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From: Clegg, Patsy M SCC-CHSE-PC
</O=SHELL/OU=MSXSCC/CN=RECIPIENTS/CN=PH197432>
Cc:
Bcc:
Received Date: 2004-04-27 19:45:47 GMT
Subject: FW: BHRC - OC 4/21/22 dtf minutes for review

Want to encourage everyone to begin working on action items. As I read through the draft minutes, I made phone calls and sent emails to begin work on my action items.

API, I look forward to the spreadsheet with all this outlined. Hopefully, we can review it on the May 14 call.

Regards,
Patsy

Patsy Clegg
Product Steward
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-----Original Message-----

From: Lorraine Twerdok [mailto:Twerdoki@api.org]
Sent: Friday, April 23, 2004 4:55 PM
To: Benzene OC listserve (E-mail)
Subject: BHRC - OC 4/21/22 dtf minutes for review

>

To BHRC OC -

Please find attached for your review and comment the minutes from the April 21/22 OC meeting in Houston

Comments are due May 7, 2004

Regards,
Lorraine

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Attachments:

2004 04-21-04 Draft OC mtg minutes.ZIP

**BHRC Oversight Committee Meeting
Houston, TX
April 21 & 22, 2004
Draft Minutes**

Attendees:

<i>In person:</i>	<i>By phone:</i>
Patrick Beatty, ChevronTexaco	Stuart Cagen, Shell (4/21/04)
Don Burnett, BP	Mark Fitzsimmons, Steptoe & Johnson (p/t)
Patsy Clegg, Shell	Bruce Jarrot, API (p/t)
Brian Doll, ExxonMobil	John Wagner, API (p/t)
Mike Johnston, ConocoPhillips	
Lynn Russo, ExxonMobil	
Lorraine Twerdok, API	
Stuart Cagen, Shell (4/22/04)	

Meeting called to order at 1:10 PM by Patsy Clegg, and safety review provided.

Antitrust by Lorraine Twerdok

Quorum established, with all five major funding sponsors represented. (both days)

4Q03 Financial Report:

Stuart Cagen provided detailed report review. OC approved financial report pending following changes:

- Move \$52,634 AHS pre-consortium expenses to contingency; these expenses were incurred prior to contract for full study, and should not be expensed toward AHS approved budget amount
- Remove \$100K anticipated income from UCHSC interest for 2001, 2002 and 2003 and reduce contingency amount by \$100K. No provisions to recover interest in original grant agreement. This provision has been added to amendment #2, which adjusted grant total to \$14,508,000 and revised payment schedule.
- Correct total column for case accrual worksheet
- Delete 2004 invoice detail from sponsor invoice detail worksheet

Decision: ChevronTexaco, ConocoPhillips, ExxonMobil and Shell voted that no sponsor invoicing is required for 2004. BP abstained. (Motion by Shell, second by ConocoPhillips)

Decision: Disburse UCHSC 4/04 grant payment (\$874,031). A letter will be sent notifying UCHSC of payment and indicating:

- Before next payment, per amendment (quote amendment), UCHSC will provide notification/documentation that unspent fund balance has dipped below the 5% threshold
- Request a statement of accounting through 9/30/04 if amendment condition is met
- Request accounting as of 3/31/04 (how much cash at UCHSC?)

Budget Action Items:

- Revise 4Q03 financial report as directed - **Lorraine**
- Document with UCHSC that API requested interest for 2001,2002 and 2003 unspent funds and was denied, indicating that consortium still feels that it is owed this interest income - **Bruce/ John**
- Find out interest income rates for API (**Lorraine**) and UCHSC (**Bruce**)
- Pursue possibility of SHS clinical laboratory income being used to defray study costs - **John**
- Decision for 2005 sponsor invoicing needs to be made by June 15 (I think)2004 - **OC**
- Execute UCHSC grant payment and send letter described above – **Bruce/Lorraine/John**

Outreach:

