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**PROGRAM: INDOOR AIR QUALITY**

**PROJECT: Promote scientific perspective on indoor air quality and ETS**

<u>activity</u>	<u>responsibility</u>	<u>resources</u>	<u>due</u>	<u>comments</u>
Identify additional IAQ & ETS spokes-persons	Stuntz/Ross	C&B, IAPAG	08/12	Completed
Interview spokes-persons	Ross/Woodson	C&B, IAPAG	08/31	
Media training new spokes-persons	Moran	Sheehan	09/15	
Target media tour markets	Moran	Field staff	Complete	
Clear markets with field staff	Moran/Woodson	Field staff	Complete	
Commence expanded media tours	Ross/Moran	O&M, Witnesses	09/30	
Identify scientific conference opportunities (1988-early 1989)	Ross/IAPAG	C&B	09/30	
Submit abstracts for presentations	Ross/IAPAG	C&B, Spokes-persons	10/07	

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<u>activity</u>	<u>responsibility</u>	<u>resources</u>	<u>due</u>	<u>comments</u>
<u>Labor briefings</u>				
Identify labor briefing opportunities (1988-early 1989)	Labor Management Committee	Donahue, Kaiser, Wilhelm	08/01	
			09/01	
			10/01	
			11/01	
			12/01	
Conduct labor briefings	Labor Management Committee	Donahue, Kaiser, Wilhelm	Monthly	
<u>Corporate briefings</u>				
Identify corporate IAQ briefing opportunities and spokespersons	Ross/Moran	O&M, F-H	10/07	
Clear w/Field staff	Ross/Woodson	Field staff	10/21	
Develop and produce corporate IAQ materials	Ross	O&M, F-H	11/04	
Conduct first corporate IAQ presentation	Ross	Spokespersons, O&M, F-H	11/15	
<u>IAQ seminars</u>				
Identify sites for 3rd party IAQ seminars & briefings	Ross/Moran	IAPAG, C&B, Federal Relations, Field staff, Spokespersons	08/31	

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<u>activity</u>	<u>responsibility</u>	<u>resources</u>	<u>due</u>	<u>comments</u>
Clear sites with Field staff/ Federal Relations Division	Ross/Woodson/ Federal Relations		09/16	
Prepare & clear materials	Ross	IAPAG, spokes-people, C&B	09/23	
Design & production complete	Ross/Cannell		10/07	
Conduct first IAQ seminar/ briefing	Ross	IAPAG, spokes-people, C&B	10/14	

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