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FROM: T. G. Grumbles
DATE: October 17, 1989

Interoffice
Communication

SUBJ: INDUSTRIAL HYGIENE MEETING AGENDA

VISTA

The final draft agenda for the November 7 and 8 meeting is attached.

The meeting will be held in the headquarters building in Room 4-004. lunches will be served both days and we will have a dinner Tuesday night.

Following are action items prior to the meeting.

1. Call me or Donna with the number of people that will be attending the meeting from your plant. I need good head counts for meals and the Tuesday IH training session. DO THIS BY OCTOBER 31.
2. You should be prepared to discuss progress on your HAZWOPER training needs assessment per our June 20 meeting. This discussion may lead to further needs identification in the training program area.

Call me if you have any further questions or agenda additions. A detailed outline of the training session should be sent to you soon.



T. G. Grumbles

dlj
.823

Distribution:

SAFETY DIRECTORS

Bruce Trego-Aber, Bill Jones-Balt, Harry Peirce-Blane, A. E. Russell-Hmd, K. L. Fogg-LCCP, R. V. Gantz-LCLAB, G. M. Shirley-LCVM, J. D. Harris-Okc, R. B. Martin-Austin, D. A. Barclay, D. L. Morgan, J. R. Drumwright, W. L. McClain, D. L. Cohen

cc: PLANT MANAGERS

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R. W. Seymour-Aber, L. R. Bauer-Balt, G. D. Williams-Blane, J. B. Maher-Hmd, J. Friend-LCCP, J. W. Ware-LCLAB, R. A. Conrad-LCVM, H. D. Garrison-Okc, P. L. Foote-Prem, V. W. Weiss-Austin

T. H. Huffman, J. A. DeBernardi
J. R. Roheim-Austin

TUESDAY, NOVEMBER 7, 1989

8:00 - 8:15	Welcome\Introductions\Housekeeping	
8:15 - 8:30	Review Agenda for Meeting	
8:30 - 9:00	Review Action Items From Past Meetings	TGG
	a) IH Meeting	
	b) June 20 Hazwoper Mtg.	
9:00 - 9:45	Plant Hazwoper Reviews - Training	Plants
9:45 - 10:00	Break	
10:00 - 10:45	IH Audit Status\Progress\Plans	TGG/KLF
10:45 - 11:45	Roundtable Discussions - Plant IH Problems\Issues	
	Suggested Topics: Asbestos Strategy	
	Noise Sign-Posting	
	(12-hour shifts)	
	IH Sample Analysis	
11:45 - 12:00	Review Action Items From Morning	TGG
12:00 - 1:00	Lunch	
1:00 - 5:00	IH Training Session (Detailed Agenda to be Sent)	
6:30	Dinner - Ledbetter's - Barbecue "Feast" (near old office building)	

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