

<p align="center">WASHINGTON TRU SOLUTIONS MANAGEMENT CHARTER</p> <p>TITLE: SENIOR MANAGEMENT CORRECTIVE ACTION REVIEW BOARD</p>	<p>Number/Rev. MC 1.9, Rev. 2 Page 1 of 3</p>
<p>COGNIZANT SENIOR MANAGER:</p> <p>Approval on File <u>5/19/10</u> P. D. Yocum Date Deputy General Manager</p>	<p>APPROVED BY:</p> <p>Approval on File <u>5/24/10</u> M. F. Sharif Date WTS General Manager</p>
<p>1.0 ROLE</p> <p>The WTS Senior Management Corrective Action Review Board (CARB) provides high-level senior management oversight to ensure that important issues are effectively evaluated and corrected.</p> <p>The CARB conducts formal reviews of the following:</p> <ul style="list-style-type: none"> • Root cause analyses • Corrective actions for: <ul style="list-style-type: none"> - Significant conditions adverse to quality - Occurrence reports (for significance categories OE, R, 1, 2, and 3) - Noncompliance Tracking System reportable issues • Management assessment annual roll-up reports • Performance indicators • Potential adverse trends and other important issues, as determined by the CARB <p>The CARB shall review root cause analyses and corrective actions for rigor, depth, and breadth. The CARB shall concur with completed corrective actions before related issues are closed.</p> <p>Concurrence or additional recommendations/directions shall be by a majority vote of the voting members.</p> <p>Corrective action reports from the U.S. Department of Energy Carlsbad Field Office will be excluded from CARB reviews.</p>	

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<p>2.0 MEMBERSHIP</p> <p>Voting membership on the CARB consists of the following primary members:</p> <ul style="list-style-type: none"> • Performance Assurance Manager, chairperson • Business Management Manager • Compliance Coordinator • Engineering Manager • Operations and Disposal Manager • Quality Assurance Manager • Regulatory Compliance Manager • Retrieval, Characterization, and Transportation Manager • Safety and Health Manager <p>Each primary member shall delegate one individual as an alternate with voting privileges in the absence of the primary member, who shall be identified in writing to the CARB chairperson or alternate chairperson.</p> <p>Any primary member may act as the chairperson.</p> <p>A quorum is comprised of a minimum of five voting members, with at least three primary members. Each represented department shall have only one vote.</p> <p>In the event a primary member leaves WIPP, the acting manager, when designated in writing by the WTS General Manager, becomes a primary member. The respective acting manager will serve as a primary member until such time as a new department manager is appointed.</p> <p>The chairperson will appoint a nonvoting secretary and alternate.</p> <p>The Deputy General Manager is the executive sponsor of the CARB.</p> <p>3.0 RESPONSIBILITIES</p> <p>3.1 Chairperson or Alternate</p> <ul style="list-style-type: none"> • Determine when meetings will be held. • Prepare meeting agendas. • Conduct the meeting. • Ensure that the topics are appropriate for the CARB and that the CARB is fulfilling its purpose. 	

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<ul style="list-style-type: none"> • Make recommendations for the follow-up of issues. • Approve meeting minutes. <p>3.2 CARB Members</p> <ul style="list-style-type: none"> • Review root cause analyses for adequacy, completeness, and scope. • Review proposed corrective actions to ensure that they adequately address the scope of the issue and can be expected to effectively correct it. • Review completed corrective actions to ensure that they were effectively implemented. • Review management assessment annual roll-up reports and performance indicators for adequacy, completeness, and scope. • Discuss issues/improvement needs and recommend follow-up. <p>3.3 Secretary</p> <ul style="list-style-type: none"> • Assist in preparation of the meeting. • Distribute documentation for review prior to the meeting. • Prepare, distribute, and maintain records of meeting notices and minutes as required. <p>4.0 AUTHORITY</p> <p>The CARB has the authority to concur with completed root cause analyses, proposed corrective actions, and completed corrective actions presented to the CARB, or to recommend or direct additional considerations or changes. The CARB has the authority to recommend or direct additional considerations or changes to performance indicator and management assessment reports and other issues presented to the CARB.</p>	