General consensus that outreach is desirable for following reasons

- Transparency (potential for additional peer review outside of SRP & BHRC)
- Study understanding/acceptance from user community (regulators, scientific peers)
- Message to focus more on quality and independence of SHS; interim data sharing before final and confirmed results secondary

Several questions/issues need to be addressed in developing short-term and longer-term outreach plans:

1. Is there a place, specifically on the for Technical Committee for “Observer Members”, or would it be more appropriate to get comments/input via another procedure? – **no decision** reached at this time
2. Should SHS keep same list of attendees for 2004 Annual meeting as attended in 2003? **Decision:** YES
3. How should information should be shared with outside stakeholders? **Decision:** to be addressed on a case-by-case basis; in general BHRC present study goals, independence and overview, PIs present details and data
4. Should ‘natural [scientific] venues’ also be used for outreach? **Decision:** YES

Regulatory / standard setting organizations

- **US EPA - DC** (Bill Farland, Peter Preuss, Bob Sonowane, Michael Brown)
 - Set up meeting before 10/04 International Benzene Symposium (IBS) in Munich
 - Lead – **Patrick & Stuart**
- **IARC** (Vincent Cogliano)
 - Contact Jerry Rice for advice on how to contact (at IBS?)
 - Lead – **Technical Committee**
- **EU Environment DG**
 - email Dr. Greim to determine what EU/Germany regulators are/should attend IBS
 - Lead - **Patrick**
- **Cal EPA**
 - Contact after IBS by phone or in person (no travel funds at Cal EPA, so not anticipated to attend)
 - Lead - **Patrick**

- **German MAK**
 - Will be present at IBS
- **Health Canada** (Betty Meeks)
 - Contact Geoff Granville (Shell Canada) and Roger Keefe (Imperial Oil) for advice for contact
 - Lead – **Patsy & Brian**
- **OSHA**
 - Should be contacted
 - Lead – none designated
- **ACGIH** (Jim Price)
 - Not currently working on benzene
 - Contact will be made at a later date
 - Lead – **Stuart** (on TLV committee)
- **Australia** (info@nohsc.gov.au or info@nicnas.gov.au)
 - pursue company contacts in Australia
 - Lead - **BHRC OC members**

RESEARCH ORGANIZATIONS

- **NCI** (Martha Linet)
 - NCI will attend IBS (Hayes, session chair)
 - Lead – **Technical Committee**
- **UK MRC** (Michael Brown)
 - Len Levy is on IBS organizing committee, so contact has been made
- **US EPA (NCEA) - RTP** (George Woodall, Larry Cupitt)
 - Contact George to inform of IBS
 - Lead - **Patrick**
- **NIEHS** (Mike Shelby)
 - contact Mike to inform of IBS
 - Lead – **Stuart & Lynn** (Myron Harrison to contact?)
- **NIOSH – Cincinnati**
 - Lead – **Myron Harrison** (he talks with NIOSH regularly)

NON-GOVERNMENTAL (NGO) ORGANIZATIONS

- **Leukemia & Lymphoma Society**
 - Contact Dr. Larson for advice on how/if to approach
 - Lead – **Patrick & Stuart**
- **American Cancer Society**
 - Contact Dr. Larson for advice on how/if to approach
 - Lead – **Patrick & Stuart**
- **Hematology Society**
 - Contact Dr. Larson for advice on how/if to approach
 - Lead – **Patrick & Stuart**

Oversight Committee Recommended Groups

- **Labor (EU Labor DG?)**
 - Lead - **Patsy** (wait for Lynn to check XOM internally before make contact)
- **Aromatic Producers Association (CEFIC)**

- Lead - **Patsy**
- **IPIECA**
 - Lead - **Lorraine & Brian**
- **CONCAWE**
 - Already contacted
- **ACC Long Range Research Initiative**
 - Already contacted

Decision: Pursue natural venues for scientific dialogue – Request that the Pls do this, for the most part, as presenters at professional meetings:

