

Benzene Task Force (BzTF)
Minutes from Conference Call on Tuesday, July 21, 2009 at 2PM (EDT)

Participants

Michael Bird (Chair)	ExxonMobil Biomedical Science, Inc.
Stuart Cagen	Shell Chemical Co.
Tracy Hammon	ConocoPhillips
Petra Holden	API
Christine Palermo	ExxonMobil Biomedical Science, Inc.
Eric Stine	Chevron Energy Research and Technology Company
Mark Swanson	Marathon Oil
Russell White	API
Kimberly Wise	API

Minutes, Agreements and Action Items

1. Anti-Trust Guidelines were reviewed and in place for the duration of the call.
2. C. Palermo (ExxonMobil Biomedical Science, Inc.) and P. Holden (API Counsel) will be participating on BzTF calls. **Action Item:** K. Wise will ensure both have been added to the list serve.
3. Members were updated on the Pooled Analysis Study
 - a. Investigators to present work at X2009 Conference on Innovation in Exposure Assessment in August
 - b. Investigators to present work at 2009 Benzene Symposium in September
 - c. Investigators anticipate December 2009 study completion**Action Item:** K. Wise will send BzTF members copy of Pooled Analysis progress report
4. Members were provided an update on the Benzene Product Stewardship Coalition (BPSC) activities
 - a. Dr. Gerard Swaen will be attended the October IARC meeting as an IARC Observer. **Action Item:** K. Wise will send BzTF members a list of IARC attendees
 - b. Draft manuscript available for the Steinmaus et al Letter to the Editor. **Action Item:** K. Wise will send BzTF members copy of draft manuscript.
5. Members were informed of new API budget process
 - a. Future program resources will no longer be allocated based on project papers
 - b. Preliminary budgets anticipated in October
6. Members informed of the new API SharePoint website. **Action Item:** K. Wise will send BzTF log-in information.
7. Upcoming Events
 - a. Benzene Symposium in Munich September 7th – 11th. **Action Item:** BzTF members will inquire about abstract availability and dissemination
 - b. IARC Meeting in Lyon France, October 20th – 27th
8. The next meeting is tentatively scheduled for early November (3rd, 4th, 10th or 11th) in Houston. The meeting will be coordinated with the BPSC.

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9. Meeting was adjourned at 2:50pm (EDT)

Agenda

Agenda Item		Lead Person	Desired Outcome
1	Introduction and Anti-Trust Guidelines	Kimberly	Record for Minutes
2	Updates • Pooled Analysis Update • BPSC Activity • Benzene SharePoint Site	Michael/Kimberly	Information
3	Miscellaneous Business • New API budget management • Planning for 2009 Meeting to Debrief Benzene Symposium and IARC Meeting	Kimberly/Group	Information/Group Consensus
4	Adjourn		