessment for CY2012 was completed and the assessment report issued on 2/13/13 (reference CY 2012 VPP Annual Self-Assessment WA-MU-12-001).						
			SC-2.2.3	Participate in DOE-HQ's VPP Program.	Complete 2 VPP Campaigns.	R
<b>STATUS: Met</b> - 4 Campaigns were completed. The 5 Tenets of VPP was completed on 6/13/13; Tenet 1 - Management Leadership was completed on 7/2/13; Tenet 2 - Employee Involvement was completed on 8/06/13; Tenet 3 - Worksite Analysis was completed 09/13/13.						
			SC-2.2.4	Develop the CY 2013 Safety Improvement Plan (SIP) and enter actions into CAMPATS.	Closure of all CY 2012 SIP items in CAMPATS and inclusion of any open issues into the CY 2013 SIP.	R
<b>STATUS: Met</b> - SIP was completed; all items were entered into CAMPATS – ATL-2013-0024 on 2/12/13						
			SC-2.2.5	Develop and/or disseminate relevant Operating Experience/Lessons Learned to employees.	Evaluate internal event reports for LL and external LL for applicability to ATL and distribute LL to employees and submit to OPEX Share as appropriate.	R
<b>STATUS: Met</b> - Twenty-nine Operating Experience Bulletins (formerly Lessons Learned Bulletins) were identified as applicable and distributed to ATL employees in FY13. HILLS transitioned to OPEX Share on 5/2/13. One Just-In-Time Bulletin and five Safety Information Bulletins were also distributed to employees during that timeframe.						
			SC-2.2.6	Complete a Safety Conscious Work Environment Self-Assessment.	Issuance of the SCWE Self-Assessment Report.	N
<b>STATUS: Met</b> - The SCWE Self-Assessment was performed and the assessment report was issued on 1/15/13 reference ATL ISMS SCWE Self-Assessment Report WA-ES-12-002						
			SC-2.2.7	Work with WRPS 222-S Emergency Management Drill Coordinator Representative to conduct Operational Drills.	Perform one Operational Drill per quarter.	R
<b>STATUS: Met</b> - FY13 First Quarter: One Table Top Operational Drill (EM-222S-TT-2012-10-02, "Medical Response in Hazardous Environment") was conducted on 10/3/12 and one Emergency Preparedness Drill (EM-222S-ICP-2012-11-01, "High Wind") was conducted on 11/7/12 involving ATL employees. Second Quarter: A contaminated worker operational drill was run on 1/23/13; a safety shower operational drill (involving both HF and methylene Chloride) was run on 2/22/13. Additionally, emergency preparedness drills involving an explosion (1/16/13), and a seismic event (3/19/13) were also conducted involving ATL employees. Third Quarter: EM-222S-ICP-04-02, "Waste Drum Release" on 4/16/13, EM-222S-ICP-05-01, "Seismic" on 5/15/13, and EM-222S-FD-2013-06-01, "Seismic" on 6/26/13. Fourth Quarter: Four Operational Drills were conducted (OP-222S-LS-2013-07-01, "Safety Shower on 7/22/13; OP-222S-EV-2013-07-02, "Minor Injury In Contamination Area" on 7/24/13; OP-222S-EV-2013-08-01. "AOP 115 Odor Entry" on 8/9/13; OP-222S-EV-2013-08-02, "4H Sleeve Contamination" on 8/22/13; Additionally, emergency preparedness drills involving High Winds (7/16/13) and two Inside Fire drills (9/19/13 & 9/20/13) were also run. Copies of the drill reports and participation rosters are available from the 222-S Emergency Preparedness Coordinator.						
	SC-2.3	No employee exposures to chemical, biological, physical, or radiological hazards above established thresholds.	SC-2.3.1	Review event or occurrence reports for unplanned exposure events.	No unplanned exposure events.	R
<b>STATUS: Met</b> - There were no unplanned exposure events through the fourth quarter of FY13.						
	SC-2.4	Maintain radiological exposure ALARA.	SC-2.4.1	Maintain Whole Body exposure ALARA in accordance with analytical workload.	Maintain WB to $\leq 1.3$ person rem.	R
<b>STATUS: Met</b> - WB exposure through the third Quarter of CY 13 is well below the established threshold goal. The year-to-date total is .365 person-rem.						

			SC-2.4.2	Maintain Extremity exposure ALARA in accordance with analytical workload.	Maintain Extremity to $\leq 26$ person rem.	R
<b>STATUS: Met</b> - Extremity exposure through the third Quarter of CY 13 is well below the established threshold goal. The year-to-date total is 10.996 person-rem.						
Area	<b>Quality Assurance</b>					
QA						
QA-1	ATL Performance Objective Continue to make improvements in Quality Programs					
	QA-1.1	Assessment of responsiveness of functions to identify adverse conditions.	QA-1.1.1	Complete Quarterly QA Performance Metric Framework Assessment.	Complete quarterly QA Performance Metrics Framework Assessment.	R
<b>STATUS: Met</b> – Reference PA-QA-13-001, Quarterly Review of ATL QA Metrics (1st Quarter FY 13); PA-QA-13-004, Quarterly Review of ATL QA Metrics (2nd Quarter FY 13); PA-QA-13-005, Quarterly Review of ATL QA Metrics (3rd Quarter FY 13); and, PA-QA-13-009, Quarterly Review of ATL QA Metrics (4th Quarter FY 13).						
	QA-1.2	Improve report reissue metrics.	QA-1.2.1	Improve program / system / function ownership by establishing a seminar series for technical staff that will give everyone a better idea of the ‘big picture’ and their importance and place in achieving lab mission and objectives.	Conduct at least 6 seminars for technical staff in CY2013.	N
<b>STATUS: Partially Met</b> – While there remains a desire and effort to provide all staff ‘big picture’ training, priorities in revising the Training Program and utilizing the Technology and Training Center have focused training efforts on proficiency and more topic-specific training than what was originally envisioned. That being said, the objective was partially met by taking action to improve the quality of sample analysis reports to reduce the reissue rate. In FY12 the reissue rate was 6.2% (242 reports with 16 reissued) and the FY13 reissue rate was 5.6% (235 reports with 14 reissued). Actions taken include: Issued a new policy, ATL-POL-012, <i>Procedure Use Expectations</i> , to clearly communicate management’s expectations regarding procedure use and compliance; Conduct of Operations training was provided to all staff in February – March 2013 on procedure compliance to provide a heightened sensitivity to procedure compliance, leading to more attentiveness by employees regarding following the procedure which should result in better overall product quality; and, Human Performance Improvement Training was provided to new employees on August 23, 2013 with emphasis on error precursors and error reduction techniques which should improve product quality.						
	QA-1.3	Ensure the continuing suitability & effectiveness of laboratory goals, policies, practices, staff, operations, & processes.	QA-1.3.1	As required by ISO 17025 conduct a comprehensive Management Review of Programs.	Issuance of the Management Review assessment report.	R
<b>STATUS: Met</b> - Annual Management Review for FY 2012 was conducted on October 25, 2012 with the report (MA-MU-012-001) issued on December 4, 2012.						
	QA-1.4	Improve efficiency & effectiveness of the training program.	QA-1.4.1	Revise the Training and Qualification Program to focus on proficiency.	Complete revision of all documents, replace technical qual cards with demonstrations of proficiencies; eliminate redundancies and unnecessary requirements.	N
<b>STATUS: Met</b> - The training program was revised. With the assistance of the Training Program Change Focus Group, many processes unique to the ATL Training Program were scrutinized. The Training White Paper was completed and released on 4/19/2013. Employees were briefed on the White Paper at the All Hands Meeting on 5/3/13. Training procedures were revised. Employees were briefed on the changes to the revised training program at morning meetings on September 30, 2013. Implementation of the revised training program occurred on October 1, 2013 in line with the training procedural releases, as well as the not to exceed (NTE) frequencies for technical procedures (LAs) as identified with the revised Training Program.						