- Society of Toxicology (all Pls)
- AACR Annual Meeting (Drs Irons, Wong, Schnatter) Hematology Society (Dr. Irons)
- Industrial Hygiene Organization meetings (AIHC; Professional Conference on Industrial Hygiene) (Drs Schnatter and Armstrong)
- Occupational Health Physicians organization(s) (Drs Irons, Wong, Schnatter)
- American/Chinese Petroleum Industry Association – **Shan Tsai**
- Chinese Society of Industrial Toxicology (9/04 meeting) – Dr. Li (on our SRP) – **Tech. Cmte.**
- Chinese Hematology Society – request Dr. Irons to make contact – **Tech. Cmte.**

Outreach Action Items:

- 2004 Benzene International Symposium –
 - review attendee list for potential follow-up
 - venue for USEPA, EU and German MAK update
 - get extra copies of proceedings (Chem. Biol. Interaction special issue and individual SHS reprints)
 - **Technical Committee** take these action items
- Contact Pls to discuss outreach plans; Chinese Society Of Industrial Toxicology upcoming 9/04 meeting may be a good place to start, but who should give talk? PI or BHRC member? – **Patrick, Stuart, Bruce** (next monthly call)
- find out professional meeting dates (list above), locations and presentation/abstract deadlines via internet – **Matt Todd**
- request investigators to provide list of talks/abstracts/poster presentations of all SHS staff – **Patrick, Stuart, Bruce** (on next monthly PI call)
- build spreadsheet with actions, responsible party, and timelines for outreach plan – **Matt/Lorraine**
- outreach coordination, make sure circulate summaries as contacts are made - **Matt**
- obtain/circulate proceedings from previous Chinese Society Of Industrial Toxicology – **Shan Tsai/Patsy - done**

Annual Meeting:

2005 SHS Annual Meeting set for week of October 31, 2005 in Shanghai. This date will be announced at the closing session of the 2004 Annual Meeting;

2004 Annual meeting

Decision: APCO to attend and write meeting summary.

- Invitations to Pls/SRP/ERP have gone out. Waiting for information from Dr. Xu to send an invitation for his translator.
- Technical Committee
- Set up meeting with Pls, OC and TC on the Wednesday afternoon (8/18) while ERP & SRP are in closed session
- Hospitality suite – tentatively in back of plenary session conference room (Chapel building) - need to make sure that there are chairs.

Annual Meeting Action Items:

- Get an update on 2004 Annual Meeting logistics from Madeleine, and inform her of her action items. – **Matt**
- Find out if Dr. Fu will be giving a talk – **Patrick/TC**
- Develop a robust closing session for the 2004 meeting - **Patsy**
- Entertainment (karaoke) for the Tuesday evening opening reception – **Brian/Madeleine**
- Arrange for conference room for Wed. PM PI/OC/TC meeting – **Madeleine**

Contract Review:

The update on the status of consortium contracts presented at the meeting is attached at the end of the minutes

Consortium Sponsor Agreement Amendment Terms:

Payment schedule will be revised to indicate that the schedule will be determined by the OC, and furthermore, that the Oversight Committee shall notify members by June 15 of each year with the payment schedule for the following year.

Decision: The following revision in share options was approved with a > 2/3 majority of 9 shares to 2 shares vote; Shell did not approve (Moved by ConocoPhillips, Seconded by ExxonMobil).

