PERSONAL & CONFIDENTIAL

Waukegan Factory
December 22, 1932

Mr. S. A. Williams
Vice President
General Headquarters

DUST COLLECTING EQUIPMENT
Your Letter December the 20th

Up to the present time we have not spent any money for actual installation of equipment for the elimination of dust. Our Engineering Department has been working in conjunction with Mr. Renton, however, on the development of plans for the installation of dust collecting equipment in our Textile, Pipe Covering and Shingle Departments. Unfortunately, through a misunderstanding, these plans have not been completed nor have they been approved by Mr. Renton, and for this reason the Budget Proposal has not been submitted.

Today we have issued instructions to our Engineering Department to concentrate on the preparation of these drawings and have them submitted to Mr. Renton for final approval at the earliest possible moment. We have also instructed our Engineering Department to prepare the Budget Proposal based on figures submitted by Mr. Renton covering the installation at Manville;

Referring to your second paragraph, in our letter of November 14th we gave the following estimated figures for the dust collecting system in the various departments:

Pipe Covering	$11,000.00
Shingle Department	14,700.00

As stated above, we are having Budget Proposals prepared at once covering these amounts.

Relative to the question of physical examination of our employees, we are attaching hereto a set of cards which we are making out for each individual employee in the plant. Up to the present writing we have cards made for 17 employees and have completed their physical examination of 87 of our employees. We have put into effect many methods of protection regarding the use of respirators, and from time to time in our [illegible] meeting we have stressed the importance of our foremen insisting [illegible] respirators, and to the best knowledge, these [illegible] of the points of maximum dust

J. P. KOTTCAMP, MGR.
Waukegan Factories

JPK:MMM
Encl.

CE-1