INTER-COMPANY CORRESPONDENCE

(INSERT NAME) COMPANY CARBIDE AND CARBON CHEMICALS COMPANY LOCATION Post Office Box P OAK RIDGE, TENN.

719894

TO LOCATION Edw. C. Struness

DATE May 5, 1954

ANSWERING LETTER DATE

ATTENTION

COPY TO J. C. Gallimore
Carol Banks
Florence Housch
Gladys Dodson
Moll Gillum
File ✓

SUBJECT A Tentative Work Schedule for Laboratory Work Concerned with Boston Project

REPOSITORY MMES/X-10
COLLECTION Health Sci. Research Div
BOX No. 1060 Commerce Park
FOLDER Rm 253

Gladys Dodson

Responsible for all Samples.

1. New samples (not analyzed).

   a. Check samples. Put number on top of lids and log in Sample Notebook.

   b. Segregate samples by type and place in lab drawers and label.

   c. Keep record of all samples at all times.

2. Old samples (analyzed but held for check).

   a. Log back in from person who analyzed these samples.

   b. File away.

3. Take samples (plates) from Carol and Florence and log in and take to Counting Room to get counted. Pick up counting cards and log in results in patient's notebook.

BEST COPY AVAILABLE

Carol Banks

Responsible for Analyzing of Highly Active Samples.

1. New samples.

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Human Studies Project

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a. Urines (plating and fluorophotometric).

b. Bloods (plating).

c. Kidney from autopsy.

d. Liver from autopsy.

2. Dummies (injection dose).

3. Ether extraction and checking of old samples.

Florence Housch

Responsible for Analyzing of Low Level Samples and Data Preparation.

1. New samples.

a. CSF samples.

b. Bio and autopsy samples

c. Late blood.

d. Late urines.

2. Data preparation.

3. Ether extraction and checking of old samples.

Nell Gillum

1. Count all samples for Boston Project.

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2. Assist John in autoradiographic work.

3. Recount select samples for long counting periods.

4. Assist Gladys in keeping counting records up to date.

   a. File (in order) count cards.

   b. Check calculations on counting data.

E. R. Barnard,
Health Physics

ERBtrm

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