\$500K funding = 1 share; round up or down as appropriate

Company	Original Funding \$16,500,000	Original # of shares	Revised Budget \$21,084,000	Revised Funding	Revised # of shares
	Co. Contribution		Contribution \$548,000* per original share	Revised Funding by Company	
BP/Amoco	\$ 4,500,000	3	\$ 0	\$4,500,000	9
ChevronTexaco	3,000,000	2	1,096,000	4,096,000	8
ConocoPhillips	1,500,000	1	548,000	2,048,000	4
ExxonMobil	4,500,000	3	1,644,000	6,144,000	12
Shell	3,000,000	2	1,096,000	4,096,000	8
Total	\$16,500,000	11	\$4,384,000*		41
Marathon Contribution				200,000	
GRAND TOTAL				\$21,084,000	

*Additional total per share has been adjusted for \$200,000 contribution by Marathon, which resulted in a \$25K reduction per additional share. Marathon does not meet threshold for a share

Consortium Agreement Action Item:

- Develop amendment, circulate to Ad Hoc legal group for review, and circulate to companies for signature - **John**

Other Action Items:

- Schedule/announce upcoming OC meetings (August 16-17 and November 3-4) and calls [May 14 @ 1 PM (eastern)] – **Lorraine**
- Schedule/announce Thursday May 6 Technical Committee call @1PM (eastern) for 1Q04 financial report review. **Bruce**

Upcoming OC calls and meetings:

Conference call:

2 PM (eastern) Friday, May 14.

Agenda items to include

- Review/approval 1Q04 Financial Report
- 2005 sponsor invoicing decision
- QA/QC
- Irons Field expenses – status

Meetings:

Monday 8/16/04 (1-5 PM) thru Tuesday 8/17/04 August 17 (8-noon) in San Francisco.

Travel to Monterey the afternoon of 8/17 for SHS annual Meeting

Wednesday, 11/3/04 (1-5 PM) thru Thursday 11/4/04 (8AM – noon) in Houston

Agenda items to include

- Update on Benzene International Symposium, to include reception of SHS
- Continuing outreach plans

**BHRC Contract Review
Presented to Oversight Committee 4/22/04**

SRP/ERP

- Contracts amended as appropriate for date extensions; anticipate adding funds to contracts for 2005 Annual Meeting expenses
- ERP –
 - Contract for Clayton in progress
 - API to contact Lombardo to offer going rate

UCHSC Grant (DP/ME studies)

- Amended to reflect new budget – \$14,508,000
- Payment of \$874,031 due April, 2004
- Unexpended Balance as of 12/31/03 = \$1,472,277
- Amendment specifies that if “...more than 5% of total disbursement amount to date [0.05 X \$7,515,759 = \$375,788], API reserves the right to defer disbursement of the next scheduled payment until receiving a revised financial report from Dr. Irons {i.e. UCHSC} indicating that the balance is below 5%. Pursuant to API policy, UCHSC shall credit interest earned on any uncommitted funds.”

DECISION REQUIRED: pay April installment (\$874,031) or request 1Q04 financial report?

AHS (case control study)

- New contract for \$1,33,1203 (remaining budget) for 2004 – 2007 in progress
- Awaiting new ‘front loaded’ budget (travel) from Dr. Wong

Fudan University (case control study)

- Dr. Wong working with Fudan to develop scope of work and cost estimate through 2007

Irons Field Expenses

- Contract for \$189,320 (half 2004 cost estimate in 2004-2007 cost proposal) emailed to Irons 4/20/04 for signature; funds will be advanced upon API receipt of signed signature page. This contract is for first and second quarter 2004 expenses.
- Expense documentation still an issue.
- Full 2004 – 2007 contract pending revised cost estimate from Irons.
 - Cost estimate received by API was \$511,667 over the \$1,413,428 total program budget
 - Cost estimate lacks sufficient detail to initiate new contract

Category	2004 – 2007 totals
Airfare	\$530,965.77
Train, limousine, taxi, etc.	22,387.88
Per diem, hotel, apartment	608,203.94
Expenses	251,266.58
Total	\$1,412,824.17

APCO (Communications)

- Existing contract extended to 5/31/04 (\$195K balance)
- Scope of work revised to extend through 2007/8
- New contract for \$260K in progress
- \$24.5K uncommitted for miscellaneous expenses

Sponsor Contract Amendment

- Amendment drafted to include 'payment schedule at discretion of Oversight Committee' and revised shares
- Awaiting OC decision on new share structure