

REPORT OF MINUTES OF ETHYL CORPORATION
MEDICAL DEPARTMENT ON MARCH 8 and 9

1941

Present at meeting:

Dr. Roy C. A. Bock
Dr. J. Gordan Burdick
Dr. Alvin Davis
Dr. Frank Princi
Dr. Lester W. Sanders
Dr. Leslie J. Schradin
Dr. Carl J. Sprunk
Mr. Harry W. Wheeler

A tentative medical policy for Ethyl Corporation was defined and discussed. This policy presents the company's purpose in maintaining a Medical Department and describes the overall fashion by which general policy would be maintained and implemented. This policy is consistent with the various policies published by other major corporations in the United States and was acceptable to all those present as a policy that could be carried out realistically. It has been referred to management for their consideration and possible acceptance. A copy of this policy is enclosed with these minutes.

Although the Corporation's medical policy may define and distinguish its point of view toward industrial health, the professional activities of the Medical Department are not described therein. For this reason it is desirable that a professional policy be adopted that is consistent with properly conducted industrial health activities. This becomes the policy of the Medical Department itself and is entitled "Professional Policy." A copy of this policy is enclosed with these minutes. It was discussed at our meeting and modifications were made in the original draft so that this policy would be acceptable and workable for all those concerned.

It was agreed that a free flow of communication is essential for proper control of industrial hygiene hazards and for adequate understanding of all medical problems. In order that proper communication may be established and that all professional persons may be kept informed concerning the toxicity or hazard of any substance with which they are presently or will be concerned a Materials Manual will be issued. This manual will contain all the information that is available concerning each compound with relation to its experimental

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and clinical toxicology. As better information is developed, this manual will be kept up to date. In the meantime, when any special problem occurs or any question arises, information will be provided directly by the central medical department upon request from any installation. In turn, any new knowledge developed at the various plants will be transmitted to the central medical department both for evaluation and for further transmittal to other persons who might be concerned. Special continuing clinical investigations will be carried out with all new compounds so that useful data on clinical applications may be developed and made part of our total fund of knowledge.

In order to implement the above, our medical record systems are being re-examined from the point of view of making them as useful as possible. In general, there are two important aspects to medical records. The first is the medical log of the individual and the second is the log of the medical department. In the individual medical record the first thing to be recorded is the examination and then the personal experiences of the worker. An additional type of record is the disability record.

There may be a reason for changing some of these records but not all of them. One reason, of course, is because there may be interchange of personnel between plants, and the second is that in some areas there have been no records. This is particularly true in the examination of field men and other types of field examinations of persons not connected with any central area. All record systems will be re-examined and final recommendations will be made at a later date.

In addition, every installation has a large area of experiences in human toxicology. This may require a special form of recordkeeping since most of the materials with which we are concerned are neurotoxic agents. Consequently, such things as behavior changes might be desirable for continued observation.

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One of the considerations in keeping records is the comparison of data from year to year. We must decide what purpose a record is designed to serve and if we do or do not need a system that provides a periodic review of complaints. At the present time it appears that Dr. York's medical examination forms approach the ideal. This form could, however, be extended to promote easier coding and any modification of this record would probably be for the

purposes of coding only. It was suggested that it might be useful if laboratory records were also set up on a codable basis and perhaps to allow provision for additional types of examination.

In order that an annual report may be submitted to the Corporation concerning the Medical Department's activities, it is desirable that all installations report annually to the Medical Director giving a resume of the year's activities. These reports should be in summary form and should include the following information.

- The time spent in pre-employment examinations and the number done.
- The number of periodic examinations.
- The number of special examinations.
- Time spent in counselling.
- The number of treatments given.
- Consultations with private physicians.
- Time spent in plant meetings.
- Special problems or incidents that occur during the year.
- The results of any special investigations.
- A summary of all medical control procedures.
- Scientific papers written or addresses given.
- Future plans both long and short range.

We hope to design a uniform method of reporting so that a comparative estimate of costs may be obtained. This will be discussed further at the April meeting.

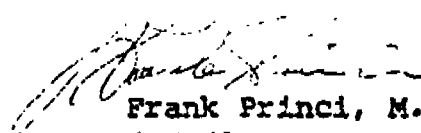
In order to improve communications and reduce the amount of paper that is being transmitted at the present time, quarterly reports will be submitted that will define modifications of procedures, summaries of periodic examinations without reference to special blood or urine lead levels, important incidents or activities during the quarter, and special studies of new products.

Immediate reports will be made to the Medical Director either by telephone or in writing (depending upon the seriousness of the situation) concerning certain serious accidents, injuries or illnesses. The manner in which the report is made will be dependent upon the individual judgment of the person reporting and the urgency of the problem. Regardless of cause, all deaths will be reported immediately and all important hospitalizations. Any item that may be considered to be of general interest to others will also be reported as it occurs.

It is apparent that with us as with many other organizations we do not lack communications but we have seemed to lack a definition of purpose and direction. This meeting was devoted to discussions of these problems. The central medical department will endeavor to keep all physicians informed concerning any important events within the Corporation or in the field of industrial medicine in general. Important policy changes in the medical department and any cases of illness that may be of general interest in the field of industrial health will be transmitted to all members of the department for their information.

There was a brief discussion concerning new industrial processes and activities that would be put into operation from time to time at the various plants. It is desirable that any change in process or any plans for new activities be reviewed by the Industrial Hygiene Division prior to going in to operation. This activity will implement our policy of foreseeing problems before they become acute.

Future meetings of Ethyl Corporation's Medical Department will be held on an annual basis. These meetings may occur during the annual sessions of the American Academy of Occupational Medicine or the Industrial Medical Association or may be held at various company locations in rotation. This item will be the subject of our next meeting and future deliberations will be planned for areas and times when they will be most useful to everyone concerned and of greatest benefit to the Corporation.



Frank Princi, M.D.

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