	QA-1.5	Continuously improve the Corrective Action Management System (CAMPATS).	QA-1.5.1	Improve Chemical Technologists knowledge on entering issues into CAMPATS.	Complete training, orientation, or briefings to Chemical Technologists and others as needed.	N
<b>STATUS: Met</b> - CAMPATS issue entry training was completed for Chemical Technologists and others. Training sessions were held on 4/9/13, 4/19/13 and 4/24/13 and 28 Chemical Technologies and others attended.						
			QA-1.5.1	Reduce the number of overdue corrective actions.	Reduction in the overdue corrective action rate to $\leq 10\%$ .	N
<b>STATUS: Met</b> - As of October 1 <sup>st</sup> the percentage of overdue corrective actions was 1%.						
Area	<b>Operations</b>					
OP						
OP-1	ATL Performance Objective - Improve Conduct of Operations Program to enhance excellence in safety and human performance					
	OP-1.1	Evaluate Conduct of Operations performance with respect to the referenced procedures and Con Ops Matrix.	OP-1.1.1	Conduct Con Ops Assessments.	Completion of at least 2 Conduct of Operations Assessments, one of which will include Technical Procedures.	N
<b>STATUS: Met</b> - PA-OT-13-008, Operator Aid Program Assessment and PA-OT-13-010, Technical Procedures Program Assessment were completed.						
	OP-1.2	Enhance performance in analytical operations through Human Performance Improvement Initiatives (HPI).	OP-1.2.1	Conduct HPI Training for ATL employees.	Complete at least 1 HPI Training class for identified ATL employees.	N
<b>STATUS: Met</b> - HPI training was provided to new ATL employees on August 23, 2013.						
	OP-1.3	Improve chemical/sample handling operations.	OP-1.3.1	Reduce the number of spill events.	Reduction in chemical/sample spills outside engineered controls to $\leq 2$ events.	R
<b>STATUS: Met</b> - As of the end of the 4 <sup>th</sup> quarter FY13 there have not been any chemical/sample spills outside engineered controls.						
			OP-1.3.2	Produce a video re-enacting past spill events and demonstrating proper chemical/sample handling techniques.	Completion of the video and incorporation into the Chemists and Chem Techs Training Program.	R
<b>STATUS: Met</b> - Video segments were produced by ATL with final editing and production provided by LMSI. The project was closed out with LMSI and the videos are now available to ATL Training who will incorporate them into new Chemist and Chem Tech training program. They will also be distributed for training through required reading for present Chemists and Chem Techs.						
	OP-1.4	Improve Fume Hood Use Practices	OP-1.4.1	Conduct worker assessments of fume hood use practices using the new Fume Hood Use Checklist LOIs.	Complete at least 12 Fume Hood Use Checklists.	N
<b>STATUS: Met</b> - A total of 14 Fume hood use operational assessments were completed. Reference Fume Hood Use Checklists FH-RC-13-001 through FH-RC-13-014.						
	OP-1.5	Improve compliance with procedures.	OP-1.5.1	Conduct Procedure Compliance Assessments	Completion of at least 12 Procedure Compliance Assessments.	N
<b>STATUS: Met</b> - A total of 11 Procedure Compliance Method Assessments were performed in addition to the Fume Hood Use assessments listed above, which at times also focused on compliance with the Fume Hood Use procedure. Reference Assessments MT-QA-12-005, MT-IO-13-001, MT-QA-13-002, MT-IO-13-003, MT-QA-13-004, MT-RC-13-005, MT-ST-13-006, MT-HC-13-007, MT-IO-13-008, MT-RC-13-009, and MT-RC-13-010.						

Area		Work Planning				
WP						
WP-1	ATL Performance Objective – Improve the method used for identifying hazards and controls					
WP-1.1	Improve the Laboratory Worksite Hazards Analysis to enhance the identification of hazards and associated controls in support of the laboratory procedures process.	WP-1.1.1	Evaluate revision to Laboratory Worksite Hazard Analysis (LWHA) Form based on relevant updates to the Chemical Hygiene Plan.	Revision and release of the LWHA.		R
<b>STATUS: Met</b> – A meeting was held with the ATL First Line Managers to discuss proposed changes, including the use of a Team Approach to interactively complete the LWHA form, as well as distinguishing between General hazard controls, Specific hazard controls, and Optional hazard controls. Changes were made and the revised form and its instructions were issued.						
			WP-1.1.2	Improve the performance of the Laboratory Worksite Hazard Analysis (LWHA) by mentoring Technical Authorities on the need to involve the Chem Techs and Safety Professional during the development of the LWHA.	Improve the use of a Team approach to identify hazards and associated controls.	R
<b>STATUS: Met</b> – An Email was sent to the Lab Managers on 8/5/13 asking for their endorsement of the Team Approach to performing the Laboratory Worksite Hazard Analysis process. On 9/20/13 a presentation was provided to all first line managers and Chemists/Technical Authorities to communicate the expectations for conducting the LWHA using a Team Approach. Lastly, on 9/12/13 the LWHA computer based training course (#172275) was changed to provide a graded approach to the performance of the LWHA using the Team Approach.						

FY 2014 POMCs were still in development following receipt of DOE-ORP's recent request for ATL's Annual ISMS Declaration which is due February 28, 2014.

## 2. CY 2013 Safety Improvement Plan (SIP)

ATL concentrated efforts on health and safety issues that affected all employees. The CY 2013 SIP included related POMC improvement items from the annual ISMS Declaration as well as actions that were derived from the VPP Self-Assessment conducted in CY 2012. Discrete tasks were outlined for employees to assist in accomplishing the POMC goals and objectives for both program development and program execution in the field. The following shows the SIP and status of actions at the completion of CY 2013:

ATL Calendar Year (CY) 2013 Safety Improvement Plan (SIP)			
Management Leadership		Status	CAMPATS Number
1.	Establish and track company goal and performance indicators (PI) for Total Recordable Case (TRC) and Days Away, Restricted, or on Job Transfer (DART) <ul style="list-style-type: none"> <li>• Goal: ZERO Injuries Every Day</li> <li>• TRC PI: &lt; 1.1 per 200,000 hours</li> <li>• DART PI: &lt; 0.6 per 200,000 hours</li> </ul>	<b>COMPLETED</b> 12/12/13	ATL-2013-0024.1 Ref. POMC SC-1.1.1 and SC-1.2.1
2.	Maintain radiological exposure to ALARA: <ul style="list-style-type: none"> <li>• Whole Body Exposure ≤ 1.3 Person Rem</li> <li>• Extremity Exposure ≤ 26 Person Rem</li> </ul>	<b>COMPLETED</b> 11/11/13	ATL-2013-0024.2 Ref. POMC SC-2.4.1 and SC-2.4.2
3.	Ensure evacuation routes/staging areas are communicated at All Employee Meetings and that a Safety Topic is first on the Agenda.	<b>COMPLETED</b> 12/17/13	ATL-2013-0024.3

