

suggested that a work practices manual should not be lengthy, and perhaps can be consolidated to four or six pages. Mr. Fenner indicated that color would add to the value of a work practices manual. If the manual is directed towards management and supervisors it will have to explain why it's important to put these practices into effect. For information directly to the worker, a simpler and perhaps shorter message should be used. The Institute had earlier published a one page "Recommended Procedures for Reducing Asbestos Dust During Brake Servicing." This was inserted in Institute catalogs, distributed in loose form and was sent to the trade press.

A member questioned whether the Institute would support preparation of a work practices manual. The Secretary indicated that if the committee endorses these recommendations he believed that the Board of Directors would concur. Mr. Fenner indicated that FMSI would have to write the manual. Some of the material already prepared can be of help. It was stated that it was better that a manual of this type come from FMSI rather than from an individual manufacturer. Mr. Fenner indicated that in addition to help from J-M, the Asbestos Information Association Technical Committee should be willing to help. He pointed out that information is available and the questions are "How will it be written?" and "How will it be circulated?"

Upon motion duly made, seconded and unanimously passed it was;

RESOLVED: That the Asbestos Study Committee recommends that the Institute prepare and circulate a work practices booklet for users of friction materials in auto repair and industrial shops.

A member stated that car dealers and national brake service shops such as Penney's, Goodyear and Sears may or may not have equipment for drilling and grinding brake shoes. In most cases their lined shoes are purchased finished ground ready for installation. Most of these shops would have drum and rotor lathes for re-surfacing those parts, but most would not grind, drill or otherwise machine the brake lining. However, it is likely that some of these shops have grinding, and perhaps drilling equipment that would have to be properly exhausted for collection and disposal of dust. A point was made that if at all possible these shops should not grind or drill linings but should purchase linings lined to shoes or ready for installation on shoes. In heavy equipment, most blocks can be bought with several oversizes (X, XX, XXX). There will be more grinding of segments in heavy duty. It is recommended that shops avoid grinding if at all possible, and purchase blocks and segments to the thickness needed ready for installation from the brake lining manufacturer. Where special bevels or other cutting must be done the shop must follow specific recommendations as regards dust collecting and dust disposal. While some heavy duty brake shops will mount and rivet or bolt blocks to shoes, most will not grind at this particular point. However, these shops would probably have capabilities for grinding, and recommendations will have to be made for keeping dust levels to a minimum in these shops.

It was suggested that rather than one or two or even three different series of work practices for different level shops, it might be better to have one all encompassing work practices manual. From this complete manual, the authors could highlight certain sections and indicate which would be applicable. If the customer grinds or machines the product in any way, he will generate dust and will need proper dust collection equipment. Not only will the OSHA regulations be applicable but EPA regulations on disposal of asbestos waste will also apply. An incentive to purchase materials finished and ready for