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Committee Meeting with Attachments

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AMERICAN PETROLEUM INSTITUTE
MEDICAL ADVISORY COMMITTEE

Twentieth Meeting
November 14, 1955
Fairmont Hotel
San Francisco, California

Members Present: George M. Saunders, M.D., Chairman
V. C. Baird, M.D., Vice Chairman

L. E. Curtis, M.D.	C. R. Miller, M.D.
Kieffer Davis, M.D.	M. N. Newquist, M.D.
R. E. Eckardt, M.D.	J. W. Osborn, M.D.
K. R. Fourcher, M.D.	R. C. Page, M.D.
C. H. Hine, M.D.	J. C. Ruddock, M.D.
T. J. Kelly, M.D.	Leo J. Wade, M.D.
E. P. Luongo, M. D.	E. R. Ware, M.D.

Technical Advisors Present:

T. B. Albin	L. C. Kemp, Jr.
C. T. Brown	R. M. Landon
R. C. Cole	R. C. Mithoff
E. K. Daniels	A. C. Pabst
J. W. Hammond	T. B. Rendel

Others Registered:

Philip Drinker - Harvard University
J. A. Spence - Standard Oil Company of California
D. V. Stroop - American Petroleum Institute

Members Not Registered:

F. D. Gassaway, M.D.	T. M. Frank, M.D.
W. O. Armstrong, M.D.	W. F. Kahle, M.D.
Lamson Blaney, M.D.	E. K. Linder, M.D.
F. F. Boys, M.D.	R. J. Potts, M.D.
Marshall Clinton, M.D.	B. B. Reeve, M.D.
S. William Crookshank, M.D.	Ralph Schneider, M.D.

I

MINUTES OF NINETEENTH MEETING

ACTION: The committee voted to approve the minutes of the
Nineteenth Meeting as circularized by letter dated
May 10, 1955.

II

SUBCOMMITTEE REPORTSA. Subcommittee on Atmospheric Pollutants - F. P. Luongo, M.D., Chairman

Dr. Luongo presented the subcommittee report dated October 10, 1955, copies of which had been transmitted to all members of the Medical Advisory Committee by letter dated November 2, 1955.

ACTION: The report was accepted.

B. Subcommittee on C₉-C₁₂ Aromatics - C. H. Hine, M.D., Chairman

Dr. Hine presented the subcommittee report dated September 20, 1955, copies of which had been transmitted to committee members by letter dated October 19, 1955.

ACTION: The subcommittee report was accepted.

C. Subcommittee on Carcinogenicity - Robert E. Eckardt, M.D., Chairman

Dr. Eckardt presented the subcommittee report dated October 31, 1955, copies of which had been transmitted to committee members by letter dated November 2, 1955.

ACTION: Following discussion of the report it was accepted by the Medical Advisory Committee.

D. Subcommittee on Dermatology - Leo J. Wade, M.D., Chairman

Dr. Wade presented the subcommittee report dated October 6, 1955, copies of which had been transmitted to all members by letter dated October 19, 1955.

ACTION: The report was accepted and its recommendations were adopted as follows:

- 1) The skin physiology project of Kettering Laboratory was deleted from the 1956-1957 budget of the Medical Advisory Committee.
- 2) The proposal of C. A. Bauman for study of Δ^7 cholestenol was referred to the Subcommittee on Carcinogenicity in the understanding that Dr. Horton will study the subject.

E. Subcommittee on Economic Poisons - L. E. Curtis, M.D., Chairman

Dr. Curtis reported informally on subjects of interest to this subcommittee, particularly the establishment of poison centers in various cities. He offered to compile data on these centers and to have copies of the compilation sent to all members.

ACTION: The subcommittee report was accepted.

II

SUBCOMMITTEE REPORTS (cont'd)

F. Subcommittee on Policies and Practices - K. R. Fouchier, M.D., Chairman

Dr. Fouchier reported comments he had received from subcommittee members on the subject of standard basis for the statistical study of absenteeism as referred to the subcommittee by the Operating Subcommittee on August 23, 1955. A copy of the subcommittee report is attached as Appendix A.

