**Memorandum from Chevron Environmental Management Company ("CEMC")**
**Regarding Safety Protocol at Washington, PA Remediation Project**

Dear Colleagues—

CEMC is firmly committed to safety and we realize that we need a unified team effort from everyone at the site in maintaining a safe work environment. This memorandum is intended to reinforce CEMC's policies and expectations regarding the creation and maintenance of a safety conscious work environment.

Every worker has the **RIGHT**, **RESPONSIBILITY** and **AUTHORITY** to stop an activity in the event they observe an unsafe working condition, or imminent threat to safety.

- Use your Stop Work Authority cards if you observe an unsafe act or imminent threat to safety – there will be no repercussion to you.

Site Management has the authority to stop work if unsafe work conditions are determined.

As a worker involved with Nuclear Regulatory Commission ("NRC") licensed activities at the Site, it is your responsibility to:

- Know how NRC requirements relate to your work
- Report violations or safety concerns

**The NRC and CEMC encourage you to report any potential violation or safety concern to your supervisor and raise such concerns with Chevron.**

You have the right to report any violation or safety concern directly to the NRC. The contact numbers for the NRC are:

**U.S. Nuclear Regulatory Commission, Region I**
**475 Allendale Road**
**King of Prussia, PA 19406-1415**
**1-800-432-1156**

**U.S. Nuclear Regulatory Commission Safety Hotline**
**1- 800-695-7403**

**24 Hour Nuclear Regulatory Commission Operations Center**
**301-816-5100 (accepts collect calls)**

These contact numbers are posted in all support trailers. Additionally, you can also report activities that may involve criminal conduct or violation of compliance procedures and guidelines through **Chevron's Anonymous Hotline** at **1-800-284-3015**. CEMC will not retaliate against any worker who reports any potential violation or safety concern.

Finally, I would like to emphasize that productivity will never take precedence over the safety of personnel or protection of our environment. Remember that SAFETY is EVERYONE'S RESPONSIBILITY. Do it safely or not at all. There is always time to do it right.

Thank you for your continued efforts to keep everyone safe,

Mark Lafferty
Deputy Project Owner