

B.F. Goodrich Chemical Company

Inter-Organization Correspondence

To	P. A. Wagner H. H. Striby	Date	June 5, 1975
Location		From	C. H. Horrell
Subject		SPECIFIC TASK SAMPLING PROCEDURE	

To insure that a sufficient number of samples are taken and in the most efficient manner, the following procedure has been prepared. The cooperation of all concerned is solicited and needed to accomplish this end. The tasks are of two different natures; one is performing routine maintenance work, the other involves routine processing operations.

Scheduling of the jobs will be the responsibility of the maintenance and production departments. Each department will be given a list of tasks they will be responsible for scheduling.

The Environmental Department will be responsible for taking the samples. Taking of the samples will be done on the day shift whenever possible, but is not limited to that shift. Lots of these tasks are done on the off shift. Sampling on the night shift and weekend will be done by the regular OVA operator if he has time.

1. The list of specific tasks should be located in a conspicuous place, in full view at all times. All foremen involved should be instructed and get accustomed to looking at the list daily at the beginning of the shift to see whether or not a sample can be taken during his shift.
2.
 - a. To schedule a sample on the 8-4 shift, call 219 or 294.
 - b. To schedule a sample at other times, call the OVA Monitor on Radio Page 62.
3. Give the person answering the call:
 - a. The building number.
 - b. The specific task number.
 - c. The time as close as you can, that the task will be performed.
 - d. The operator's name who will be performing the task.
4. The supervisor calling for the test will enter on the task list in the space provided when the sample was taken.
5. Return the Task Sheet to C. H. Horrell at the end of the month.

It is not absolutely necessary that we get a sample for every task on the list. The list was made up of jobs where a man is likely to be exposed to a release of VCM while performing the job. The list can be added to if you know of a job where there is likely to be a VCM release. If there are jobs on the list that you do not think need to be sampled, please notify Clyde Talbott or the writer.

P. A. Wagner - H. H. Striby

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The length of sampling time should cover the length of time it takes to perform the task, ~~when, 5 min, 10 min, etc.~~

15 min

C. H. Horrell

sjm

cc: S. S. Michels
L. D. Pringle
R. A. Hudson
R. S. Kinnamon
R. S. Lutz
J. E. Davis
J. D. Fannin
D. N. McWhorter
C. C. Talbott

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