

March 22, 1955

CONFIDENTIAL
AIR MAIL

Mr. M. P. Murdock
Ethyl Corporation
100 Park Avenue
New York City 17

Dear Mac:

I send you herewith two copies of a memorandum which I have prepared to present the views of the Medical Department, as well as its policies and general purpose in its dealings with physicians at the refineries (mixing plants) of customer companies. It is my feeling that this should have highly limited distribution at this time, but I am glad to state the case as I see it to you and such of your associates as you may wish to include.

Sincerely yours,

Robert A. Kehoe, M. D.

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the status of the plant medical department, and for the institution of a procedure, on the part of our physicians, which will not result in professional embarrassment or clash. Since such a procedure cannot be imposed in its application to one customer company and not to another, it has been necessary to develop a principle of procedure and to establish criteria which would apply generally and for some time to come to the situation within the petroleum industry.

This situation is highly variable throughout the country and indeed within individual oil companies. Adaptation to it, therefore, where required at all, must also be varied. The matter has been discussed with the Medical Directors of several of the companies. Their reactions, likewise, are variable; some wish physicians of Ethyl Corporation to continue their activities without change, while some have suggested modifications of procedure which we are prepared to adopt. However,

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MEMORANDUM ON MEDICAL PROCEDURE IN
CONNECTION WITH MIXING PLANT PERSONNEL
AT CERTAIN PLANTS OF CUSTOMER COMPANIES

During the past year, in response to a recommendation of
physicians in one of the major oil companies, the Medical Department
has had under consideration some modification of its procedure for
conducting the physical examinations at certain plants of customers of the
Corporation. The necessity for this has come about because of the
development of medical facilities in the petroleum industry, whereby,
in some instances, regular periodic examinations of refinery personnel,
including mixing personnel, are carried out by physicians of the companies
concerned. Where this is done, professional relationships call for an
acknowledgment, on the part of physicians of Ethyl Corporation, of the

before referring to these specific modifications of procedure, it seems advisable to restate the general policy of the Medical Department of Ethyl Corporation, and to issue a word of warning, lest anyone in the Corporation or outside of it should conclude that the general practices and purposes of the Medical Department, with reference to personnel at mixing plants, have undergone, or are likely soon to undergo, any significant change. Moreover, since members of the Medical Department must make some appraisal of the medical facilities and personnel at the various refineries within which mixing plants are situated, and must act on the basis of such an appraisal and also, so far as possible in accord with the wishes of the Medical Directors and local physicians of customer companies, it is necessary that the utmost courtesy and tact be employed in what may be, occasionally, a delicate professional situation. Members of the management and of the field staff of the Corporation are requested, therefore, to avoid detailed discussions of this matter, so far as possible, and to leave the local arrangements entirely to the medical representatives of the Corporation, especially until the next round of visits to mixing plants has been completed and the Medical Department is in position to view the situation broadly.

Policy

The policy of the Medical Department of the Corporation, with reference to the mixing operations, now, as in the past, is that of providing such medical and hygienic supervision, in coordination with the engineering and hygienic supervision furnished by Ethyl's safety organization, as is required for the purposes of safeguarding the health of the mixing personnel. In doing this it is prepared to recognize and accept the medical and technical

assistance of the personnel of the oil companies, but it does not propose to transfer the responsibility for safety and industrial hygiene to such personnel, any more than it has done in the past. Members of the Medical Department and of the Safety Organization of Ethyl Corporation will continue to visit all mixing plants, and to act as the expert critics of all medical and hygienic procedures and operations. Medical and safety personnel will carry out their activities in concert with the corresponding personnel of customer companies, so far as possible, in a spirit of cooperation and professional courtesy, but in the full recognition of the fact that the terms of the contracts between Ethyl Corporation and its customers place the professional responsibility for hygienic procedure in the hands of the representatives of Ethyl Corporation. In the ordinary course of professional relationships it should not be necessary to resort to contractual authority, but it is proper and necessary for the representatives of Ethyl Corporation to bear in mind that the present mechanisms of hygienic control exist by virtue of the agreement of Ethyl Corporation with the United States Public Health Service that the former will maintain the safety of the operations. So long as this agreement is in force, the judgment of representatives of Ethyl Corporation, in relation to the hygienic aspects of the handling of its product, must prevail and will do so, so long as such judgment is exercised in good faith, on the basis of sound knowledge and experience.

Procedure

At mixing plants at which the personnel are being subjected by oil company physicians to periodic medical examinations comparable in

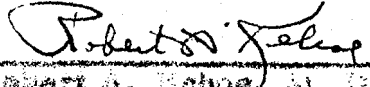
refineries and mining plants of the country or of any specific oil company. At no time will we at the discretion of the physician who represents Mithyl Corporation at a specific plant or in a specific area.

It is believed that there are only a few refineries. At present, at which adequate periodic medical examinations are being carried out regularly by refinery physicians. Moreover, as outlined previously, the actions of the refinery physicians, with respect to the regulation of these examinations by physicians of Mithyl Corporation, are by no means uniform. Accordingly it is regarded as highly essential that no assumptions, with respect to the procedure of our physicians, be made by personnel of the Sales Department, but that the situation at a specific refinery be made the subject of an understanding between the area physician of Mithyl Corporation and the area field organization through its local representative, after the position has been explored fully by the physician.

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physicians, and when the wishes of the oil company physician, as well as other factors, suggest that it is unnecessary and inadvisable to repeat such examinations at the time of the visit of Ethyl Corporation physicians, they will not be repeated. However, the physician of Ethyl Corporation will consult with the refinery physician, will examine such men as he may choose to examine, will consider with the refinery physician any cases or problems that require looking into, will visit the refining plant, if he so desires, will talk to the mixing personnel if he so desires, and will carry out any other activities which in his judgment may be required in the fulfillment of his responsibility. There is no rule of thumb and no uniform procedure in this regard which can be specified at this time throughout the

Certain details of procedure will require some working out over some period of time at plants at which many or most of the medical examinations come to be carried out by refinery physicians. Such information, now of prime importance to local safety personnel, as that relating to the eligibility of certain individuals for engaging in mining operations, may not be forthcoming at once in a routine manner. Some release and reassurance may be required while these matters are being resolved at an individual location. In this connection, it may be comforting to the local safety engineer to recognize that the solicitation of the interest and concern of the refinery physician in the safety and health of the mining personnel, together with his immediate accessibility in any emergency, is an augmentation, rather than an attenuation, of safety in these operations. It is well to recognize that the purpose of this cooperation is that of achieving maximum safety in these operations rather than strict compliance with a conventional routine. Toward this end and that of maintaining sound and enduring professional relationships, an attitude must continue to be that of a sincere cooperation with the representatives of customers in maintaining the safety of their employees.


Robert A. Schoe, M. D.
Medical Director

March 21, 1955

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