4.	Provide communications/leadership training to all First Line Managers.	<b>COMPLETED</b> 12/31/13	ATL-2013-0024.4
5.	Ensure ES&H goals are posted and physical locations are communicated to employees.	<b>COMPLETED</b> 6/18/13	ATL-2013-0024.5
6.	Ensure employee injury events and the lessons to be learned are shared with all employees.	<b>COMPLETED</b> 12/17/13	ATL-2013-0024.6
7.	Improve communications with employees regarding the location of the Safety Issues Log and ensure action is taken to communicate the closure of their reported safety issues.	<b>COMPLETED</b> 6/24/13	ATL-2013-0024.7
8.	Improve the timeliness for issuing formal Event Investigation Reports from Fact Findings and dissemination of results to all employees.	<b>COMPLETED</b> 12/12/13	ATL-2013-0024.8
9.	Senior management to perform a quarterly laboratory walk-down.	<b>COMPLETED</b> 12/13/13	ATL-2013-0024.9
<b>Employee Involvement</b>		<b>Status</b>	<b>CAMPATS Number</b>
1.	Promote/support health & wellness campaigns, i.e., wellness walks, stretch-n flex, healthy snack week, hydration, participation in site challenges	<b>COMPLETED</b> 12/27/13	ATL-2013-0024.10
2.	Post ZAC/VPP Champions meeting minutes by the end of each month to the ATL webpage and communicate their availability to all ATL employees.	<b>COMPLETED</b> 12/31/13	ATL-2013-0024.11
3.	Send out meeting reminder notices to ZAC/VPP Champions members to improve attendance at the monthly meetings.	<b>COMPLETED</b> 12/10/13	ATL-2013-0024.12
4.	Support at least two ATL employees in attending a Region X or higher VPPA conference.	<b>COMPLETED</b> 9/5/13	ATL-2013-0024.13
5.	Evaluate and status ATL SIP initiatives quarterly at the monthly ZAC/VPP Champions meeting and communicate results to All ATL Employees.	<b>COMPLETED</b> 12/27/13	ATL-2013-0024.14
6.	Update the ZAC Charter and communicate the information to ZAC committee members.	<b>COMPLETED</b> 11/14/13	ATL-2013-0024.15
7.	Update the VPP Charter.	<b>COMPLETED</b> 11/12/13	ATL-2013-0024.16
<b>Worksite Analysis</b>		<b>Status</b>	<b>CAMPATS Number</b>
1.	Evaluate the Laboratory Worksite Hazard Analysis (LWHA) form, and training course #172275, and revise, if required, to provide a more simplified format and training for employees.	<b>COMPLETED</b> 9/12/13	ATL-2013-0024.17 Ref. POMC WP-1.1.1
2.	Evaluate the LWHA process for improvement by conducting them as a group (Chemist, Chem Tech, Safety Professional, etc.) whenever possible, and make changes, if required.	<b>COMPLETED</b> 10/10/13	ATL-2013-0024.18 Ref. POMC WP-1.1.2
3.	Ensure ATL employees are made aware of their scheduled participation in the monthly safety inspections facilitated by WRPS Safety.	<b>COMPLETED</b> 12/17/13	ATL-2013-0024.19
<b>Hazard Prevention and Control</b>		<b>Status</b>	<b>CAMPATS Number</b>
1.	Encourage Chem Techs to periodically perform Reference Use procedures as Continuous Use to identify any procedure content errors and/or prevent procedure non-compliance.	<b>COMPLETED</b> 10/17/13	ATL-2013-0024.20 ATL-2013-0024.21 ATL-2013-0024.22 ATL-2013-0024.23
2.	Provide awareness training for the Corrective Action Management System (CAMPATS).	<b>COMPLETED</b> 4/24/13	ATL-2013-0024.24 Ref. POMC QA-1.5.1
3.	Evaluate the Corrective Action Management System (CAMPATS) to include user-friendliness, effectiveness, and efficiency of the program.	<b>COMPLETED</b> 7/1/13	ATL-2013-0024.25

Safety and Health Training		Status	CAMPATS Number
1.	Conduct a minimum of 2 VPP Awareness Campaigns.	<b>COMPLETED</b> 12/9/13	ATL-2013-0024.26 Ref. POMC SC-2.2.3
2.	Conduct a minimum of 2 ZAC Safety Awareness Campaigns.	<b>COMPLETED</b> 12/27/13	ATL-2013-0024.27
3.	Conduct a minimum of 2 Chemical Hygiene Awareness Campaigns.	<b>COMPLETED</b> 12/11/13	ATL-2013-0024.28
4.	Provide training (required reading, etc.) on how to access and review the training portal.	<b>INCOMPLETE</b> To be added to the CY2014 SIP	ATL-2013-0024.29
5.	Conduct Operational Drills to improve proficiency in responding to abnormal events and conditions.	<b>COMPLETED</b> 12/17/13	ATL-2013-0024.30 Ref. POMC SC-2.2.7

### 3. CY 2014 Safety Improvement Plan

The CY 2014 SIP included related POMC improvement items from the annual ISMS Declaration as well as actions that were derived from the VPP Self-Assessment conducted in CY 2013. Discrete tasks were outlined for employees to assist in accomplishing the POMC goals and objectives for both program development and program execution in the field. The following shows the SIP actions planned for CY 2014:

<b>ATL Calendar Year (CY) 2014 Safety Improvement Plan (SIP)</b>			
<b>Management Leadership</b>		<b>Due Date</b>	<b>Status/CAMPATS Number</b>
1.	Establish and track company goal and performance indicators (PI) for Total Recordable Case (TRC) and Days Away, Restricted, or on Job Transfer (DART) <ul style="list-style-type: none"> <li>• Goal: ZERO Injuries Every Day</li> <li>• TRC PI: &lt; 1.1 per 200,000 hours</li> <li>• DART PI: &lt; 0.6 per 200,000 hours</li> </ul>	12/31/14	
2.	Maintain radiological exposure to ALARA: <ul style="list-style-type: none"> <li>• Whole Body Exposure <math>\leq</math> 1.2 Person Rem</li> <li>• Extremity Exposure <math>\leq</math> 24 Person Rem</li> </ul>	12/31/14	
3.	Improve the communication of ATL's Health and Safety Goals and Objectives to employees.	3/20/14	
4.	Evaluate and status ATL SIP initiatives quarterly at the monthly ZAC/VPP Champions meeting and communicate results to All ATL Employees.	12/31/14	
5.	Senior management to perform a quarterly laboratory walk-down.	12/31/14	
<b>Employee Involvement</b>		<b>Due Date</b>	<b>Status/CAMPATS Number</b>
1.	Promote/support health & wellness campaigns, i.e., wellness walks, stretch-n flex, hydration, participation in site challenges	12/31/14	
2.	Support at least two ATL employees in attending a Region X or higher VPPPA conference.	9/30/14	
3.	Ensure ATL employees are made aware of their scheduled participation in the monthly safety inspections facilitated by WRPS Safety.	12/31/14	
<b>Worksite Analysis</b>		<b>Due Date</b>	<b>Status/CAMPATS Number</b>
1.	Implement FY14 Sample Analysis Plan for IH monitoring. (Base line chemicals and Hazard controls)	9/4/14	
2.	Develop trending for Health and Safety Program performance, including leading indicators.	4/15/14	
3.	Include the ATL Safety Professional in the chemical procurement process (to ensure that employee EJTA's are up to date, consideration is given for analysis of hazards, any needed controls, and/or the need for baseline sample analysis).	2/26/14	
4.	Communicate near miss events, occupational injuries/illnesses, event investigations, and associated lessons learned to all applicable employees in a timely manner.	12/31/14	

<b>Hazard Prevention and Control</b>		<b>Due Date</b>	<b>Status/CAMPATS Number</b>
1.	Communicate the company disciplinary policy to all ATL employees.	4/15/14	
2.	Communicate the capability for issue identifiers to track their identified issues and/or actions in CAMPATS; follow status changes – including action(s) taken and completion dates; as well as actions that can be taken by issue identifiers should they disagree with the action(s) taken to disposition their issue, including any recourse or means to document their dissenting opinion	3/19/14	
3.	Evaluate 222S Chemical inventory with a focus on aged containers. Identify and disposition items without justification for retention. Communicate results in total containers identified for disposition and as a percentage of the total chemical inventory.	12/31/14	
<b>Safety and Health Training</b>		<b>Due Date</b>	<b>Status/CAMPATS Number</b>
1.	Conduct a minimum of 2 VPP Awareness Campaigns.	12/31/14	
2.	Conduct a minimum of 2 ZAC Safety Awareness Campaigns.	12/31/14	
3.	Conduct a minimum of 2 Chemical Hygiene Awareness Campaigns.	12/31/14	
4.	Provide information to employees on how to access their training plan (training portal) and determine their training status.	4/20/14	
5.	Conduct Operational Drills to improve proficiency in responding to abnormal events and conditions.	12/31/14	

#### **D. CONTRACTOR INCIDENCE RATES**

There were no recordable or lost workday cases reported in CY 2013. The last recordable or lost workday injury was February 12, 2011. ATL's 2013 calendar year-to-date (CYTD) hours worked were 128,412 man-hours with an employee count at ~70 at the end of the year. ATL has no sub-contractor hours. At the end of CY 2013 ATL had worked 387,255 hours (1,053 days) since the last recordable/lost workday case. This is the best performance by ATL since coming to the Hanford Site in May 2005. While it is important to recognize this important accomplishment, a concerted effort must be made to ensure employees report "all" work related injuries and illnesses so proper action can be taken at the lowest event level possible (first aid events) to prevent more serious events from occurring.

