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Refy LAC

Deer Park Manufacturing Complex
P.O. Box 100
Deer Park, Texas 77536

December 16, 1987

Brown & Root, Inc.
ATTN: Mr. Bill Smithson
c/o Shell Intercompany Mail

PLAINTIFF'S EXHIBIT

SH-2354

Dear Sir:

CABLE DROP PROCEDURES IN REFINERY LAB

A meeting was held December 4, to discuss procedures to be used by Brown & Root employees installing computer cables in the Refinery Lab. Present at the meeting were Jack Miller, Computer Services, Matt Hodges, Brown & Root, and Wayne Austin, Industrial Hygiene.

The ceiling tiles in the Refinery Lab have been found to contain asbestos. To install computer cables in the lab, 3/4 inch holes must be drilled in the ceiling tiles. The following procedures are to be used to accomplish this task:

1. All work is to be done on evening shifts to minimize potential exposure of laboratory personnel.
2. Brown & Root employees are to wear protective clothing and respirators.
3. Exposed surfaces under the site of the drilling should be covered with plastic.
4. As the holes are being drilled in the ceiling tiles, a HEPA vacuum hose is to be positioned next to the drill bit to capture fibers that are released during the drilling.
5. After the holes are drilled, the exposed edges are to be sealed with an appropriate encapsulating material and then fitted with a grommet to prevent future abrasion from the cable.
6. Upon completion of the job, the room and exposed surfaces are to be vacuumed thoroughly with the HEPA vacuum.
7. Area and personal exposure monitoring is to be conducted by Brown & Root during the job.

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Please review these procedures and give me a call if any of the requirements are unacceptable to you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Wayne".

W.B. Austin
Industrial Hygienist II
Health & Safety

cc: M. Hodges, Brown & Root

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CHBT8735201

DPMC-08629

bc: J.W. Miller
A.D. Taggart
N.G. Choate
A.F. Schmit
C.J. Ward
ECB Satellite
WBA Chron

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