

Inter-Organization Correspondence		BFG
TO	FIELD POINT OR DEPT. & BLDG. NO.	DATE YOUR LETTER
OSHA Administrators	See Below	
FROM	FIELD POINT OR DEPT. & BLDG. NO.	DATE THIS LETTER
A. M. Fairlie	Cleveland	12-13-74
SUBJECT		

Personnel Monitor Card

TO: L. S. Wallis - ALGC
 L. A. Bennett - ALTC
 M. Lukity - Brecksville
 J. R. Render - Calvert City
 D. E. Giffin - Henry
 W. Stillman - Long Beach
 C. C. Talbott - Louisville
 D. P. O'Keefe - Pedricktown

A system of records to comply with the OSHA vinyl chloride monomer regulations must be organized before January 1, 1975. This letter deals with personnel monitoring (PM) records.

Bob Toole issued a note on November 26, 1974 which introduced a possible data form for recording PM data and entering it onto keypunch cards for the computer. This form and its uses were critiqued among the OSHA administrators and used in designing an improved PM card. Attached is a facsimile of the improved personnel monitor card and a description of its use. We plan to run 5,000 of these cards off in Cleveland for distribution to the plants by Thursday, December 19th. If there is any serious problem in the use of these cards, you should contact Bob Toole or Jim Klupar immediately.

These cards are to be keypunched as indicated; the attached instructions deal with how to fill the card out. P. J. Horvath of the Cleveland Systems Group is preparing the method of entering the cards into the computer from the plants. This method will include validation by the computer to determine whether these cards have been filled out correctly. This should assist you in identifying incorrectly prepared cards rapidly and also in avoiding entry of erroneous data onto the data tape in Cleveland.

It is recommended that you start using these personnel monitor cards immediately and keypunch them. Then hold the keypunched cards until instructions are received from P. J. Horvath as to how this information should be entered into the computer.

The following table indicates the numbers of personnel monitor cards we plan to send to the plants next week. We are contacting Jan Kidder to have BFG forms printed as soon as possible. This first month's supply of cards should suffice until these forms are available.

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Avon Lake General Chemical	1,000 cards
Avon Lake Technical Center	200 cards
Brecksville R&D	100 cards
Calvert City	600 cards
Henry	500 cards
Long Beach	500 cards
Louisville	1,000 cards
Pedricktown	500 cards

We are writing five computer programs for the retrieval of information from these cards in a number of forms. A note about the content of these programs is being prepared. Programming is to start immediately, and hopefully will be completed before January 11, 1975. Our scheduled deadline is February 1, 1975. As you can see from these dates, these programs should be available to you at the plants in the very near future. They are designed for the use of the plants, Cleveland Management, and for the convenience of OSHA representatives from the government. These programs will be available for use by and at the plants. We plan to prepare a manual describing these programs and their use which will be distributed to the plants in parts as soon as each program is ready and has been documented.

Last September John Schaap issued a note describing data format to use with personnel monitoring data for the IBM 370. If you have already keypunched cards in this format and have stored this information in the computer, it can be reformatted by the computer into a form compatible with the personnel monitor cards. This information need not be discarded or keypunched a second time. John Schaap is writing a program which will handle the reformatting.

AMF/clis
Atts.

A. M. Fairlie
A. M. Fairlie

cc: E. E. Atkins	R. M. Kreager	R. W. Strassburg
C. W. Ball	R. A. Krueger	R. R. Taylor
O. F. Beckmeyer	P. H. Lawrence	<u>R. L. Toole</u>
R. C. Bosshardt	C. J. Lee	R. A. Vanko
A. W. Clements	C. D. McCrosky	H. Waltemate
C. B. Cooper	R. S. Morgan	A. R. Webber
L. B. Crider	T. E. Neff	J. M. Whitney
D. G. Desrosiers	J. L. Nelson	C. L. Woods
H. S. Haller	B. A. Prusinoski	D. T. Wright
E. W. Harrington	R. N. Rylands	P. M. Zakriski
M. N. Johnson	L. W. Salzer	P. J. Horvath
E. B. Katzenmeyer, Jr.	J. P. Sandoz	
A. L. Keller	G. D. Schaaf	
J. A. Klupar	J. C. Schaap	

NGC 15287

DESCRIPTION OF TERMS ON PERSONNEL MONITOR CARD

1. PLANT

Use the same plant code as that used in the Health Records Study, entering plant numbers as 01, 02, 03, etc. The plant code numbers are as follows:

01 -- Avon Lake General Chemical
02 -- Avon Lake Technical Center
03 -- Calvert City
04 -- Henry
05 -- Long Beach
06 -- Louisville
08 -- Pedricktown
09 -- Brecksville Research Center

2. REG. AREA NO.

This number would normally be the building number if this is the regulated area in question. Other regulated areas in your plant must be given a number designation. Please send a list of regulated areas and their numbers to Bob Toole, Jim Klupar, Andy Fairlie, and other people who should have this list in their possession.

3. SOCIAL SEC. NO.

As indicated.

4. NAME

Last name should be entered first with the first letter in column 15. The initials are entered at the extreme right in columns 29 and 30 with no periods. If the individual has no middle name, enter his initial in column 29.

5. DATE

Enter as month, day, and year as indicated.

6. SAMPLE NUMBER

Sample number is to be any number convenient to the plant's use.