Figure 1 represents ATL's CY 2013 year-end injury/illness performance\* and performance to date\*\*. Results are shown both with repetitive motion cases (some ergonomically/MSD related) and without repetitive motion cases since many of ATL's past recordable and lost workday cases were the result of repetitive motion type injuries. Active case management and emphasis on laboratory and office ergonomics has helped reduce repetitive motion type injuries over the past few years.

**Figure 1. ATL Injury/Illness CY 2013 Year End Statistics**

<b>ATL Injury/Illness CY 2013 Year End Statistics with Repetitive Motion Cases</b>			
	Goal	CYTD*	PTD**
Total Recordable Case Rate (TRC)	<3.6	0.0	2.16
Days Away, Restricted, or on Job Transfer (DART)	<1.35	0.0	1.08
<b>ATL Injury/Illness CY 2013 Year End Statistics without Repetitive Motion Cases</b>			
	Goal	CYTD*	PTD**
Total Recordable Case Rate (TRC)	<3.6	0.0	1.44
Days Away, Restricted, or on Job Transfer (DART)	<1.35	0.0	0.54
*Calendar year to date (January through December 2013)			
**Performance to date (May 2005 through December 2013)			
FY 2013 POMC's established DOE EM Stretch Goals of <1.1 TRC and <0.6 DART			

The number of occupational first aid cases was 20 in CY 2010, 17 in CY 2011, 7 in CY 2012, and 4 in CY 2013. Historically the predominant number of cases dealt with potential exposure to odors in the laboratory (27 events since March 2010). ATL management placed a great deal of emphasis on reporting by employees and is extremely conservative in sending their employees to First Aid for minor events (with no adverse effects) as a precautionary measure. Many actions have been taken in the laboratory over the years to reduce the potential for chemical/odor exposure type of events, resulting in only 3 potential odor exposure first aid cases in CY 2012 and only one case in CY 2013.

### **1. Industry Average Comparison**

ATL's North American Industry Classification System (NAICS) code is 56291, "Remediation Services". Figure 2 represents the CY 2011 and CY 2012 incident rates for Remediation Services (CY 2013 incident rates are not yet published). Figure 3 represents ATL's three-year injury/illness incident rates. The three-year combined total man-hours worked were 413,279. The three-year average TRC rate was .97 and the DART case rate was 0.48. ATL's three-year average TRC rate is ~69% below the 2012 industry average (3.1) and the DART case rate is 79% below the 2011 industry average (2.3). ATL's CY 2013 TRC and DART case rates are 100% below the industry averages. The low rates for the past three years clearly meet the expectations for participation in the DOE-VPP. Appendix A, *VPP Annual Report Supplemental Worksheet* is attached as part of the submittal of this annual report as required by the U.S. Department of Energy Voluntary Protection Program, Part II: *Procedures Manual*.

**Figure 2. NAICS 56291 Industry Average**

NAICS 56291 Industry Average						
	NAICS Code	Total Recordable Cases	Cases with Days Away, Transfer or Restriction			Other Recordable Cases
			Total	Days Away	Transfer or Restricted	
2011 Industry Average	56291	4.1	1.8	1.0	0.8	1.9
2012 Industry Average	56291	3.1	2.3	1.6	.7	.8

**Figure 3. OSHA Recordable Injury/Illness Case Rates**

OSHA Recordable Injury/Illness Case Rates			
	2011	2012	2013
TRC # of Cases	2	0	0
DART # of Cases	1	0	0
Number of Hours Worked	151,547	133,320	128,412
TRC Rate	2.64	0.00	0.00
DART Case Rate	1.32	0.00	0.00
Number of Employees	69	75	70
NOTE: Rate is Number of Cases Per 200,000 Hours Worked			

## E. MENTORING AND OUTREACH

### Mentoring

#### 1. VPPPA Region X and National VPPPA Conference

ATL employees attended the VPPPA Region X Conference in Boise, Idaho and the 29<sup>th</sup> Annual National VPPPA Conference in Nashville, Tennessee in CY 2013. This afforded employees the opportunity to share ideas and obtain mentoring on a variety of topics associated with ISMS and VPP as well as attend the DOE VPP Workshop.



#### 2. Hanford Site VPP Champions Committee



Employees (primarily the VPP Co-Chairs and HAMTC Safety Representative) attend the monthly Hanford Site VPP Champions Committee meetings. Involvement in the Hanford Site VPP Champions Committee has enabled ATL to partner with the other Prime Contractors to glean VPP lessons learned, share VPP awareness campaign ideas, and learn how to conduct the VPP Self-Assessment. ATL employees received mentoring from members of the Hanford Site VPP Champions Committee as well as provided mentoring this past year. ATL also provided mentoring for Bechtel National employees from the Waste Treatment Plant while conducting our annual VPP Self-Assessment.

### Community Outreach

ATL employees live, work, and raise their families in the communities where the company does business. ATL considers it the company's responsibility to devote resources to improving the quality of life in these communities. ATL sponsors many activities throughout the year, at the same time many of our employee's volunteer hours and personal resources in support of a variety of community service activities throughout the Benton and Franklin Counties. Some of these activities include the following:

#### 1. Health and Safety Exposition

ATL participated in this year's Health and Safety Expo where over 65,000 attendees interfaced with Hanford Site employees and vendors at the Trade Recreation and Agriculture Center (TRAC) Facility in Pasco, Washington. This community outreach is filled with workplace and home safety information, daily vehicle crash demonstrations, along with a variety of new and innovative products from the vendors; it provides educational information and fun for the whole family. ATL manned a booth at this year's expo, demonstrating a variety of chemistry experiments that caught the attention of both children and adults.



## 2. American Red Cross

This past year ATL employees enthusiastically facilitated and participated in two successful blood drives at the 222-S Laboratory Complex.



## 3. The Arc

ATL employees devote time and resources to assist people with disabilities, their families and the professionals and community that support them. ATL employees participate in the ARC of Tri-Cities' Partners N Pals summer day camp. Volunteers spend the day helping with horseback riding, games and a petting zoo event each summer. Partners N Pals camps allow children with developmental disabilities such as Autism or Down's syndrome to enjoy a fun-filled day.



## 4. Salvation Army

ATL employees manned the Salvation Army Angel Tree both at the Columbia Center Mall, collecting Christmas presents for disadvantaged children here in Benton and Franklin counties.



## 5. Polar Bear Plunge

The Polar Bear Plunge is a fundraising effort organized by law enforcement agencies throughout the state benefiting Special Olympics Washington. It is a unique opportunity for individuals, organizations and businesses to support local Special Olympics athletes by collecting pledges and plunging into various frigid water locations across Washington State. ATL employees raised donations for Special Olympics and took the plunge this year.