ACTION: The committee accepted the progress report.

G. Subcommittee on Physical Agents - J. W. Osborn, M.D., Chairman

Dr. Osborn presented the subcommittee report dated September 30, 1955, copies of which had been sent to all members on October 19, 1955.

ACTION: The subcommittee report was accepted.

H. Subcommittee on Toxicological Reviews - Marshall Clinton, M.D., Chairman

In Dr. Clinton's absence, Philip Drinker discussed the status of the toxicological reviews.

ACTION: The committee accepted the subcommittee report dated September 29, 1955, as circularized on October 19, 1955.

I. Program Committee - C. R. Miller, M.D., Chairman

Dr. Miller expressed his appreciation for the cooperation and assistance given in the arrangements and holding of the Medical and Health Group Session.

ACTION: The Medical Advisory Committee expressed its appreciation and thanks for the excellent program arranged and carried out by the Program Committee.

III

KEROSINE POISONING

At request of Chairman Saunders, Dr. Osborn made a progress report upon the informal liaison with Torald Sollmann, M.D., Chairman, Committee on Toxicology, American Medical Association.

IV

INTERDIVISIONAL COMMITTEE ON LABELING

API 07222

As a representative of the Medical Advisory Committee, A. C. Pabst gave a brief progress report on the meeting of the interdivisional committee held in San Francisco on November 12, 1955.

IV

INTERDIVISIONAL COMMITTEE ON LABELING (cont'd)

During discussion a member suggested that the Medical Advisory Committee should adopt a statement of policy to the effect that bulk petroleum products should be sold only in containers bearing appropriate labels affixed by vendors.

ACTION: On motion duly seconded the committee voted to table the suggestion; however, the committee thereafter voted in favor of educational work which would promote proper use and discourage improper use of petroleum products.

V

"BLOWS ON THE HEAD"

At the request of Dr. Curtis this subject was referred to the Subcommittee on Physical Agents for study and report.

VI

IN APPRECIATION

ACTION: On motion by Dr. Baird, the committee requested Chairman Saunders to express its appreciation to M. J. Rathbone for his great contribution to the success of the Medical and Health Session held at the API Annual Meeting in San Francisco.

The Committee also requested Chairman Saunders to thank Dr. Howard P. House and his associates for the excellent presentation of the noise problem at the Medical and Health Session.

VII

BUDGET

The committee adopted the recommendation of the Operating Subcommittee for a solicitation of \$75,000 from oil companies in contributions of the same amounts as given in 1955 and recommended that this amount with the unobligated balance in the Medical Advisory Fund should be used in support of the 1956-57 program and budget as follows:

University of Cincinnati - Carcinogenicity	\$58,500
Professor Philip Drinker - retainer	3,000
University of Texas - C ₉ -C ₁₂ Aromatics	20,000
Miscellaneous expense	1,000
Total	<u>\$82,500</u>

NOTE: Copy of report of Medical and Health Committee to Board of Directors is attached as Appendix B.

API 07223

VIII

TWENTY-FIRST MEETING

ACTION: The committee voted to hold its Twenty-first Meeting on Monday, April 23, 1956, in Philadelphia, Pennsylvania, which coincides with the annual meeting of the Industrial Medical Association.

IX

ADJOURNMENT

There being no further business before the Committee, the meeting was adjourned.

Reported by D. V. Stroop
for:
F. D. Gassaway, M.D., Secretary

Approved by: George M. Saunders, M.D.
Chairman

12/2/55

APPENDIX A
TO
MINUTES OF TWENTIETH MEETING OF
MEDICAL ADVISORY COMMITTEE

REPORT OF THE SUBCOMMITTEE ON MEDICAL POLICIES
AND PRACTICES

K. R. Foucher, Chairman

ABSENTEEISM

In reviewing the matter of absenteeism, the Chairman and members of the Subcommittee drew freely from the experiences of other large companies regarding this problem such as Esso Standard Oil and Bell Laboratories. The suggestions outlined in this report cannot be called original, but they do embody basic principles which appear to be sound.

