

<p align="center"><b>WASHINGTON TRU SOLUTIONS MANAGEMENT POLICY</b></p> <p><b>TITLE: FREEDOM OF INFORMATION</b></p>	<p>Number/Rev. <span style="float: right;">MP 1.5, Rev. 5</span> Page <span style="float: right;">1 of 2</span></p>
<p>COGNIZANT SENIOR MANAGER:</p> <p><u>Approval on File</u> <span style="float: right;">1/26/09</span> R. S. Josey <span style="float: right;">Date</span> WTS General Counsel</p>	<p>APPROVED BY:</p> <p><u>Approval on File</u> <span style="float: right;">4/24/09</span> M. F. Sharif <span style="float: right;">Date</span> WTS General Manager</p>
<p><b>1.0 POLICY</b></p> <p>Washington TRU Solutions LLC (WTS) will comply with the Freedom of Information Act (FOIA) and applicable U.S. Department of Energy (DOE) directives.</p> <p><b>2.0 REQUIREMENTS</b></p> <p>The FOIA requires that a government agency make its records available to the public pursuant to reasonable requests, except for certain records that are exempt from disclosure under the FOIA. The FOIA provides that the government must respond to such requests within ten working days after receipt.</p> <p>The WTS Freedom of Information (FOI) Contact is the WTS Office of Legal Counsel.</p> <p>WTS will provide the information requested. If the requested information cannot be provided to the DOE within the ten-day DOE deadline, the WTS FOI Contact will obtain an extension from the DOE FOI Officer.</p> <p>WTS will notify the DOE FOI Officer of the WTS determination, with respect to the recommended disposition of the FOIA-requested records, to either disclose or withhold the requested records based on the WTS determination as to whether the requested records are subject to the FOIA or exempt thereunder.</p> <p>The DOE has the sole authority to make the final determination regarding the disposition of the FOIA request, and will reply to the FOIA requester after the WTS-provided information is processed.</p> <p>WTS will not initiate contact with, or reply to, the FOIA requester, or transmit any records directly or indirectly to the FOIA requester.</p> <p><b>3.0 RESPONSIBILITIES</b></p> <p><b>3.1 WTS FOI Contact (WTS Office of Legal Counsel)</b></p> <p>The WTS FOI Contact will:</p> <ul style="list-style-type: none"> <li>• Interface with the DOE FOI Officer and administer the FOIA for WTS.</li> <li>• Promptly provide to the DOE FOI Officer written requests for information that cite or mention the FOIA.</li> </ul>	

**TITLE: FREEDOM OF INFORMATION**

- Promptly provide to the cognizant WTS managers any FOIA request directed by or received from the DOE.
- Obtain a time extension from the DOE FOI Officer if the requested information cannot be provided to the DOE within the DOE deadline.
- Prepare and approve the WTS-recommended response to the FOIA request.

**3.2 Cognizant Department Managers**

The WTS cognizant department managers will:

- Assemble and provide to the WTS FOI Contact all information, records, or documents needed to respond to the FOIA request.
- Review and approve the WTS-recommended response prior to release to the DOE.

**3.3 Employees**

WTS employees will:

- Promptly provide the WTS FOI Contact any written request for information that cites or mentions the FOIA.
- Make no commitment to the requester regarding the availability of the information requested under the FOIA. In the case of an oral request, employees will state that such a request should be made in writing and should be directed to the DOE through the WTS FOI Contact for consideration.

**4.0 REFERENCES**

Title 5 United States Code 552, "Freedom of Information Act"

DOE O 200.1, *Information Management Program*