

December 7, 1986

TO: Mark C.
Gary S.
Doug S.
Marv T.

FROM: Bob S. /

RE: PRE-MEETING FOR INDUSTRIAL HYGIENE REVIEW
"TRAIN THE NEW SUPERINTENDENT MEETING"

The purpose of this meeting is to prepare for our "New superintendent's review for industrial hygiene" which will be held on Jan. 12 (see attached letter). We will meet in our conference room on Dec. 20 from 9 to 11 AM. I've assigned everyone topic(s) on the last page. Please bring all pertinent information to the meeting. We will discuss the topics and determine what further work needs to be done to prepare for the review. When this meeting is over, I hope we will have all the necessary information assembled.

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