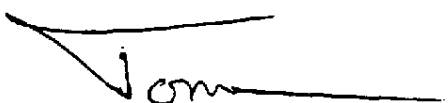


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Interoffice Communication

To J. J. Hall
 From T. G. Grumbles
 Date March 19, 1982
 Subject 1982 GOALS

1. Complete audit for Chocolate Bayou and LC LAB plant when it comes on stream.
2. Evaluate effectiveness of audits performed to date.
3. Complete MSDS revision project to include development of informational letter to customers.
4. Evaluate current training programs to determine effectiveness and explore alternative methods of training where needed.
5. Accomplish base-line exposure study for LC LAB. Assist in establishing overall IH program.
6. Assist in developing Chocolate Bayou IH program, to include sampling, analytical services, education, etc.
7. Assess quality control of IH sample analysis done at the plant level. If indicated develop a routine quality control program.
8. Continue the function of the Conoco Chemicals' Toxicology Assessment Committee.
9. ABIH certification.
10. Assess potential product liability areas such as labelling, technical information distribution, and other customer information efforts and take steps to correct deficiencies if found.
11. Continue to increase visibility and communication of this department with other Chemicals' groups and functions. (i.e. marketing trainee talks, informal meetings with business areas, communication of CCTAC actions, communication with engineering groups.)


 Thomas G. Grumbles

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