Monsanto

FROM (NAME—LOCATION—PHONE) J. H. Craddock - St. Louis CS1H 4-4764

DATE : June 3, 1980 CC:

SUBJECT : POLYCHLORINATED BIPHENYLS
INQUIRY RESPONSES

REFERENCE :

TO : C. F. Callis - B2SA
R. S. Nelson - CS1H
J. R. G. Ortiz - E2ND
D. R. Bishop - A3NB

Attached is a copy of a suggested form letter to respond to requests for samples of polychlorinated biphenyls. Please review and let me have your comments.

As part of the polychlorinated biphenyls stewardship program, I plan to develop a series of standard responses (form letters) to be used. Note this form letter has a code number in the lower left-hand corner.

These responses will be developed for the 20-25 most frequent questions that arise related to this product. As I develop these standard responses, I would appreciate your guidance and help in reviewing them to make sure that they are accurate and provide the required information.

For the short-term, we plan to get a feel for the numbers and kinds of questions that come into Monsanto. If we desire to keep records of the responses, use of the identification code will greatly simplify this task.

J. H. Craddock jb

jb
enclosure

IN - 10 (REV. 8/77)

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