

TO: Distribution

FROM: T. G. Grumbles
DATE: August 13, 1991

SUBJ: RESPONSIBLE CARE MEETING OF 8/16

Interoffice
Communication

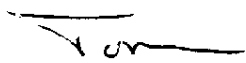
~~21: PGJ: AC: AJO: BF~~
VISTA

Below is the agenda for the subject meeting.

AGENDA
RESPONSIBLE CARE® STEERING TEAM
FRIDAY, AUGUST 16, 10:00-11:30
ROOM 8-068

**PURPOSE: CONTINUE DISCUSSION/PROBLEM-SOLVING ON
HOW TO ORGANIZE STEERING EFFORTS**

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|---|--------|-----|
| 1. Review last meetings results/action items | 5 min | TGG |
| 2. Discuss proposed plant coordinator job description | 10 min | ALL |
| 3. Discuss S&T (Gowan) participation on team | 5 min | TGG |
| 4. Review the proposed Steering Team document | 5 min | ALL |
| 5. Decide next step | 5 min | |
| 6. Review action items | | |
| 7. Set next meeting | | |


T. G. Grumbles

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