Polar Plunge

## 6. March of Dimes

ATL employees along with WRPS 222-S Laboratory employees held a fund raiser and donated all of the proceeds to the March of Dimes.



## 7. DOE Regional Science Bowl

ATL sponsors the DOE Regional Science Bowl and employees volunteer as judges for the oral question and answer competition among teams of students who were challenged on their math and science knowledge. This local competition is in support of the U.S. Department of Energy (DOE) National Science Bowl®, a nationwide academic competition that tests students' knowledge as teams face-off in a fast-paced question-and-answer format, being tested on a range of science disciplines including biology, chemistry, Earth science, physics, energy, and math.



## **F. OVERALL ASSESSMENT RESULTS OF VPP TENETS**

### **1. Electronic Survey Results**

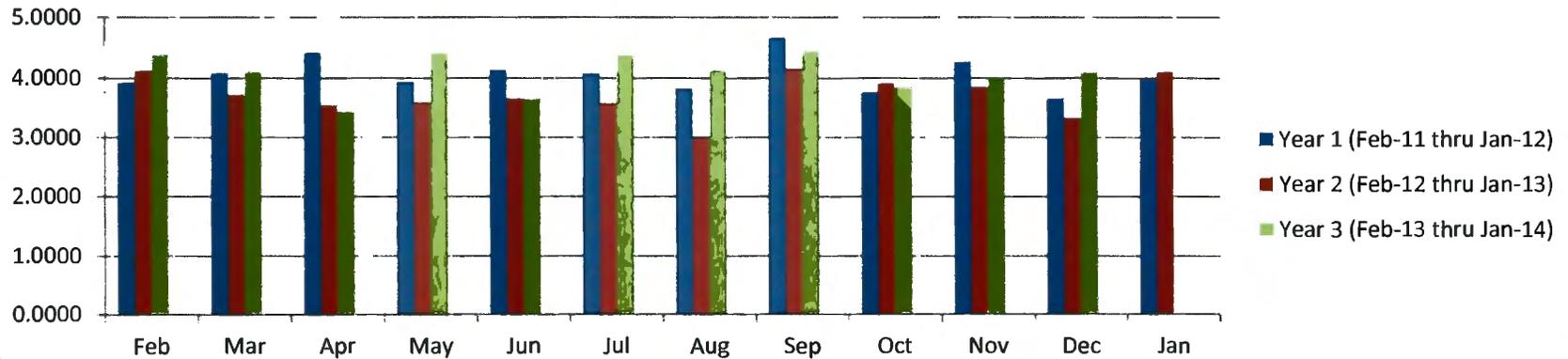
The electronic survey data source came from our Hanford General Employee Training (HGET) VPP/ISMS Safety Culture Survey. This survey provides us the ability to track staff perceptions closer to real time. In the Safety Culture Survey ATL was rated at or above the Agree level across all VPP tenets, with many individual questions receiving a rating between the Agree and Strongly Agree level. ATL saw improvement in the question; “Senior management (above your manager) visits your workplace” which was rated neutral with an average score of 2.9 last year whereas in CY 2013 this same question received an average score of 3.6. This is likely due to the increased presence of the Laboratory Manager who had committed to spending time in the Lab on a routine basis. The overall results of the average scores for CY 2013 are included in Table 1 below. Table 2 shows a year to year comparison for each of the five tenets.

*Conclusion:* The results from this electronic survey indicate that ATL’s VPP Program is strong, a positive Safety Culture exists, and that ATL provides a Safety Conscious Work Environment for its employees. ATL constantly strives to improve its performance and used the results of the survey to identify Opportunities for Improvement to be added to the CY 2014 Safety Improvement Plan.

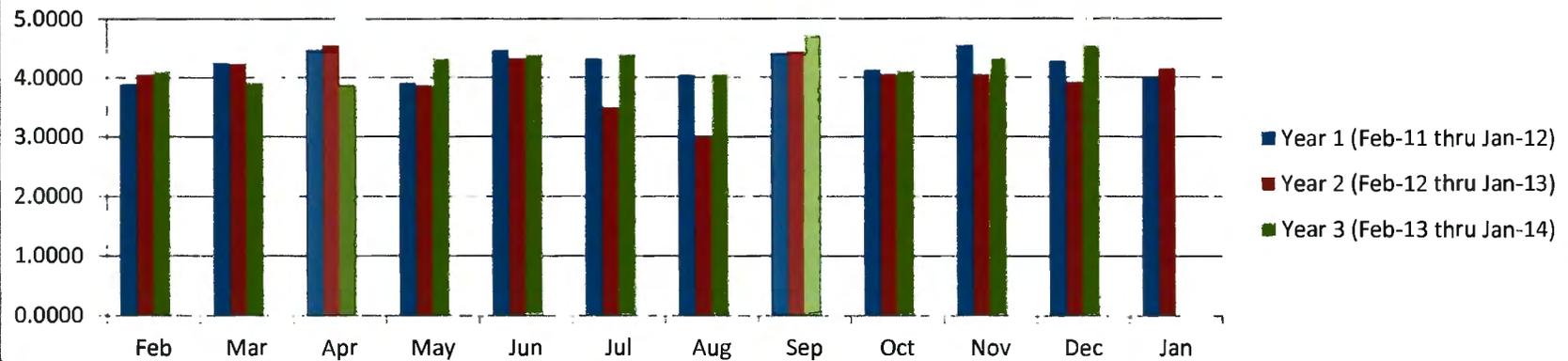
<b>Table 1: HGET VPP/ISMS Safety Culture Survey Responses</b>		<b>Relative Score</b>
1	Efforts to improve safety are encouraged, recognized, and responded to.	4.4
2	Your manager demonstrates a commitment that all accidents can be prevented.	4.3
3	Senior management (above your manager) visits your workplace.	3.6
<b>VPP Tenet 1: Management Leadership</b>		<b>Overall Score = 4.1</b>
4	You are involved in decisions affecting your safety and health.	4.3
5	You are aware of you Safety Council's / Local Safety Improvement Team's activities.	4.2
6	You are knowledgeable of your company's safety and health policies and procedures.	4.3
<b>VPP Tenet 2: Employee Involvement</b>		<b>Overall Score = 4.3</b>
7	Worksite safety inspections are being conducted in your work area.	4.4
8	Responses to your reports of hazards are timely and adequate.	4.2
9	You have been involved with safety analysis e.g. Automated Job Hazard Analysis (AJHA), Ergonomic Evaluations Pre-Job Reviews Enhanced Work Planning (EWP).	4.3
<b>VPP Tenet 3: Worksite Analysis</b>		<b>Overall Score = 4.3</b>
10	Personal Protection Equipment, work practices and/or engineering controls support your ability to work safely.	4.4
11	Workplace rules and standards are known, understood, and applied consistently.	4.1
12	Equipment in your work area is properly/adequately maintained for safe operation.	4.2
<b>VPP Tenet 4: Hazard Prevention and Control</b>		<b>Overall Score = 4.2</b>
13	You are adequately trained to recognize the hazards you are exposed to and how you can protect yourself.	4.3
14	The safety and health training you receive is appropriate for your job.	4.3
15	I am confident my coworkers know what to do and where to go in an emergency at our work location.	4.1
<b>VPP Tenet 5: Safety and Health Training</b>		<b>Overall Score = 4.2</b>
<b>Additional Questions Relating to VPP and ISMS:</b>		
16	ISMS and VPP function together and provide the framework for safe work performance	4.2
17	You use work-related safety principles when dealing with off-the-job hazards	4.2
<b>Point values: Strongly agree = 5, Agree = 4, Neither Agree or Disagree = 3, Disagree = 2, Strongly Disagree = 1</b>		

