

Interoffice Memorandum

TO (Name and Location)	DATE
As Listed	July 10, 1980
FROM (Name and Location)	REFERENCE NO.
M. R. Stenzel	MRS-132-80

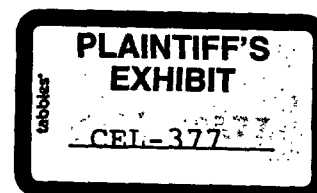
Subject: Retrospective Work History - Procedure to Obtain
Data on Employees Who Have Worked Multiple Locations

Each plant is actively developing the data required for the retrospective work history (RWH) module of the Medical Surveillance Program. This letter discusses several questions which have surfaced since the plants have started developing their RWH data and outlines the request Bishop is making of the other plants so that they can complete the formaldehyde mortality study by the end of the year. Also, the letter presents the procedure necessary to properly collect data on employees who have worked several Celanese locations. Previous letters relating to this topic include MRS-91-80 titled "Special Considerations Related to the Collection of Retrospective Work History" and MRS-109-80, titled "Pay Rate - Retrospective Work History".

Questions Which Have Come Up

1. The date(s) of hire and termination are the dates applying to work experience with Celanese Chemical Company (CCC) .
 - a. Bishop Plastics is being treated like it is a part of the Chemical Company in this program. Note that it has a different plant code than Bishop Chemical.
 - b. If an employee is still actively employed by CCC, the termination date entry will be left blank.
 - c. Example 1: If an employee started with Celanese at Pampa on 7/1/65, transferred to Bishop 1/1/75 and is still working at Bishop, his date of hire is 7/1/65 and no date of termination is entered.
 - d. Example 2: If an employee started at Celriver (CFC) 7/1/65, transferred to Pampa 4/1/75 and is still at Pampa, his date of hire is 4/1/75. No date of termination is entered.
 - X e. Example 3: If an employee started at Pampa 7/1/65, transferred to Celriver (CFC) 1/1/75, his date of hire is 7/1/65 and date of termination is 1/1/75.

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- f. Example 4: If an employee started at Pampa 7/1/65, transferred to Celriver (CFC) 1/1/70 and to Bishop 1/1/75, the date of hire is 7/1/65, the date of termination is 1/1/70 and the second date of hire is 1/1/75.
 - g. If a date is entered, the month and day must also be entered.
- 2. The Plant Code is the location of the plant filling out the Employee Historical Information form. At locations where two plants are at the same site, Bishop Chemical and Plastics and Clear Lake and Bayport Terminal, the plant location code is the most recent location the employee has worked.
 - 3. Employee status codes 2 and 3 will not be used. If a location is filling out a record on an employee no longer at that location (example: an employee is now at the Celriver Plant) the code (1) should still be entered. Payroll will tell us where he/she is.
 - 4. If a person has less than 5 years of education, enter five years.
 - 5. Vietnam Era Veteran (VEV) - If the record indicates that the employee was a VEV enter Y, if the employee was not in the service between 1965 and 1975 enter N and if the employee was in the service between 1965 and 1975 but the record does not indicate if he/she served in Vietnam, leave the space blank.
 - 6. For all record use the ARP definitions.
 - 7. If the record gives any indication of where an employee transferred to, retired to, etc. be sure and enter this information in the space titled "Work History After Celriver Chemical Company Termination".

Bishop's Request

Bishop must complete the collection of TCM data by October because of the formaldehyde mortality study rather than the December 31, 1980 completion date the other plants are to meet. To meet this earlier time frame, Bishop is requesting that the other CCC locations satisfy the following requirements:

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1. Bishop is sending each CCC location the list of names of all previous employees who have transferred away from Bishop (all employees for which Bishop does not have a personnel record).

Each facility should check this list and determine which of these employees have their personnel record at your location. Indicate which records you have on the list and send the list back to Bishop as soon as possible. Bishop will construct a master list from all the locations and determine which records will not be completed by another CCC facility.

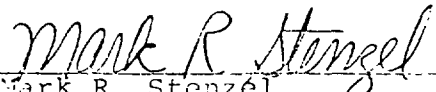
2. Each facility should consider these employees the highest priority when they start completing forms for the RWH Module. Note that this second request does not increase the efforts required by your facility but rather changes the priority in completing records on employees.

