SOUTHWESTERN REFINING COMPANY, INC.

INTER OFFICE MEMORANDUM

September 17, 1979




MEMO TO: Distribution

FROM: R. A. Clark

SUBJECT: Employee Notifications of Industrial Hygiene Monitoring Results

In keeping with the previously established procedure used in the Benzene monitoring program, all monitoring results for the Industrial Hygiene Program will be forwarded to the Administrative Manager for notification of the employees involved.

Attached is an outline which should be followed starting with the monitoring through the notification. It should be noted that the regulations allow five days from receipt of monitoring results to the employee notification. The clock starts when the laboratory transmits the analytical data to Environmental Control.

This procedure was not followed with the first set of data completed in August 1979, but the established procedure will be followed in the future.

RAC:ths
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SWRf/Asbestos 6190

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# OUTLINE OF INDUSTRIAL HYGIENE MONITORING PROGRAM SEQUENCE

| DAY | DEPARTMENT RESPONSIBLE | ACTION |
|---|---|---|
| | Environmental Control & Safety | Perform monitoring |
| | Laboratory | Analyze monitor samples and transmit results to Environmental Control |
| 0 | Environmental Control | Interpret results, initiate corrective action, and transmit monitoring data and corrective action to Administrative Manager |
| 5 | Administrative Manager | Notifies employees monitored and Kerr-McGee Industrial Hygiene Department of monitoring results and corrective actions, if required. |