

To: Distribution

TGG: ~~JCL~~: ~~PGJ~~: AC: AJO: RF

XF: None

From: T. G. Grumbles
Date: September 24, 1991

Subject: AGENDA FOR SEPTEMBER 27TH MEETING

VISTA

Interoffice
Communication

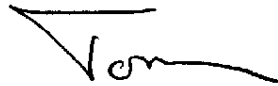
From the Responsible
Care® Steering Team

Deba Gamblin
Tom Huffman
Paul Gowan
Tom Grumbles
Mike Reynolds

Below is the draft agenda.

RESPONSIBLE CARE STEERING TEAM
FRIDAY, SEPTEMBER 27TH, 1991
10:45 - 11:45, ROOM 8-068

- I. Discuss any additional comments on Charter
- II. Housekeeping
 - a. Steering Team Stationary - (This is printed on the proposed stationary)
 - b. Communication of Team Formation
 - c. Team Organization - Leader? Scribe?
- III. Discuss Plant/Department Contacts
- IV. Next-Step: What do we do first?
- V. Review Action Items
- VI. Set Next Meeting Date


T. G. Grumbles

dlj

Distribution: THH, RDG, MSR, PCG

VVV 000007837

