

PLAINTIFF'S EXHIBIT

SWB-251

Dallas, October 30, 1990

District Manager-Building Operations & Maintenance - Houston (Bill Nicks)  
 District Manager-Architecture - San Antonio: (Herb Looney)  
 Area Manager-Construction Management - Houston: (Peter M. Mistrot)  
 Area Manager-Architecture - Houston: (Jim White) 11/5  
 Area Manager-Architecture - San Antonio: (Pete Campos) ←  
 Manager-Architecture - San Antonio: (Doyle R. Griffin)  
 Manager-Architecture - Dallas: (David Keeling)  
 Manager-Architecture - Dallas: (Yadira Lopez)  
 Manager-Architecture - Dallas: (Kathy Schneider)  
 Manager-Buildings - El Paso: (Bettye G. Marable)  
 Manager-Buildings - Ft. Worth: (Ralph McCloud)  
 Manager-Buildings - Dallas: (Marion Solomon)  
 Manager-Building Engineering - Houston: (Charles E. Broussard)  
 Manager-Safety-Network Operations - Dallas: (Larry Peterson)  
 Manager-Architecture - Dallas: (Rebecca Kavanaugh)  
 Manager-Architecture - Dallas: (Mike Oliver)  
 Manager-Buildings - Houston: (Ronald H. Brandenburg)  
 Manager-Buildings - Dallas: (J.J. Garza)  
 Manager-BOCC-Technical Support - Dallas: (Becky Brigham)  
 Manager-Removal Operations - Dallas: (Mike Miller)  
 Manager-Safety - Dallas: (T.L. Bland)

| Route      | PLS.<br>HNOL | FYI |
|------------|--------------|-----|
| BOURGEOIS  |              |     |
| BRIGMAN    | 11/6         | ✓   |
| FRISCHMUTH | 11/8         | ✓   |
| GRIFFIN    |              |     |
| THOMPSON   | 11/9         | ✓   |
| WESTERBERG |              |     |
| PC - Last  |              |     |

The next North Texas Building Asbestos Committee meeting will be on Friday, November 16, 1990, at 9:30 a.m., One Bell Plaza, Room 1309, Dallas, Texas. The meeting will adjourn at 3:00 p.m. Please schedule your plane reservations appropriately.

Attached are September meeting:

- \* Member list
- \* Action Items
- \* Subcommittees
- \* Resolutions
- \* Future Topics

Should you have any questions, please contact me on 464-2228.

*James D. Healy*

Area Manager-Buildings

Operations Staff  
 Operations & Maintenance

Attachments

cc: G.W. Fox  
 Roberta Ballantyne  
 Dave Baldwin

006431

BUILDING ASBESTOS COMMITTEE  
North Texas Area

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Correspondence Identification:

460.0902 - Asbestos-Procedures Building Management Programs

District Manager-Bldg. Ops. & Mtce. - Houston (Bill Nicks)  
3100 Main/r607 (77002)

District Manager-Architecture - San Antonio: (Herb Looney)  
4119 Broadway/rG60E 512-841-0788

Area Manager-Buildings - Dallas: (Tobey D. Nealy)  
I Bell/rPC10 214-464-2228

Area Manager-Construction Management - Houston: (Peter M. Mistrot)  
3100 Main/r609 (77002) 713-521-8976

Area Manager-Architecture - Houston: (Jim White)  
3100 Main/r609 (77002)

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4119 Broadway/rG60J 512-841-0797

Manager-Architecture - San Antonio: (Doyle R. Griffin)  
4119 Broadway G60J (78209) 512-841-0802

Manager-Architecture - Dallas: (Rebecca Kavanaugh)  
III Bell/r804 214/464-3467

Manager-Architecture - Dallas: (David Keeling)  
III Bell/r804 214/464-3834

Manager-Architecture - Dallas: (Yadira Lopez)  
III Bell/r804 214/464-4762

Manager-Architecture - Dallas: (Kathy Schneider)  
III Bell/r804 214/464-6075

Manager-Architecture - Dallas: (Mike Oliver)  
III Bell/r804 214-464-4074

Manager-Buildings - Houston: (Ronnie H. Brandenburg)  
3100 Main/r105 (77002) 713-521-7414

Manager-Buildings - Dallas: (J. J. Garza)  
III Bell/rSB-2A 214/464-4879

Manager-Buildings - El Paso: (Bettye G. Marable)  
510 Texas/r115 (79901) 915-542-4670

Manager-Buildings - Ft. Worth: (Ralph McCloud)  
1116 Houston/r800 (76118) 817-338-6083

Manager-Buildings - Dallas: (Marion Solomon)  
I Bell Plaza/rPB10 214-464-3400

Manager-BOCC-Technical Support - Dallas: (Becky Brigham)  
III Bell/r904 214-464-3872

Manager-Building Engineering - Houston: (Charles E. Broussard)  
3100 Main/r609 (77002) 713-521-8524

Manager-Safety - Dallas: (T. L. Bland)  
I Bell/r910 214-464-7052

Manager-Safety Network Operations - Dallas: (Larry M. Peterson)  
I Bell/r3240 214-464-8755

Manager-Removal Operations - Dallas: (Mike Miller)  
I Bell/r1903 214-464-6693

BUILDING ASBESTOS COMMITTEE  
ACTION ITEMS  
OCTOBER 25, 1990

IN ATTENDANCE:

District Manager-Architecture - San Antonio: (Herb Looney)  
District Manager-Building Operations & Maintenance - Houston: (Bill Nicks)  
Area Manager-Architecture - Houston: (Jim White)  
Area Manager-Architecture - San Antonio: (Pete Campos)  
Area Manager-Buildings - Dallas: (Tobey D. Nealy)  
Area Manager-Construction Management - Houston: (Peter M. Mistrot)  
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Manager-Safety - Dallas: (T.L. Bland)  
Manager-Architecture - Dallas: (Rebecca Kavanaugh)

1. It was recommended that a Network Engineering Coordinate be included in our meetings once Texas First has been approved and this person is identified. Larry Peterson reported that Howard Ratcliff is searching for an individual to take on this responsibility.
2. T.L. Bland has developed an air monitoring schedule for North Texas. Members should receive copies soon.

