



TETRA TECH FW, INC.

August 18, 2004
FWHN-FTMC-04-0151

Ms. Wanda Hampton
Contracting Officer
US Army Engineering and Support Center, Huntsville
P.O. Box 1600
Huntsville, AL 35807

Subject: Response to Letter of August 12, 2004, Corrective Action Plan, Task Order 0020, U.S. Fish and Wildlife Land Transfer, Ordnance and Explosives Response Action, Contract Number DACA87-99-D-0010

Dear Ms. Hampton:

On July 1, 2004, a team of UXO technicians was performing the clearance specified in the subject task order. For some inexplicable reason the team, without conferring with site management, decided to move some of the fuzed items from the area being cleared to another area as yet un-cleared rather than handle them consistent with our work plan. We were made aware of this inappropriate action on the afternoon of Friday, July 30, 2004 when the Alabama Department of Environmental Management (ADEM) issued the Emergency Administrative Order. We immediately began working with the Army to address the requirements of the Order, including the mobilization of personnel to recover the moved items. On Monday, August 2, 2004, we participated in telephonic discussions with ADEM, Hampton Field Office, Transition Force, and your office. Also, on August 2, 2004 we initiated an internal investigation into this incident, and have since engaged outside counsel to assist with this effort.

An approach to recover and properly dispose of the moved items was prepared and submitted to your office, and concurrently to the Transition Force and the Hampton Field Office. The approach agreed upon was submitted to ADEM by Transition Force on the afternoon of August 4, 2004. ADEM provided questions and, upon receipt of our responses to their questions, gave verbal notice on the morning of August 5, 2004 that they had no objections to the fieldwork beginning on August 5, 2004. During the development and approval of the approach, we completed our mobilization of personnel to execute the recovery of the moved items.

On the afternoon August 5, 2004, initial recovery of the moved items began. On August 9, 2004, an extension of the seven (7) day requirement for completion of the recovery of moved items was requested. Verbal approval to continue the operation was given that day and written confirmation of the permission to continue was received on August 17, 2004. The recovery action, TtFW QC validation and USAESCH QA acceptance, was completed on August 12, 2004.

We have accepted responsibility for the inappropriate actions of our employees and are bearing the expense of the remedial actions required to address the ADEM Order. Disciplinary action has already been taken against those responsible for this incident. Five of the six staff involved in this incident are no longer affiliated with the project or employed by TtFW.



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The employees involved, along with all TtFW employees, received training regarding the standards of conduct within the workplace expected of employees and the importance the company places on ethical behavior. The employees either knew or should have known that moving the fuzed items was not only in violation of the work plan but improper and a violation of the company's standards of conduct. The employees also knew that TtFW expected them to report such misconduct and that there are avenues to do so within TtFW. TtFW maintains a hotline for the anonymous reporting of such conduct; TtFW employees are also encouraged and expected to speak with their Program and Project Managers about any improper conduct of which they become aware. In this instance, while all of the employees knew moving the fuzed items was improper, none of them chose to disclose what had occurred to TtFW management. As stated, five of the six individuals involved are no longer employed by the company. Disciplinary action was not taken against one employee who stated that he reported the improper activity to the authorities.

The cost of our efforts to recover the moved items, as well as to provide the additional data requested by ADEM has been borne by TtFW. We are committed to having this Administrative Order lifted expeditiously. To address ADEM's additional concern that this may have occurred at other locations at Fort McClellan, we have prepared and submitted a detailed plan to address that concern for review by your office, the Transition Force, and the Hampton Field Office. Upon concurrence by your office, the plan will be submitted to ADEM by the Army.

Since the recovery of the moved items has already occurred and the requirements of the contract have been met, we believe that a corrective action plan has already been implemented and that your staff has concurred with our actions and our results. Therefore, we believe that the contract should not be terminated and that we should continue to work in a cooperative manner to restore ADEM's trust in the process.

Please contact me at (256) 820-7904 if you have questions or comments.

Sincerely,



Arthur Holcomb, P.E.
Project Manager

No enclosure.

CF: Ms. Lydia Tadesse, US Army Engineering & Support Center, Huntsville
Mr. Daniel Copeland, US Army Engineering & Support Center, Huntsville
Mr. David Douthat, US Army Engineering & Support Center, Huntsville
Dr. John Potter, US Army Engineering & Support Center, Huntsville
Ms. Frances Steel, US Army Engineering & Support Center, Huntsville

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