One of the first things to be noted is that absenteeism occurs mainly in a small number of employees. One worker has estimated that one-half of the absenteeism is caused by 5% of the people. Another group felt that 75% of the absences were caused by about 15% of the people. Also, the role that the doctor plays in preventing absenteeism is hardly a major one. Certainly the majority of absences are those of less than a week, which may be due to a variety of causes, many of them not actual illness. If upon return to work they are sent through the Medical Department, the industrial doctor can state with decision that the employee is or is not able to return to work. However, in nearly every case it is impossible for the doctor to use any medical knowledge that he has to determine whether or not the employee was or was not ill several days ago. Therefore, certification by the doctor in industry is not a desirable procedure. If definite procedures were to be established, it was felt that the simplest possible procedure was preferable. A central registry of absences would give us very good statistical information, but would do little to solve the problem. In the following report are definite suggestions for the cure and prevention of absenteeism insofar as this is possible. Certain criteria are established but these should be amended to conform to the individual Company concerned and in certain instances may be changed for the particular department involved. It might create a great deal of difficulty in one department if one individual lost a considerable amount of time, whereas in a department which had some excess staff an absence might hardly be noticed. Therefore, it is felt that the procedure should be varied to meet the precise needs of the department or company concerned.

SUGGESTED ABSENTEE CONTROL PROCEDURE

Absenteeism is most properly the direct concern of division and department heads, because it is at this level that the absence of personnel is directly reflected in decreased service and efficiency with the resultant increase in costs. For this reason the following suggested plan of absenteeism control has been outlined to place the

responsibility for supervising and carrying out the plan at the division or departmental head level. Since the plan also promulgates certain disciplinary measures it is felt that primary responsibility for its functioning should rest with those who are directly responsible for an individual employee's performance. Service groups which play an important role in the plan are called upon at the request of the division or department head.

The following criteria are used to define excessive absence:

1. When the number of absences for any reason (regardless of the length of each) exceeds five in one calendar year.
2. When the total number of work days absent for all reasons exceeds twenty per year for two consecutive calendar years.
3. When the number of absences are less than defined in (1) or (2) above but the division or department head has reason to believe the absences could have been avoided.

Using these criteria, the division or department head reviews the absentee record of each employee every time he is absent. Employees with excessive absences are then called in for a discussion regarding their record with the division or department head. This discussion would be in the nature of a frank and friendly review of the employee's performance record and efficient operations. While specific medical problems should be avoided, the discussion will probably go into the employee's general health status. The department head will then suggest to the employee that he visit the Medical Department, on his own initiative, for a full review of any health problems. This will serve three chief purposes: (1) The employee will know that his absenteeism is a matter of concern to his department head. (2) The feeling will be created that the department is interested in helping solve the problem, and (3) The way will be open for the Medical Department to make a review of the employee's health status, and, where possible, offer a solution. If at the time of the discussion the department head discovers that a personnel problem exists, it will be suggested to the employee that he visit the Employee Relations Department, in a similar manner.

At the end of six months the employee's record would again come up for review. If no improvement has occurred the employee should be requested to report to the Medical Department for an evaluation of medical status to determine if reassignment of duties is desirable and whether absences are consistent with his state of health. The purpose of his visit to the Medical Department should be carefully explained to the employee. The Medical Department will then give a definite opinion to the Department Head. (Individual letter, no forms).

If the employee's absences are felt to be consistent with his state of health he would then be subject to whatever administrative action was felt indicated as consistent with efficient operations and in line with his abilities as determined by the Medical and/or Employee Relations Departments.

If the employee's absences are found to be inconsistent with his health status, a further discussion with his department head would follow and disciplinary action taken.

KRF:ml

November 7, 1955

APPENDIX B
TO
MINUTES OF TWENTIETH MEETING OF
MEDICAL ADVISORY COMMITTEE

REPORT OF MEDICAL AND HEALTH COMMITTEE

M. J. Rathbone, Chairman

The Medical and Health Committee has continued its supervision of the organization and work of the Medical Advisory Committee during the past year.

