From:	Bruce Jarnot <jarnotb@api.org>
Sent:	Thursday, November 11, 2004 7:53 PM (GMT)
To:	benzconsort-tc@listserve.api.org
Cc:	Howard Feldman <Feldman@api.org>
Subject:	BHRC-TC... Reply Needed by COB Fri 11/12 - Date/Time for next Conf Call
Attach:	2004 11-3-04 OC min.doc; 2004 OC Action Item Table 11-05-04.doc

Benzene Health Research Consortium (BHRC) Technical Committee -

Attached are Lorraine's draft minutes from last week's (Nov 3-4) Oversight Committee meeting in Houston, along with an updated table of "action items"; as you'll see, a fair number of new action items fall to the Technical Committee (TC) and to the Technical Budget Committee (TBC).

** Note that all action items need to be completed by Friday, December 10th (ref: action item #3), so that resolution of each be readied for discussion at the upcoming December 16th OC meeting ***

Given the quick turnaround request by the OC, Patrick suggested that we convene a conference call next week to 1) provide a short team de-brief of the recent Houston OC meeting, 2) to review progress to date on any open action items, and 3) to develop plans to complete the remaining action items.

PLEASE REPLY BY COB FRIDAY (tomorrow) as to which of these dates & start times work best with your schedule:

Nov 15 (Mon), 9:00am Eastern / 6:00am Pacific
Nov 15 (Mon), 5:00pm Eastern / 2:00pm Pacific

Nov 18 (Thurs), 2:00pm Eastern / 11:00am Pacific
Nov 18 (Thurs), 4:00pm Eastern / 1:00pm Pacific

Nov 19 (Fri), 9:00am Eastern / 6:00am Pacific
Nov 19 (Fri), 2:00pm Eastern / 1:00pm Pacific

Best Regards - Bruce.

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Bruce M. Jarnot, Ph.D., DABT
American Petroleum Institute
Regulatory and Scientific Affairs
1220 L Street, NW (Suite 900)
Washington, DC 20005-4070
phone: (202) 682-8473 fax: -8031
email: jarnotb@api.org

-----Original Message-----
From: Lorraine Twerdok
Sent: Wednesday, November 10, 2004 9:57 AM
To: Benzene OC listserve (E-mail)
Subject: BHRC - 11/3 draft minutes for review

BHRC OC Members -

Attached please find draft minutes and updated action item table from the Nov. 3/4 meeting in Houston. Comments are due Monday, November 29.

<<2004 11-3-04 OC min.doc>> <<2004 OC Action Item Table 11-05-04.doc>>

Regards,
Lorraine

Lorraine E. Twerdok, Ph.D., DABT
Manager, Health Sciences
Regulatory Analysis and Scientific Affairs
American Petroleum Institute
1220 L Street, N.W.
Washington, DC 20005

tel: 202-682-8344
email: twerdokl@api.org
fax: 202-682-8031