

SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION SPEAKOUT PROGRAM INSTRUCTION SPI-01 INTERVIEW PROCESS	NUMBER SPI-01	REV. NO. 1
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1.0 PURPOSE

This instruction delineates the types of interviews and the method by which they are conducted, received and filed within the SPEAKOUT Program.

2.0 SCOPE

This instruction applies to the interview process conducted by SPEAKOUT, including: exit interviews, walk-in's, and scheduled interviews.

3.0 DEFINITIONS

Refer to Section IV, Appendix C, Definitions.

4.0 REFERENCES

- 4.1 SPEAKOUT Program Instruction Manual, Section II A, SPEAKOUT Organization Chart.
- 4.2 SPEAKOUT Program Instruction Manual, Section IV D, Documentation and Forms.

5.0 RESPONSIBILITIES

- 5.1 The Manager, SPEAKOUT Program, is responsible for the maintenance and implementation of this instruction.
- 5.2 SPEAKOUT personnel are responsible for the conduct of SPEAKOUT interviews, when required.

6.0 REQUIREMENTS

SPEAKOUT provides an opportunity for all employees of the South Texas Project to report concerns regarding nuclear safety or quality, or other concern(s) related to the South Texas Project. These concerns are expressed through a number of interview types. A description of the interviews are as follows:

- 6.1 Exit Interviews - Exit interviews are offered to be conducted on the last scheduled day of work for those employees who are exiting the jobsite. These employees

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have been reassigned, terminated, or have voluntarily quit. Exiting employee options for initiating a concern with SPEAKOUT are explained by Human Resources in the Central Processing Facility. Each exiting employee is provided with a postage free, pre-addressed envelope which contains a Concern Report for immediate or later use. A handout is also provided to show the various ways that SPEAKOUT may be contacted.

6.1.1 Omitted.

6.1.2 Omitted.

6.1.3 Omitted.

6.1.4 Omitted.

6.1.5 Omitted.

6.1.6 Omitted.

6.1.7 Omitted.

6.2 Scheduled Interview - Employees directly involved with nuclear quality on the South Texas Project are selected periodically for interviews at the SPEAKOUT office. The employee's department management will be notified by SPEAKOUT to have the individual(s) report to the SPEAKOUT office for a Scheduled Interview.

6.2.1 Omitted

6.3 Mail-In and Phone-In - These concerns may be expressed to SPEAKOUT at any time. These concerns are documented on a SPEAKOUT Concern Record and placed in the SPEAKOUT process the same as all other concerns.

6.4 Walk-In Interviews - Walk-in concerns may be expressed to SPEAKOUT at any time. Interviews are conducted the same as Exit or Scheduled interviews.

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- 6.5 Anonymous Concerns - These concerns are expressed to SPEAKOUT by individuals leaving no name or address by which SPEAKOUT may respond. Anonymous concerns are placed in the SPEAKOUT process the same as all other concerns, to include investigation if warranted and possible.
- 6.6 Anonymous Drug or Drug Related Concerns - These concerns are expressed to SPEAKOUT by individuals leaving no name or address by which SPEAKOUT may respond. Anonymous drug or drug related concerns are placed in the SPEAKOUT process the same as all other concerns to include investigation by the HL&P Nuclear Security Department (NSD) if warranted and possible.
- 6.6.1 When an anonymous drug or drug related concern is received in person or by telephone, the individual is encouraged to come forward with his/her name. The individual should be made aware that the action HL&P NSD can take in response to anonymous drug concerns is limited, unless the individual is willing to identify themselves.
- 6.6.2 If the individual insists on remaining anonymous, the Interviewer should ensure that they have solicited as much information as possible and then place the concern into the SPEAKOUT process.
- 7.0 DOCUMENTATION
- See Appendix IV D, Documentation and Forms
- 8.0 Attachments
- None