

TO: Responsible CARE® Team

TGG: JCL: EBJ: AC: AJO: BF:

DESK

FROM: T. G. Grumbles
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VISTA

Interoffice
Communication

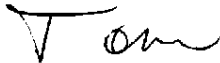
SUBJ: DISCUSSION OF SITE COORDINATOR NEEDS

I met with Wayne Hilgers and Eric Meyer to discuss current thinking on future plans and needs for site coordinators for ISO-9000 and process safety program matters. In general, no specific plans have been formulated for either initiative, although it is clear some type of site coordination, i.e. "plant champion", will be needed for both.

As to ISO-9000 the existing site quality coordinators are the obvious choice to do that work. ISO-9000 should not be a full-time job in and of itself. The plants have varying degrees of activity ongoing at this time but ISO-9000 won't kick-off in a concentrated manner until a decision is clearly made by management to do so. Wayne only sees a few areas that would benefit from "coordination" with other locations and corporate (i.e. purchasing and contracting) and has no problem working on the "local option" theory.

As to Process Safety, Eric believes the need for coordination is a shorter-term problem, but it will be intensive in the next 1-2 years. The plants will need "champions" to assure documents are reviewed, information distributed, and ultimately influence implementation. There is no clear assignable position at this time in terms of what current position, or position to be created is best suited to meet the process safety coordinator needs. There is a need to decide this one quickly, and that may be done in the next month or so.

This item will be discussed at our next meeting in mid-September



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