



FILE COPY

PPG INDUSTRIES, INC.

INTEROFFICE CORRESPONDENCE
LAKE CHARLES, LA

TO: Don Reich
DATE: December 16, 1991
FROM: Howard Duhon (HD)
SUBJECT: Vinyl Chloride (VC) Training

I received your class attendance sign-up sheet for vinyl chloride training conducted on 11/11/91 and 11/12/91. The names were immediately input into the system. Three batch jobs were run on the Plant Training System (PTS) to determine who else needed to attend. Attached is the one employee who needs to attend in SPU 43 this year (1991).

Also attached is the lesson format for VC training that the rest of the complex is performing. I need for you to review it and get back with me if there are any items to add or delete. It is important that our VC training is consistent from unit to unit.

The training department must receive all original meeting attendance reports. Since I have the recordkeeping responsibility, my department needs all original sign-up sheets associated with mandatory training. Check your files and send any additional (mandatory training) rosters.

/lbn

Attachments

cc: Jim Wyche
T. G. Ford
R. B. Pfost

SL 074777

SAFETY MEETING ATTENDANCE REPORT

DATE: 12/19/91
SPU #: 43

TOPIC: Vinyl Chloride (MakeUP) #9
LEADER: B. Reich #217

Empl #	Name	Empl #	Name
2606	Lisa Tooke		

Howard

Lisa Tooke saw the vinyl chloride film on 12-19. This is the SPU she missed in November.

After reviewing the presentation you sent it is my opinion that the laboratory can use some of the

slides but I'll want to include some information relating to laboratory handling of cylinders and some information about accidents that B. Sanders has given me to emphasize the fire hazards. I'll also include some chemistry and end use of the vinyl to play to the technical people I have to present this topic to -
B. Reich

12/20/91

Don

Please send me the additional info you add to your class. Sounds good

Howard