

TO: Distribution

FROM: T. G. Grumbles
DATE: August 16, 1988

~~TEG:~~ JEL: ~~MMG:~~ RF

XF: none

Interoffice
Communication

SUBJ: ENVIRONMENTAL MANPOWER NEEDS ASSESSMENT

VISTA

At the annual environmental meeting in May of this year a workshop was held to explore the manpower needs for Vista's environmental effort. As a result of that workshop, Manufacturing and Engineering Management asked that a team be formed and appoint team members. The team consists of myself, Mike Hayes, Paul Warner and Doug Michels. The team's mission statement is as follows:

The Environmental Manpower Team will assess the organizational and manpower needs of the corporation for Environmental Management. Specifically the team will define the areas which Vista's environmental programs should address, the organization structure best suited to address the programs, and the manpower commitments the corporation should make to maintain an effective environmental program.

So much for history. We need your help! First, if your plant or location has done a recent manpower assessment in the environmental area, would you please share it with the team and please send to me. Second, we need you to complete the attached survey forms. We need your input to assure the team has as complete a data base as possible to assist in our assessment. The survey is based on the broad program elements we have initially defined as necessary for a good environmental program. There are two general areas of survey: short-term compliance and long-term strategic planning needs.

Please complete the forms as follows:

- A. Rank the perceived order of importance for the program elements, in both areas for your location or department. All elements will not apply in all locations. Where this is the case, mark them not applicable.
- B. Next rank the adequacy of the effort from 1-5, based on the descriptions below.
 1. Manpower and effort are fully meeting the needs of the program.
 2. Manpower and effort are meeting the primary needs of the program.
 3. Manpower and effort are partially meeting the needs of the program.

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4. Manpower and effort are inadequate to meet the needs of the program.
 5. No effort is being expended.
- C. Any additional comments should be added in the space provided or on additional sheets of paper.
- D. Definitions for certain program elements are below. Questions on other items should be addressed to a team member.

Regulatory Tracking - Obtaining and reviewing new and proposed federal, state, and local regulations and determining the impact on the operations .

Regulatory Compliance - Establishing programs for implementation to comply with regulations affecting the operations whether or not specific to a permit requirement.

Audit - Internal Evaluation; excluding the Houston corporate audit.

Public Communication - Internal and external presentation of information for purposes of educating and informing the public.

Industry Cooperation - Participation in industry organizations addressing environmental issues.

Process Design Review - Evaluation of process designs for environmental and regulatory impact.

Budget/Priorities - The mechanism for including environmental needs into the budgeting process on a timely basis.

Technical Development - Internal development of technologies or identification of technologies for use in environmental control.

Specific questions on the survey should be addressed to any of the team members.

WE ARE ASKING FOR YOU TO RETURN THE SURVEYS BY AUGUST 29.

The survey is being sent to several people in each plant. Please complete the survey independently. We are trying to identify perceived needs as well as actual ones. We believe the survey will only take a short time to complete and due to the small group, your response is important.

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Thank you in advance for your cooperation.

Tom dlj

T. G. Grumbles

dlj

Attachment

Distribution:

LCCP: M. G. Hayes, J. Friend, G. Foshee
LCVCM: E. Taylor, G. Hopkins, D. Conrad
LCLAB: J. W. Ware, P. Warner, M. G. Hayes
BALT: D. L. Mahler, J. Gibson, R. Bauer
OKC: H. Garrison, B. J. McCuddin
HMD: M. Tonkavich, J. B. Maher
ABER: R. Seymour, F. Jeanson, V. Messick
PRM: P. Foote, G. Lipps, S. Saborsky
Blane: D. Campanella, G. Williams, J. Goyette
R&D: R. Martin, R. Poe
Houston: J. Ledvina, W. L. McClain, J. McCulley, C. Dutra,
M. G. Jakel, D. A. Kuhn, T. Heller

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ITEM	IMPORTANCE			ADEQUACY					COMMENTS/NEEDS
	VERY IMP	MODERATELY	NOT IMP	1	2	3	4	5	
SHORT-TERM COMPLIANCE									
1. Compliance Auditing									
2. Training (Environmental)									
3. Reporting (routine and release)									
4. Meeting Permit Requirements									
5. Permit Renewal Preparation									
6. New Permit Needs Review									
7. Incident Response/Review									
8. Incident Prevention									
9. Conoco Asset Purchase Agreement Issues									
10. Process Design Review									
11. Public Communications									
12. Regulatory Tracking									
13. Regulatory Compliance									
14. Budget/Priorities									
15. Industry Cooperation									
ITEMS-LONG TERM STRATEGIES									
1. Waste Minimization									
2. Legislative Lobbying									
3. Design Audits/Review									
4. Auditing									
5. Technology Development									
6. Waste Elimination									
7. Standards Development									
8. Image Building/Communication									
9. Capital Budget Planning									
10. Liability Reduction									
11. Training (non-regulatory)									

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