

TO: Distribution

~~TGG: JEL: MMG: RF~~

XF: Desk

FROM: T. G. Grumbles

DATE: August 8, 1988

Interoffice
Communication

SUBJ: FETAL PROTECTION POLICY CONFERENCE

VISTA

The proposed conference call will be held Thursday, August 11, at 9:30 a.m. Houston time. The draft agenda is below. Please let me know if you would like to add to the agenda.

AGENDA

AUGUST 11, 9:30 A.M. CONFERENCE CALL

PURPOSE: To begin the process of developing administrative guidelines for implementation of the fetal protection policy for lead.

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|---|------------|
| 1. Review the development of the policy and task of the team. | TGG 5 Min |
| 2. Review proposed method and reach consensus. | TGG 5 Min |
| 3. Develop list of topics or subject areas of guidelines. | All 25 Min |
| 4. Clean-up list. | All 5 Min |
| 5. Make assignments for drafting sections. | All 10 Min |
| 6. Agree on time-line for project. | All 5 Min |
| 7. Review action items. | TGG 5 Min |

Please be prepared for Item 3 by reviewing the August 1 memo regarding the team task.

Tom dlj
T. G. Grumbles

dlj

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