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XF: 30-7-10-4
HENDON

Interoffice Communication

TO: Safety Directors

~~1 extra for~~

FROM: Tom Grumbles

DATE: June 5, 1984

SUBJ: INDUSTRIAL HYGIENE MEETING

The meeting will be held on June 27-28 at the Lake Charles Hilton. Rooms will be reserved in your name. The room list is attached. Please let me know if there are additions or changes. Please note the following:

1. There will be a continental breakfast the first morning at 7:00 a.m.
2. Lunches will be similar to last year. We'll go through the buffet line and eat in a separate room.
3. There will be a cocktail party Wednesday evening. No group dinner is planned.
4. Room rate is \$49.00.
5. The meeting room is Suite 126.

A final agenda with comments is attached. Please review the enclosed material and be prepared for discussions as indicated.

Thomas G. Grumbles

ajo

Attachment

cc J. R. Drumwright, J. J. Hall, J. E. Rutledge
Plant Managers, R. D. Gamblin

VVV 000012223

1984 INDUSTRIAL HYGIENE MEETING AGENDA

Wednesday, June 27

- 7:00 Continental Breakfast
- 8:00 Regulatory Update
- 8:30 Hazard Communication Standard
- Review of standard
 - Compliance programs
 - Individual plant programs
- (Review standard and suggested compliance guidelines. Be prepared to discuss plant program.)
- 10:00 Break
- 10:15 Vista I.H./Toxicology Resources
- Discussion of needs
 - Current resources available
 - Future Needs (Equipment, Consultants)
- 10:45 Vista Medical/Workers Compensation Programs
- Dr. Drummwright to discuss plans
- 11:30 Lunch
- 1:00 Vista I.H. Computer Program
- Darrell Riffe will present the PC program
- 2:00 Adjourn To VCM Plant for Hands-On Computer Demonstration/Workshop
- 5:00 Cocktail Party / Hilton Hotel - Back Porch

Thursday, June 28

- 8:00 Respiratory Protection - Current Issues
- Jerry Halford, Respiratory Protection Services, Inc.
(Outline Enclosed)
- 10:00 Break

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10:15 Training Programs

- Current status
- Video plans
- Recommended production procedures - Jim Rutledge

11:15 Vista Assets Purchase Agreement

- Review of liabilities resoulution - Jim Hall

12:00 Lunch

1:00 Review of Current TSCA Programs

- 8(c)
- 8(d)
- Vista Changes

1:30 General Discussion

2:30 Adjourn

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ROOM LIST

	<u>June 26</u>	<u>June 27</u>
Jim Rutledge	X	X
Tom Grumbles	X	X
Jim Hall	X	X
Dr. Drumwright	X	X
Ed Taylor	X	X
Randy Gantz	X	X
Laurie Mauerman	X	X
Al Sather	X	X
Jerry Halford		X

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JERRY HALFORD
RESPIRATORY PROTECTION SERVICE, INC.

CONOCO PRESENTATION
Lake Charles, La.
June 27, 1984

- I. Need for Respiratory Protection Program
 - A. Legal and Financial Impact
 - 1. September 1983 incident
 - 2. Port Arthur questionnaire
- II. Administrative Problem Areas
 - A. Written Program
 - 1. Non-functional written program
 - 2. Deviation from written program
 - B. Medical Evaluations
 - 1. Incorporated with physical exam
 - 2. Respirator use medical questionnaire
 - C. Restrictions
 - 1. Facial hair policies
 - 2. Medical limitations
 - 3. Corrective lenses
 - D. Contract Service Employees
 - 1. Liabilities of supplying respirators
 - 2. Preventative measures if supplying respirators
- III. Equipment Maintenance and Inspection
 - A. General Inspection
 - 1. Inspection of individually issued equipment
 - B. Regulator testing
 - 1. Alarm testing
 - C. Contracted Inspections
 - 1. What to expect
 - D. Maintenance and Inspection Record Keeping

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