

January 10, 2000

From: John Smith, **General Manager**
Chief Engineer

To: Operations Management Staff

The purpose of this memo is to discuss a new product – **Brief Relief™** and the **Brief Relief Field Lavatory System** – that has recently been made available to your outside work crews.

It is important that we clarify when, where, and the conditions under which this product is to be used. It is **not** our intention to require the use of this product in lieu of a restroom break for our employees! In fact, the first (**and recommended**) response to the need to relieve oneself is to close and secure the work-site to locate a nearby restroom.

Nevertheless, I'm sure you recognize that there are situations when local facilities are not at all nearby, or cases when tearing down and re-setting the work-site is just too time consuming to be considered efficient. It is for those situations that **Brief Relief™** is made available.

We are all aware that other options like using the great outdoors, using unsanitary containers or "holding it" are sometimes used in these situations. These practices are inappropriate and unsafe, and will not be tolerated.

In any event, please instruct your crews that when nature calls, the first response is to locate and use a local restroom, but if none are available, use **Brief Relief™**. Note: the use of these products requires all employees to exercise good judgment as to when, where, and how the products are to be used safely and discretely.

Thank you.

John Smith
General Manager - Operations