

INTER-COMPANY MEMO



DATE: MAY 5, 1992
TO: DISTRIBUTION

FROM: CURTIS HENSON/TRAINING COORDINATOR *CH*
SUBJECT: RESPIRATOR FIT TEST

Koch Refining has selected a new disposable air purifying respirator. Under the 29 CFR 1910.134 it is required that every employee who could be subject to entering a hazardous atmosphere first be fit tested. More important it's just good sense that all employees be familiar with the Personal Protective Equipment available to them.

Mike Kerr has a record of the employees who have been fit tested in the new 3M 5000 half mask and the 3M 7800 full face. Mike will be maintaining the fit test records as before. The warehouse will be stocking the 3M Air Purifying Respirators.

Mandatory fit testing, including respirator training, will be done three days a month, two sessions per day, starting in May and continuing until completion. The sessions will be limited to the optimum size of 12 to 14 people, times will be from 7:30 a.m. to 11:30 a.m. and 12:30 p.m. to 4:30 p.m. You may sign up your employees by contacting the Training Department at 8379 or 4767. Sessions will be filled on a first call basis.

Attached is a copy of the 1992 schedule. If everyone will schedule as soon as possible we could complete this task in 1992.

Thank you.

CJH/clm
Attachment

cc: Bob Allen

K 010382

RESPIRATOR FIT TESTING SCHEDULE

MONTH	DAY	TIME - AM	TIME - PM
MAY 20	WEDNESDAY	7:30 - 11:30	12:30 - 4:30
MAY 21	THURSDAY	7:30 - 11:30	12:30 - 4:30
MAY 22	FRIDAY	7:30 - 11:30	12:30 - 4:30
JUNE 23	TUESDAY	7:30 - 11:30	12:30 - 4:30
JUNE 24	WEDNESDAY	7:30 - 11:30	12:30 - 4:30
JUNE 25	THURSDAY	7:30 - 11:30	12:30 - 4:30
JULY 21	TUESDAY	7:30 - 11:30	12:30 - 4:30
JULY 22	WEDNESDAY	7:30 - 11:30	12:30 - 4:30
JULY 23	THURSDAY	7:30 - 11:30	12:30 - 4:30
AUGUST 18	WEDNESDAY	7:30 - 11:30	12:30 - 4:30
AUGUST 19	THURSDAY	7:30 - 11:30	12:30 - 4:30
AUGUST 20	FRIDAY	7:30 - 11:30	12:30 - 4:30
SEPTEMBER 22	TUESDAY	7:30 - 11:30	12:30 - 4:30
SEPTEMBER 23	WEDNESDAY	7:30 - 11:30	12:30 - 4:30
SEPTEMBER 24	THURSDAY	7:30 - 11:30	12:30 - 4:30
OCTOBER 20	TUESDAY	7:30 - 11:30	12:30 - 4:30
OCTOBER 21	WEDNESDAY	7:30 - 11:30	12:30 - 4:30
OCTOBER 22	THURSDAY	7:30 - 11:30	12:30 - 4:30
NOVEMBER 17	TUESDAY	7:30 - 11:30	12:30 - 4:30
NOVEMBER 18	WEDNESDAY	7:30 - 11:30	12:30 - 4:30
NOVEMBER 19	THURSDAY	7:30 - 11:30	12:30 - 4:30