

August 3, 1970

Because of the many decisions to be made at this meeting it was decided that resolutions would not be necessary for every editing change to the booklet, but that changes would be indicated when members approved certain wording. At this point, the Committee Members approved the wording "Friction Materials Work Practices Guide" as the title for the booklet. In addition, it was suggested that "Friction Materials Standards Institute, Inc." be shown in smaller type at the bottom of the front cover. A suggestion was made that "FSI" be inserted. The Secretary noted that in the copy from Johns-Manville that "Friction Materials Standards Institute" had been put at the top of the front cover but it did not show in the stencilled copies made for the Committee Members. This "Friction Materials Standards Institute" should be dropped to the bottom of the front cover. At a later point in the meeting it was stated that the month and year of publication should also be shown on the front cover. It was suggested that the month and year of publication be shown at the top of the front cover.

Mr. Weaver had reiterated that Raybestos-Manhattan did not agree with the disclaimer shown in the third paragraph under the Introduction. The Members read this disclaimer wording and agreed that it was appropriate as written. One Member indicated that his company would not proceed with distribution of the booklet without a disclaimer approved by Counsel. The Members accepted the wording as shown in the text.

At the bottom of this first page under "Asbestos and Friction Materials" it was suggested that the words "Proper Work Practices..." be underlined. This was to emphasize this point. Counsel stated that if this sentence was underlined he would insist that the disclaimer language be underlined. Counsel stated that it would be inappropriate if other wording was emphasized more than the disclaimer. It was decided not to underline this wording.

On the page summarizing the OSHA Asbestos Standard, Mr. Weaver had suggested that the summary be moved to the rear of the booklet along with the reference sources for additional information, such as the Asbestos Information Association, Friction Materials Standards Institute or the users' friction materials supplier. A member suggested that the blank area over the summary of the OSHA Asbestos Standard have a prominent "WHY." In essence, the "WHY" is questioning the illustration telling a mechanic not to use an air hose, and the OSHA Asbestos Standard is the answer. It was stated that use of this space on this page would help emphasize the importance of these procedures. The Members agreed that the summary of the OSHA Asbestos Standard should stay where originally set and that "WHY" should be placed in large letters over the text.

A question was raised about the use of the word "ceiling" concentrations. This wording was used in the OSHA Standard. It was suggested that a user in a brake shop might misunderstand the term "ceiling." One might think that measurements are to be made at the ceiling in the workplace rather than in the immediate work-place area. It was felt that this "ceiling" usage could be confusing to the uninitiated. It was suggested that a word such as "maximum" or "peak" be added. The word "maximum" could also be confusing and it was suggested that the word "peak" be shown in parenthesis following the word "ceiling" for the exposure limits. There were additional comments made concerning the "two fibers" and the punctuation that appeared after it. By reference to the OSHA Standard as written, the wording was left as shown. In a further reading, the wording "All external surfaces, machinery and equipment must be maintained free of asbestos fiber accumulation" was reviewed. Reference is not made to machinery and equipment in the OSHA text. Those words were therefore removed. At the bottom of this page reference to the Appendix was removed, because the Appendix was to be dropped in favor of new wording.