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April 12, 1989

**MEMORANDUM**

To: Walter Woodson

From: Susan Stuntz *SSM*

We continue to have problems with labor counsel in the states (principally Wisconsin and Minnesota) committing to ACVA building inspections without first seeking approval from their supervisors (the regional vice president).

To date we have been committed to at least six building studies without our prior knowledge and approval. Although we will, of course, make every effort to live up to those commitments, this activity is rapidly depleting from our budget a resource that others have come to rely on as well.

Following is a suggested procedure that we would like to see the labor counsel follow as they approach unions on the IAQ issue. This procedure assumes that their first avenue of reporting is the regional vice president for that state. That, at least, is how the reporting relationship is defined in their contracts. No one from the Labor Management Committee (Savarese, Donahue, Kaiser) is authorized to commit to a building study.

1. In the course of discussions on the issue, questions frequently are asked about the parameters of a building study. Labor counsel should be comfortable discussing the types of contaminants that can be identified and the general methodology of the inspections. Costs depend on the size of the building, and can go as high as \$10,000 or more.

At this time, there should be no commitment on the part of labor counsel to pay the costs of such a study. If counsel believes, prior to the meeting, that he would like to offer such a study, he should discuss that with the regional vice president, who can then seek the necessary approvals from TI headquarters.



TI DN 0008759

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2. The next step usually is a presentation by Donahue or Kaiser. Again, when the question of cost comes up, they give the rough dollar figure. If, in their judgment (and the judgment of local labor counsel and field staff), the case is a good one for LMC support, they come back to TI headquarters for authorization to make the offer.

3. Once TI headquarters has given the approval to proceed, then contact can be made with ACVA and with the local union to get this thing moving. It shouldn't be a long process -- but a few more bases need to be touched before we send ACVA out.

4. In terms of what constitutes a good opportunity for a building study, there are a number of items: Is smoking an issue with employees in the building? Is there a potential for publicity surrounding the results of the study? Is smoking restriction legislation an issue in that state or locality? Is this a union with whom we have a good relationship, or with whom we want to develop such a relationship? Are the officials involved politically active? Has management agreed to a study (agreement in writing is essential before ACVA will undertake such a study)? Does the union understand that ACVA will provide management with a copy of its report at the same time the union receives one?

Most of these questions will be relatively simple to answer, but will help us immensely in granting quick authorization.

Please let me know if you've questions about any of this. And thanks for your help.

cc: Marty Gleason  
John Lyons  
Kay Thomas  
James Moeller

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