



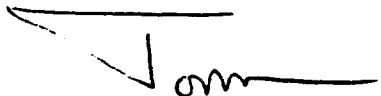
Interoffice Communication

To Charlie Sanderson
From Tom Grumbles
Date March 23, 1983
Subject MAILING LIST FOR MATERIAL SAFETY DATA SHEET DISTRIBUTION

Based on our discussion of last Friday, following is my understanding of how we might accomplish the needs for developing a MSDS distribution system.

1. For current customers the Pricing Notification list could be used to generate a list from which mailing labels could be produced. Although this list will have redundancy for many of our larger customers (i.e., go to multiple plants and offices) it is the most complete list readily available. In the future a file of "legal" contacts will be developed which will eliminate a large portion of the list.
2. The same list would be used to address cover letters for the MSDS.
3. The actual affixing of labels and envelope stuffing would probably have to be done by temporaries.
4. Due to limited availability of machine time and personnel, the work would have to be done in segmented form. This can be done by business area. An annual mailing will be necessary.
5. Mailing of MSDS's to new customers can be done by this office. To assure we are notified, the Update-Price Notification Records File letter will be modified to copy this office if this entry is a new customer.
6. Sample shipments will best be handled at the site of origination of the samples. This will be discussed further in the near future.
7. This office will need to keep a copy of the mailing list and a cover letter sample each time a mailing is done.

I would like to proceed as soon as reasonable to get our first mailing out. Please let me know if the above is correct and when we can start. I'm sure further discussion will be necessary on the details and "mechanics" of the mailing.



Thomas G. Grumbles

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cc Tom Butler
Susan Litzau

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