



RECEIVED

Date 5 October 1981

INTEROFFICE
MEMORANDUM

OCT 20 1981

Subject OSHA Tape on VC Training

To J. T. Barr

From G. K. Ikeda

cc: J. SMITH

Regulatory Response

(Location, Organization, or Department)

Corporate Safety

(Location, Organization, or Department)

cc: A. E. Greene
R. J. Meier
R. H. Schenck
H. J. Smith ✓

Re: Your Memo of 28 September 1981

The subject training film was reviewed by concerned parties who approved the release of the film for circulation to the public. Therefore, we see no need for further approval.

The main purpose for screening audio-visual material prior to release for third party use is to look for and correct safety-related information that may be embarrassing to the company. The propriety of reprinting tapes for sale is beyond the scope of this activity.

GKI/seb

(320)

AP00033892



Date 28 September 1981

INTEROFFICE
MEMORANDUM

Subject OSHA Tape on VC Training

To G. K. Ikeda

Corporate Safety and Environment

(Location, Organization, or Department)

From J. T. Barr

Regulatory Response

(Location, Organization, or Department)

cc: A. E. Greene
R. J. Meier
R. H. Schenck
H. J. Smith

RECEIVED
SEP 30 1981
H. J. SMITH

As I told you, the reception given to the VC training film produced by our Audio-Visual Department was very complimentary when it was shown at the recent Vinyl Chloride Safety Association, and several persons here indicated a desire to purchase copies. R. J. Meier indicates that he has facilities to make copies and bill the companies for direct expenses.

Will you please arrange to get a formal release for this distribution, as you have for others in the past?



J. T. Barr

JTB/sjw

(320)

AP00033893

Purchase Order

OFFICE OF ADMINISTRATIVE SERVICES
U.S. Department of Labor
DIVISION OF PROCUREMENT
WASHINGTON, DC 20210 ek



Method of Purchase
Form Approved
Budget Bureau No. 48-R101

1. Federal Supply Schedule
2. Federal Supply Service Order
3. Special Property Transfer
4. Advertising (GS 3700)
5. War Power Negotiations
6. Other Exemptions from RS 3700
7. Miscellaneous

6

This number must appear on all packages and papers relating to this order

B-9-F-8-2378

Order No. (33-40)

Date

April 3, 1978

Requisition No.

133498

Agency

OSHA

Form 1099 Required

No ☐

Sec. Sec. 8

Yes ☐

Page

1

of

1

To

Ship To

Air Products & Chemicals Inc.
Allentown, Pa 18105
Attn: Mr. Gary Taylor

U.S. Department of Labor
Office of Training & Education
200 Constitution Ave, NW Rm N36
Washington, DC 20210 365

Invitation No.

Contract No.

41-USC-252-(c)(3)

Time for Delivery

As Required

Discount Terms

Net

FOB Point

Ship Via

Gov't B/L No.

Dest.

Item No.

Quantity

Unit

Unit Price

Amount

Videotape for Workers Dealing with
Vinyl Chloride

Contractor will write the script and produce a 20-30 minute videotape for training of workers having potential exposure to the health hazards of vinyl ~~chloride~~ chloride according to the statement of work attached herewith.

Period of performance: Six months from date of contract cost.

Attachments.

NTE

6,000.00

Total

6,000.00

22-DIGIT ACCOUNTING CODE

10-31

8400-1-3-F-031-23000-2579-000

Payment will be made after receipt of articles ordered and upon proper completion and submission of invoice in triplicate to:

U. S. DEPARTMENT OF LABOR
ACCOUNTS AND PAYROLL SERVICES
200 CONSTITUTION AVENUE, NW - ROOM N301A
WASHINGTON, DC 20210

Original

Signature
Name Daniel P. Murphy, Chief
Title Division of Procurement
(Authorized Purchasing Officer)

