

January 3, 1975

Mr. Fred C. Sutro, Jr.
USS Chemicals
600 Grant Street
Room 2863
Pittsburgh, Pennsylvania 15230

Dear Fred:

In preparation for our meeting in the afternoon of January 21 to review the Agency's performance I propose the following approach:

As with any review of this kind, we need to organize our discussions around the following kinds of questions.

1. What was the assignment?
2. What was accomplished?
3. What were the problems or shortcomings?
4. What improvements are now needed?

With these points in mind, we should review each area of agency activity and responsibility, as follows:

- A. Sources of information on legislative activities and press stories affecting plastics
- B. Legislative surveillance and implementation
- C. "Quick Response" activities
- D. Positive Publicity Program
- E. Special Programs:
 - (1) Urethane Safety Group
 - (2) VCM-PVC Producers Group
 - (3) "Combustibility" Information
 - (4) Educators
- F. Internal Communications
- G. Liaison with Keller and Heckman, Members' Washington Representatives, Other Associations and Agencies
- H. Fiscal Controls

As always, this Agency's performance is also a reflection of the kinds of liaison and guidance provided by the staff, as well as the policy question from the PAC.

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Performance here needs the same kind of scrutiny as we will be giving to the Agency itself.

Fred, if you wish, I will be prepared to provide information and lead the discussion through this outline. Further, I want you to know in advance that while I will point out problems and shortcomings, this review will be made in a positive manner. What have we learned from the past year that will improve our collective performance in the year ahead?

This should be a very productive session.

Cordially,

Ralph L. Harding, Jr.
President

RLH:lj

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