states merely that John Smith was examined on a certain date. If the card returned to the personnel department and thereafter kept in its files is green, the man is physically suitable for any job in the plant. Should the card sent back be yellow, it means that the subject has some defect or handicap that must be considered, and the personnel department is required to discuss the proposed job with the physician and medical department to determine whether the individual may fill it without harm to himself or others. A yellow card in this man's record also means that he may not be transferred without consulting the medical department and obtaining its permission. A man may have a yellow card just temporarily, until some defect is corrected. A red card is returned for men exhibiting serious conditions, such as complicated silicosis, heart disease, and uncorrectable vision deficiency. Applicants getting a red card may not be hired except for work in special nonhazardous situations. Old employees so classified on surveys are treated the same as men with yellow cards and some position is found compatible with their condition.

The usefulness of an industrial hygiene department is greatly augmented by close collaboration with the medical department, mainly through comparison of records compiled by each. Where an industrial hygiene survey shows high dust counts, comparison of results with chest studies, particularly if there are employees with long service records in the department, can help in determining whether the condition should be attacked as a true occupational disease hazard or as a nuisance. If management is approached with all the facts, hysteria is avoided and better confidence is fostered.

Similar situations develop where medical findings can be elucidated by consideration of industrial hygiene findings. An example was the finding of a high percentage of chests that appeared silicotic in an x-ray survey, but in this case the dust counts were only moderate and the free silica concentration was very low. Further study showed very high concentrations of iron oxide, mainly as fume too small to count, from welding and cutting operations. This pointed to a diagnosis of "possible iron pigmentation" as described in the work of Sander.[2]

C. NURSE'S RECORDS

The plant nurse's records are of vital interest to the industrial hygiene department. Every employee's visit to the nurse, whether for actual injuries and re-dressing or for other complaints, such as headache, cold, or sore throat, should be recorded and recapitulated by department each week or month. A critical review of these records by the industrial hygienist may uncover a previously unsuspected atmospheric contamination, such as carbon monoxide from a defective flue, giving rise to an unusual number of headache complaints from the area affected. Even more obvious is this review as a means of picking

[2] O. A. Sander, *J. Ind. Hyg. Toxicol.*, **26**, 79–85 (1944).

up new sources of dermatitis, for as soon as a material that is an active skin irritant is introduced, the nurse will be deluged with complaints. In such acute conditions the alert nurse will call in the industrial hygienist before the situation has gone very far.

A medical records training program for nurses in one large industry consisted of the following seven sections. It shows keen appreciation of the importance of having records of the highest possible quality.

Unit 1: The Importance of Concise, Neat, Accurate, and Complete Reports. An attitude building session aimed at the development of a greater appreciation of responsibility for and importance of good medical records.

Unit 2: How to Get the Most Out of an Interview. A session aimed at developing a better understanding of the principles and techniques of conducting an effective interview.

Unit 3: Conducting Better Interviews. A series of sessions designed to increase interviewing skills in realistic, local plant situations.

Unit 4: Review of Medical Terminology and Anatomical Locations. A session or two conducted by the doctor aimed at refreshing the nurse's knowledge of medical terminology and anatomical locations.

Unit 5: How to Properly Record Data. A series of sessions devoted to a study of the local plant forms and proper methods of completing these forms.

Unit 6: Recording the Data. A series of skill development sessions designed to aid the nurse in consistently producing high quality medical records.

Unit 7: Evaluation and Summary of Program. A review and summary unit aimed at aiding the nurse to develop a continuing program of self-improvement.

D. RECORDS OF BIOLOGICAL SPECIMENS

When the effect of the environment is measured directly, as by analysis of spot urine samples for lead, a means is provided of correlation of studies of the environment and of the individual. The following is a description of such a survey made in a program for controlling the lead hazard in a brass foundry at some distance from the industrial hygiene laboratory.

Spot samples were collected in the first-aid room at the plant, and the card shown in Figure 3 was filled out and fastened to the bottle with a rubber band. This card is the result of simplification after first using a three-part slip that had to be filled out with two carbon copies. The first form was abandoned because it required too much time on the part of the plant personnel and was not easily understood. It also required for each sample collected filling in information that was already available to the laboratory even when the first sample had been collected, such as the age of the individual and his working place. Also it had spaces for laboratory data, which were not pertinent to the phase of the survey made at the plant.

Simplicity and explicitness must be the keynote of a form such as this, which is to be filled out by plant personnel. Use of the term "Urine Wasted" had caused some confusion; therefore, the explanation "Urinate in Toilet" was added. The purpose here, to obtain a record of *all* of the urine excreted by the kidneys for a *definite period* with information as to person, place, and time, is the one and only function of the card.