

<p align="center"><b>WASHINGTON TRU SOLUTIONS MANAGEMENT POLICY</b></p> <p><b>TITLE: UNDERSTANDING OFFICIAL USE ONLY INFORMATION</b></p>	<p>Number/Rev. MP 1.50, Rev. 0 Page 1 of 3</p>
<p>COGNIZANT SENIOR MANAGER:</p> <p>Approval on File 5/29/09 W. H. Bryan Date Operations and Disposal</p>	<p>APPROVED BY:</p> <p>Approval by P. D. Yocum 10/14/09 M. F. Sharif Date General Manager</p>
<p><b>1.0 POLICY</b></p> <p>Washington TRU Solutions LLC will comply with applicable Official Use Only (OUO) U.S. Department of Energy (DOE) Orders, Guides, and Manuals. The responsibilities covered in these documents include OUO determination criteria, and marking, protection, transmission, reproduction and destruction requirements.</p> <p><b>2.0 REQUIREMENTS</b></p> <p>OUO documents must be unclassified and must meet both of the following criteria:</p> <ul style="list-style-type: none"> <li>• Has the potential to damage government, commercial, or private interests if disseminated to people who do not need it to perform their jobs or other DOE authorized activities.</li> <li>• Falls under at least one of the following eight Freedom of Information Act (FOIA) Exemptions: <ul style="list-style-type: none"> <li>2 – Circumvention of Statute</li> <li>3 – Statutory Exemption</li> <li>4 – Commercial/Proprietary</li> <li>5 – Privileged Information</li> <li>6 – Personal Privacy</li> <li>7 – Law Enforcement</li> <li>8 – Financial Institutions</li> <li>9 – Wells</li> </ul> </li> </ul> <p>Information falling under Exemption 1 can never be OUO because it covers information classified by Executive Order. Definitions and examples of Exemptions 2 through 9 can be found in DOE G 471.3-1, <i>Guide to Identifying Official Use Only Information</i>, Part 2. DOE Elements may also provide specific additional guidance on OUO determinations.</p> <p>If information is not covered by DOE Guidance and does not meet the two criteria of damage and FOIA exemption, it is not OUO. Information shall not be designated as Official Use Only to conceal inefficiency, misdeeds or mismanagement.</p>	

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<p><b>3.0 RESPONSIBILITIES</b></p> <p><b>3.1 Marking Official Use Only Information</b></p> <p>The employee making an OOU determination must ensure that the words "Official Use Only" or "OOU" (if space is limited) are placed on the bottom front of the document. This marking must also be placed on either the bottom of each interior page or on just those interior pages containing the OOU information. In addition, the following marking must appear on the front of the document.</p> <p>(SAMPLE OOU STAMP)</p> <p>OFFICIAL USE ONLY</p> <p>May be exempt from public release under the Freedom of Information Act (5 USC.552), exemption number and category --- (IE -2, Circumvention of Statute) Department of Energy Review required before public release Name/Org --- (IE- Jane Smith, EM-3) Date --- (IE-12/18/ 08) Guidance (if applicable) --- (IE Classification Guide XYZ)</p> <p>The employee must fill in the applicable FOIA exemption number, their name and organization, and the date of OOU determination. If guidance was used by the employee, that guidance must be identified. Marking requirements for transmittals by mail, e-mail, hand-carry and telecommunications circuits are contained in DOE M 471.3-1, <i>Manual for Identifying and Protecting Official Use Only Information</i>.</p> <p><b>3.2 Protection of Official Use Only Information</b></p> <p>Any federal or contractor employee may determine that an unclassified document contains OOU information if that document originated within, is produced for, or is under the control of, their office. Anyone who needs the OOU information to perform their job or other DOE authorized activity may have access to the document. The person in possession of the document will determine if someone has a need for access. DOE review is required before any public release of OOU information. Reasonable precautions must be taken to preclude access to the OOU information by those who do not need it for official activities. When not being used, OOU material should be stored in a locked receptacle, such as a room, desk, file cabinet, or safe. OOU information stored on a computer should have passwords, authentication, and file access control in place for protection.</p> <p><b>3.3 Transmission</b></p> <p>For mail outside the facility, a sealed, opaque envelope marked with recipient's address, a return address, and the words "TO BE OPENED BY ADDRESSEE ONLY"</p>	

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<p>is to be used. Any of the following U.S. Mail delivery categories may be used: First Class, Express, Certified, or Registered. Any commercial carrier may be used.</p> <p>For interoffice mail, a sealed, opaque envelope with the recipient's address and the words TO BE OPENED BY ADDRESSEE ONLY on the front of the envelope is to be used. Hand-carried OOU material between or within sites must be access-controlled by the person carrying the information. OOU sent over telecommunications circuits must be protected by encryption. OOU email should be encrypted with Entrust encryption software. Email messages must indicate OOU on the first line before the body of the text and must also indicate when attachments contain OOU information. If encryption capabilities are not available and transmission by mail is not a feasible alternative, Information System Security Officer (ISSO) must be contacted for guidance.</p> <p><b>3.4 Reproduction</b></p> <p>OOU information can be reproduced (without the originator's permission) to the minimum extent necessary to carry out official activities. Copies must be marked and protected in the same manner as the originals. Copy machine malfunctions must be cleared and all paper paths checked for OOU material.</p> <p><b>3.5 Destruction</b></p> <p>Non-electronic OOU media is to be destroyed using a strip cut shredder that produces strips no more than ¼-inch wide. The ISSO is to be contacted for guidance regarding electronic media destruction; or the employee may reference DOE M 205.1-6, <i>Media Sanitization Manual</i>.</p> <p><b>3.6 References</b></p> <p>Refer to the following references for more information.</p> <ul style="list-style-type: none"><li>• DOE O 471.3, <i>Identifying and Protecting Official Use Only Information</i></li><li>• DOE M 471.3-1, <i>Manual for Identifying and Protecting Official Use Only Information</i></li><li>• DOE G 471.3-1, <i>Guide to Identifying Official Use Only Information</i></li></ul>	