Procedure to Collect Data on Employees Who Have Worked Multiple Locations

1. As soon as possible, send each other CCC facility a copy of your Unit Description Codes, Attachment I and Job Classification Codes, Attachment II. Note that you should only include these job classification codes for which exposure data will be assigned.
2. For each employee, the location with the personnel record will complete the Employee Historical Information form and as much of the Employee Work Assignment Summary (EWAS) form as possible.
3. A single EWAS form must be filled out for each location where the employee had work experience. The Plant Code must correspond to the location where the employee worked.
 - a. Example: Assume an employee's first job was Operation Helper at Bishop Chemical, his second was Operator at Bishop Chemical, his third was Operator at Bishop Plastics and he then transferred to Pampa as an Operator A and later made Shift Supervisor at Pampa. The first two jobs (01 and 02) will be entered on an EWAS form with a plant location code of 041 (Bishop Chemical), the third job (03) will be entered on a second EWAS form with a plant location code of 046 (Bishop Plastics) and the fourth and fifth jobs (04, 05) will be entered on a third EWAS form with a plant location code of 042 (Pampa).

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4. To fill out work assignments for work experience at other locations, the clerk will use the codes provided to him/her in section 1 above. For each job, the individual job classification and unit worked should correspond to entries in the code lists of section 1.
5. Only enter a Unit Description Code and a Job Classification Code on the EWHS form if exposure data is going to be matched. The data will only be matched for those job classifications listed on the sheet similar to Attachment II. It should be noted that, even though exposure data is not matched for some job classifications, the information on these job classifications still must be entered on an EWHS form at the location where the employee worked.
6. Other plants can be contacted for clarification but the contact should be kept to a minimum because it is very time consuming for both plants involved.
7. For some individuals, the employee's record will have to be copied and sent to the parent locations. This will be true for all those individuals who have transferred out of CCC.


Mark R. Stenzel
Company Industrial Hygienist

MRS:gl
Attachments

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UNIT DESCRIPTION CODES FOR EMPLOYEE WORK HISTORY FORMS

<u>UNIT DESCRIPTION</u>	<u>DATES</u>	<u>UNIT #</u>
2 ETHYLHEXANOL/BUTANOL	2/22/62 to 5/3/62	0001
2 ETHYLHEXANOL/BUTANOL/ALDEHYDE	5/4/62 to 11/1/75	0001
ISO BUTANOL	11/1/75 to 12/1/77	0013
OXO BUTANOL/PROPANOL	5/2/78 to PRESENT	0014
WAREHOUSE/TRAFFIC	1/1/64 to PRESENT	0002
LABORATORY	2/22/62 to PRESENT	0003
UTILITIES/SYN GAS	11/2/64 to PRESENT	0004
CHOX/NITRIC/K	11/2/64 to PRESENT	0005
ADIPIC ACID	11/2/64 to 10/1/70	0006
NYLON SALT	11/2/64 to 10/1/70	0007
NYLON SALT/ADIPIC	10/2/70 to PRESENT	0011
HDO	11/2/64 to 6/1/65 7/2/68 to 4/1/70	0008 0008
HYDA	11/2/64 to 6/1/65 7/2/68 to 4/1/70	0009 0009
HYDA/HDO	6/2/65 to 7/1/68 4/2/70 to PRESENT	0016 0016
VINYL ACETATE (L.P.)	3/2/65 to 11/1/72	0010
VINYL ACETATES (VP)/ALDEHYDE	11/2/72 to PRESENT	0012
RX	7/2/79 to PRESENT	0015
MAINTENANCE	2/22/62 to PRESENT	0009

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JOB CLASSIFICATION CODES FOR EMPLOYEE WORK HISTORY FORMS

<u>AREA</u>	<u>JOB TITLE</u>	<u>JOB CLASSIFICATION CODE</u>
Operations	A - Operator	9236
	B - Operator	9616
	Shift Supervisor	0904
Warehouse/Traffic	A - Operator	9236
	B - Operator	9616
	Shift Supervisor	0904
Laboratory (2/22/62 to 11/1/70)	Day Analyst	9004
	Chemist	0601
	Supervisor	0607
(11/2/70 to Present)	A - Analyst - Shift	9005
	B - Analyst - Shift	9352
	Chemist	0601
	Shift Supervisor	0607
Maintenance	Welder A	9334
	Welder B	9868
	Boilermaker A	9084
	Boilermaker B	9398
	Electrician A	9126
	Electrician B	9437
	Instrument Man A	9160
	Instrument Man B	9505
	Machinist A	9180
	Machinist B	9558
	Pipefitter A	9256
	Pipefitter B	9647
	Rigger/Equipment Operator A	9274
	Rigger/Equipment Operator B	9693
	Off Shift Maintenance	9228

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