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CITY OF CAMBRIDGE

DEPARTMENT OF HEALTH AND HOSPITALS

1493 CAMBRIDGE STREET
CAMBRIDGE, MASSACHUSETTS 02139
498-1349

MELVIN H. CHALFEN, M.D.
COMMISSIONER

MEMO

To: Department Heads involved with Right to Know
Legislation

From: Melvin H. Chalfen, M.D., Municipal Coordinator

MHC

Subject: Educational and Training Requirements

Date: November 6, 1984

The date set by the Right to Know Legislation for completion of the educational and training of existing employees, is 90 days from the date of implementation. That date for completion is December 24, 1984.

Please let me know this week if you have made the determination to provide this training with your own personnel or by contracting with a third party trainer.

If you need a third party trainer we will have the list of trainers certified by the Department of Labor and Industries in this office.

Please refer to DL1 441 CMR 21.07 for details of the training requirement and record keeping or call here if there are any questions. Copies of the records of the training should be sent this office.

MHC:vls

cc: Robert W. Healy
City Manager
Russell Higley
City Solicitor

Michael Gardner
Personnel Director

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Comm. from Dr. Melvin H. Chalfen, Commissioner of Health & Hospitals and Municipal Coordinator, transmitting notification that the completion date for educational training of employees pursuant to the Right to Know legislation is December 24, 1984.

In City Council,

November 19, 1984

11/19/84

Placed on File