

NOTIFY SRA & IP COORDINATORS

- STYLE IS THE BASE STYLE
- DIS CODE - USE NYS CODE
- TIMING IS THE WEEK THE BASE STYLE STARTS UP
- * MAKE A NOTE ABOUT THE PAC NOTES & STATUS OF THE PAC NOTE

#2 SRA DISTRIBUTES INFO TO EVERYONE

#3 Acknowledge the SRA email stating that you have recieved the note (email)

#4 external -

#5 PJ MAINTAIN spreadsheet
T:\R+Q\OTHER\IP\NYS DIS CODES*.xls

Paper choice - describe
NON IP Base (do not put the rev
in yet)

#6 PAC NOTE

#7 ORGANIZE PAPER (STERLING & DOUG)

- #8 Someone will attend run
- #9 Start the NYS File
- #10 Start paperwork for file -
do not pull until the day
of certification - check the
rev - take MSS spec to
the run
- take spreadsheet (try to
complete as much of the
sheet prior)
Labels - label each tupperware
- #11 make cigs - hit specs
- #12 collect packaging (SP/CP/CTN)
- #13 Bring sticks back to R&D
→ Give to ~~pa~~ Patti Turner
- manifest to cig inventory

53319 4742