

<b>TRU SOLUTIONS MANAGEMENT CHARTER</b>	Number/Rev. MC 9.7, Rev. 3 Page 1 of 2
<b>TITLE: PATENT COMMITTEE</b>	

COGNIZANT SENIOR MANAGER:	APPROVED BY:
Approval on File 12/16/04 J. J. Garcia Date Safety, Security, and Technical Support	Approval on File 1/7/05 S. D. Warren Date WTS General Manager

**1.0 ROLE**

The Patent Committee will provide technical evaluation of patent disclosures, including evaluation of calculations, drawings, specifications, standards, technical reports, and item descriptions. The committee will also assist in determining actions necessary to protect Washington Group International and U.S. Department of Energy (DOE) interests in patentable inventions. The DOE Carlsbad Field Office, the designated contact, will review patent disclosures identified by the committee for further processing.

**2.0 MEMBERSHIP**

The Patent Committee will consist of, at a minimum, three persons (the committee may be augmented by other members as deemed necessary by the chairman of the committee, who is the Washington TRU Solutions LLC [WTS] Patent Administrator). The committee will meet semiannually, or on an as-needed basis.

- WTS Patent Administrator (chairman) (appointed by the WTS General Manager)
- WTS engineer (secretary) (appointed by the Patent Administrator)
- WTS engineer who is able to understand the details of the invention being evaluated (representative) (appointed by the Patent Administrator)

**3.0 RESPONSIBILITIES**

The responsibilities of the individual committee members are as follows:

**3.1 Patent Administrator**

- Arrange (upon receipt of a disclosure), prepare for, and attend Patent Committee meetings.
- Provide advice on writing invention disclosures.
- Assign disclosure numbers
- Acknowledge receipt of a disclosure, in writing, to the inventor, and forward copies to the WTS General Counsel.

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- Circulate disclosures among Patent Committee members for review and comments.
- Ensure that recommendations by committee members are completed.

**3.2 Secretary**

- Assist in the preparation of meetings and disclosure forms.
- Participate in any actions resulting from the decisions made by the Patent Committee.
- Prepare and distribute meeting minutes.

**3.3 Committee Members**

- Evaluate patent disclosures and make recommendations.

**4.0 AUTHORITY**

Decisions on whether to recommend patent awards will be based on a consensus of the Patent Committee members. The committee will make recommendations for patent applications to the WTS General Counsel, who will coordinate further actions, as appropriate.

**5.0 KEY EXTERNAL INTERFACES**

DOE Carlsbad Field Office