FILE NAME: Reynolds Metals (RM)

DATE: 1984 RM025

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DOCUMENT DESCRIPTION: Memo - Asbestos Survey and Replacement Program

File E.



MEMORANDUM

TO: DAVID V. HOPKINS - SHERWIN

FROM: R. E. Benton - Industrial Hygiene, COB
R. G. Burton - COS Cen. Eng., EXO

DATE: April 30, 1984

SUBJECT: ASBESTOS SURVEY AND REPLACEMENT PROGRAM

We appreciate your cooperation during the visit to your plant on November 7 & 8, 1983. It is now Company policy that where feasible substitutes are available for asbestos, they will be purchased; and that where we must purchase asbestos, no machining, cutting or grinding will be done to the material.

In this package, enclosed are the following:

1. A list of materials that will substitute for asbestos products that were present in your plant. This list may contain some items identified as asbestos which may not be currently used at the plant. Every effort should be made to remove these materials and properly dispose of them, as soon as possible.

2. A list showing common places in which you may expect to find asbestos-containing materials in your plant and an attachment giving the precautions that must be taken when these materials are worked with, or when they are removed and disposed. These safe-handling procedures have been developed to eliminate any inhalation exposure to asbestos when working on a product containing asbestos.

3. A list of asbestos replacement products, with telephone numbers and names of companies that can assist in replacing asbestos-containing products or offer alternatives to present replacements.

This survey and replacement program is intended to increase everyone's awareness and should be covered with plant personnel, especially maintenance, engineering, and purchasing.

We would also like to stress that this asbestos program is an ongoing program and that we will be available to assist in the applications and problems associated with asbestos, on a continuing basis. We can assist in obtaining trial samples, and coordinating information, as you require them.

Thank you for your cooperation.

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