679 B

PLAINTIFF'S EXHIBIT

UC-4670

Kirk —

If you have comments, questions or concerns please call me

Thanks

John H

UCTC 17135

UNION CARBIDE

INTERNAL CORRESPONDENCE

P. O. BOX 471, TEXAS CITY, TEXAS 77590

TO: P. B. Botting
H. K. Decker
Dr. D. H. Glenn
K. E. Martin
A. P. Yalcinkaya

DATE: May 16, 1984

SUBJECT: Proposed guidelines for determining asbestos content of insulation for crafts other than insulators. (Use of the Asbestest Kit)

When an employee other than an insulator is requested to remove insulation from equipment requests that a determination be made for asbestos content, the following guideline should be used.

1. The supervisor* responsible for the work should first determine if it would consume less time to simply get an insulator to remove the insulation. If not:

2. The supervisor should obtain a small sample of the questionable material and take to a place for testing.

3. The place to be used for testing should be relatively clean, have adequate lighting, a work table, and running water.

   The "asbestest kit" should be stored where it will be immediately available. Personal safety equipment suggested include: safety glasses, face shield, rubber gloves, rubber apron and an eyewash fountain should be close by.

4. Appropriate supervisor should have received the necessary training to enable them to be knowledgable in the use of the "asbestest kit".

5. After making the test, if the results are negative, workmen should be informed of those results and reinstructed to proceed with the removal of the insulation.

   If the results are positive, insulators should be assigned the work of removing the insulation.

6. After insulation is removed, it should be disposed of immediately by the persons that removed it, and the workplace cleaned of loose insulation. (When employees other than insulators remove insulation it is their responsibility to clean up the work site of insulation.)

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