AP00033894

TERMS AND CONDITIONS OF PURCHASE ORDER

1. **INSPECTION AND ACCEPTANCE:**—Inspection and acceptance will be at destination, unless otherwise provided. Until delivery and acceptance, and after any rejection, risk of loss will be on the Contractor unless loss results from negligence of the Government.
2. **VARIATION IN QUANTITY:**—No variation in the quantity of any item called for by this contract will be accepted unless such variation has been caused by conditions of loading, shipping, or of packing, or allowances in manufacturing process, and then only to the extent, if any, specified elsewhere in this contract.
3. **DISCOUNTS:**—Discount time will be computed from date of delivery at place of acceptance or from receipt of correct invoice at the office specified by the Government, whichever is later. Payment is made, for discount purposes, when check is mailed.
4. **DISPUTES:**—(a) Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the contracting officer, who shall mail or otherwise furnish a copy thereof to the Contractor. This decision shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the contractor mails or otherwise furnishes to the contracting officer a written appeal addressed to the Head of the Agency. The decision of the Head of the Agency or his duly authorized representative for the determination of such appeals shall be final and conclusive unless determined to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. The Contractor shall be afforded an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the contract and in accordance with the contracting officer's decision. (b) This "Disputes" clause does not preclude consideration of law questions in connection with decisions provided for in (a) above; provided, that nothing in this contract shall be construed as making final the decision of any administrative official, representative or board on a question of law.
5. **FOREIGN SUPPLIES:**—The contract is subject to the Buy American Act (41 U.S.C. 10 a-d) as implemented by E.O. 10582 of December 17, 1954, as amended by Executive Order No. 11051, September 27, 1962, and any restrictions in appropriation acts on the procurement of foreign supplies.
6. **CONVICT LABOR:**—In connection with the performance of work under this contract, the Contractor agrees not to employ any person undergoing sentence of imprisonment except as provided by Public Law 89-176, September 10, 1965 (18 U.S.C. 4082(c)(2)) and E.O. 11753, December 29, 1973.
7. **OFFICIALS NOT TO BENEFIT:**—No member of Congress or resident commissioner shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom; but his provision shall not be construed to extend to this contract if made with a corporation for its general benefit.
8. **COVENANT AGAINST CONTINGENT FEES:**—The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon any agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty the Government shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.
9. **FEDERAL, STATE AND LOCAL TAXES:**—Except as may be otherwise provided in this contract, the contract price includes all applicable Federal, State and local taxes and duties in effect on the date of this contract, but does not include any taxes from which the Government, the Contractor, or this transaction is exempt. Upon request of the Contractor, the Government shall furnish a tax exemption certificate or similar evidence of exemption with respect to any such tax not included in the contract price pursuant to this clause. For the purpose of this clause, the term "date of this contract" means the date of the Contractor's quotation or, if no quotation, the date of this purchase order.
10. **PAYMENTS AND BILLING INSTRUCTIONS:**—Invoices shall be submitted in the ORIGINAL only, unless otherwise specified, and shall contain the following information: contract number (if any), order number, item number(s), description of supplies or services, sizes, quantities, unit prices, and extended totals. Bill of lading number and weight of shipment will be shown for shipments on Government bills of lading. If prepaid parcel post charges are billed, the gross weight and shipping point must be shown. NOTE.—If desired, this order (or a copy thereof) may be used by the Contractor as his invoice, provided the following statement, (signed and dated) is entered on (or attached to) the front of the order: "Payment is requested in the amount of \$_____ no other invoice will be submitted." When several orders are to be invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.
11. If this purchase order exceeds \$2500 then the following clauses are incorporated by reference.
 - a. Employment of the Handicapped 41 CFR Section 1-12.1304-1.
 - b. Contract Work Hours and Safety Standards Act—Overtime Compensation 41 CFR Section 1-12.303.

Division of Procurement
 Contract Administration
 Contract No. 1-12-1304-1

U. S. DEPARTMENT OF LABOR
 LABOR RELATIONS DIVISION
 CONTRACT ADMINISTRATION
 CONTRACT NO. 1-12-1304-1

AP00033895

Statement of Work

OVERALL

I. Requirement:

A videotape training program is needed for Vinyl Chloride manufacturing employees. OSHA does not now have such training material available although a vinyl chloride standard is in effect.

II. Training Objectives:

As a result of reviewing and discussing the Vinyl Chloride videotape an employee will be able to:

1. Express the results of excessive exposure to Vinyl Chloride Monomer.
2. Identify the major control methods to prevent exposure to Vinyl Chloride Monomer.
3. List the work practices which must be taken to eliminate the risk of Vinyl Chloride Monomer exposure
2. → 4. Identify the role of OSHA in workplace safety and health.

III. Work to be Performed:

A. The contractor will write and clear a script and program leaders guide, handouts and other needed materials with the OSHA Contracting Officer's Technical Representative (COTR).

B. After the script has been approved, the contractor will perform the necessary photography on location and in the studio to enable the assembly of the final videotape.

C. The footage to be used in the edited program will be viewed and approved by the COTR or his representative.

D. The contractor will assemble the selected footage into the completed program and submit the program for review by OSHA.

E. After review, the contractor will make necessary revisions and deliver a final program master suitable for distribution to the OSHA COTR.

V. Deliverables:

1. Script
- DO → 2. Supplementary materials such as leaders guide and handouts.
3. Master tape

AP00033896

VI. Schedule for Completion

<u>Event</u>	<u>Time Allotment</u>	<u>Elapsed Time</u>
Pre-Script Planning Conference	1 wk	1 wk
Script & writing materials	3 wks	4 wks
Script & materials approval by OSHA	2 wks	6 wks
Photography	5 wks	11 wks
Footage review by OSHA	1 wk	12 wks
Assembly of Final Program	1 wk	13 wks
Review of Final Program by OSHA	2 wks	15 wks
Revisions	2 wks	17 wks
Deliverables Prepared	2 wks	19 wks

AP00033897

Purchase Order

U.S. DEPARTMENT OF LABOR
DIVISION OF PROCUREMENT

John Novak



WASHINGTON, DC 20210 - ek

Method of Purchase

Form Approved

Budget Bureau No. 48-R101

(See F.S.S. Circular No. B-89)

Federal Supply Service Stock
Excess Property Transfer
Advertising (HS 1788)
Net Price Government
Other Procurement Methods
Miscellaneous

This number must appear on all packages and papers relating to this order

Order No. B-9-F-8-2378

Date

April 3, 1978

Requisition No.

