

INTRACOMPANY CORRESPONDENCE

A-93 (Rev. 1-68)

FROM:	Dale M. Prokopchak - Ind. Hyg. & Tox. - E-L-12	
TO:	H. M. Cole, R. E. Benton, S. M. Gidley	
COPY:		
DATE & SUBJECT:	November 29, 1989	INDUSTRIAL HYGIENE MANUAL

Enclosed please find the RMC Charter, which outlines the major responsibilities the Corporate Industrial Hygiene Department provides to ensure a "... healthy work environment for employees." The following sections are thus assigned:

- (1) Occupational Exposure Assessment - HMC
- (2) Hearing Conservation Program - DMP
- (3) Hazard Communication Program - HMC & SMG
- (4) Respiratory Protection Program - REB
- (5) Asbestos Control Program - REB
- (6) Heat Stress Program - HMC
- (7) Confined Space Program - HMC/BJS
- (8) Audit Program - DMP

Question: How do we address Sections 9-13? (Section 11 can include directives, issues, etc., on benzene, PCB's, hazardous waste, etc.)

Let's try to get information coming in the week of December 11th in order that Ms. Slaven can begin the laborious task of word processing.

Thanks.

Dale *DP*

DMP/cjs

Enclosure

TX TINER
RMC0042913

CHARTER

AIR CONTAMINANTS

OSHA Permissible Exposure Limits
 Hazardous Chemical List
 Industrial Hygiene Survey Form
 Sampling Method for Selected Contaminants

RESPIRATORY PROTECTION

Deleted Written Respirator Program *with ap. A B C*
~~Appendix I - Decision Logic Charts~~
~~Appendix II - Respirator Protection Factors~~
~~Appendix III - Qualitative Fit Testing~~
 A Annual Respirator Reporting Form
 B Qualitative Fit Testing Record
 C

HEARING CONSERVATION

Policy
 Determination of Hearing Impairment using AMA Guide
 Audio Dosimeter Noise Survey Form
 Sound Level Meter and Octave Band Analyzer Survey Form
 Sampling Methods for Noise
 Audiogram Review Form
 Presbycusis Calculation Worksheet
 OSHA Standard Threshold Shift Letters
 Approved Personal Hearing Protection
 (I. H. Bulletin 125 - 7-21-86)
 OSHA Noise Standard - Hearing Conservation Amendment
 (I.H. Bulletin 120 - 4-7-83)
 Training Aids
 Plant Self-Audit for Hearing Conservation

HAZARD COMMUNICATION

OSHA Hazard Communication Standard
 (I. H. Bulletin 123 - 9-28-84)
 Written Hazard Communication Program
 Employee Brochure
 Occupational Guides
 Acute Hazards
 Chronic Hazards
 Physical Hazards
 Glossary of Common MSDS Terms
 Warning Label
 Hazard Classification Worksheet for MSDS Review
 Access to Records
 Graph Worksheet for Creating Exposure Information
 Sample Graphs and Chemical Inventory
 Plant Self-Audit for Hazard Communication

SPECIAL EMPHASIS INFORMATION

Asbestos (I.H. Bulletin 126 - 1-9-87)
 Ceramic Fibers (I.H. Bulletin 124 - 8-2-85)
 Glycol Ethers (I.H. Bulletin 117 - 8-11-81)
 Polychlorinated Biphenyls (PCBS)
 (I.H. Bulletin 118 - 8-12-81)
 Cyanide Storage Handling Audit

EMPLOYEE TRAINING

List of Audio/Visual Aids

PRODUCT STEWARDSHIP

Videotape: Hazard Communication Program
 Hazard Communication Manual

INDUSTRIAL HYGIENE DIRECTIVES

Toluene Standard (I.H. Bulletin 101 - 11-16-73)
 Heat Stress Standard (I.H. Bulletin 103 - 12-6-73)
 Heat Stress Standard (I.H. Bulletin 104 - 1-23-74)
 Chromic Acid (I.H. Bulletin 105 - 2-8-74)
 Project Asbestos (I.H. Bulletin 106 - 6-13-74)
 Proposed Standard for Occupational Noise Exposure
 (I.H. Bulletin 107 - 10-30-74)
 Summary of Airborne Contaminants and Physical Stresses
 in Reynolds Metals Company Plants - Medical and
 Industrial Aspects (I. H. Bulletin 108)
 Approved Personal Hearing Protection Devices (I.H.
 Bulletin 109 - 3-11-75)
 Trichloroethylene - OSHA Proposed Standard (I.H.
 Bulletin 110 - 10-27-75)
 Emergency Temporary Standard for Benzene (I. H.
 Bulletin 111 - 5-13-77)
 Benzene (I. H. Bulletin 112 - 4-11-78)
 Hydrofluoric Acid (I. H. Bulletin 113 - 3-20-79)
 Lead (I. H. Bulletin 113 - 4-12-79)
 Approved Personal Hearing Protection (I. H. Bulletin
 114 - 11-7-79)
 Addendum to Industrial Hygiene Bulletin #114 (Approved
 Hearing Protectors) (I. H. Bulletin 114-A - 5-28-82)
 Polychlorinated Biphenyls (PCBs) (I. H. Bulletin 115 -
 12-4-79)
 OSHA Regulation (I. H. Bulletin 116 - 4-1-81)
 Polychlorinated Biphenyls (PCBs) (I. H. Bulletin 118 -
 8-12-81)
 Approved Personal Hearing Protection (I. H. Bulletin
 119 - 4-7-83)
 OSHA Noise Standard - Hearing Conservation Amendment -
 (I.H. Bulletin 120 - 4-7-83)
 Asbestos (I. H. Bulletin 121 - 11-29-83)

TX TINER
 RMC0042915

Asbestos Demolition and Removal (I. H. Bulletin 122 -
5-21-84)
OSHA Hazard Communication Standard -
(I. H. Bulletin 123 - 9-28-84)
Ceramic Fibers (I. H. Bulletin 124 - 8-2-85)
Revised Approved Personal Hearing Protection
(I. H. Bulletin 125 - 7-21-86)
OSHA Asbestos Standard (I. H. Bulletin 126 - 1-9-87)

TX Tiner
RMC0042916