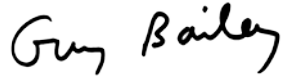


## Memorandum

FROM: Guy Bailey, President

A handwritten signature in black ink that reads "Guy Bailey". The signature is written in a cursive, slightly slanted style.

DATE: January 20, 2010

SUBJECT: Chemistry Lab Incident

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Effective immediately Dr. Taylor Eighmy will be the contact person for all information relating to the recent incident in the chemistry lab. Dr. Eighmy will coordinate all efforts relating to internal and external investigations regarding this matter, and he will be responsible for collecting all relevant documents. Any internal questions or communications from external agencies or other entities should be directed to Dr. Eighmy.