

E. Marcus Smith, Aberdeen, Mississippi

Oran D. Steffey, Ponca City, Oklahoma

May 24, 1974

Medical Division Plant Visits for the Purpose of Sampling
Employees

The Medical Division, in the past, has required of plant management the minimum of preparation prior to medical visits to any of the plants for the purpose of obtaining biological samples from employees. We find, however, in order to assure that the best work is done and that meaningful representative samples are obtained, we must request that the following preparations be made prior to future medical visits to your plant:

1. An alphabetical list must be made of all employees. After each person's name tell whether, because of the person's job, he will require
 - (a) Liver profile and blood lead (all Compounding personnel)
 - or
 - (b) Liver profile only (for those outside Compounding and with no lead exposure).
2. A refrigerator will have to be provided. This can be an apartment size and can be moved in from some other department of the plant for our use. It must be defrosted and clean.
3. A centrifuge with a 12-place head must be provided.
4. Clerical help will have to be supplied. They will be expected to fill in necessary information on specimen bottles and keep record of persons submitted for sampling.
5. One other person will be needed to give simple directions to persons being submitted for sampling.
6. The room and restroom which have been made available for our work in the past will be satisfactory. This room, the restroom and associated area will be thoroughly cleaned, and it will be kept clean during the time it will be needed. The following room arrangement will be made:
 - (a) The room will be temporarily divided into a north and a south section. This may be done any convenient way which is available to you. Suggestion is to use supported 4x8' sections of plywood which would form an 8x8' wall. Since these need to be kept clean and will also be used for future visits, they should be

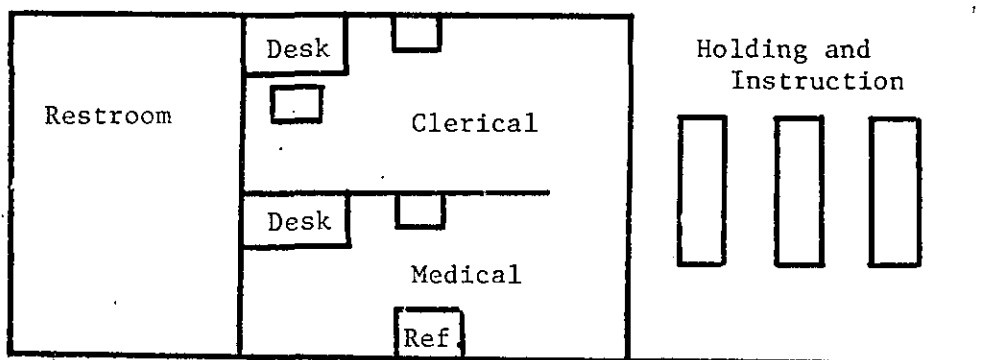
E. Marcus Smith
Page 2

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One end of the wall section should be butted against the existing west inside room wall and thus leave a passageway between the north and south sections to the east.

- (b) Two small tables or desks and three chairs should be provided.
- (c) The area adjacent to the east of this room, where the training tables are located will be needed for seating the people who will be submitted for sampling.

The following plot will give a general idea of the physical needs:



- 8. It is suggested that, since employees will be fasting prior to coming for sampling, orange juice could be provided for them.
- 9. The following plan will be used in handling people:

All persons will come to the Holding and Instruction Area. After receiving instructions they will go to the restroom and obtain urine samples. They will then return to the Holding and Instruction Area.

One at a time they will go to the Clerical Section and the necessary information will be registered.

One at a time they will then go to the Medical Section and have blood samples drawn.

They will then be free to leave the area.

Our tentative schedule will be for us to be in Aberdeen June 23rd. Employees should be scheduled as evenly as possible June 24th through June 27th.

This request is based upon experience which we have had lately, and it is

E. Marcus Smith
Page 3

felt to be necessary .

Our interest is to aid your efforts, and we do appreciate the courtesy which has always been extended us.

Oran D. Steffey
Industrial Hygienist

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