

I N T E R O F F I C E M E M O R A N D U M

Date: 03-Nov-1992 04:48pm EDT
From: Jan Suhay
SUHAY, JAN
Dept: D/5450
Tel No: 216 447-7690

TO: SCHONAERTS, JIM

(SCHONAERTJ@LPT@MRGATE)

CC: BOB GRAHEK

(GRAHEK, BOB)

CC: WILLIAMS, STEVE

(WILLIAMSS@LPT@MRGATE)

Subject: JUST A REMINDER

Safety Audit Status

RE: LAPORT PLANT SAFETY AUDIT MAY 4-8, 1992

Your quarterly audit status report is due to
Herm Waltemate this month.

Already completed from your previous report:

DATED:	AUGUST 1992
COMPLETE:	4
IN PROGRESS:	6
INCOMPLETE:	3

Thanks much,
Jan Suhay

NGC 12294

I N T E R O F F I C E M E M O R A N D U M

Date: 22-Jan-1993 11:43am EDT
From: Jan Suhay
SUHAY, JAN
Dept: D/5450
Tel No: 216 447-7690

TO: SCHONAERTS, JIM

(SCHONAERTJ@ [REDACTED] MRGATE)

Subject: REMINDER

**RE: AUDIT INITIALLY CONDUCTED
BY HERM WALTEMATE ON MAY 4-8, 1992**

IT HAS COME TO OUR ATTENTION THAT YOUR FOLLOW UP RESPONSE
TO THE S [REDACTED] ANT AUDIT IS PAST DUE.

PLEASE SUBMIT TO HERM WALTEMATE AT YOUR MOST EARLIEST
CONVENIENCE.

THANKS MUCH,
JAN

CC: H. WALTEMATE

NGC 12295

I N T E R O F F I C E M E M O R A N D U M

Date: 25-Apr-1993 03:40pm EDT
From: Jan Suhay
SUHAY, JAN
Dept: D/5450
Tel No: 216 447-7690

TO: LANCELIN, TIM
TO: WILLIAMS, STEVE
TO: SCHONAERTS, JIM

(LANCELINT@LPT@MRGATE)
(WILLIAMSS@LPT@MRGATE)
(SCHONAERTJ@LPT@MRGATE)

CC: BOB GRAHEK

(GRAHEK, BOB)

Subject: [REDACTED] FOLLOW-UP RESPONSE

THIS IS JUST A REMINDER THAT YOUR FOLLOW-UP RESPONSE TO
THE SAFETY, HEALTH AND INDUSTRIAL HYGIENE AUDIT IS DUE ON
MAY 1, 1993.

PLEASE DIRECT YOUR RESPONSE TO HERM WALTEMADE.

THANKS MUCH, JAN

CC: HERM WALTEMADE

NGC 12296

I N T E R O F F I C E M E M O R A N D U M

Date: 06-May-1993 02:06pm EDT
From: Jan Suhay
SUHAY, JAN
Dept: D/5450
Tel No: 216 447-7690

TO: LANCELIN, TIM
TO: WILLIAMS, STEVE

(LANCELINT@LPT@MRGATE)
(WILLIAMSS@LPT@MRGATE)

CC: BOB GRAHEK

(GRAHEK, BOB)

Subject: [REDACTED] REMINDER

JUST A REMINDER THAT YOUR [REDACTED] INDUSTRIAL
HYGIENE AUDIT FOLLOW-UP REPORT WAS DUE MAY 1ST. IF THERE
IS A PROBLEM, PLEASE LET ME KNOW. IF YOU HAVE ALREADY
SENT THE REPORT, PLEASE LET ME KNOW THAT TOO.

THANKS MUCH, JAN

CC: HERM WALTEMATE

NGC 12297