

**OSHA and the Independent Lubricant Manufacturers Association (ILMA)
Alliance
Kick-Off Implementation Team Meeting
February 9, 2004**

Meeting Notes

Team Members Present:

OSHA

Patty Adair	Office of Outreach Services and Alliances (OOSA)
Bob Curtis	Salt Lake Technical Center (SLTC)
Kristi Dearing	SLTC
Travis Hannan	SLTC
Lisa Ramber	OOSA

ILMA:

Cathy Barmoy	Manager, Safety, Health, Environmental & Regulatory Affairs
John Cutcher	D.A. Stuart Co.
Greg Foltz	CIMCOOL
John Howell	D.A. Stuart Co.
Rick Kraska	Lubrizol Corp.
Jim Kudis	Allegheny Petroleum Products Co.
Jeffrey L. Leiter	Law Office of Jeffrey L. Leiter
Carla Mangone	Managing Editor
Carol Poole	Quaker Chemical
Celeste Powers	Executive Director
Jim Taglia	Nor-Lakes Services Midwest, Inc.
Gene White	Milacron

Introductions

Patty Adair welcomed the team members. Self-introductions were made.

Public Relations and Alliance Promotion

Lisa Ramber reviewed how OSHA can publicize and promote ILMA's participation in OSHA's Alliance Program, and how ILMA can promote the Alliance Program to their members and others through their publications. OSHA will put up an ILMA Alliance page on the OSHA web site. The ILMA Alliance page will contain information about ILMA, as well as projects and products of the Alliance. From their web site, ILMA can link to their Alliance page on the OSHA web site. Lisa suggested that ITA may want to create an Alliance page on their web site to promote awareness of the Alliance Program and ILMA's participation.

Lisa encouraged ILMA to link to the OSHA Alliance web page on OSHA's web site.

ILMA will feature the OSHA/ILMA Alliance in the March 2004 issue of the association's monthly magazine "*Compoundings*". ILMA will promote the Alliance through their association's weekly e-newsletter "Flashpoints." Cathy agreed to alert Patty when articles on the Alliance appear in ILMA publications and other lubricant industry media outlets.

OSHA's Electronic Assistance Tools

Bob Curtis provided the group with an update on OSHA's Safety and Health Topics pages and eTools. Bob suggested that the association's members may want to serve on the editorial boards of Safety and Health Topics pages pertaining to the lubricants industry. ILMA is interested in having its members serve on the editorial board for the Metal Working Fluids Safety and Health Topics page.

LubeCare®

ILMA has a product stewardship program called LubeCare®. Thirty-five ILMA members are members of this program. One of the goals of the ILMA Alliance includes promoting awareness of occupational hazards through LubeCare®. Bob Curtis requested that LubeCare information be forwarded to the SLTC; Patty will send him three LubeCare® information packets.

Implementing the Alliance Goals

The team members brainstormed on projects that could be developed to meet the goals of the Alliance. Six action items were identified:

1. Send out press releases to wide industry sources and organizations of interest regarding Alliance goals, accomplishments, educational efforts, etc.
2. Create a media list to send all Alliance information announcements.
3. Educate the public and OSHA on the safe use of lubricants. Begin with a dermatitis fact sheet about how to prevent dermatitis. Lisa and Patty will contact NIOSH to learn what information the Institute has on dermatitis.
4. Create an ILMA calendar for tracking and linking to events throughout industry to aid in educational awareness. Calendar to include symposiums, seminars and meetings on safety and health.

5. Create a page on www.ilma.org dedicated to the OSHA Alliance. Link to OSHA website.
6. Work with various industry partners such as the Society of Tribologists and Lubrication Engineers (STLE) on educational efforts through ILMA's programs.

During the meeting, ILMA members were appointed to the various task groups:

1. Editorial board. Gene White, team leader with Dan Goon assisting
2. Calendar. Cathy Barmoy will be the team leader with Carla Mangone assisting
3. Website/eTools. Cathy Barmoy, team leader, with Carla Mangone assisting
4. Metal Working Fluids. John Howell, team leader; Carol Poole, Cathy Novak and Dan Goon assisting. This team will identify common best practices for lubricants. The group will coordinate efforts with Organization Resource Counselors (ORC) Best Practices Guidelines as well as ILMA Best Practices.
5. Dermatitis Fact Sheet. John Cutcher, team leader; Carol Poole and Dan Zbinden. This task group will develop a dermatitis fact sheet.
6. Lubricants Safety. Rich Kraska, team leader.

Communications with Regional and Area Offices and State Plan States

Lisa Ramber discussed the importance of communicating with Regional and Area Offices and State Plan States and coordinating efforts on projects when appropriate. Some states are State Plan States and have their own programs so it is important to coordinate Alliance activities with the States.

Alliance Program Orientation Meeting – March 18, 2004

Patty noted that the winter orientation meeting for Alliance program participants will be held at OSHA on March 18, 2004. An email announcement has gone out to Alliance participants.

Next Meeting

Alliance Implementation Teams meet quarterly. The next meeting will be held in late April/early May. Patty and Cathy will work together on the meeting date and time.

OSHA/ILMA Alliance Project Tracking Chart

Potential OSHA/ILMA Projects	Responsibility	Completion Date	Comments
Send out press releases to wide industry sources and organizations of interest regarding Alliance goals, accomplishments, educational efforts, etc.	ILMA/OSHA	Ongoing	
Create a media list to send all Alliance information announcements	ILMA	TBD	
Educate the public and OSHA on the safe use of lubricants. Begin with a dermatitis fact sheet about how to prevent dermatitis.	ILMA/OSHA		Lisa and Patty will contact NIOSH to learn what information the Institute has on dermatitis.
Create an ILMA calendar for tracking and linking to events throughout industry to aid in educational awareness. Calendar to include symposiums, seminars and meetings on safety and health.	ILMA	TBD	
Create a page on www.ilma.org dedicated to the OSHA Alliance. Link to OSHA website.	ILMA	TBD	
Work with various industry partners such as the Society of Tribiologist and Lubrication Engineers (STLE) on educational efforts through ILMA's programs.	ILMA	TBD	