

<p style="text-align: center;">WASHINGTON TRU SOLUTIONS MANAGEMENT POLICY</p> <p>TITLE: CORRESPONDENCE AND INFORMATION REVIEWS</p>	<p>Number/Rev. MP 3.2, Rev. 6 Page 1 of 2</p>
<p>COGNIZANT SENIOR MANAGER:</p> <p><u>Approval on File</u> <u>3/14/07</u> M. F. Sharif Date WTS Deputy General Manager</p>	<p>APPROVED BY:</p> <p><u>Approval on File</u> <u>3/20/07</u> R. D. Raaz Date WTS General Manager</p>
<p>1.0 POLICY</p> <p>Cognizant Washington TRU Solutions LLC (WTS) senior managers will review correspondence and information before release to the U.S. Department of Energy (DOE) and other government agencies, generator sites, and oversight groups.</p> <p>2.0 REQUIREMENTS</p> <p>Information, regardless of form or document type, will be reviewed by authorized personnel before release, announcement, and/or dissemination outside WTS.</p> <p>Information will be reviewed for the following:</p> <ul style="list-style-type: none"> • Complete responsiveness to and satisfaction of requirements, or specific commitments as to when such satisfaction will occur. • Consistency with program objectives, status, direction, and related documentation and/or previous correspondence. • Program sensitivities and potential impacts in other program areas. <p>3.0 RESPONSIBILITIES</p> <p>3.1 Cognizant Senior Manager, General Counsel</p> <p>At a minimum, all correspondence will be reviewed by the cognizant senior manager. The cognizant senior manager will ensure that all appropriate WTS personnel have reviewed the information before release. Information includes all correspondence/information intended for release to the following:</p> <ul style="list-style-type: none"> • The Carlsbad Field Office (CBFO) • All federal, state, and local government agencies, including tribal governments • Related program entities, including the generator sites and oversight groups 	

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<p>The WTS General Counsel should be included in the review of any information regarding environmental regulators, safety, Freedom of Information Act, lawsuits/legal actions, abstracts/position papers, or information going to oversight groups, elected officials, external auditors, and other attorneys.</p> <p>Information intended for release to the public is covered under Management Policy 1.4, Release of Information to the Public.</p> <p>Exceptions:</p> <p>The following information may be transmitted to the DOE without senior manager review:</p> <ul style="list-style-type: none"> • Meeting notices without agendas or attachments • Training notices and schedules • Daily news clippings <p>Notes:</p> <ol style="list-style-type: none"> 1. Trip reports and weekly and/or monthly reports will not be transmitted externally unless reviewed and signed by the cognizant WTS senior manager. 2. WTS internal correspondence cannot be transmitted externally, nor are external parties to be copied on internal WTS memoranda. The only exception to this policy is that correspondence sent to a WIPP task force made up of both WTS and external (the DOE, Sandia National Laboratories, Los Alamos National Laboratory, the CBFO Technical Assistance Contractor, etc.) participants may use the internal WTS memorandum format. Originators should use their departments' correspondence numbers for tracking purposes. If the subject matter is programmatic, a WZ number must be assigned and a copy of the correspondence must be sent to Project Records Services. This exception is being made in the interest of simplification and paper minimization and applies only to task force correspondence. <p>3.2 Managers</p> <p>WTS senior managers will ensure that appropriate reviews and approvals are obtained and documented in accordance with applicable WTS policies/procedures before release, announcement, or dissemination of the information outside WTS. WTS managers will communicate this policy to their employees. WTS personnel must build adequate review time into schedule and response dates.</p>	