In addition and in accordance with action taken by the board, an Interdivisional Committee on Labeling has been organized and is now working upon the several problems incidental to regulations governing the use of precautionary labels on sales containers of petroleum products.

As authorized in its budget for 1955-56, the Medical Advisory Committee has organized a research project to investigate the toxicity of C₉-C₁₂ aromatics. The work is being done by the Medical Branch of the University of Texas under an API agreement and grant.

Also as authorized last year, preliminary steps have been taken to establish liaison between the Medical Advisory Committee and the Smoke and Fumes Committee (Division of Refining) to the end that medical aspects of the smoke and fumes problem will be included in the research program of the Division of Refining.

As recommended by the Medical Advisory Committee and on behalf of the Medical and Health Committee, which has not held a meeting this year, I request approval for the solicitation of \$75,000 from oil companies in contributions of the same amounts as given in 1955 to be used with unobligated balance in Medical Advisory Fund in support of 1956-57 program and budget as follows:

University of Cincinnati - Carcinogenicity	\$58,500
Retainer for Prof. Philip Drinker	3,000
University of Texas - Toxicity of C ₉ -C ₁₂ Aromatics	20,000
Miscellaneous Expense	<u>1,000</u>
Total	\$82,500

November 15, 1955

API 07228

AMERICAN PETROLEUM INSTITUTE
MEDICAL ADVISORY COMMITTEE

Twenty-first Meeting
April 23, 1956
The Warwick
Philadelphia, Pennsylvania

MEMBERS PRESENT

L. E. Curtis, M. D., Chairman
V. C. Baird, M. D., Vice Chairman

W. O. Armstrong, M. D.	E. K. Linder, M. D.
Lamson Blaney, M. D.	E. P. Luongo, M. D.
F. F. Boys, M. D.	C. R. Miller, M. D.
J. W. Crookshank, M. D.	M. N. Newquist, M. D.
R. E. Eckardt, M. D.	J. W. Osborn, M. D.
T. M. Frank, M. D.	B. B. Reeve, M. D.
C. H. Hine, M. D.	J. C. Ruddock, M. D.
T. J. Kelly, M. D.	G. M. Saunders, M. D.
Leo J. Wade, M. D. (represented by J. J. Thorpe, M. D.)	

TECHNICAL ADVISORS PRESENT

R. D. Bent	R. M. Landon
E. K. Daniels	C. A. Neilson
A. E. Dooley	A. C. Pabst
Paul D. Halley	T. B. Rendel
J. W. Hammond	C. L. Samuelson, M. D.

Jack Spence

OTHERS REGISTERED

Allan Collins	- Shell Oil Company
Philip Drinker	- Harvard University
Robert R. Dugan, M. D.	- Continental Oil Company
O. C. Haier	- Standard Oil Company (Ohio)
Brewster S. Miller, M. D.	- The Buckeye Pipe Line Company
H. W. Prince, M. D.	- Standard Oil Company of California
L. E. Renes	- Phillips Petroleum Company
W. E. Scovill	- Standard Oil Company (Ohio)
G. A. Sinclair, M. D.	- Imperial Oil Limited
D. V. Stroop	- American Petroleum Institute

MEMBERS NOT REGISTERED

Marshall Clinton, M. D.	R. C. Page, M. D.
Kieffer Davis, M. D.	R. J. Potts, M. D.
K. R. Fourcher, M. D.	Ralph Schneider, M. D.
F. D. Gassaway, M. D.	E. R. Ware, M. D.

MINUTES OF TWENTIETH MEETING

ACTION: The committee voted to approve the minutes of the Twentieth Meeting as circularized by letter dated December 22, 1955.

II

SUBCOMMITTEE REPORTS

A. Operating Subcommittee - L. E. Curtis, M. D., Chairman

Dr. Curtis reported for the subcommittee. His report in the form of "Memorandum of Meeting" April 22, 1956 is attached as Appendix A.

ACTION: The report was approved.

B. Program Subcommittee - B. B. Reeve, M. D., Chairman

Dr. Reeve presented the subcommittee report which is attached as Appendix B.

ACTION: The report was accepted.

