

INTERNATIONAL LEAD ZINC RESEARCH ORGANIZATION, INC.

292 MADISON AVENUE, NEW YORK, N.Y. 10017
TELEPHONE 532-2373 (AREA CODE 212)
CABLE ADDRESS: NYILZRO NEW YORK

Environmental Health Department

Operating Procedure

I. Function

The Environmental Health Department will manage the environmental health research activities of ILZRO and also the service and informational activities of the LIA. The Department will maintain a separation of activities, however, in keeping with the basic charters of the two organizations.

II. Personnel

As presently envisioned, the personnel of the Environmental Health Department will be composed of the Manager, Environmental Health, Assistant Manager, Environmental Health and a secretary. Depending on experience and workload, a second secretary may be required.

III. Facilities

In so far as possible the Environmental Health Department personnel, files and library will be housed within the ILZRO offices. The Department will use the office services of ILZRO.

IV. Administration

The Environmental Health Department will function as an integral part of ILZRO. LIA functions will be performed in return of payment equal to one-half of the total management and operations budget of the Department. Payment will be made quarterly in advance by LIA to ILZRO. ILZRO will then disburse funds as required throughout the year. The budget will include personnel salaries, travel and entertainment expenses, and overhead costs for the use of ILZRO facilities.

A. Salaries

Salaries of personnel of the Environmental Health Department will be set according to ILZRO budgetary practices.

B. Travel and Entertainment

The Travel and Entertainment budget will be based on anticipated travel and entertainment for the forthcoming year. Since it is recognized that these estimates may be somewhat inaccurate,

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one-half of any budgeted funds not expended during the year will be refunded to LIA. In the event that the travel and entertainment budget is exceeded because of unforeseen demands, expenses will be charged to ILZRO and/or LIA on a pro rata basis with regard to the purpose of the excess travel.

Both LIA and ILZRO will receive detailed expense reports and "Visit Reports" regarding all travel. Travel itineraries will be submitted in advance of travel to the Executive Vice President of ILZRO and LIA.

C. Overhead

For the purpose of the budget, overhead costs will be calculated from the ILZRO Management and Operations Budget. The following formula will be used to calculate the percentage of each budgetary item to be charged to the Environmental Health Department:

$$\frac{\text{Total Salaries of E. H. Department Personnel}}{\text{Total ILZRO salaries}} \times 100 = \% \text{ of overhead.}$$

One-half of the total overhead assignable to the Environmental Health Department will be charged to LIA.

V. Liason

For the purpose of maintaining a close relationship between ILZRO and LIA on environmental health matters, an Environmental Health Advisory Committee (EHAC) will be established. Members of EHAC will include the respective Executive Vice Presidents of ILZRO and LIA, the Secretary-Treasurer of LIA, and the Manager and Assistant Manager of the Environmental Health Department. The respective Presidents of ILZRO and LIA will also serve as exofficio members of EHAC. EHAC will meet at least monthly to discuss matters relating to the Environmental Health Department.

VI. Committee Meetings

Meetings of the LIA Environmental Health Committee and the ILZRO Lead Environmental Health Committee will be held regularly twice a year at the time of the LIA Annual Meeting and at the time of the ILZRO Budget Meetings. The ILZRO Zinc Environmental Health Committee will meet regularly once a year at the time of the ILZRO budget meetings. The LIA and ILZRO portions of the meetings will be distinct and separate, minutes of each will be kept. Other meetings may be held from time to time as the occasion demands.

Voting on ILZRO research matters will be restricted to representatives of companies financially supporting the research. Voting on LIA matters will be restricted to LIA member company representatives.

VII. Correspondence

A. Stationery

Matters relating to ILZRO activities will be on ILZRO stationery. Matters relating to LIA activities will be on LIA stationery.

B. Copies

For the purpose of keeping all parties fully informed, copies of all Environmental Health Department correspondence, either external or intradepartmental, will be provided to the respective Executive Vice Presidents of ILZRO and LIA.

Further, copies of correspondence originated by ILZRO and LIA to the Environmental Health Department will be sent to the Executive Vice President of the other organization. Correspondence on environmental health matters addressed to either ILZRO or LIA will be forwarded as soon as possible to the Environmental Health Department.

ILZRO Activities

ILZRO zinc and lead environmental health research will be managed by the Environmental Health Department. Research costs will be borne totally by ILZRO. Copies of all ILZRO Environmental Health research reports will be supplied to LIA.

LIA Activities

LIA activities to be managed by the Environmental Health Department include printing and distribution of the Kettering Lead Abstracts; development, printing, and distribution of "Facts" bulletins and other service and informational activities in environmental health now handled by LIA. Further, the Environmental Health Department will have the privilege of liaison with the LIA's public relations consultant for environmental health. All costs associated with these activities, (printing, mailing, consultant charges) other than routine management and operations costs will be borne solely by LIA.

The Environmental Health Department will also bear the responsibility in the following areas when they pertain to environmental health:

1. liaison with governmental officials
2. liaison with other lead development associations
3. cooperation with ZALIS
4. inquiries from the public
5. inquiries from the industry

It is understood that for the maintenance of continuity, responsibility for the industry's posture in the current lead in gasoline controversy in the United States remains with the Executive Vice President of L.I.A. Further, with regard to public relations matters, all activities will be approved in advance by the Executive Vice President of L.I.A.

January 18, 1971

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Environmental Health Department
Management and Operations Budget - 1971

<u>Item</u>	<u>ILZRO</u>	<u>Environmental Health Dept</u>
Salaries	\$307,834	\$51,000*
Travel and Entertainment	52,000	10,000
Overhead ($\frac{51,000}{307,834} \times 100 = 16.6\%$):		
Committee Meetings	6,000	996
Postage and Express	20,000	3,320
Technical Association Memberships	1,700	282
Books and Periodicals	2,500	415
Group Insurance	5,434	902
Business Insurance	2,300	382
Auditing Fees	1,900	315
Office Services	17,000	2,822
Furniture and Fixtures	1,750	291
Telephone and Telegraph	16,000	2,656
Office Supplies	6,200	500
Rent	32,000	5,312
Pension-Contributions	37,150	6,167*
Consultant	1,150	191
Trustee Fee	415	69
Payroll Taxes	11,000	1,826
Medical	750	125
Language Service	400	66
Office Alteration and Paint	6,000	996
Moving New Man		2,000*
Miscellaneous Expenses	<u>3,500</u>	<u>581</u>
Total	<u>\$532,983</u>	<u>\$91,214*</u>

* Subject to change based on actual salaries or charges

LIA share would be \$45,627