

**PHILIP MORRIS U.S.A.  
INTEROFFICE CORRESPONDENCE  
Richmond, Virginia**

**To:** David Williams **Date:** September 24, 1998  
**From:** Tony Howell  
**Subject:** Personal Monthly Report - September 1998

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**Quality**

- Database Development
  - The temporary electronic link to the analytical labs is operational and in use. (Automated transfer of requests and data.)
  - Continued adding functionality, simple search and query features to the screen designs. (Accomplished through weekly meetings with the PI staff).
- Matched ingredients with their respective direct add codes and names so that formulas could be given to the flavor center that will be used for the upcoming testing of ingredients added to tobacco.
- Provided a complete list of Domestic Brand NTMs so that the approval status could be determined.
- Worked with D. Spruill and K. Drumwright to draft bullet points and issues to be used in discussions for developing a "grandfathering" policy.

**Compliance**

- Ireland - Assessed the formulas for two Ireland Marlboro brands and evaluated the ingredients against the UK list in order to verify compliance. Searched the disclosures for all the PM compounded flavors and determined eligible candidates for scramblers to be added to the brands.
- International - Reviewed the analytical information on 14 preblend concentrates that were scheduled for shipment from the Flavor Center to various export regions including Germany.
- Reviewed 12 vendor disclosures as possible candidates for use by Flavor Technology in new and revised domestic and international brands.

**Litigation Support**

- Oklahoma Discovery
  - Reviewed files to determine responsiveness and performed a second review in order to classify documents according to UTS review guidelines.