C. Subcommittee on Atmospheric Pollutants - John C. Ruddock, M. D., Chairman

Dr. Ruddock presented the subcommittee report which is attached as Appendix C.

ACTION: The Medical Advisory Committee voted to accept the subcommittee report and to recommend to the Medical and Health Committee that it should request the Division of Refining to include in its 1957 budget estimates an item of \$20,000 in the Smoke and Fumes Funds for a study of the human health aspects of air pollution as proposed by the Subcommittee on Atmospheric Pollutants.

D. Subcommittee on C9 - C12 Aromatics - C. H. Hine, M. D., Chairman

Dr. Hine presented the subcommittee report which is attached as Appendix D.

ACTION: The report was accepted.

E. Subcommittee on Carcinogenicity - Robert E. Eckardt, M. D., Chairman

Dr. Eckardt presented the subcommittee report which is attached as Appendix E.

ACTION: The report was accepted and the Medical Advisory Committee voted to recommend that the Medical and Health Committee should not object to the publication of:

- 1) Manuscript entitled "Carcinogenesis of Skin II".
- 2) Abstract entitled "Relationships Between the Composition and Carcinogenic Properties of Various Refinery Streams".

F. Subcommittee on Economic Poisons - J. W. Osborn, M. D., Chairman

Dr. Osborn presented the subcommittee report which is attached as Appendix F.

ACTION: The report was approved.

G. Subcommittee on Physical Agents - Lamson Blaney, M. D., Chairman

Dr. Blaney presented the subcommittee report which is attached as Appendix G.

ACTION: A majority of members voted to accept the report.

Note: Doctors B. B. Reeve and J. J. Thorpe have requested to be recorded as having voted against the \$5,000 contribution for research on noise.

H. Subcommittee on Toxicological Reviews - Marshall Clinton, M. D., Chairman

In the absence of Dr. Clinton, Dr. Baird presented the subcommittee report which is attached as Appendix H.

ACTION: The report was accepted and the committee voted its appreciation for the outstanding services which had been rendered by Dr. Clinton as chairman of the Subcommittee on Toxicological Reviews. The chairman was requested to inform Dr. Clinton of this vote of appreciation.

III

REPORTS BY LIAISON MEMBERS

A. Dermatitis Survey - Leo J. Wade, M. D.

In Dr. Wade's absence, Dr. Thorpe presented the report which is attached as Appendix I.

B. American Standards Association - Allan Dooley

Mr. Dooley gave a brief informal report supplementing his written report of January 24, 1956 on the status of ASA projects of interest to the Medical Advisory Committee.

C. American Medical Association - J. W. Osborn, M. D.

Dr. Osborn made a brief informal report.

1. Labeling Committee

Dr. Newquist reported on progress being made by the Interdivisional Committee on Labeling.

2. First Aid Training - T. M. Frank, M. D.

Dr. Frank stated that the API program of first aid training was developing most successfully.

Note: Subsequently, Dr. Frank recorded his hope that each member of the Medical Advisory Committee would review the API First Aid and Safety Training Guide and would send his comments and suggestions to:

T. M. Frank, M. D.
American Oil Company
Texas City, Texas

IV

TWENTY-SECOND MEETING OF MEDICAL ADVISORY COMMITTEE

ACTION: The Committee voted to hold its twenty-second meeting during the Thirty-sixth Annual Meeting of the American Petroleum Institute with three sessions as follows:

Monday, November 12th, 1956 - Conrad Hilton Hotel

10:00 A. M., Medical and Health Session
(open to all API members and the public.)

2:00 P. M., Twenty-second Meeting, Medical Advisory Committee
(Business meeting of members and their technical advisors.)

Tuesday, November 13th, 1956 - Conrad Hilton Hotel

10:00 A. M., - 6:00 P. M., MAC Round Table -
(unscheduled informal discussion by members only.)

V

ADJOURNMENT

There being no further business before the committee, the meeting was adjourned.

Reported by D. V. Stroop
for F. D. Gassaway, M. D., Secretary

Approved by:
L. E. Curtis, M. D.,
5/1/56 Chairman.

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