THIS COPY FOR MESSRS R. P. CARTER/T. B. BONNEY

FROM R. C. HINKLE TO

BADIN WORKS

RPC
~~TBB~~

March 30, 1973

RE: OSHA ASBESTOS COMPLIANCE QUESTIONNAIRE

The Smelting and Ingot offices in Pittsburgh have become concerned over the lack of information on the status of each plant's compliance with OSHA regulation 1910.93a, Asbestos. Mr. Jones and Mr. Wrenn wish to have the information assembled in a uniform manner, on the questionnaire which is attached. If there are questions about filling in the questionnaire, direct them to R. C. Hinkle at Badin Works. Requests for other information or assistance should be directed through normal channels.

The questionnaire asks pointed questions about your progress toward compliance with paragraph (b) of the asbestos regulation, but has been designed to allow flexibility in the answers because of the variety of problems faced by different locations. It is expected that problems which were not previously recognized or faced will be brought out by the survey. Likewise, a variety of solutions will be noted. After your questionnaires are returned, the division offices will be able to assess the overall dimensions of the problems and will be able to minimize the amount of duplicated effort which could otherwise be made. It is expected that status reports will be requested in the future.

The completed questionnaires should be mailed to R. C. Hinkle, Badin Works by April 20. It will not be necessary to send copies to the other recipients of this letter.

RCH

R. C. HINKLE

RCH:dcb

For Distribution see next page

ARD 007049

ALCOA

PLAINTIFF'S EXHIBIT AL-1774

SF-496* (REV 11-68)

Letter to:

W. E. Goza - Badin Works
G. B. Scott - Massena Operations
H. P. Armintrout - Pt. Comfort Operations
H. A. Bower - Rockdale Works
G. W. Anderson - Tennessee Operations
E. T. Vanderheyden - Vancouver Operations
R. M. McAlister - Warrick Operations
R. E. Grossheim - Wenatchee Works
H. Banzette - Vernon Works
C. R. Gillespie - Cressona Works
L. F. Dible - Lafayette Works
T. I. Stephenson III - Davenport Works
D. D. McCracken - Logans Ferry Works

cc:

M. O. Colwell - Pgh. (29)
L. V. Cralley/P. R. Atkins - Pgh. (7)
V. W. Rieke/R. C. Cook - Pgh. (2)
W. N. Dawson - Pgh. (7)
M. J. Caprio - Pgh. (19)
R. W. Wrenn/J. A. Dunbar - Pgh. (23)
S. A. Jones/G. R. Swany - Pgh. (23)
J. Z. Nelson/A. J. Sartschev - Oliver Plaza (7)
✓R. P. Carter/T. B. Bonney - Pgh. (7)
R. C. Hinkle - Badin Works
N. O. Kraft - Cressona Works
K. W. Williams - Davenport Works
J. B. Dolan - Lafayette Works
J. Hicks - Logans Ferry Works
C. L. Green - Pt. Comfort Operations
E. B. Parker - Rockdale Works
J. C. Vergho - Tennessee Operations
P. F. Woodward - Vancouver Operations
J. R. Jones - Vernon Works
R. L. Parsons - Warrick Operations
J. A. Thompson - Wenatchee Works
R. W. Knapp - Massena Operations

LOCATION_____ DATE_____

ASBESTOS COMPLIANCE QUESTIONNAIRE

I. Industrial Hygiene, Page 1

1. Have you elected to have the respirable asbestos fiber sampling and/or counting done by non-Alcoans or by Alcoans? Discuss.

2. Has the initial workplace environmental monitoring survey been conducted? If not, discuss.

3. Has the initial personal monitoring survey been conducted?

4. Does your plant have the specified sampling equipment for both types of surveys?

5. If you plan to conduct the surveys and/or count fibers with your own people, are they presently capable? If not, what are your plans for reaching competency?

LOCATION_____ DATE_____

ASBESTOS COMPLIANCE QUESTIONNAIRE

Industrial Hygiene, Page 2

6. When is your next semiannual survey scheduled?

7. Estimate the man-hours necessary to conduct your next survey, including counting.

8. As a result of your observations and/or tests, have you identified areas which exceed the current standards? 1976 standard?

9. Have you made provision for keeping the records of personal and environmental monitoring for at least the required 3 years?

10. Have you had requests for access to such records by employees?

11. If your plant has operations which require the use of approved (for asbestos) respirators, are such respirators in use where required?

12. How would you rate your plants' general level of compliance in the wearing of respirators?

LOCATION_____ DATE_____

ASBESTOS COMPLIANCE QUESTIONNAIRE

Industrial Hygiene, Page 3

13. List the specific types of respirators in use and make comments as you wish about each.

14. Do you have areas where caution signs should be displayed? How many? _____ Are signs displayed now? _____

15. Have you established procedures for approved disposal of asbestos wastes? Discuss.

16. Do you have or foresee the need for providing special clothing for any of your workers because they work with asbestos? If so, discuss.

17. Do you have or foresee the need for special change rooms and double lockering? If so, discuss.

18. Do you have or foresee the need for special laundering practices? If so, discuss.

LOCATION_____ DATE_____

ASBESTOS COMPLIANCE QUESTIONNAIRE

II. Medical, Page 1

1. Have you identified the areas where respirable asbestos fibers do or may, exceed the OSHA limits?

2. How many individuals have you found to be subject to the medical and monitoring provisions of the regulations?

3. Have you conducted the first round of medical examinations, including chest X-rays, pulmonary function tests and clinical data including smoking habits?

    a. Number of employees examined in first round:

    b. Scheduled date of next annual examination:

4. Are you conducting the preplacement examinations on individuals who will be exposed to asbestos fibers?

    How many such preplacement examinations have been made since the regulations became effective?

5. How many subject examinations have been made upon termination of employment?

LOCATION_____ DATE_____

ASBESTOS COMPLIANCE QUESTIONNAIRE

II. Medical, Page 2

6. Have the results of examinations been evaluated?

7. Have you encountered any problems in getting individuals to undergo the examinations?

8. Have arrangements been made for keeping the medical examination records for 20 years?

9. Have you had requests for examination of the records by any of those persons who are given legal access?

LOCATION_____ DATE_____

ASBESTOS COMPLIANCE QUESTIONNAIRE

III. Compliance, Page 1

1. List here a summary of the areas at your location which are now of concern because of asbestos. Estimate the date of compliance with Section 1910.93a, paragraph (b). If costs can be estimated, note them. No extensive cost study is required.

Work Area	Estimated Compliance Date	Estimated Cost

LOCATION_____ DATE_____

ASBESTOS COMPLIANCE QUESTIONNAIRE

III. Compliance, Page 2

2. List here (or attach sheets) the asbestos-bearing materials in use at your location. List briefly the uses for each. If such information has been prepared previously, simply attach copies.

Material	Uses

LOCATION_____ DATE_____

ASBESTOS COMPLIANCE QUESTIONNAIRE

III. Compliance, Page 3

3. On succeeding forms entitled "Asbestos Compliance Status Sheet", discuss each work area of concern. Group identical areas. The form is intended to provide a history of progress as more information is added in the future.

LOCATION_____

ASBESTOS COMPLIANCE STATUS SHEET

Work Area(s):

Material(s) containing asbestos and the operation which causes fibers to be released:

General plan for reaching compliance (e.g. substitution of materials, wet working of materials, engineering controls, etc):

Date_____Status:

Date_____Status:

Date_____Status: