

Memorandum

October 3, 2016

To: Timothy I. Meyer, COO
From: Martha Michels *mm*
Subject: Two FESHM Procedures been updated and posted

FESHM 1011: Environment, Safety and Health Expectations When Working at Laboratories Other Than Fermilab – 5 Year Review:

- Minor editorial changes throughout
- Section 4.0 was updated to better align with the Finance Section's Travel policies and safety tips
- Added the link to the US State Department's Traveler's Checklist

FESHM 1050: Environment, Safety & Health Manual Procedures – 5 Year Review:

- Added definition for "Program"
- Added reference to the Quality Assurance Manual

Both chapters out for lab-wide review and all comments were addressed. After Directorate approval, please return this approval page to Jody Federwitz at MS119 for posting on the web.

Encl.

Recommended for Approval:



Timothy I. Meyer, COO

10/4/16
Date

Approved:



Nigel Lockyer, Director of Fermilab

10/4/16
Date