



Shell Oil Company
Interoffice Memorandum

PLAINTIFF'S EXHIBIT

SH-503

OCTOBER 6, 1986

FROM: P. J. SNYDER

TO: S. A. BERGMAN, M.D.
S. R. COWLES, M.D.
R. E. GREEN
R. S. MARNOY, M.D.
D. S. MC CRAW
J. D. RANDELL
C. E. ROSS, D.O.

SUBJECT: MINUTES OF THE OCCUPATIONAL HEALTH PROGRAM COORDINATION
(OHPC) MEETING

An OHPC meeting was held on September 29, 1986. Present were:

Regular Attendees:

S. R. Cowles, M.D.	D. S. McCraw
R. E. Green	C. E. Ross, D.O.
R. S. Marney, M.D.	P. J. Snyder

A summary follows.

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Asbestos Medical Surveillance

Corporate Medical is preparing guidance on implementing the medical surveillance requirements of the revised asbestos standard (to be issued in October). A question exists over whether medical surveillance is required for individuals who use respiratory protection.



P. J. Snyder

PJS:bjd

Attachment

cc: A. D. Ditmar
R. E. Joyner, M.D.
H. L. Kusnetz

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Shell Oil Company D R A F T
Interoffice Memorandum

OCTOBER 6, 1986

FROM: SR. INDUSTRIAL HYGIENIST, HEALTH & SAFETY, MFG. & TECH.
TO: MANAGER, INFORMATION SERVICES, HS&E
SUBJECT: SMR FOR TRACKING PARTICIPATION IN MEDICAL SURVEILLANCE PROGRAMS

Per our recent discussions, the following information is offered for your use in developing the proposed computer report on SMSP (Special Medical Surveillance Program) participation.

Problem Definition

Present reliance on each line manager to identify employees who should be added to a SMSP based on prior I.H. assessments of job exposure potential has not always assured compliance. Eligibility for medical surveillance is often reached after an employee has worked in one or more qualifying jobs for more than 30 days. Certain medical programs may vary from this 30 day criteria and be as long as one year (the exception). Since this is a cumulative total for a year, the identification of eligible maintenance personnel can represent additional administrative difficulties. Locations generally acknowledge that the use of a computer report which flags such employees would facilitate compliance and assist in self-auditing.

Databases To Be Accessed

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A. Health Surveillance System

Employee assignments are presently tracked by locations with hours worked recorded for each JEP (Job Exposure Profile). It is proposed that JEP's which qualify for medical surveillance will be appropriately coded

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this database should allow the identification of any employees who has worked for more than 30 days in one or more designated jobs. A table will be compiled identifying what criteria to use for each location.

B. Medical Records Database

Employee medical exams are computerized by Corporate Medical after a location identifies what exam program(s) an employee is in. Each exam received by Corporate Medical is individually coded, e.g.

	Two Digit <u>Exam Type Code</u>
Silica (Sandblasters)	07
Asbestos	01

Additionally, the exam type code is being expanded by two (2) digits to reflect the reason for the exam. The following is illustrative:

A-1	Exam required based on exposure data analysis
A-2	Exam required based on significant exposure
A-3	Exam required based on job assignment
B	Exam required based on past assignment
C	Not otherwise classified

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To maintain confidentiality of the medical record, only employee name, number, and exam date is to be retrieved.

Proposed Report(s)

The following reports would be generated from data extracted from each file. Report frequency would be monthly/quarterly and generated either at Head Office or at a manufacturing location.

-- Employees presently assigned to designated JEP(s)

Provide a listing of employees presently assigned to JEPs coded to a particular SMSP, i.e. 910,001 (example #1).

or

Provide a listing of employees who have been assigned to specific JEP's for more than (30) days in the last year (proposed audiometric testing report).

-- Employees to be added to a specific SMSP

Provide a listing of employees who have been assigned to JEPs coded to a particular SMSP for more than a specified cumulative number of days and have not had the required corresponding exam in the previous 12 months (example #2). Typically this threshold will be 30 days; however, on the exception basis a different number of days may be specified.

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Issues

1. As medical exams are not mandatory, employees may waive program participation. Such waivers are documented in their medical files. Unless such employees are considered in the reporting scheme, they will appear on the report in example #2 repeatedly. A mechanism should be available to identify those employees who have appeared on the list repeatedly (enter date of refusal with asterisk for example).

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2. Employees who enter exam programs generally are not removed because of changes in assignment or exposure (i.e., once in, always in). Any change to this approach is anticipated to be program specific. Program design should allow for this future feature.

Please advise as to what timing can be expected for the development of this program.

P. J. Snyder

PJS:bjd

Attachment

cc: S. A. Bergman, M.D.
A. D. Ditmar
R. E. Green

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