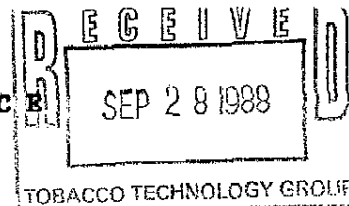


PHILIP MORRIS U. S. A.  
INTER - OFFICE CORRESPONDENCE  
Richmond, Virginia



TO: Distribution

DATE: September 22, 1988

FROM: D. R. Donaher

SUBJECT: ROUTINE CHEMICAL ANALYSIS REQUEST FORM AND RESULTS REPORT

Please review the attached final drafts of our proposed request form and results report format and forward any comments to me at TQAF by October 10, 1988.

Once finalized, a form of this type will be required for all requested routine chemical analysis from the TLA laboratory. (Please note that routine chemical analysis samples differ from TLA samples which are 20 pound strip samples that must be submitted through the Leaf Blending group.)

The results report format may be modified depending on comments. A meeting will be scheduled after October 10th to discuss the comments presented. However, please note that the report format changes are dependent on computer support. One option that might be considered is that this data is available on the Host computer for those who would like to personalize their reporting/analysis of results.

Thank you for your help. Feel free to call me with questions or comments at 6436.

*D. R. Donaher*

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