

Mr. W. R. Perdue, Jr.

New York

Alan C. Tully

Toronto

TML Medical Report

May 13, 1960

This refers to your letter of April 25, 1960.

We have reviewed the process of distributing the TML medical report established for the parent company and would like to adapt it to Ethyl Corporation of Canada by setting up the following arrangements:

1. All requests from customers for copies of the TML medical report will be addressed to and cleared by H. J. Philp, Vice President of Sales.
2. All requests from non-customers (health authorities, etc.) will be addressed to and cleared by Dr. Douglas R. Warren.
3. Customer requests cleared by Mr. Philp will be passed on to Dr. Kehoe, and copies of such requests will go to M. P. Murdock in New York. Non-customer requests, having been cleared by Dr. Warren, will also be sent to Dr. Kehoe with copies to W. R. Perdue, Jr.
4. If Dr. Kehoe has reasons to withhold a report (customer or non-customer), he will advise either Mr. Philp or Dr. Warren, depending upon the source of request.
5. With regard to customer requests, we will endeavour to steer their inquiries to their own medical departments and every effort will be made to hold down the distribution of the report to a minimum.

ACT
Alan C. Tully

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cc: Mr. M. P. Murdock
Mr. H. J. Philp
Dr. R. A. Kehoe
Dr. D. R. Warren

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