GRACE

Construction Products Division

PLAINTIFF'S EXHIBIT
FRG 16068

Cambridge, Mass.
April 4, 1977

To: W. R. Hanlon
B. R. Williams

From: E. S. Wood

Subj: Guidelines For Written Responses To Customer and Government Inquiries As To The Tremolite Content Of Our Products

cc: R. M. Vining
H. C. Duecker
J. W. Woltar
W. F. McCord
B. A. Blessington
F. W. Eaton
T. A. Eschenbach
O. M. Faverite
R. H. Locke
F. E. Bona/New York

Please designate one or more people in your organization for each product to answer requests for written reports to customers or government representatives with respect to the tremolite content of our products. You may wish to involve your Regional Managers as well as the Product Managers.

General background information is contained in the attached suggested district manager (salesman?) letter. In addition, I have attached the results of our recent tests on tremolite content of our products and fiber counts in typical end use environments (Tables I and II) for distribution to your key people. Please bear in mind when interpreting the data in Tables I and II that the symbol < means "nothing detected" at the minimum indicated sensitivity of the test procedure. Table III shows the time weighting factors for each product use along with the source of these weighting factors.

I expect us to be completely candid with customers and any properly identified OSHA or other government safety official with respect to the presence of tremolite in our products. At the same time, comments must be chosen which fairly portray the level, nature, and frequency of tremolite contaminants as indicated by the most recent tests. In an effort to be as precise as possible, the attached Table IV indicates descriptive qualitative characterizations of the quantitative information collected. No substitutes, please.

Please be certain that your people follow without exception the Grace policy with respect to public (media) comments by referring all such requests to Fred Bona, Corporate Communications Division, Grace New York, without further comment.

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To: Hanlon/Williams -2- April 4, 1977

Subj: Guidelines.....

By copy of this memo, I am asking Jack, in his capacity as Tremolite Committee Chairman, to expedite the completion of product safety data sheets which should be employed where simple qualitative responses are not sufficient.

By copy of this memo, I am asking Fred Eaton to maintain a summary of all field fiber count test results by product (see attached Table V for typical example) along with back-up documentation for each job.

Chip

E. S. Wood

ESW/CGR
Attachments