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EDGEWATER PARK, NEW JERSEY
TEL. DUDLEY 6-0900

September 19, 1974

Richard V. Shoar, Personnel Manager
Tenneco Chemicals, Inc.
P. O. Box 116
Burlington, New Jersey 08016

Dear Mr. Shoar:

In response to your request that I submit a recommendation for a revised plan for our pre-employment physicals, I am submitting the following list of suggestions:

- (1) I propose that we adopt the form which I am submitting as a standard pre-employment history and physical form. Careful examination will show that this is an all-inclusive type of Data Base System which is both complete and simple; indeed, if it is filled out in its entirety, with the exception of the pulmonary function studies, it will represent an extremely complete examination. Just the first sheet which will include the Data Base Summary and initial problem list need be kept on record in the Personnel Department. The balance of the form can be kept in a permanent medical file, and would lend itself well to periodic up-dating if we go into a program of annual physical re-evaluation.
- (2) I recommend that the following X-Ray studies be done:

Chest X-Ray and low back X-Ray, P.A. and lateral.
- (3) Laboratory studies, including complete blood count, routine urine analysis with microscopic examination, blood cholesterol, blood sugar, blood urea nitrogen, liver profile, including SGOT, LDH, bilirubin, sedimentation rate.
- (4) Audiometric testing as listed on the form.

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I realize, of course, that this is a significant expansion on our present program which consists of a sketchy history, more superficial examination, CBC, urine, and chest X-Ray, only. If, however, we are able to do a more thorough job in screening out potential employees who would be a hazard to themselves and their co-workers, as well as potential compensation problems, I feel that the advantages will far out-weigh the expense and inconvenience.

I trust that this information will be helpful in aiding you to make an equitable decision on your course of action. If I may be of any further help, please feel free to call upon me.

Very truly yours,

Michael C. Venditti
pl.

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MCV:pk