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From: T. G. Grumbles
Date: September 24, 1991

Subject: AGENDA FOR SEPTEMBER 27TH MEETING

VISTA

Interoffice
Communication

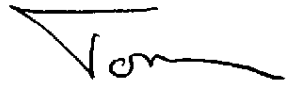
From the Responsible
Care® Steering Team

Debs Gamblin
Tom Huffman
Paul Gowan
Tom Grumbles
Mike Reynolds

Below is the draft agenda.

RESPONSIBLE CARE STEERING TEAM
FRIDAY, SEPTEMBER 27TH, 1991
10:45 - 11:45, ROOM 8-068

- I. Discuss any additional comments on Charter
- II. Housekeeping
 - a. Steering Team Stationary - (This is printed on the proposed stationary)
 - b. Communication of Team Formation
 - c. Team Organization - Leader? Scribe?
- III. Discuss Plant/Department Contacts
- IV. Next-Step: What do we do first?
- V. Review Action Items
- VI. Set Next Meeting Date


T. G. Grumbles

dlj

Distribution: THH, RDG, MSR, PCG

VVV 000007945



Steering Team Formed to Aid Implementation

Vista Chemical has formed a Steering Team to aid in ongoing implementation of Responsible Care®.

The Steering Team is made up of Debs Gamblin, senior vice president, operations; Tom Huffman, general manager, manufacturing; Paul Gowan, manager of supply and transportation; Tom Grumbles, manager of environmental ; and Mike Reynolds, manager of public affairs.

The function of the team will be to provide guidance and oversight in determining and setting priorities and objectives for the Responsible Care® program's implementation and operation.

Details in the story at right outline the Steering Team's planned activities.

According to Responsible Care® Steering Team Leader Tom Grumbles, activities planned by the Team include:

- Determining and Setting Priorities and Objectives
- Reviewing and Communicating Responsible Care® program status
- Identifying and facilitating communication of organization needs and priorities
- Sanction project teams to develop implementation teams
- Identifying and advocating opportunities for corporate funding of implementation efforts
- And, working to remove or influence removal of implementation barriers.

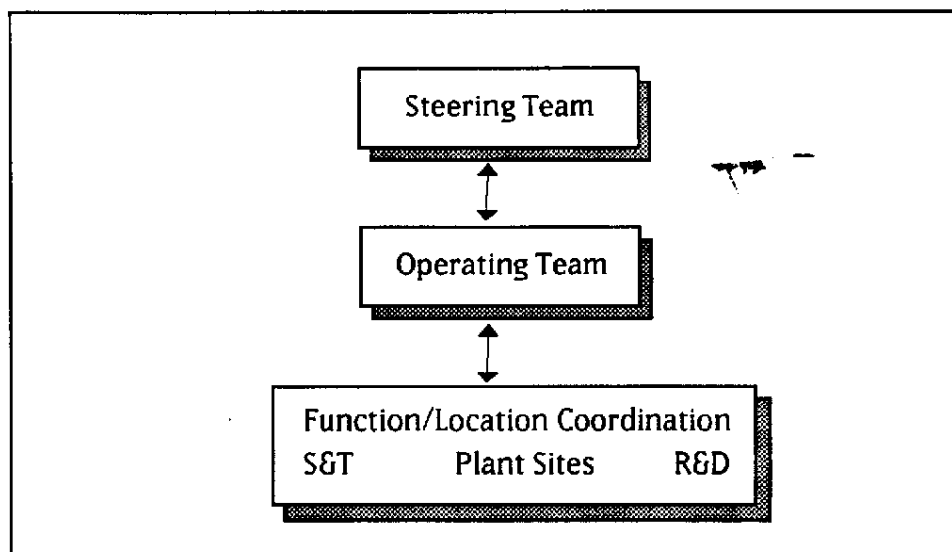
"First, we'll review data and information gathered from the function or location coordinators," said Grumbles. "This will include the current status of implementation, various location needs, organization priorities and other outside forces such as ISO 9000, that would indicate areas needing attention. Then the team would set priorities and objectives for the most benefit."

Grumbles said that following Steering Team review of program progress, the team would determine where additional communication or "influence" is needed to assure continuous progress and improvement. He said the review might be periodic, according to budget cycles, or code specific and in conjunction with Vista's self-assessments against the code. Other communication needs would also be identified and information then communicated to the employees needing it.

VVV 000007946

(continued on next page)

ORGANIZATION



An operating team, made up of Tom Grumbles, Mike Reynolds and John Ferrier, S&T; will collect and provide data to the steering team and communicate information to site coordinators

"In essence, all of the activities of the Responsible Care® Steering Team will involve the removal of barriers."

"There's sure to be needs common to a number of locations, or of a corporate nature," said Grumbles. "When there are, the Steering Team will set up a project team to develop implementation economical and practical programs or plans."

Grumbles also said that there are likely

to be times when funding of corporate-level efforts are needed. He cited communications as one likely area, and said the team would work to identify these areas and influence the placement of needed funds in appropriate budgets.

"Finally, in essence, all of the activities

we've talked about involve the removal of barriers," Grumbles said. "However, when we find other barriers to the Responsible Care® program, the team will look for ways to remove them."

WRITTEN FOR:

Houston

John Burns
Debs Gamblin
Jim Ball
Ralph Ferrell
John Weidner
Gary Draper
Jan Vogel
Rick Flammer
Dick Andersen
Bruce Larsen
Ron Swantkowski
Jim Hall
Charlie Matson
Paul Gowan
Fred Thomas
Bill Chamberlain
Tom Huffman
Ron Bryan
Tom O'Brien
Rick Smith
Lynn Zimmerman
Bill Windscheif
John Stokes
Jeff Fenton
Jerry Inbody
Rich Gerlach
John McCulley
Jack Stoner
Charlie Miller

Houston (cont'd)

John Ferrier
Eric Meyer
Tom Grumbles
Mike Reynolds
Chris Bozman
Mary Ann Stephenson

Austin

Virgil Weiss
Carl Kerfoot
John Kirkpatrick
Ron Poe
John Roheim
Fred Slavik

Aberdeen

Bob Seymour
Doug Skokna
Joe Beall
Bruce Trego
Kenny Akins

Baltimore

Ron Bauer
Jim Gibson
Brent White
Dave Mahler
Mike Doughty

Hammond

Jim Pava
Matt Tonkovich

Lake Charles VCM

Paul Carrico
Paul Kober
Mike Lundsford
David Booth

Lake Charles LAB

Joe Ware
Randy Gantz
Tony Salah

Oklahoma City

Harry Garrison
Chris Markerson
Joyce Callen

Mansfield

Charlie Miller
George Williams

Jeffersontown

Steve Saborsky
Phil Foote
Greg Lipps

Saddle Brook

Mike Fortier

Lisle

Greg Marchand

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Santa Ana

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Taking Responsible Care®

is published by the Responsible Care® Steering Team

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