

INTERNAL CORRESPONDENCE

PLAINTIFF'S EXHIBIT

KRC-504



Med. Serv.
(UNIT)

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FROM E.R. Goltra, M.D. SUBJECT Asbestos Abatement Contractors

The following guidelines are to be followed whenever the decision is made to proceed with asbestos abatement at a Kerr-McGee facility. These guidelines are written to assure uniformity of performance in the abatement process and to guarantee compliance with the complex and restrictive federal, state, and local standards established to protect employee and public health.

The steps of the guideline are presented in their order of occurrence and are as follows:

- o When the need for asbestos abatement is identified, the Corporate Medical Services must be notified. Medical Services will then prepare the basis for bids document jointly with the Corporate Legal Department. The basis for bids document contains the scope of the project and specific directions to the potential contractor concerning standards to be attained, necessary work practices, safety and worker health procedures, legal and contractual obligations.
- o Facility management will then seek solicitation of bids from qualified asbestos abatement contractors. Included as information to the potential contractor is the basis for bids document. The response to this document from the bidders then must be reviewed by Corporate Medical Services, the Corporate Law Department, the Corporate Insurance Department, and the facility management. This review will include an assessment of technical qualifications and the ability to comply with basis of bids specifications.
- o The above four groups must agree on a potential contractor with respect to qualifications, performance ability, and insurability. Primary consideration must be given to these factors and not the size of the bid. This is an important point to remember.
- o When the contract is let to a successful bidder, the Corporate Medical Department must be notified. The Medical Department then has responsibility for monitoring the progress of the abatement process from the viewpoint of contractual compliance and worker safety

Following these guidelines will hopefully, avoid confusion which has surrounded some asbestos abatement work accomplished in the past.

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