7. JOB CODE

Use the same job code as that in the Health Records Study. If the job code is one or two digits, enter zeros in columns 41 or 42 as required. For example, job code 11 should be entered "011." If your location has not participated in the Health Records Study, a job code system should be developed to represent each type of job

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filled by various employees exposed to vinyl chloride monomer.*

8. SHF*

This column represents the shift the employee works in. Enter as an alphabetical character; A, B, C, or D, as appropriate.

9. SPECIFIC TASK NO.

If this is a "4-hour TWA monitoring" enter the "specific task" as "000" always. For the short monitorings of "specific tasks" such as blowing down a poly, etc., the plant should develop a list of specific task numbers for use with the personnel monitoring cards. Send this list to R. L. Toole, J. A. Klupar, A. M. Fairlie, and other appropriate people. The specific task number should always be entered as a three-digit code. If the assigned number is less than 100, enter zeros in column 49 or columns 49 and 50 as is appropriate. We need this list immediately.

10. RP*

This item refers to whether respiratory protection was used, and if so, what type was used. The following codes are appropriate:

- 0 = No Respiratory Protection
- 1 = Cartridge
- 2 = Air Respirator
- 3 = Cannister

11. P.M. VCM (PPM)

This item represents parts per million vinyl chloride monomer as determined by the charcoal tube personnel monitor. All boxes must be filled.

12. OPTIONAL EXTRA INFO

This consists of two sections. One is "OVA" and the other is "Bendix TWA." This information may be entered or may not be entered at the user's discretion. There also may be occasions on which only OVA data is taken for short term measurements of very high exposures or specific task studies. This information would be entered as the average, the maximum value, and the number of points recorded under

* A note describing the "job code" or "job classification" was issued by W. J. Wilcox, Cleveland Office, Subject: "Health Records Study," May 9, 1974. If you need a copy of this document, contact A. M. Fairlie or Bill Wilcox and we will see that you get one.

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the OVA section between columns 52 and 59. If a Bendix TWA estimate of the exposure is made for comparison with personnel monitor data, this information would be entered in columns 60 through 62.

13. TIME BEGUN

Enter as indicated. If the time is less than 1000, enter a "0" in column 63. Use 24-hour clock.

14. EXPOSURE TIME, MIN.

This is entered in columns 67 through 69. If the exposure time is less than 100 minutes, enter a "0" in column 67.

15. COLUMNS 70-79

These columns are not to be used at this time. Later on it may be necessary to enter information on other monomers, such as vinylidene chloride, etc.

16. AC*

This stands for activity code. This column should be left blank for the present. Later on if a change in format occurs, it may be necessary to enter some activity code at this point.

17. DATA NOT TO BE KEYPUNCHED

This information includes supervisor, air flow rate through the Bendix pump, the volume of air in the sample, and the total vinyl chloride monomer as determined by analysis of the charcoal tube. This is for use by the laboratory and OSHA administrator.

18. THERE IS A BOX AT THE EXTREME LOWER RIGHT CORNER OF THE PERSONNEL MONITOR CARD

This is used to record the date this report is shown to the employee and the employee initials acknowledging that he has seen his personnel monitoring results.

Question : If there is interest in accumulating area data on this format — could put years for S.S. No and Area. A for none of employee

AMF/clb
12/13/74

NGC 15290

EXAMPLE

PERSONNEL MONITOR CARD

REG.		NAME														DATE				SAMPLE																			
PLANT	AREA	SOCIAL SEC. No.														LAST	INIT	MO	DA	YR	NUMBER																		
06	005	6	9	0	7	2	1	5	9	1	S	M	I	T	H			A	Z	0	3	1	9	7	5	0	1	2	1	2									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
JOB	S	SPECIFIC	R	P.M.	OPTIONAL EXTRA INFO														TIME	EXPOS																			
CODE	SHIFT	TASK NO.	P	VCM	AVG	MAX	No	RD	BENDIX	TWA	BEGUN	TIME, MIN.																											
0658	0	17	1	0	1	9												0	8	2	5	0	1	5															
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
SUPERVISOR				AIR FLOW RATE				SPL VOL				TOTAL VCM																											
R.J. Miller				30 CC/MIN				450 CC				152000 Int. Area																											
* SHF = SHIFT - A, B, C, OR D.																		→ 3.56 PPM X 2400 = 19.450 PPM																					
R.P. = RESPIRATORY PROTECTION TYPE : 0 = NONE, 1 = CARTRIDGE																																							
2 = AIR RESPIR., 3 = CANNISTER																																							
A.C. = ACTIVITY CODE - IGNORE																																							
																		REPORT TO EMPLOYEE ?																					
																		DATE SHOWN																					
																		EMPLOYEE INIT.																					

PERSONNEL MONITOR CARD

REG.		NAME														DATE				SAMPLE																				
PLANT	AREA	SOCIAL SEC. No.														LAST	INIT	MO	DA	YR	NUMBER																			
JOB	S	SPECIFIC	R	P.M.	OPTIONAL EXTRA INFO														TIME	EXPOS																				
CODE	SHIFT	TASK NO.	P	VCM	AVG	MAX	No	RD	BENDIX	TWA	BEGUN	TIME, MIN.																												
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
SUPERVISOR				AIR FLOW RATE				SPL VOL				TOTAL VCM																												
* SHF = SHIFT - A, B, C, OR D.																																								
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