133498

Agency

OSHA

Form 1099 Required

Sec. Serv.

Form 1099 Required

Yes ☐ No ☒

Page

1

of

1

To

Air Products & Chemicals Inc.

Allentown, Pa 18105

FOB Point

Attn: Mr. Gary Taylor

Ship To

U.S. Department of Labor

Office of Training & Education

200 Constitution Ave, NW Rm N365

Washington, DC 20210

3657

Invitation No.

Contract No.

Videotape 416USC-252(e)(3) (3) Required

Time for Delivery

Discount Terms

Net

FOB Point

Vinyl Chloride

Gov't B/L No.

Item No.

Contractor will write the script and produce a 20-30 minute videotape for workers dealing with for training of workers having potential exposure to the health hazards of vinyl chloride according to the statement of work attached herewith.

Period of performance: Six months from date of contract cost.

Attachments.

Quantity

Unit

Unit Price

Amount

NTE

6,000.00

22-DIGIT ACCOUNTING CODE

10-31

8400-1-3-F-031-23000-2579-000

Total

6,000.00

22-DIGIT ACCOUNTING CODE

10-31

Payment will be made after receipt of articles produced upon proper completion and submission of invoice in triplicate to:

U. S. DEPARTMENT OF LABOR

ACCOUNTS AND PAYROLL SERVICES

200 CONSTITUTION AVENUE, NW - ROOM N365A

Payment will be made after receipt of articles produced upon proper completion and submission of invoice in triplicate to:

WASHINGTON, DC 20210

Original

U. S. DEPARTMENT OF LABOR

ACCOUNTS AND PAYROLL SERVICES

200 CONSTITUTION AVENUE, NW - ROOM N365A

WASHINGTON, DC 20210

Original

Name Daniel P. Murphy

Title Division of Procurement

(Authorized Purchasing Officer)

Signature

Name Daniel P. Murphy, Chief

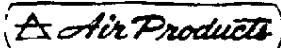
Title Division of Procurement

(Authorized Purchasing Officer)

MAY - 1978

J. C. NOVAK

AP00033898



WORK ORDER

☐ INTERGROUP☐ INTERNAL☒ REBILLABLE

WORK ORDER NUMBER REV. NO.

XH-1818

PERFORMING ORGANIZATION	DEPT. NAME Audiovisual	ORG. CODE 400-8012	LOCATION PREFIX CODE XH	DATE REQUIRED
REQUESTING ORGANIZATION	DEPT. NAME Audiovisual	ORG. CODE 400-8012	LOCATION PREFIX CODE XH	DATE PROMISED
PRIME AUTHORIZATION		CLASS	CHARGE NUMBER	CUSTOMER'S CONTRACT OR P.O. NUMBER
☐ PROJECT				PRIORITY RATING
☐ C.E.A.				SPECIAL INSTRUCTIONS (SHIPPING, BILLING, ETC.) U.S. Department of Labor Accounts and Payroll Services 200 Constitution Avenue, NW - Rm. N1301 Washington, DC 20210
☐ E.E.A.				
☐ OPERATING	LABOR			
BUDGET	MATERIAL			
☐ INVENTORY				
☐ REBILLABLE		90	9- XH-1818	
☐ OTHER				

DESCRIPTION OF WORK AUTHORIZED, INCLUDING DESCRIPTION OF MATERIAL AND DRAWING REFERENCES.

Videotape for workers dealing with Vinyl Chloride

REQUESTING DEPARTMENT AUTHORIZATION		AUTHORIZED BUDGET		PERFORMING DEPARTMENT AUTHORIZATION		AUTHORIZATION TO CLOSE WORK ORDER	
DATE	REQUESTED BY	TOTAL MATERIAL	\$	DATE		DATE	CLOSED BY
7/24	<i>[Signature]</i>	LABOR / LABOR O.H.	\$	7/24	<i>[Signature]</i>		
		TOTAL	\$ 6,000.00				
DATE	APPROVED BY	LABOR HOURS		DATE	APPROVED BY	DATE	APPROVED BY
7/27	<i>[Signature]</i>	Overtime Authorized					
		☐ Yes ☐ No	Hrs.				
		Budget Released					
		☐ No ☐ Full ☐ Partial					
DISTRIBUTION		COMMENT		SCHEDULE INFORMATION			
ENG. MGR.	MATL. PROC.	PLANT	ORIG.	RECD.	PLT.	REL.	
DES. ENG.	ESTIM.	QUAL. CONT.	FILE	F	C	S.O.	
IPD PROJ.							

FORM 5080-1 (REV. 9/76)

* TO OPEN, SEND A COPY TO CSD ACCOUNTING OR CHEMICALS GROUP ACCOUNTING, AS APPLICABLE.

** TO CLOSE, SEND A COPY TO CSD ACCOUNTING OR CHEMICALS GROUP ACCOUNTING, AS APPLICABLE.

PERFORMING DEPT COPY

AP00033899