General Headquarters
June 6th, 1960



To All Industrial Relations Managers

Industrial Hygiene Survey Summary

To prepare a report requested for the Division General Managers' Meeting, I would appreciate your prompt review and summary of industrial hygiene surveys at your location.

Attached are copies of the format to be used and definitions of the summary terms. At multiplant locations, separate reports should be made for each Division's operation.

Although the forms are self-explanatory, further queries should be forwarded by teletype and replies will be similarly expedited.

Your completed reports should be forwarded to arrive in New York not later than Monday, June 27th.

H. M. Jackson

cc: C. W. Hite
K. W. Huffine
Division General Managers
Division Production Managers
Plant Managers