FRICTION MATERIALS STANDARDS INSTITUTE, INC., E-210 ROUTE 4, PARAMUS, N. J. 07652

January 30, 1978

To: Officers and Board of Directors

Subject: Work Practices Booklet for Friction Materials Users

At a recent meeting of the Asbestos Study Committee, a resolution was unanimously approved:

> That the Asbestos Study Committee recommends that the Institute prepare and circulate a work practices booklet for users of friction materials in auto repair and industrial shops.

A Work Practices Manual would be aimed at the brake (and clutch) repair shop and would likely include heavy duty and industrial shops. The Johns-Manville Corporation would assist in its preparation with art work and layout help. It would be the intention of the Institute that this would be a "brake-even" job with any printing costs to be recovered by the sale of these booklets to members. Circulcation would be to members for their distribution to their customers.

While the Committee was unanimously in favor of preparing such a manual, I indicated I would have to ask Board approval of this work. A Task Force is already at work preparing the content of this manual.

Would you please indicate your approval (or disapproval) of this action on the enclosed ballot. A stamped return envelope is enclosed for your convenience in replying.

EWD/erc
Enclosure: Ballots (Directors only)

E. W. Drislane
Executive Director

V-13
(2)

FRICTION MATERIALS STANDARDS INSTITUTE, INC., E-210 ROUTE 4, PARAMUS, N. J. 07652

DIRECTORS' BALLOT

Friction Materials Standards Institute, Inc.
East 210 Route 4
Paramus, New Jersey 07652

Gentlemen:

As regards the Institute memo of January 30, 1978, relative to the Institute preparing a Work Practices Booklet for the Friction Materials User:

I approve (____)

I do not approve (____)

By _____

Date _____