**Table 2: Tenet Year to Year Comparison**

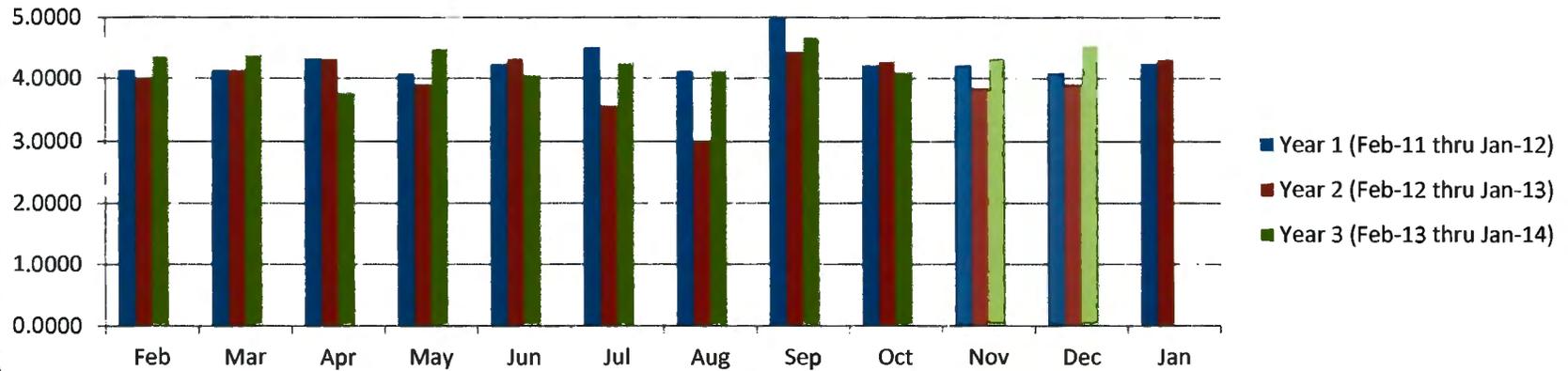
**TENET 1 - MANAGEMENT LEADERSHIP  
Year on Year**



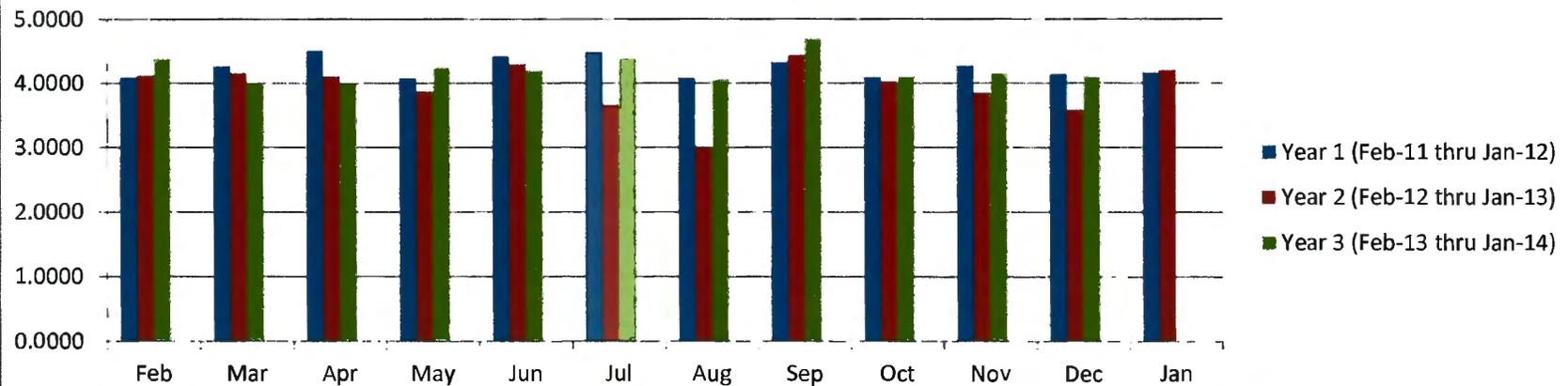
**TENET 2 - EMPLOYEE INVOLVEMENT  
Year on Year**



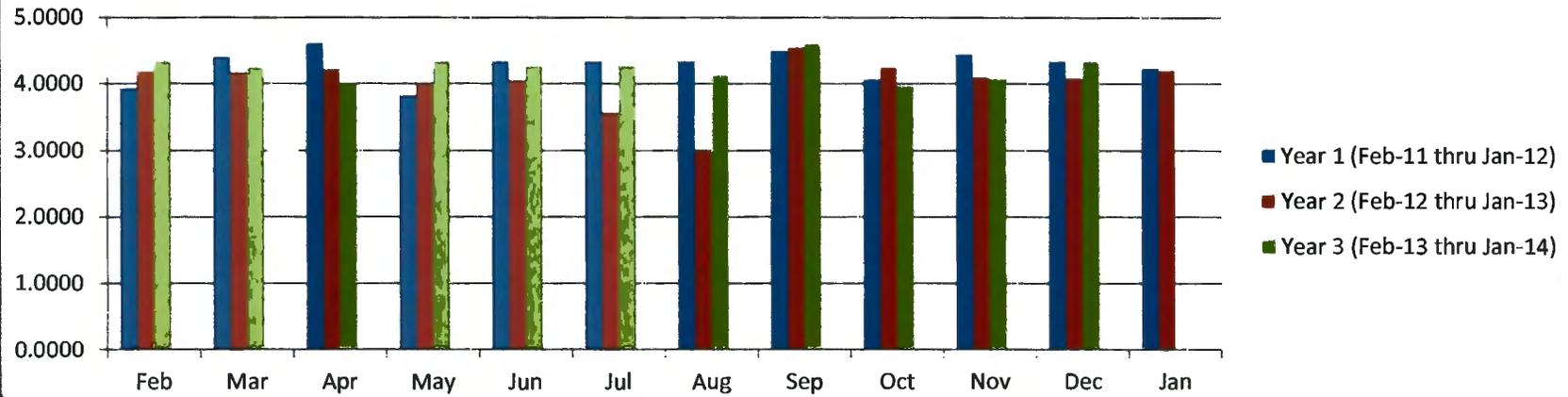
### TENET 3 - WORK SITE ANALYSIS Year on Year



### TENET 4 - HAZARD PREVENTION AND CONTROL Year on Year



## TENET 5 - SAFETY AND HEALTH TRAINING Year on Year



## 2. Employee Interviews

Following question formats from the VPP Assessment Guides, the VPP Assessment Team conducted 43 interviews (approximately 61% of current staff) from each of the following four job classifications: Chemical Technologist (15), Exempt (17), Administrative/Non-Exempt (3), and Manager/Supervisor (8). The list of interviewees was divided so as to allow questioning regarding each of the five tenets of VPP. Interviewees were requested to evaluate for activities only observed or conducted in the last 12 months.

The interview questions involved each of the five VPP tenets that comprise an effective VPP Program. Generally speaking, there are thirty-two sub-elements that define the content of all five VPP tenets. Two of the sub-elements were considered not to be applicable to ATL's Health and Safety Program at the 222-S Laboratory. These sub-elements are: 1) Sub-element 11: Subcontractor Employee Coverage and 2) Sub-element 26: Ongoing monitoring and preventive/predictive maintenance. Each of these two sub-elements' topics falls outside the scope of ATL's responsibilities. ATL hires no subcontractors to do analytical work within the 222-S Laboratory Complex and (by contract) defers all maintenance work to the 222-S Facility Operator, i.e., WRPS.

The resultant interview ratings (as reviewed and condensed by the VPP Self-Assessment Team) are largely based on the interview responses. Each sub-element is given a rating from 1 to 10. A key for what those ratings indicate is displayed below.

RATING	NUMBER
Poor	0-1
Fair	2-4
Good	5-7
Excellent	8-10

The CY 2013 combined scores for each of the five tenets is shown below. A comparison to last year's CY 2012 scores is included.