Sub-Committees  
Established on 7/12/90

1. "CAD" Standardization of Symbols - Layering of CAD

GOALS:

- 1) Standardize symbols
- 2) Develop CAD layering standards
- 3) Network frame planners to receive copies?

Becky Kavanaugh (Reported)

RESULTS:

By early October, will bring results to Committee.

2. "Small Glove Bag and Abatement Projects" (Especially outlying areas)

GOALS:

- 1) Plan procedure for handling.
- 2) Centralization of records.

J. J. Garza  
Bettye Marable  
Kathy Schneider  
Ralph McCloud (Reported)

RESULTS:

- 1) #4 of subcommittees findings is to be reworked and submitted to Asbestos Committee

3. "Asbestos Action Items"

GOALS:

- 1) How to handle.
- 2) Who initiates work.
- 3) Labeling of piping/other areas

|                        |                |
|------------------------|----------------|
| J. J. Garza            | Bettye Marable |
| Mike Oliver (Reported) | Larry Peterson |
| Kathy Schneider        | T. L. Bland    |

RESULTS:

- 1) Plan developed
- 2) Work required to determine how to "classify" existing action items by action level
- 3) Rewrite to be part of "Administrative Plan"

4. "Updating Surveys and Centralized Bookkeeping"

GOALS:

- 1) All exhibits
- 2) Distribute/State
- 3) 6015 shows "Asbestos Locations"
- 4) Centralized bookkeeping
- 5) Revise TREMS input screen to include necessary data or determine database program/fields/reports to be utilized.

Susan Papish  
Ralph McCloud  
Kathy Schneider  
Becky Kavanaugh

Dennis Virzi  
David Keeling (Reported)  
Charles Broussard

RESULTS:

Pete Mistro would like to run database report by other states. He felt that GHQ should maintain the database under the TREMS system so as to be readily accessible to all interested parties. It was also recommended that LOC and R/M costs be included in the database and that a disclaimer should be added to the report indicating that monies may still be required at a location for asbestos projects even though abatement has occurred.

5. "Management Plan Development"

GOALS:

- 1) This committee has established the teams required to develop the Management plan. In addition, they are establishing a time frame by which all surveyed buildings are to have plans developed.

RESULTS:

- 1) Modified flow charts have been included
- 2) O & M procedure has been developed and has been reviewed by Asbestos Committee
- 3) O&M - Completed
- 4) Administrative Procedures - estimated priorities by asbestos subcommittee in each area. Budgeting of projects-planner must be included.
- 5) New practice
- 6) Establish "Management Plan Development Teams" for each building/area.

Yadira Lopez  
Kathy Schneider (Reported)  
T. L. Bland

Charles Broussard  
Marion Solomon  
Ronnie Brandenburg

6. "Standardized Asbestos Contract"

GOALS:

- 1) Initiate preparation of a contract.
- 2) Item 8 in Action Items
- 3) Reference NIBS (National Institute of Building Sciences) contract

Yadira Lopez  
T. L. Bland

Jim White  
Larry Peterson

RESULTS:

1. GHQ is preparing a "Shell Document" contract to be used on Asbestos projects.

Committee to follow-up with Legal and GHQ for a scheduled completion date for contract.

RESOLUTIONS - STATE OF TEXAS

1. Six (6) copies of Asbestos survey are to be prepared:

2 for BOM  
1 for Arch  
1 for Network Operations  
1 for Safety  
1 for District Asbestos Library  
1 for ATT (condo buildings only)

2. INSURANCE

A) All policies must be approved by Julie Dople.  
B) Certificates are required on each job and are approved by the Project Manager.

3. Drilling Holes in Vinyl Asbestos Tile (VAT)

A) Law Engineering Associates will be developing the procedures for drilling VAT.  
B) No "Dry Drilling" is to be done.

*By whom? G.G. SWBT; snbs; Abatement + contri*

4. All managers are to keep track of all asbestos related expenditures.
5. (Page 33) All buildings where asbestos has been identified requires a notice as employees enter the building that asbestos is present.
6. 33% likelihood of earthquake in Arkansas. For a 24 hour window either side of December 4th, 1990. If shocks are felt in Texas cities, then evacuation of employees may be required. - Pete Mistro
7. Network Engineering is to receive list of surveyed building from the Architects.
8. Architects are to supply a list of buildings to Safety for six (6) month air monitoring. Safety is to forward air monitoring results to the Architects.
9. All AIA contracts with Scope of Work need not go through Legal. Only if they are modified.

#### FUTURE TOPICS

1. Dissemination of procedures to field forces.
2. Management Plans.
3. Asbestos Labeling