

Interoffice Communication

TO: Robert Martin

FROM: Tom Grumbles

DATE: June 4, 1984

SUBJ: VISTA R&D HEALTH AND SAFETY ISSUES

This letter is to summarize our meeting held on May 18 with Steve Szabo and Dr. Drummwright. In general, it would appear that the majority of routine health and safety activities will be done by Szabo's group. These services are covered under the overhead portion of the services agreement for R&D. Items directly related to Vista or solely for Vista's benefit will be done by request for a mutually agreed upon charge separate from general overhead charges. Specific items are discussed below.

1. Industrial Hygiene Sampling

I am comfortable with the current sampling activities in terms of chemicals monitored and frequency. As I understand, the monitoring will continue for all employees (Vista and Con-Vista) at current levels. Analytical fees will be backcharged to Vista and the sampling data will be sent to us for entry into our records. No Vista data will be entered in HISS.

Any sampling activities beyond normal program activities will be done by request for an agreed upon charge.

2. Training

General training activities will continue for all employees and are covered under the overhead portion of the support services agreement. These programs include first-aid, various safety topics, respiratory protection and other required training as necessary. It appears we may have to develop specific programs for lead and vinyl chloride.

3. Ventilation Systems

The routine evaluation and maintenance of ventilation systems will continue and be covered under the overhead services. Any additional needs that involve equipment or construction expenditures will be evaluated on a case-by-case basis and charges mutually agreed to.

4. Safety Administration

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Safety statistics for Vista personnel will be kept by you. Let me know if you are not able to get forms and directions from a plant as discussed. Accident investigation and safety inspections will be done jointly by Vista and Conoco employees. Some concerns had been raised as to the joint teams entering areas that might be considered

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business confidential. Although not fully resolved, this issue should not be a deterrent to the safety inspection/investigation programs.

5. Material Safety Data Sheets/Hazard Communication

The "Chemtrac" program being developed for R&D will certainly be sufficient in scope and content to achieve proper hazard communication and ultimate compliance with applicable portions of the OSHA standard. Since Conoco will initially do the purchasing for Vista, we will be a part of this system. If Vista begins to purchase chemicals, then we should take steps to have comparable procedures for assuring that MSDSs are obtained and "in-house" for all hazardous materials.

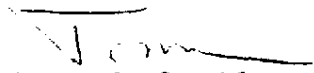
6. Medical Services

The use of the Ponca City clinic facilities past primary term is still undecided. Dr. Drumwright will resolve this issue with Charlie Starks.

The following action items were a result of the meeting.

1. I will check with Carl Kerfoot on assuring compliance with TSCA, Section 13.
2. You will get with a plant Safety Director to obtain forms and instructions necessary for Vista Safety recordkeeping.
3. Dr. Drumwright will resolve the medical services question with Charlie Starks.
4. Szabo will copy me on all TSR reports dealing with hygiene activities in Vista areas.
5. I will send a full set of MSDSs for our products to you and Dr. Drumwright.
6. I will send you copies of other OSHA and TSCA regulations as agreed.
7. We should determine the need for specific VCM and lead training programs.

Please let me know if any of the above needs to be discussed or corrected. I'll follow-up with you in the near future.


Thomas G. Grumbles

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cc Dr. Drumwright
Steve Szabo

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