

FILE COPY

PPG INDUSTRIES, INC.

INTEROFFICE CORRESPONDENCE
LAKE CHARLES, LA

TO: Distribution DATE: June 16, 1992
FROM: Howard DuhonRD
SUBJECT: Vinyl Chloride Trng.

Our New Employee Safety Orientation for June will be held on Tuesday, June 23. As part of our training program for all new employees brought on board, we deliver a 4 hr. monthly safety orientation and a 2 hr electrical safe work practice training session. With the large number of new hires in the derivatives area, a vinyl chloride training session has been scheduled for Wednesday, June 24, from 7:30 to 8:30 am in the old rec building. The following new hires need to attend:

✓1. S M Missildine	SPU 8	✓ J. A. Morgan 2815
✓2. K L Page	SPU 8	
3. E B Davis Jr	SPU 12	
✓4. J W Scroggins	SPU 13	
✓5. H L Dietrich	SPU 14	
6. M L Bertrand	SPU 36	
✓7. T M Duncan IV	SPU 36	
8. G Gould	SPU 36	
9. W K Reed	SPU 36	
10. G J Hanks-	SPU 36	Does not need trng assigned to SPU 37 in Area C (see attached) 7/8/92
11. S G Hare	SPU 44	
12. D W Trahan	SPU 45	
✓13. K D Hill	SPU 46	
✓14. D B Krause	SPU 46	
✓15. L T Melancon	SPU 46	
16. R Overstreet	SPU 46	
✓17. Randy Brooks	SPU 35-36	

Other employees who are noted to need Vinyl Training that have never had it and should attend the scheduled class are:

1. H N Allen #32	SPU 31
2. D J Bellon #6270	SPU 31
✓3. H Chamberlain #96	SPU 31
4. R E Granger # 5457	SPU 31
5. L J Guidry #5788	SPU 31
6. W Guidry #2803	SPU 36
7. D L Lewis #6302	SPU 30
8. M R Martin #2693	SPU 44
✓9. C L McDaniel #6297	SPU 36
✓10. K J Meaux # 6366	SPU 35
11. W R Parker #973	SPU 31
12. G W Peveto #5069	SPU 31
13. W K Reed #6374	SPU 36

SL 074745

There are additional personnel besides the two lists just noted that require Vinyl Training that are expired (entered a period greater than 365 days from their previous training). These employees also need to be trained. Submit Batch Report, course #9, is the PTS screen to use to obtain information on your SPU.

Some entire SPUs (15,44,45,46,etc) will perform their training later in 1992. Since the various units all perform their own Vinyl Training at different times this makes recordkeeping cumbersome and is all the more reason to consolidate and organize training for 1993. The class is scheduled for those 29 listed, although additional personnel could attend. Call Louise at 4781 to reserve room. We don't want more than 60 in the class.

Distribution:

R P Anderson
W F Salter
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J C LaFleur
J M Barker
A F Grabert
R B Pfost
H T Massie
J E Wyche
V J Morgan

cc: Dick Holliday
Jerry Gustin (instructor)

06/29/92

11:28:38

DESC: PHONE MESSAGE FROM DONNA SERICE

SENDER: SERICE, D H

DONNA SERICE TRIED TO CONTACT YOU -- DATE: 06/17/92 TIME: 12:32:14

EXT. 2511 PHONE NO: (NO PHONE NUMBER GIVEN)

TELEPHONED NO MESSAGE WAS LEFT

LOUISE, 6375 G.J. HANKS WAS ON THE VINYL CHLORIDE TRAINING LIST FOR B SENT TO GRABERT - HE BELONGS TO PLANT C - SPU 37 (I CHECKED THE CRT AND HE IS SHOWING IN SPU 37) - I THINK HE WAS PUT DOWN IN ERROR AS NEEDING VINYL CHLORIDE TRAINING IN B. LET ME KNOW IF I AM WRONG. THANKS, DONNA

NEXT LTR=PF4 DELETE AFTER VIEWING (N) Y OR N FORWARD TO:()
PRINT=PF3 ANS=PF5 TO PC=PF8 ACK=PF9 1ST PG=PF10 PG FRWD=PF11 PG BACK=PF12
END OF LETTER