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XF: None

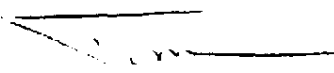
Interoffice Communication

To J. J. Hall
From Tom Grumbles
Date March 14, 1984
Subject CHANGE IN JOB TITLE

Based on current responsibilities and job activities, I propose that the job title for my position be changed from Director, Industrial Hygiene to Director, Industrial Hygiene and Product Safety. This change is recommended for the following reasons.

1. In general, day to day activities involve a significant amount of work dealing with product safety. Although closely related to industrial hygiene, these activities are more aptly described as product safety. These activities include:
 - a. MSDS preparation
 - b. MSDS distribution
 - c. Customer responses concerning regulatory issues such as FDA certifications, TSCA registration, and OSHA requirements.
 - d. Reviewing other technical data (Tech data sheets, technical bulletins, customer warning letters) and publications distributed and used by the company both externally and internally.
 - e. Some DOT hazardous materials transportation regulation work has been done and this may well increase with Vista.
2. From an organizational standpoint a more adequate description of the activities of this office would help facilitate the routing of questions and requests for assistance, internally and externally.
3. As the product liability issues facing the industry increase, a clear point of responsibility for the matters impacting on those issues will be needed.

All of the above activities may well be increasing as Vista becomes an entity and some of the corporate resources we now depend on are no longer available.


Thomas G. Grumbles

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