VPP TENET	CY 2013 SCORE	CY 2012 SCORE
Management Leadership	9.3	8.9
Employee Involvement	9.8	8.6
Worksite Analysis	8.7	8.2
Hazard Prevention & Control	9.3	9.0
Safety and Health Training	9.5	9.5
<b>Overall Average.</b>	<b>9.3</b>	<b>8.8</b>

This year's VPP self-assessment results indicate that ATL has seen a slight increase in overall scores when compared to last year. This was likely the result of the extra effort that has been put

in on the part of the employees taking more ownership for the health and safety programs as well as a re-energized safety committee. This past year the Safety Awareness Focus Team (SAF\*T) changed its name to the Zero Accident Council (ZAC) to be more in line with other DOE safety committees across the complex. The Co-Chairs of the ZAC and VPP Steering Committee rotated leadership responsibilities for facilitating the monthly meetings and ensuring that employees were attending and involved in resolving any safety issues – not only owning them but facilitating their resolution. Open safety issues were periodically reviewed along with the status of the Safety Improvement Plan initiatives. Both the ZAC and VPP Charters were reviewed and updated this past year by the Co-Chairs. Continued emphases were placed on ergonomics and chemical hazards which are the primary hazards that employees can be exposed to in the work environment here at the Lab. Two new items were focal points this past year, one being improvement in procedure compliance (which included efforts to identify and correct procedure inaccuracies) and the other was improving the interaction between the Chemists, Chemical Technologists, and Safety Professional during the performance of Laboratory Worksite Hazard Analysis. Both of these initiatives have resulted in improved procedure compliance and hazards analysis. Although the ratings for this year were better than last year, and maintained an *Excellent rating*, ATL is a learning organization and continues to strive to improve on the tenets of VPP, which will result in continued improvement in the overall Safety Culture of ATL.

What was noteworthy about the rating results from the VPP Self-Assessment this year was that the assessment occurred at a time when ATL was undergoing contract negotiations with the bargaining unit, along with the uncertainty of funding (sequestration). See additional details below for each of the VPP Tenets evaluated during this year’s worker led VPP Self-Assessment.

**a. MANAGEMENT LEADERSHIP**

The following sub-elements were reviewed and scored during this assessment:

1. Policy/Commitment	8.6
2. Goals and Objectives	7.0
3. Planning	9.6
4. Written Safety and Health Program	10
5. Adequacy	10
6. Responsibilities Assigned and Communicated	10
7. Responsible Personnel Have Authority	10
8. Line Accountability	9.0
9. Visible Management Involvement	9.1
10. Site Orientation and Accountability	10
11. Subcontractor Employee Coverage	N/A
12. Safety and Health Program Evaluation	9.6

**Overall Score: 9.3 = Excellent**

ATL’s Management Team, including First Line Managers and Field Work Supervisors, consistently demonstrated ownership of the health and safety programs. Not surprisingly this was more evident when it came to laboratory operations activities where the health and safety programs are designed to deal with higher hazard conditions. However, that being said, office workers expressed confidence in management as well regarding their leadership in implementing the health and safety programs. All managers demonstrate responsibility for health and safety

for themselves, as well as their employees. One of the biggest strengths identified was that employees felt empowered by their managers to resolve health and safety concerns.

Last year's VPP Self-Assessment identified "Goals and Objectives" (6.0) and "Visible Management Involvement" (8.0) as the lowest rated sub-elements in this tenet. It was noted by the assessment team that both sub-elements scored much better this year at 7.0 and 9.1 respectively. While "Goals and Objectives" scored slightly better this year (7.0) when compared to last year (6.0), it was recognized by the assessment team that we could do a better job of communicating the status of our Safety Improvement Plan actions as well as communicating ATL's overall Safety Goals with its employees. And while there was noted improvement with senior management's presence in the lab, the assessment team felt that this momentum needed to continue into next year.

The following Opportunities for Improvement were identified:

- Communicate the status of Safety Improvement Plan (SIP) actions to employees on a quarterly basis.
- Improve the communication of ATL's Safety Goals and Objectives to employees.
- Continue to improve senior management presence in the lab

The following program areas were determined to be exemplary:

- Management Review, VPP Self-Assessment, ISMS Review, and Worker Safety & Health Program assessments are done every year.
- Safety councils and teams are very involved with all aspects of the Health and Safety Program. The VPP Self-Assessment is worker led.
- H&S responsibilities are communicated, employees and management are very aware of their H&S responsibilities.

## **b. EMPLOYEE INVOLVEMENT**

The following sub-elements were reviewed and scored during this assessment:

- |   |     |
|---|-----|
| 13. Employees involved in H&S program and decisions                           | 10  |
| 14. Employees participate in Safety Committees, Safety Inspection Teams, etc. | 10  |
| 15. Employees identify and help resolve issues                                | 9.5 |

**Overall Score: 9.8 = Excellent**

Overall, employees felt involved in ATL's Health and Safety Program, especially in regards to a feeling of ownership regarding the program. They participate in resolving health and safety issues, they participate in the monthly safety inspections throughout the 222-S Complex, they help organize and participate in the Annual Safety Expo, and schedule, facilitate, and attend the monthly ZAC/VPP (Safety Committee) meetings. They appreciate that ATL has a strong recognition program that rewards employees for their involvement in health and safety activities. And while it was noted that there was improvement last year with employee

### **Total Employee Involvement**



participation in Safety Committees (rated at 7.3), this year's rating scored significantly better (10) due in large part to the revitalization efforts of our ZAC/VPP Co-Chairs, HAMTC Safety Representative, and management involvement as indicated by their increased attendance at the monthly ZAC/VPP meetings and their encouragement of their staff to attend. Another contributing factor in the improved score was the efforts that went into the revisions to the ZAC and VPP Steering Committee Charters.

The following Opportunities for Improvement were identified:

- ATL needs to help all employees feel that their feedback has been heard and considered. Non lab employees need to feel valued in the H&S program as well.

The following program areas were determined to be exemplary:

- All employees show ownership of the H&S program. They feel able and encouraged to report hazardous conditions without fear of reprisal.
- Employees are involved at all levels of the H&S program.

### **c. WORK SITE ANALYSIS**

The following sub-elements were reviewed and scored during this assessment:

16. Health and safety surveys	9.5
17. Potential hazards identified for new systems, equipment, and processes	8.3
18. Safety inspection process	9.4
19. System for reporting hazards without fear of reprisals	9.6
20. Accident investigation system	8.5
21. Trend analysis to identify problems	7.2

**Overall Score: 8.7 = Excellent**

This tenet rated slightly higher this year, 8.7 compared to 8.2 last year. Improvement was seen in the CY 2013 sub-elements "Health and safety surveys", "Potential hazards identified", "System for reporting hazards without fear of reprisals", and "Accident investigation system". And while there was improvement noted in the sub-element "Accident investigation system" employees still felt that we could do a better job of providing timely feedback on the details associated with near miss events, occupational injuries and illness events, and event investigation results and associated lessons learned.

There was a noticeable drop in "Trend analysis to identify problems" due to an acknowledgement from the assessment team that "formal" trend analysis is not done for things like the Safety Issues Log, monthly safety inspections, and room owner inspection checklists. Issues associated with these items are communicated and "informal" trending is done by personnel responsible for reviewing and dispositioning identified issues. Formal trend analysis is performed for First Aid Cases, Days Away, Restricted, or Transferred (DART) and Recordable injuries and illnesses, as well as the Quarterly Performance Analysis Report which trends all issues entered into ATL's CAMPATS database for both reportable and non-reportable issues. An opportunity exists to identify other potential H&S leading indicators for trending.

