

<p align="center">WASHINGTON TRU SOLUTIONS MANAGEMENT POLICY</p> <p>TITLE: REQUIRED READING</p>	<p>Number/Rev. MP 1.30, Rev. 6 Page 1 of 1</p>
<p>COGNIZANT SENIOR MANAGER:</p> <p>Approval on File 07/02/10 W. H. Bryan, Manager Date Operations and Disposal</p>	<p>APPROVED BY:</p> <p>Approval on File 07/07/10 M. F. Sharif Date WTS General Manager</p>
<p>1.0 POLICY</p> <p>Washington TRU Solutions LLC (WTS) will maintain a required reading program to ensure that designated individuals are informed of important information applicable to their assigned areas of responsibility. This policy applies to all WTS organizational levels or tiers including departments, section, groups, and teams. This policy also applies to WTS affiliates such as Washington Regulatory and Environmental Services. The required reading program for WIPP personnel is described in WP 04-CO.01-14, Conduct of Operations Program Required Reading, to meet the applicable portion of DOE Order 5480.19, Conduct of Operations at DOE Facilities. Required reading material is selected based on its relevance and importance such that completion of the required reading is documented. Required reading material typically includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> • Procedure changes • Facility modifications • Lessons learned from operating experience information • Safety basis and Technical Safety Requirement changes • Changes in permits or other regulatory requirements • Safety information • Administrative policies/information <p>2.0 RESPONSIBILITIES</p> <p>Managers are responsible for determining what required reading is applicable to their respective organizations. Care must be exercised to prevent misusing of the system by including information that can be disseminated by less formal means.</p> <p>Managers are responsible for designating, based on the nature of the material, who is required to read each document and for assigning a completion date. The practice of assigning all personnel in the group to read all documents, rather than taking the time to decide to whom the material applies, is to be avoided, as this could quickly diminish the importance and usefulness of the program.</p> <p>Managers are responsible for maintaining required reading files and documentation of the completed required reading in accordance with WP 04-CO.01-14.</p>	