



FILE COPY

PPG INDUSTRIES, INC.

INTEROFFICE CORRESPONDENCE  
LAKE CHARLES, LA

TO: Distribution

DATE: December 11, 1991  
FROM: Howard Duhon (HED)  
SUBJECT: Vinyl Chloride (VC) Training  
Review

A brief meeting was held on December 10, at 1:00 p.m., regarding Vinyl Chloride. In attendance were: Jeff Barker, Max Hekmat, John Cobb, and Howard Duhon. Items covered were:

1. The lesson format (previously submitted by Dick Holliday) was reviewed. The format follows the 10 required items noted in the 11/26/91 minutes VC Training. The format was in the form of transparencies for overhead projector use. A test and MSDS were also contained with a handout on Occupational Safety and Health guidelines for VC-Potential Human Carcinogen.
2. The next item covered was who else may be required to attend the training. Those discussed were:
  - A. Shift Mechanics - to attend
  - B. E-Squad - Max to check further and report back
  - C. Analyzer Repair Group - to be added (work 1-2 hrs/day as needed)
  - D. Complex Swing Crew - to be added (work 1-2 weeks/year)
  - E. Complex Maintenance (30B group) - to be added (replace janitors as needed 1 week or more yearly)

Jeff will send Howard a list to ensure update is correct.

3. The video in for preview, 7 1/2 minutes in length, was viewed. Pending approval from Derivatives the video is on hold.

The meeting adjourned with a lesson format and video in hand. Items to do are:

1. Max to check on E-Squad required or not to attend annual vinyl training.
2. Jeff to send updated copy of those names to be added to vinyl chloride training.
3. Howard to finalize the video.

/lbn

Distribution: John Cobb  
Max Hekmat  
Dick Holliday  
Jeff Barker

SL 074788