ETHYL CORPORATION



INTER-OFFICE

To All Maintenance and Construction Supervision ADDRESS

FROM H. O. Bourque ADDRESS

SUBJECT Handling All Material Containing Asbestos DATE January 18, 1979

A revision is necessary to the procedures used in on plant handling and off plant disposal of asbestos. Until such time as the new procedures are completely developed, please do the following:

Discontinue the disposal of all asbestos materials in dumpsters or compactor equipment, effective immediately.

Until further notice the disposal of any material containing asbestos or suspected of containing asbestos should be placed in a used metal drum, lined with a plastic liner (Ethyl Stock No. 50-1663) and marked in two places 180° apart with the information (ASBESTOS ONLY). The material placed in the drum shall be wetted with water (except when the ambient temperature is below 32°F).

When the drum is full, tie the liner tightly shut and tag the bag with an asbestos caution tag (Ethyl Stock No. 61-2810).

The General Services or Auxiliary Group will, on request, move full drums to a holding site on the plant. The General Services or Auxiliary Group will provide empty drums with liners where requested by field forces either in a centralized location or a job site.

Place one or more drums as required in a centralized location or near the job site.

Since asbestos is defined as a hazardous material and the legal regulations are very stringent, it is imperative that this and future regulations be strictly followed.

H. O. Bourque

HOB:pmk

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