

<p align="center">WASHINGTON TRU SOLUTIONS MANAGEMENT POLICY</p> <p>TITLE: COMMITMENT TRACKING SYSTEM</p>	<p>Number/Rev. MP 1.24 Rev. 4 Page 1 of 3</p>
<p>COGNIZANT SENIOR MANAGER:</p> <p><u>Approval on File</u> 2/19/09 J. E. Hoff Date Quality Assurance</p>	<p>APPROVED BY:</p> <p><u>Approval on File</u> 3/30/09 M. F. Sharif Date WTS General Manager</p>
<p>1.0 POLICY</p> <p>Washington TRU Solutions LLC (WTS) is committed to achieving the highest standards of quality based on a culture of continuous improvement. Based on that commitment, WTS focuses on documenting and successfully tracking commitments through completion. The Commitment Tracking System (CTS) is the means used by WTS to track and report Waste Isolation Pilot Plant (WIPP) internal and external commitments. Commitments required to be entered include, but are not limited to:</p> <ul style="list-style-type: none"> • U.S. Department of Energy (DOE) (Carlsbad Field Office, DOE Headquarters, DOE Albuquerque Operations Office, etc.) commitments such as corrective actions. • External oversight commitments • Conditions Adverse to Quality • Issues Management Program Corrective Action Plans (actions required for closure) • Occurrence Reporting and Processing System corrective actions • Internal Audit recommendations • WTS internal commitments important to quality, safety, and mission success • Price-Anderson Amendments Act Commitments <p>2.0 RESPONSIBILITIES</p> <p>2.1 General Manager</p> <ul style="list-style-type: none"> • Hold managers accountable for commitment tracking. • Review the CTS reports to ensure that all commitments are closed on time. 	

WASHINGTON TRU SOLUTIONS MANAGEMENT POLICY TITLE: COMMITMENT TRACKING SYSTEM	Number/Rev. MP 1.24 Rev. 4 Page 2 of 3
<p>2.2 Management</p> <ul style="list-style-type: none">• Designate CTS coordinators for their respective divisions, departments, and/or sections.• Communicate commitments, including the delegation of commitments, to their organization's designated CTS coordinator to input, track, provide status, and close.• Ensure appropriate closure documentation before authorizing final closure on a commitment.• Ensure that required commitment items, including those important to quality, safety, and mission success, are entered into the CTS. <p>2.3 Division/Department/Section Commitment Tracking Coordinators</p> <ul style="list-style-type: none">• Input, track, provide status, and close commitments, with the exception of those listed below, which will be input and closed by the designated organization.<ul style="list-style-type: none">- External oversight commitments: Quality Assurance (QA) Department- Internal Audit recommendations: Internal Audit, which reports to the Office of the General Manager- Occurrence Reporting and Processing System: Operations Department- Conditions Adverse to Quality: QA Department- WIPP Forms: QA Department <p>2.4 Quality Assurance Department</p> <ul style="list-style-type: none">• Input and close external oversight commitments.• Input and close Conditions Adverse to Quality.• Input and close Nonconformance Reports.• Input and close WIPP Forms.• Input and close Price-Anderson Amendments Act commitments.• Maintain ownership and administration of the CTS program.	

<p>WASHINGTON TRU SOLUTIONS MANAGEMENT POLICY</p> <p>TITLE: COMMITMENT TRACKING SYSTEM</p>	<p>Number/Rev. MP 1.24 Rev. 4 Page 3 of 3</p>
<ul style="list-style-type: none">• Produce weekly and monthly commitment tracking reports.• Supervise Job Performance Measure and training for all new CTS coordinators. <p>2.5 Business Management Department</p> <ul style="list-style-type: none">• Maintain the CTS hardware and software, including troubleshooting system errors upon request.• Allow system access with QA Department approval. <p>2.6 Site Environmental Compliance</p> <ul style="list-style-type: none">• Input and close all environment-related issues/concerns submitted.• Input and close all corrective actions related to environmental compliance assessments. <p>2.7 Office of the General Manager, Internal Audits</p> <ul style="list-style-type: none">• Input and close Internal Audit recommendations.	