

Interoffice Memorandum

TO (Name and Location)	DATE
As Listed*	03/15/84
FROM (Name and Location)	REFERENCE NO.
M.R. Stenzel - Dallas	MRS-19-84

*M. Garcia - Bay City	C.W. Whaley - Bay City	W.H. Brough - Bishop
G. Ille - Bishop	L. Wiltse - Bishop	D. Fuchs - Bishop
C. Shafer - CCCTC	D.A. Chadwick - CCCTC	E.C. Coskrey - Charlotte
C. Kellen - Charlotte	C. Culp - Clear Lake	P. Caldwell - Clear Lake
J. Gordon - Clear Lake	G.D. Bailey - 2	S.E. Harris - 1
J.K. Stafford - 3	T.M. Periman - 1	P. Johnson - 2
N. Coble - 2	S.D. Chisum - Pampa	K.L. Lombardozzi - Pampa

cc: J.N. Gann - Bay City	W.H. Meyer - Bishop	G. Thomas - Bishop
R.F. Stubbeman - CCCTC	J.W. Dunn - Clear Lake	F.L. Sigmon - Clear Lake
R.E. Tower - Clear Lake	L.J. Enders - 1	B.A. Melaas - 2
G.A. Vos - 2	A.G. Holton - 2	B.P. Hanson - Pampa
P. Aitoro - Newark	R.E. Larsen - 3	

SUBJECT: Health Monitoring Users Meeting Agenda

A Health Monitoring users meeting will be held March 28-29, 1984 in Dallas. The meeting will be scheduled to include sessions jointly attended by the nurses and IHS, and sessions specific to each area. This approach should maximize the utilization of time and resources while minimizing redundancy. The meeting will begin at 9:00 a.m. on the 28th in room 4063. The schedule for the rest of the meeting will be provided at that time. For those of you who will be leaving Thursday afternoon, please don't schedule a flight prior to 4:00 p.m.

The following agenda outlines the topics to be addressed. The exact order that these topics will be addressed has not yet been established.

- I. System Transfer - Joint
 - A. Discussion of Transfer
 - B. System Testing
 1. Plant responsibilities
 2. Overall testing program
- II. System Support After the Transfer - Joint
 - A. Dallas Computer Group
 - B. Dallas Medical and IH Functions
- III. TSO Training - Separate
- IV. Review of System - Joint
 - A. System Concepts

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- B. Medical/IH Interaction
- C. Interface with Other Systems (i.e., Payroll, HRIS)
- V. Audiometric Program - Joint
 - A. Annual Audiograms - Scheduling
 - B. Retest
 - 1. How does it work?
 - 2. Where does the information come from?
 - C. Method to Track Adjusted Baseline (Pampa's System)
- VI. Medical Training - Separate
 - A. Use of Reports
 - B. Follow up
 - C. Transfer of Health Examintics Data
 - D. Sick Absences/Chemical Injury and Illness/Unusual or Abnormal Occurrences
 - E. Audiometric Testing Program
 - 1. Service from Dean Harris
 - 2. Employee notification letters
 - F. Scheduling - What Criteria Are Used?
 - 1. Van
 - 2. Benzene
 - 3. Asbestos
 - 4. BPL
 - 5. Fire Teams (What information is required?)
- VII. Industrial Hygiene Training - Separate
 - A. Discussion of Program Components
 - B. Discussion of Computer Jobs
 - 1. What does the program do?
 - 2. When should it be run?
 - 3. What information is required?
 - 4. What type of error reports can the program generate?
 - C. Extraction of Industrial Hygiene Monitoring Data (Into a SAS Computer File)
 - D. SAS Training
 - E. Statistical Treatment of Data
 - 1. Discussion of the SAS program I have written
 - 2. Discussion of additional needs
- VIII. Health Studies - Joint
 - A. How Do We Presently Use the System?
 - B. What Studies Have We Undertaken?
 - C. What Is Planned For 1984?
 - D. How Does the Nurse or IH Identify a Need For a Study?
 - E. How Does the Nurse or IH Ask the System Questions?

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- IX. Auditing of Data - Joint
- A. Medical
 - B. Industrial Hygiene

As Sally Harris has previously informed you in SEH-09-84 dated 1/24/84, the system will be tested the week of April 9, 1984. It is imperative that each plant have both medical and industrial hygiene personnel available during this week for testing. The plant responsibilities will be explicitly defined during the meeting. Do not schedule any other major events for this week.

Prior to the meeting, Pat Johnson, the systems person in charge of the transfer, will be sending you a TSO user's manual. Please look it over and bring it to the meeting. We will be spending approximately 2½-3 hours on TSO training.

Call Sally or me if you have any questions.



M.R. Stenzel

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