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magazines. The Secretary indicated that none had been sent to this type magazine. Mr. Armstrong suggested that this might be worthwhile as a training program aid in a health and safety department. As an example, he suggested that a release be made to "Occupational Hazards," 614 Superior Avenue West, Cleveland, Ohio 44113. The Secretary was directed to offer this booklet to "Occupational Hazards" magazine. It was suggested there are other health and safety type magazines in which it might be worthwhile to indicate the availability of this booklet.

RECOMMENDED PROCEDURES FOR REDUCING ASBESTOS DUST DURING BRAKE SERVICING

In addition to the "Friction Materials Work Practices Guide," the Institute has had an eight paragraph notice on one page in Institute catalogs since 1977, entitled "Recommended Procedures for Reducing Asbestos Dust During Brake Servicing." This notice covers some of the same items in the booklet, but in a more condensed fashion. One reason for the brevity of the notice was to have the entire content on one page. It was felt that this one page insert should be reviewed to be sure that it meshed properly with the "Friction Materials Work Practices Guide." There might be certain areas which might diverge slightly, such as suggestions for vacuum cleaning brake assemblies, machining operations, and laundering work clothes.

The committee members reviewed the "Recommended Procedures for Reducing Asbestos Dust During Brake Servicing." In paragraph 2, on the use of a respirator, the wording was changed to make it a "respirator approved by NIOSH for asbestos dust." This was to change the extensive wording in the earlier write up. Still further, old paragraph 3 was completely removed, in its place paragraph 2 on page 7 from the Work Practices Guide under "Removing Worn Friction Materials" was inserted. Also, it was noted that compressed air or dry brushing could be used if the assembly is enclosed and properly exhausted. Paragraph 4 was completely revised and the content on the top of page 7 on purchasing friction materials preground was used in its place. Emphasis was made on machining with the following wording: "If machining is necessary, the precautions which must be taken are of extreme importance. This is the operation in brake servicing where exposure to asbestos dust may be at its highest. This increases the difficulty in complying with the OSHA standards. In addition to the approved respirator there must be local exhaust ventilation..." and the wording resumes at the end of the old paragraph 4 concerning the efficiency of the dust removal by the machine. Paragraph 5 remains essentially unchanged, except it was noted that asbestos waste should be disposed of, not only in accordance with OSHA regulations, but with EPA regulations. Paragraph 6 was completely removed and the two lead paragraphs on page 11 of the booklet were inserted in its place. Paragraphs 7 and 8 were removed in their entirety and the third paragraph from the top of page 11 was inserted in its place.

With this, the "Recommended Procedures For Reducing Asbestos Dust During Brake Servicing" was completely rewritten. This wording will appear in the next Institute catalogs. The major objective here was to insure harmony between this notice in the catalog and the wording in the booklet.

When the re-wording of the recommended procedures is complete, the Secretary was directed to send a copy of the wording to committee members.