

<p style="text-align: center;">WASHINGTON TRU SOLUTIONS MANAGEMENT CHARTER</p> <p>TITLE: CONDUCT OF OPERATIONS IMPROVEMENT TEAM</p>	<p>Number/Rev. MC 6.11, Rev. 3 Page 1 of 3</p>
<p>COGNIZANT SENIOR MANAGER:</p> <p>Approval on File 1/11/10 W. H. Bryan Date Site Operations and Disposal</p>	<p>APPROVED BY:</p> <p>Approval by P. Yocum on File 1/26/10 M. F. Sharif Date WTS General Manager</p>
<p>1.0 ROLE</p> <p>The Washington TRU Solutions LLC (WTS) Conduct of Operations Improvement Team will provide WTS managers and other personnel a resource for identifying, communicating, and recommending methods for achieving and sustaining a high level of awareness and implementation of Conduct of Operations principles throughout the organization. The team will be able to provide consistent interpretation and WTS-specific refinement of those principles of operations as defined in DOE Order 5480.19, <i>Conduct of Operations Requirements for DOE Facilities</i>, and WIPP document WP 04-CO, Conduct of Operations.</p> <p>The team's objective is to develop, recommend, and sponsor efforts to effect an attitude and culture of continuous improvement for Conduct of Operations principles by promoting disciplined and structured operations that support mission success.</p> <p>An annual assessment will be conducted to evaluate the implementation of Conduct of Operations principles and the effectiveness of the Conduct of Operations Improvement Team.</p> <p>2.0 MEMBERSHIP</p> <p>The Conduct of Operations Improvement Team will consist of the following members:</p> <ul style="list-style-type: none"> • A chairperson, elected by members of the Conduct of Operations Improvement Team. • One member from each participating WTS group, nominated by the group manager and approved by the Site Operations and Disposal manager. All WTS organizations are encouraged to participate, as determined appropriate by cognizant organization managers. • A secretary, appointed by the chairperson with the approval of the secretary's manager. <p>All members should understand basic Conduct of Operations principles and be able to communicate those principles to others.</p>	

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<p>3.0 RESPONSIBILITIES</p> <p>3.1 CHAIRPERSON</p> <ul style="list-style-type: none">• Accountable to the Site Operations and Disposal manager for the output and productivity of the team.• Arrange, prepare for, and attend scheduled monthly meetings and, if needed, request additional meetings.• Conduct the meetings.• Ensure that topics relate to Conduct of Operations and are appropriate for a committee discussion.• Approve meeting minutes.• Ensure that affected department managers are informed of activities and/or recommendations. <p>3.2 SECRETARY</p> <ul style="list-style-type: none">• Assist in the preparation of meetings.• Prepare and distribute meeting minutes and meeting notices and reports. <p>3.3 COMMITTEE MEMBERS</p> <ul style="list-style-type: none">• Advocate and sponsor implementation of Conduct of Operations principles within the WTS organization.• Contribute to the planning and development of training materials that will be used by WTS personnel.• Identify the need for, and recommend, new conduct of operations initiatives.• Review incident reports, lessons learned reports, and root cause analysis reports involving Conduct of Operations issues.• Participate in the development and review of WTS documents related to Conduct of Operations implementation.	

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<ul style="list-style-type: none">• Provide recommendations for WTS managers to enhance Conduct of Operations implementation.• Provide input for a quarterly report to the Site Operations and Disposal manager related to the state of implementation of Conduct of Operations principles.	