

**CENTRAL
SERVICES
ORGANIZATION**

February 8, 1984

Memorandum for Record

**Re: Handling Asbestos Containing Materials Information Training Meeting
February 6, 1984**

The meeting was opened at 9:30 AM by Mr. R. A. Bishop, District Manager, Facilities Management, CSO. Mr. Bishop explained his responsibilities and the need to establish this program as soon as possible. This was followed by all attendees introducing themselves (see attached list).

Ms. Patricia Huggins, Industrial Hygienist, BTL, followed with information about the present condition of the RRC building relating to asbestos insulation materials. Pat then distributed four instruction forms summarizing the training program.

1. Summary of procedures for work involving handling or disruption of asbestos containing materials.
2. Presentation insulation handling and procedures training program.
3. Draft - Asbestos work permit
4. Asbestos containment area work permit

Mr. C. Lichtenwalner, Ms. L. Lee, and Ms. P. Huggins presented the equipment to be used and demonstrated the function, use and operation of each piece. The training program was presented. Films, slides, and video tape were used throughout the program as listed in the schedule of events, form #2 (insulation handling and procedures training program.)

To the many questions that were asked, the basic answer was that this program would be carried out in the safest reasonable manner and that no person will enter an asbestos containment area without the proper protective equipment and approved work permit.

A medical monitoring procedure will also be set up. Dr. Bechtel concurred with this and stated that there is already a periodic examination performed for approved personnel.

J. Dean asked the managers of each organization present to submit a list of their employees they want to attend the training program. They were also asked to submit all objections to the training program and the procedures that are required now to perform work in RRC. The meeting closed at 12:20 PM.

I thank you all for attending this meeting.

Richard Beatty
R. Beatty
Associate Manager
Building Operations

PLAINTIFF'S EXHIBIT

ATT-253

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