

Jefferson Lab Hotline for Reporting Fraud, Waste, and Abuse, Environment Health Safety, & Management

INTRODUCTION:

Jefferson Lab maintains a Hotline for reporting allegations of fraud, waste, abuse, misuse, criminal acts, or mismanagement of laboratory programs. If you wish to report such allegations, you may call the Jefferson Lab Employee Concerns Hotline (1-888-296-8301), report it to the JSA Employee Concerns web site at www.jsaecp.ethicspoint.com, or send a letter to one of the addresses at the end of this procedure. Allegations may be reported by Jefferson Lab employees, Users, subcontractors, or the general public.

ISSUES THAT SHOULD BE REPORTED:

- Contract, Procurement, and Grant Fraud
- Environment, Health, and Safety Violations
- Computer Crimes
- Product Substitution and Suspect/Counterfeit Parts
- Bribery, Kickbacks, and Gratuities
- False Statements and False Claims
- Conflicts of Interest and Ethics Violations
- Travel Fraud
- Theft and/or Abuse of Government property
- Workplace or Management Concerns
- Other Violations of laws, regulations, or policies

Callers are encouraged to provide relevant and specific details of their complaints, including the identity of the person, company, or organization alleged to have engaged in wrongdoing; a description of the alleged impropriety; the program affected by the alleged misconduct; contract numbers; date(s) of alleged wrongdoing; how the caller is aware of the alleged impropriety; the identity of potential witnesses; and the identity and location of supporting documentation.

COMPLAINT PROCESSING:

Upon receipt of a specific allegation of fraud, waste, abuse, ESH, or mismanagement through the ECP, the facts of the complaint are reported to the ECP Manager and appropriate parties are engaged. If reported through other means the laboratory director promptly through the JLab security chain-of-command. The laboratory director may specify an investigation be opened, have an audit performed, or may refer the matter to JLab management for appropriate review and action. If facts reasonably indicate a crime has been committed the DOE Thomas Jefferson Site Office will be notified promptly for potential referral to the Newport News Police, DOE Office of the Inspector General, or Federal Bureau of Investigation. Allegations with limited specificity or merit may be held in abeyance until further, specific details are reported.

CALLERS MAY REMAIN ANONYMOUS:

Individuals who contact the Hotline, via telephone, web site, or letter, are not required to identify themselves. However, persons who report allegations through other means than the ECP are encouraged to identify themselves and provide contact information in the event additional questions arise as a designated investigator evaluates or pursues allegations.

CONFIDENTIALITY:

JLab will protect the identity of complainants to a strict need-to-know unless the director determines that that disclosure is unavoidable during the course of the investigation.

- A. Inquiries about JLab news releases, programs and operations, publications, and energy information data can be made at the JLab home page <<http://www.jlab.org/>> or by calling the JLab Public Affairs Office at 757-269-7689.
- B. Concerns about improper disposal of hazardous wastes at Jefferson Lab should be reported to the Jefferson Lab Hotline (see below).
- C. If you want to report an allegation of fraud, waste, abuse, ESH, or mismanagement at Jefferson Lab, you may do so by using one of the following four methods:
 - a. Call the ECP Hotline at 1-888-296-8301
 - b. Submit concerns via the ECP website at <http://www.jsaecp.ethicspoint.com>
 - c. Write your concerns to:
Jefferson Lab ATTN: EE Concerns
628 Hofstadter Road, STE #1
Newport News, VA 23606
 - d. Fax your concerns to 757-269-5835

Jefferson Lab is operated by Jefferson Science Associates, LLC for the U.S. Department of Energy. If you feel the scope of an allegation is more appropriate to report to the U.S. Department of Energy Office of the Inspector General you may use the following methods:

1. Call 1-800-541-1625 (toll free) or 202-586-4073.

2. Write your concerns to:

U.S. Department of Energy Office of Inspector General

ATTN: IG Hotline

1000 Independence Avenue, SW

Mail Stop 5D0031

Washington DC 20585

3. Fax your concerns to 202-586-4902

4. E-mail your concerns to ighotline@hq.doe.gov