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CHAIRMAN'S OFFICE

Malcolm Meyer, Esq.,
Certain-teed Products
Corporation,
120 East Lancaster Avenue,
Ardmore,
Pennsylvania,
U. S. A.

1st April 1968

Dear Malcolm,

Asbestos and Health

I am sending you twelve copies of a new booklet entitled "Asbestos - Safety and Control" and of a pocket card for sales representatives entitled "Putting the Case for Asbestos". I think that you will find these helpful and they will show you how we are trying to provide information about these problems in this country.

This literature is not intended for distribution to customers, but is primarily for the guidance of management and sales representatives within companies in the industry who market products which may involve some health risk.

There is nothing secret about the booklet, nor is there anything in it which we wish to hide; it contains a selection of questions (some repetitive) which have been

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met in practice by sales representatives and no single customer is likely to be involved with more than a few of them, for which reason it might give rise to unnecessary anxieties if the booklet were generally released.

We intend to make use of the booklet in the following three ways -

1. Distribution

Distribution to sales staff and others who have to discuss the health risk associated with asbestos with customers and others outside your organisation.

Ideally such staff would be briefed at a conference called specially for the purpose, and the booklet would be issued at that time. We shall make clear to staff that the booklet is intended to enable them to answer customers' questions themselves, and is not as a rule to be given away to customers. They should also study and keep for regular reference the card "Putting the Case for Asbestos", produced by the Asbestos Information Committee.

2. Source Book

Use as source book for companies' own literature.

It is probably desirable that companies who are affected by the health problem should produce their own booklets or series of booklets, explaining the ways

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in which their own products can be employed safely, for distribution to customers. We should be very interested to see any such company literature and would be very happy to give any help we can in its production.

3. Customers

Release, on request only, and after approval by a Director or senior staff designated to give such approval, to the management of customer companies. The booklet is not intended for general issue to customers.

This literature was designed for use in the United Kingdom and it may well be that all the answers may not be quite suitable in America.

If there is any way in which I can help you further on this matter, please let me know.

Kindest regards,

Yours sincerely,