

To: lynn.b.russo@exxonmobil.com <lynn.b.russo@exxonmobil.com>
From: Lorraine Twerdok <Twerdokl@api.org>
Cc: Benzene OC listserve (E-mail) <BenzConsort-OC@listserve.api.org>
Bcc:
Received Date: 2004-06-02 14:53:38 GMT
Subject: RE: BHRC - outreach matrix

Thanks for your comments, Lynn -
as usual they are right on target. We will make the revisions, then post onto the SHS website under "recruitment."

Matt will then send out a notice to all committees that it is there, and request members to review for specific committee action items. The document will be in WORD format, so members can edit with dates, outcomes and comments as contacts are made.

Thanks,
Lorraine

-----Original Message-----

From: lynn.b.russo@exxonmobil.com [mailto:lynn.b.russo@exxonmobil.com]
Sent: Tuesday, June 01, 2004 9:54 AM
To: Lorraine Twerdok
Cc: Benzene OC listserve (E-mail)
Subject: Re: BHRC - outreach matrix

Lorraine: I have some comments on the matrix.

First, I think the format works well. It allows enough information for us to review/follow easily.

Specific comments:

- I think we need to be sure it does not appear as if the BHRC can make decisions on the Benzene Symposium or direct it. The German MAK example presents it the right way. I think the entry on the EU Environment DG could be more clear. Suggested wording for the Action column: Email to organizers of International Benzene Symposium (Dr. Greim) recommending they consider whether EU or other Europe regulators should be invited. (What I tried to do in that wording is make the action item the email; the actual follow-up on invitations is the Symposium's, not BHRC.)

- For the same reason, I'd suggest modifying the NCI and UK MRC items. I think both are essentially the same: Will attend International Benzene Symposium. The item would then be marked completed. After the Symposium we can discuss whether interactions there warrant any follow-up.

- I'd suggest assigning OSHA to Technical Committee and suggest action item "Identify OSHA contact and offer briefing"

- On NIOSH, put Brian and me down for the BHRC lead; action is to contact Myron Harrison about discussing SHS with NIOSH. (I don't recall what the regularly scheduled call/meeting reference is about.)

- On labor, I'd suggest the Organization should be PACE; Action is "Patsy/Shell initiate contact/briefing" and on timing I'd suggest "Open

(preferably '04)"

- And I don't think you need the last category--Oversight Committee
Recommended Groups. Those organizations are all NGO's so can be listed
with that grouping.

Lynn

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To: "Benzene OC listserve (E-mail)" <BenzConsort-
cc:
Subject: BHRC - outreach matrix
05/26/04 09:59 AM

<<Tech-reg outreach plan 5-04.doc>>

To BHRC OC:

Please find attached, for your review and comment, a draft table for use in
OC technical/regulatory outreach activities, per the April Houston meeting
discussions.

I am looking for input on the timing. Some contacts I did not know the
timing; others, I put a quarter (e.g. 3Q04). Do you want to be more
specific than that, or allow the lead to put in dates once set?

The plan is to put it up on the SHS website as a WORD document, so that the
BHRC contact leads can edit as contacts are made.

Thanks & Regards,
Lorraine

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