

Interoffice
Communication

TO: Distribution

FROM: T. G. Grumbles
DATE: August 13, 1991

SUBJ: RESPONSIBLE CARE MEETING OF 8/16

TGG: JCL: FGJ: AC: AJO: RF

XF: _____

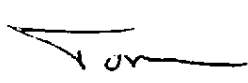
VISTA

Below is the agenda for the subject meeting.

AGENDA
RESPONSIBLE CARE® STEERING TEAM
FRIDAY, AUGUST 16, 10:00-11:30
ROOM 8-068

PURPOSE: CONTINUE DISCUSSION/PROBLEM-SOLVING ON
HOW TO ORGANIZE STEERING EFFORTS

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|---|----|-----|-----|
| 1. Review last meetings results/action items | 5 | min | TGG |
| 2. Discuss proposed plant coordinator job description | 10 | min | ALL |
| 3. Discuss S&T (Gowan) participation on team | 5 | min | TGG |
| 4. Review the proposed Steering Team document | 35 | min | ALL |
| 5. Decide next step | 5 | min | |
| 6. Review action items | | | |
| 7. Set next meeting | | | |


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