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FROM: T. G. Grumbles

DATE: November 15, 1989

Interoffice
Communication

SUBJ: INDUSTRIAL HYGIENE MEETING ACTION ITEMS

VISTA

Below are the significant Action Items from the annual meeting:

1. The MSDS non-emergency phone number will be changed to a Houston number, probably Jackie O'Connell's.
2. A project team was formed to review long term record storage needs and recommend alternatives for storage and retrieval. Team members are Robert Martin (Leader), Bill Jones, Randy Gantz, and Mike Horowitz.
3. Dr. Drumwright and TGG will provide information on heart stress standards and management to the Safety Directors.
4. TGG will begin efforts to develop a "corporate" Industrial Hygiene Procedures Manual.
5. Safety Directors will send copies of their existing plant forms for the following to TGG:
 - a. Field sampling data (data collection)
 - b. Chain of custody
 - c. Employee notification of results
 - d. Training documentation
6. TGG will review existing forms and propose corporate forms for the four items.
7. Safety Directors will send a summary of their business with C-TEK to TGG.
8. TGG will use Item 7 results to discuss costs with C-TEK.
9. TGG will discuss overexposure notifications and placement of the analytical method number on reports with C-TEK.
10. OSHA regulatory interpretation done on individual requests will be routinely copied to all Safety Directors.
11. TGG will develop a memo on the need and justification for developing a "pro-active" asbestos management program, including identification of existing asbestos.
12. TGG will distribute the recommended CFM rates for chemical fume hoods.

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13. TGG will provide guidance, or find someone who can, on "demonstrating competency" when training.

In addition to the above there is a need for a general assessment of our industrial hygiene needs and deficiencies. This would include some of the items above, multiple areas that would be assessed during audits, general manpower requirements an industrial hygiene training needs. I plan to do that assessment this year. The need is clear, but, how to accomplish it is not at this time. Hopefully auditing will resume this spring.

Please let me know if I've missed anything.


T. G. Grumbles

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Distribution:

SAFETY DIRECTORS

Bruce Trego-Aber, Bill Jones-Balt, Harry Peirce-Blane, A. E. Russell-Hmd, K. L. Fogg-LCCP, R. V. Gantz-LCLAB, G. M. Shirley-LCVM, J. D. Harris-Okc, R. B. Martin-Austin, D. A. Barclay, D. L. Morgan, J. R. Drumwright

cc: PLANT MANAGERS

R. W. Seymour-Aber, L. R. Bauer-Balt, G. D. Williams-Blane, J. B. Maher-Hmd, J. Friend-LCCP, J. W. Ware-LCLAB, R. A. Conrad-LCVM, H. D. Garrison-Okc, P. L. Foote-Prem, V. W. Weiss-Austin

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