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May 7, 1943

TO THE BOARD OF DIRECTORS AND OFFICERS:

On Tuesday evening, May 4, 1943, I received a telephone call from Major Johns and Captain Arthurs, located in the Pittsburgh Office of the Officer Procurement Service, Adjutant General's Office. They explained that it was necessary to recruit approximately 50 trained industrial hygiene engineers for the armed services and that they had been assigned the duty of contacting the American Industrial Hygiene Association in connection with this matter. They requested that I meet with them on Wednesday, May 5, to furnish them with a list of our membership and to discuss this general problem. I contacted Dr. H. H. Schrenk and arranged for us to meet with them as requested. I attempted to contact other members of the Executive Committee and obtained the approval of W. A. Cook on this procedure. Ted Hatch could not be reached by telephone and Philip Drinker is on the West Coast at the present time.

During the meeting with Major Johns and Captain Arthurs, they explained to us the Army's need for many technical men at the present time. They indicated that the industrial hygiene engineers were needed for service in army establishments in this country, and also indicated that some of these men would no doubt be assigned to the school which is being conducted for training personnel to take over the duties of operating industrial establishments in occupied territory. After much discussion of the extreme shortage of well trained industrial hygiene engineers, they were furnished the mailing list of the membership of the Association. They plan to send a very mild letter to each of the members stating that there is a need for officers, as covered on the attached Memorandum #11-FR-108, and stating that any persons interested in applying for one of these Commissions should complete a questionnaire which they will attach to the letter. The letters are so worded that they will not require a reply from any of our members. I feel that our members should have no objection to receiving such a letter since it does not require a definite reply. The letters will be addressed only to the non-medical members of the Association.

The request for 50 men who meet the qualifications outlined on the attached Memorandum #11-FR-108, can probably not be met since the number of men with these qualifications is very limited in number. After discussing this problem at some length with Dr. Schrenk, it was our feeling that this

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To The Board of Directors and Officers -2-

May 7, 1943

approach by the Officer Procurement Service is only a preliminary gesture and that more forceful methods may be utilized in the near future in an attempt to fill this quota. This matter should be given careful consideration by each member of our Board of Directors so that a full discussion and appropriate action can be had at our Board of Directors meeting on May 24. In the meantime, I felt that it might be helpful to members of the Association if we would request a person from the Officer Procurement Service to speak to the members present at our Annual Meeting in Rochester on Tuesday, May 25, for about 10 or 15 minutes on this subject. This would clarify the situation in the minds of all the members and would also indicate our willingness to cooperate with the Officer Procurement Service. At that time, I would also ask them to report the results obtained from the letter which will be sent to the members of our Association.

May I have your prompt approval or disapproval for requesting a person from the Officer Procurement Service to speak to our group very briefly on May 25 in Rochester?

Very truly yours,


E. C. Barnes,
Secretary.

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MEMORANDUM #11 - FR - 108

OFFICER PROCUREMENT SERVICE
1710 Clark Bldg., Pgh. Penna.

Duties

- a. To serve as assistant in the evaluation of industrial health hazards.
- b. To make regular inspections of arsenals, depots, plants, investigate conditions, determine remedies or desirable changes, report findings and follow through on newly adopted policies, procedures and recommendations.
- c. To supervise subordinates and assistants engaged in plant hygiene surveys.

Qualifications

- a. Must have completed a four year course and received a Bachelor's Degree preferable in chemical or mechanical engineering or chemistry from a college or university of recognized standing. The receipt of a Master's Degree in chemical or mechanical engineering or analytical chemistry, with particular reference to appropriate industrial hygiene engineering major, may be substituted for one and one-half years of the experience qualification outlined below.
- b. Must have at least four years actual experience in industrial hygiene engineering, including one or more of the following activities:
 - (1) Study of the integrated industrial environment from the point of view of recognizing and appraising health hazards.
 - (2) Choice, calibration and maintenance of special apparatus for the study of industrial environment;
 - (3) Sampling and analyses of dusts, mists, vapors, gases and other matter for the evaluation and control of industrial health hazards;
 - (4) Determination of general and local ventilation adequacy and requirements;
 - (5) Recommendation of choice, procurement and maintenance of personal protective devices such as respirators, masks, goggles, and clothing
 - (6) Preparation of reports on the engineering aspects of industrial hygiene surveys, including recommendations for correction of health hazards.
- c. This experience shall have been acquired while in the employ of one or more of the following:
 1. A federal, state, county or city governmental service;
 2. An approved college or university;
 3. A firm having an effective industrial hygiene program, an organization or individual performing industrial hygiene, or a manufacturing or engineering firm specializing in the design, manufacture or installation of equipment or supplies for control of industrial health hazards.
- d. Age between 35 and 45 years.

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