



Florida Department of Labor and Employment Security  
Division of Safety

*For the Eng*

September 7, 1994

Lawton Chiles  
Governor

Shirley Q. Gooding  
Secretary

Mr. Frank Ortis  
3057 West Broward Blvd.  
Ft. Lauderdale, FL 33312

Dear Mr. Ortis:

Thank you for making yourself available to assist our Division in reviewing indoor air quality (IAQ) in Florida's non-industrial workplaces. There has been a tremendous interest in IAQ from the industry and labor leaders we contacted. The Division is currently in the process of finalizing the establishment of the workgroup, in preparation for our first workshop. The workshop will be held at 9:30 a.m. on October 12, 1994 in Tallahassee at the below address.

The Division would like for you to submit a short biography on yourself, perhaps a resume, describing your position and experience. If you do not currently have a resume or short biography, please complete the attached form and return it to our office as soon as possible. You may handwrite on the form if desired and may fax the document or mail it.

The purpose of the first meeting will be to discuss the background of indoor air quality issues pertaining to the workplace and determine those which the Division (pursuant to the work group's recommendation(s)) should focus upon for rule development purposes. An agenda will be mailed or faxed to you at least seven days prior to the meeting concerning business to be covered. A presentation will be made by the Division of Safety and members will be asked for their evaluation and input. A second meeting will be scheduled at a later date.

This meeting has been noticed in the Florida Administrative Weekly as per the attachment. A map is included to assist in you being able to locate our conference room.

Again, I appreciate your interest and willingness to assist the Division of Safety in its mission to protect workers in non-industrial workplaces and look forward to your reply.

Sincerely,

*Matthew P. Croghan*  
Matthew P. Croghan  
Senior Safety and Health Specialist

cc: Kris Bancroft, Acting Program Manager