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Conoco Chemicals Company
A Division of Conoco Inc.
15990 North Barker's Landing Road
P.O. Box 19029
Houston, TX 77224

May 4, 1984

Ed Maurer
Assistant Vice President-Manager
M&M Protection Consultants
1100 Milam Building
Suite 4500
Houston, TX 77002

Dear Ed:

I promised to provide you with (1) short process descriptions of our plants and (2) more verbiage on our audit programs.

For the process descriptions I am attaching the material that Jim Pavao has provided to John Krembs. This material looks consistent and should be sufficient. If it's not okay, let me know.

The Conoco Chemicals industrial hygiene and environmental audit programs were established in 1980. The purpose of the programs is to provide assurance to management that the industrial hygiene and environmental efforts at each plant are effective and that no regulations, reporting requirements, or permits have been overlooked.

The audits are conducted by a team composed of the Director of Environmental Activities (or the Director of Industrial Hygiene) for Conoco Chemicals, a member of the corporate environmental (or medical) staff, a representative of the plant being audited, and a representative of the next plant to be audited.

The Audit Director prepares a list of audit items and sends a letter to the Plant Manager 30 days before the audit is scheduled listing those records the plant is to accumulate before the audit. The plant arranges a conference room or office for the team's use during the audit.

The team meets at the plant in the afternoon before the scheduled audit date to review records and permits and make up a list of questions to ask and people to see. On the audit day the team meets with the Plant Manager and his staff to discuss audit items and schedule plant tours and interviews.

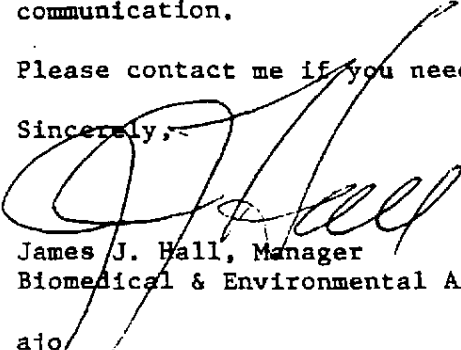
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At the end of the day, a draft report is written and discussed with the Plant Manager and his staff. The plant's comments are incorporated in the final report. The report is given to the Plant Manager and Vice-President of Operations. The Plant Manager is to respond to the report in writing within 30 days of the audit. Serious deficiencies requiring immediate management attention will be passed up the line as a special communication.

Please contact me if you need additional information.

Sincerely,



James J. Hall, Manager
Biomedical & Environmental Affairs

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Attachment

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