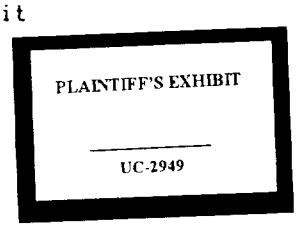
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ASBESTOS

1) Need to have Dale, Chuck, or Mr. X trained as certified competant person.

2) Need to decide what to do for analysis. Continue sending to outside lab or purchase phase contrast microscope? If in plant analysis, who will perform? Budget for microscope. V. McCool & backup should be trained by certified lab on identification method.

3) Is currently used training film to be shown? If so should move on it soon.



4) Speaker

   A) Oct. 20 make presentations.

   B) Will arrive Oct. 19, probably with C. Rotthoff. Determine arrangements for flight, hotel, etc.

   C) Provide list of topics/questions/issues.

5) Include asbestos in monitoring strategy.

6) Follow up on new asbestos procedure.

TSCA

1) Dale or Mr. X and John take TSCA training if available.

2) Contacts: Division - J. Behen/Corp. - W. Kurlyra and D. Heywood.

3) 8(c) and (e) Training (follow TSCA procedure).

4) Determine who needs PMN training and perform for those who need it. Set up STAIRS number and document training..

5) Coordinate and follow through with R&D and Beddow PMN procedure.

6) Establish site TSCA coordinator.

7) Get U&A on 8(c) and (e) procedure and make sure it gets into green manual.

TRAINING

1) Y-9978 training package for J. Ritscher.

2) HFS training package for Maintenance. (I should (may) have done before I leave. Give to Lisa. Set up STAIRS number and document. Maintenance is only group that needs it now. If need elsewhere determine who needs it.

3) Finalize HC questionnaires. Provide to Dept. HC Coordinators. Set up audit system similar to mask inspections.

4) Establish who will do New Hire Orientations.

5) TSCA training. See above

UCC 016270

6) Haz Comm. See above.

7) Haz Comm Day

A) Set up speakers

B) Determine who needs to attend.

C) Set up time and room (Sept. 29 tentative date)

D) Establish and communicate to speakers the topics to be covered.

E) Confirm filming with speakers and Blauser.

F) Order films. If they won't arrive in time arrange to borrow films from Tech. Center.

G) Consider providing lunch.

H) Provide any training aids to dept. trainers for use in training their depts.

I) Set up STAIRS numbers and document training. Also establish retrain frequency.

8) 15 minute package for contractors/temps./visitors before entering plant. Get input (or copy of film) from Star/Taft. Determine who will show film as well as purchase equipment.

9) Consider 2 new Y-4398 (short and in-depth)

PROCEDURES

1) Get U&A on radiation/TSCA and MSDS procedures. Have in manual by 11/1/87.

2) Consider updating OSHA inspection procedure.

3) Write beard policy and contract policy for contractors for purchasing to include in Contractor procedure.

HAZARD COMMUNICATION

1) Training. See above training section.

2) Labelling

A) Train whoever will do Haz det. for Hazard Type Codes.

B) Follow up on dept. designation suffixes. Consider putting on blue cards. Continue use of signs as well.

C) Get response on Tox. approval of HTC.

D) Include in HC Program documentation of how labelling changes will be communicated to depts.

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E) Obtain U&A on lab sample labelling.

F) Get response on labelling requirements for heatexchangers/refrig./etc. Ref: Memo to Rotthoff.

G) Get response on appropriate labelling of non-hazardous materials.

3) Haz. Mtls. List - Get input back from depts. Input on P.C. Re-issue lists to depts prior to 11/1/87.

4) Hazard Determinations.

A) Review hot to do w/Dale.

B) Show Lois to to input on PC

C) Show Lois how to pull info off PC by Haz. Type and Dept.

D) Have dept. haz. mtls. lists broken down by hazard type in time for Haz. Comm. Day.

5) MSD Sheets

A) Get CRTK books to public by 11/1.

B) Have CRTK program written

C) Follow up on Computerization

D) Follow up on Dept's updating their books.

E) Initiate follow-up system for inadequate vendor sheets.

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