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INTRA-COMPANY CORRESPONDENCE

TO: T. Verhagen J. Nelson FROM: Terry A. Hart
L. Staples T. Burchett DEPT: Prod./Engr.
M. Vessels DATE: 3/31/86

RE: Asbestos Task Force Meeting - 3/28/86.

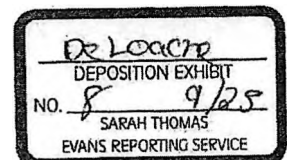
The initial meeting of The Marley Cooling Tower Company Asbestos Task Force was held Friday, March 28 at 1:00p.m. The members in attendance included Terry Hart, Tim Verhagen, Larry Staples, Mike Vessels, and John Nelson.

The initial discussion centered on examples of recent problems concerning the asbestos situations here at The Marley Cooling Tower Co. Without going into great detail the problems showed a lack of knowledge and education on the part of sales reps, manufacturing reps, plant managers, engineers, and construction workers when it comes to the asbestos issue. Based on these examples, the following actions are going to be taken:

1. Larry Staples is sending a letter to the sales staff and manufacturing reps alerting them to the seriousness of the asbestos problem.
2. Terry Hart is sending a letter to Mr. Cantrell concerning engineering instruction on drawings discussing asbestos handling procedures.

We discussed the various functions of this committee. I will not list all that was discussed, but indicate that we felt our first priority was to identify tower designs and component parts which contain asbestos materials. We will research this project back to 1955 and come forward. John Nelson is in charge of this task. John will try to have this completed by April 15.

Once John has completed this project, we will begin to identify our customers who purchased those towers. Once we have completed this information, we will be much better prepared to decide where we need to go from there. At this time, we will begin to set our priority as to what we feel must be done first and the timetable involved.



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Our next meeting is scheduled for 3:00p.m. on April 15th. At the suggestion of the committee, an invitation to Mr. Meeker and Mr. Landon to join us will be made. I also will be back to you at a later date as to the location of the meeting.

Regards,



Terry A. Hart

TAH: mr

cc: D. Meeker
R. Landon
G. Cantrell
G. Wilson
A. Thompson

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