Last year employees indicated that the hazards analysis process (Laboratory Worksite Hazards Analysis) was being done in a fragmented way, rather than a group effort that provided more interactive involvement on the part of the Technical Authority, procedure user, and the Safety Professional. This year the Team Approach to hazards analysis was implemented and communicated to ensure that for new and significantly revised procedures, the Team Approach would be used. This likely accounted for the improved rating for the sub-element “Potential hazards identified”.

The assessment team, along with the ORP IH representative, recognized an improvement opportunity regarding the procurement of chemicals. Currently the WRPS Safety Professional approves all chemical procurements. Because the ATL Safety Professional is responsible for review/approval of procedures and their associated hazards analysis, as well as the Employee Job Task Analysis (EJTA) (which includes potential exposure to chemicals), an improvement opportunity exists to involve the ATL Safety Professional in the chemical procurement process to make the Safety Professional aware of any new chemicals being introduced to the lab.

Room owners continue to conduct walk-throughs of their assigned areas of responsibility, analyzing worksite conditions and taking action to correct identified issues. In addition to this periodic inspection, all ATL employees working at the 222-S Complex get an opportunity to participate in the Monthly Health and Safety Inspections facilitated by the WRPS H&S Professional. The results of these inspections have self-identified various H&S issues requiring corrective action.

The electronic Safety Issues Log generated and posted on the ATL website continues to provide employees the ability to see what safety concerns and issues had been reported and to check the status of actions taken. All new and open issues are reviewed at the monthly ZAC/VPP meetings and employees participate in the resolution of many of the issues identified.

The following Opportunities for Improvement were identified:

- The ATL Safety Professional needs to be included in the chemical procurement process.
- ATL needs to continue to mature the Team Approach to the LWHA process.
- Near miss events, occupational injuries/illness events, and event investigations and associated lessons learned need to be communicated in a timelier manner.
- Develop Health and Safety Leading Indicators for trending purposes.

The following program areas were determined to be exemplary:

- ATL uses the Safety Issues Log to track items to closure that are entered into the safety logbook and brought to management’s attention.
- Items can be entered into the safety logbook anonymously. Items can also be brought to their manager, the Safety Professional, or the HAMTC Safety Representative.
- Employees are recognized for their efforts in support of the H&S program (via the employee recognition program).

#### d. HAZARD PREVENTION AND CONTROL

The following sub-elements were reviewed and scored during this assessment:

22. Certified safety and industrial hygiene professionals	9.5
23. Appropriate level of hazard control	10
24. Administrative controls	8.0
25. Programs for reward and discipline	8.0
26. Ongoing monitoring and preventive/predictive maintenance	N/A
27. System for initiating and tracking hazards	9.8
28. Emergency response program	9.5
29. Occupational medical program	10

**Overall Score: 9.3 = Excellent**

There was a slight improvement in this tenet's rating from CY 2012 (9.0) to CY 2013 (9.3). The sub-element "Appropriate level of hazard control" improved from 9.0 to 10 this past year with employees indicating that they feel they are involved in the identification of hazards and associated controls to protect the workers. There was a significant change in the sub-element "System for initiating and tracking hazards" from 6.5 to 9.75. This was likely due to greater employee involvement as well as briefings conducted by QA to communicate the CAMPATS system for initiating/documenting issues (including hazards and non-compliances) and tracking them to closure.

Regarding the sub-element "Emergency response program", this year's rating was high indicating that employees have a high regard for the Emergency Preparedness Program at the 222-S Complex. And, while additional Operational Drills were developed and performed to ensure ATL employees maintain proficiency in responding to laboratory upset conditions, they also indicated that they would like to see more drills performed. This effort will continue in CY2014.

Sub-element "Occupational medical program" also scored high this year by ATL employees in recognition of the Hanford Site Occupational Medical Program, which includes an active role by our Case Manager (ATL Safety Professional) in conducting a comprehensive assessment of workplace injuries, as well as a proactive approach towards the performance of laboratory and office ergonomic evaluations and implementation of corrective actions to prevent injuries to our employees. Employees commented that we do a great job in identifying and correcting the causes of workplace injuries and specifically cited an example of ergonomic problems being followed up on and effectively managed.

The sub-element "Administrative controls" was rated at 9.1 last year compared to this year's rating of 8. Included in this sub-element is the development and use of procedures to implement hazard controls to protect employees. Trending near the end of CY 2012 and into CY 2013 identified unsatisfactory performance due to a series of non-compliances with requirements. In many cases these non-compliances were the result of personnel not consulting the "Reference Use" procedure when performing activities and were unaware that their actions were in non-compliance with the requirements. While many of the non-compliances were considered minor with no significant impact, a comprehensive Common Cause Analysis was conducted to identify the common factors that were contributing to these procedure non-compliances. All ATL

employees were involved in the effort to discuss the results of this analysis and contributed in the development of a comprehensive corrective action plan to improve performance. By the end of CY 2013 ATL had seen a significant reduction in procedure non-compliances, as well as a concerted effort on the part of Technical Authorities and procedure users to submit changes to improve the content of procedures.

“Programs for reward and discipline” saw a drop in this past year’s rating from 9.6 to 8.0. The assessment team determined that employees are well aware of ATL’s employee recognition programs for rewarding employees; however, they acknowledged that most employees are not familiar with the disciplinary policy which ultimately resulted in the reduced rating this year. An improvement opportunity exists to ensure employees are aware of ATL’s disciplinary policy.

The following Opportunities for Improvement were identified:

- The disciplinary policy is not periodically presented to employees (all employees are not necessarily aware of the policy).
- Further improvement is still needed on communicating the results of actions taken to resolve safety issues and concerns to the employees who identified the issue.

The following program areas were determined to be exemplary:

- Workers are involved and understand the hazard identification and control processes. Work force participation is clearly evident.
- Ergonomics throughout the Lab and office areas is regularly evaluated by the ATL Safety Professional.

#### **e. SAFETY AND HEALTH TRAINING**

The following sub-elements were reviewed and scored during this assessment:

- |   |     |
|---|-----|
| 30. Management understanding of safety and health responsibilities  | 9.9 |
| 31. Supervisory understanding of safety and health responsibilities | 9.9 |
| 32. Employees receive training sufficient to identify hazards       | 8.7 |

**Overall Score: 9.5 = Excellent**

The scoring for this tenet remained consistent with last year. Employees indicated that management, and specifically that First Line Managers and Field Work Supervisors, have an excellent understanding of their health and safety roles and responsibilities, set a good example on how to be safe, and reinforce employee H&S training.

Employees indicated that they are well aware of the hazards associated with the work they perform. Employees understand the need for, and use of, PPE to protect against identified hazards. They ensure their safety through the use of RWPs that identify radiological hazards and the associated controls needed to protect them from those hazards. Employees are trained how to respond to emergency situations and are involved in emergency and operational drills to practice and develop proficiency in responding to abnormal events. An improvement opportunity identified by the assessment team was that not all employees know how to check the status of their training.

The following Opportunities for Improvement were identified:

- Provide employees information on how to obtain the status of their training.

The following program areas were determined to be exemplary:

- Employees feel that managers model their H&S roles and responsibilities well. They assist in hazard evaluations and reinforce employee H&S training. Management does well at explaining work procedures.

## G. AWARDS AND RECOGNITION

- |  |               |
|--|---------------|
| • 2 Years Without a Recordable or Lost Workday Injury/Illness Case   | February 2013 |
| • DOE VPP Star of Excellence Award   | August 2013   |
| • VPPPA Outreach Award   | August 2013   |
| • EHS Today Magazine's – America's Safest Companies Award  | October 2013  |
| • >400,000 Safe Hours Worked Since the Last Recordable or Lost Workday Injury/Illness Case                             | February 2014 |
| • 3 Years Without a Recordable or Lost Workday Injury/Illness Case   | February 2014 |
| • No skin or clothing radiological contamination events or an uptake of radiological material since contract inception | February 2014 |

