PLAINTIFF'S EXHIBIT
ATI-129

General Headquarters
January 2, 1946
Revised January 31, 1946

INDUSTRIAL HYGIENE PROGRAM

I. OBJECTIVES: To study and improve conditions existing in the factories and mines with respect to dusts, toxic substances, fumes, ventilation, illumination and noise.

II. ORGANIZATION - Duties and Responsibilities

A. General Headquarters

1. The Committee will consist of:
   a. Safety Director - Chairman and Secretary
   b. Vice President in Charge of Production
   c. Secretary and General Attorney
   d. Director of Industrial Relations
   e. Manager, Factory Industrial Relations.

2. The Committee will:
   a. Advise on problems connected with the administration of the Industrial Hygiene Program
   b. Consult with outside agencies as required and arrange for such Research programs to be conducted by them as may be considered desirable.

3. The Chairman will:
   a. Call meetings of the Committee as required
   b. Coordinate the activities of the Program at the various factory and mine locations
   c. Maintain records of local and GHQ committee meetings ang progress of projects at each location
   d. Obtain advice and assistance of General Engineering and Research Division where necessary
   e. Act as secretary of the Committee and keep members advised of all activities.

B. Factory or Mine

1. The Committee will consist of:
   a. The Plant Manager
   b. Industrial Relations Manager
   c. Plant Physician
   d. Plant Engineer
   e. Production department head involved

   In addition the plant Inspection and Control head and the individual or individuals responsible for sampling and analyzing results may also be on the committee.

   The Plant Manager should act as Chairman and the Industrial

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ACL Doc 21136 · Page 1 of 4
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Industrial Hygiene Program (Con't.)

Relations Manager as Secretary. Where there is a safety engineer he may be delegated as secretary.

2. The Committee will administer the Industrial Hygiene Program for its location by:
   a. Holding regular committee meetings
   b. Designating the location of areas needing improvement through regular inspection and receipt of recommendations
   c. Determining the priority of projects
   d. Specifying the frequency of sampling
   e. Providing trained personnel for sampling and analyzing conditions
   f. Determining the method of improving conditions and arranging for carrying it out
   g. Following up progress of projects
   h. Seeking assistance of Research Division and General Engineering when necessary
   i. Seek assistance of outside agencies and State and Government agencies when considered desirable
   j. Maintaining records of Committee action and progress of projects and keeping GHQ Committee advised through copies of Minutes.

The Industrial Relations Manager will follow closely the periodic examination of exposed personnel. In consultation with the Plant Physician and Plant Manager he should make job assignments based on results of the physical examination and existing job conditions.

The investigation of conditions, sampling, analyzing or counting and recording results will be the responsibility of one or more qualified individuals as designated by the Committee. Provision should be made for the training of substitutes should the need arise.

III. PROCEDURE:

1. Locate critical points by:
   a. Regular committee inspection. At regular intervals the committee, as a body, will make inspection of the operations to observe (and act upon):
      (1) Housekeeping and sanitation
      (2) Operating practices - use of respirators and other protective devices
      (3) Mechanical design - dust leaks in operating equipment, improper operations, etc.
      (4) Engineering features - need for improvement
      (5) Improvement or lack of improvement in general plant conditions.
   b. Recommendations received - from both management and employees.

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III. PROCEDURE: (Con't.)

2. Check on conditions
   a. Regular and special checks. A schedule should be prepared covering the location and frequency of dust samples and counts or other checks relative to ventilation, fumes or toxic substances. It is emphasized that at least one additional person should be trained in the technique to assure the established schedule being followed.

3. Record results
   a. The results should be charted as to location, date and quantity in order that a continuous record of changes in dust counts, etc. be maintained and so that progress may be determined.

4. Analyze results
   a. Compare with maximum desired
   b. Compare with previous results
   c. Compare with results of outside surveys

5. Determine action to be taken
   a. Changes to method
   b. Changes in equipment
   c. Addition of equipment
   In reference to the above, an over-all engineering dust abatement program should be developed from which definite schedules of the execution of individual items will be established. These items are to be given the same order of importance or precedence as though they were actual production units.

6. Follow-up
   a. Progress of changes or additions
   b. Special check on conditions upon completion of project.
   Committee Secretary should prepare brief and concise reports covering the meetings and plant inspections of the committee and other matters on which records of progress are essential.

   Copies of reports should be submitted to GHQ Committee.

IV. EQUIPMENT:

A. Dust Sampling
   Greenberg-Smith Impinger and necessary auxiliary equipment (distiller, flasks, etc.)

B. Dust Counting
   Microscope - of the type that will produce accurate results

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Industrial Hygiene Program (Con't.)

IV. EQUIPMENT: (Con't.)

C. Toxic substances, fumes, ventilation, illumination, noise. The type of equipment to be used will be determined at each location, and be dependent on the equipment on hand or recommended for use by the Engineering Department.

F. M. ARMSTRONG

FMA:MAC

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ACL Doc 21136 · Page 4 of 4 asbestosclaims.law/library/21136/4