PLAINTIFF'S
EXHIBIT
CEL-574

CELANESE CHEMICAL COMPANY, INC
TECHNICAL CENTER
Corpus Christi, Texas

To: E. R. Lock, J. G. Shafer
S. C. Hahn, J. B. Mancias - CCCTC

From: D. A. Chadwick DAC-91-84 August 14, 1984

Procedures for Maintenance Department Under the Celmis Purchasing System

ABSTRACT

The steps to follow when ordering materials for the Maintenance areas on or after August 20th, the start date for Celmis, were covered in a meeting on August 9th and are reviewed. Materials covered by Celmis are consumables which pose a potential health or safety problem. Background information on Celmis, examples of materials covered under Celmis, and materials excluded are given in Attachment I. Examples of markings for purchase requisitions are in Attachment II, and Attachment III contains descriptions of the Vax Hazard Ratings File, the hazard ratings, Celmis codes, and other information contained in the Vax file. Attachment IV contains further information on procedures for ordering mixtures of unknown content or tradename blends and materials.

UNITERMS
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Surveillance
Safety
Purchase
Material

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On August 20th the Celmis System for purchasing materials will become effective. I've listed below the questions which you should ask yourself and the steps to follow when ordering materials on or after August 20th. This is the same scheme I went over in our meeting on August 9th.

Attachment I contains information on which materials are covered under Celmis including examples, materials which are exempt from the procedures, and some background information on the system. Examples of the designations to put on purchase requisitions are in Attachment II. Descriptions of the Vax Hazards Rating File, the hazard ratings, and Celmis codes are in Attachment III.

1. Is the material covered under the Celmis System (see Attachment I)?
   NO - proceed with purchase requisition as you have in the past, no action is required for Celmis
   YES - Step 2.

2. Are you ordering more than 5 lb. of a welding rod, 12 aerosol cans (or equivalent sized can) or 1 gallon of material?
   NO - Step 3.
   YES - Step 4.

3. Will you be reordering this material again so that the total amount ordered over the next six months will be more than the amounts specified in Step 2?
   NO - mark purchase requisition



   YES - Step 4.

4. Check the Vax Hazards Rating File. (You will be supplied with a printout of this file to be used until I can show you how to call up the file or change your LOGIN.COM file to respond to a word command.)

   a. If the material is not listed in the file, put the name of the material, your name, and the date in the upper right hand corner of a Health and Safety Data Worksheet, attach it to the purchase requisition, and send both to the Purchasing Department. Attachment IV explains the reasons for this step. (A supply of HSDWs is enclosed, and you can pick up more in the SH & E Department office.)

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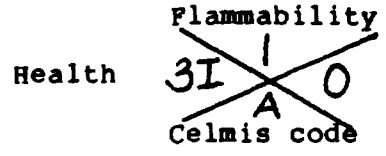
b. If the material is listed in the file, but the only designation following the name of the material is an "E", place the following on the purchase requisition next to or close to the description of the material



E = evaluation not completed

c. If the material is listed in the file and the hazard codes, etc., have been assigned, place the hazard ratings and Celmis code on the purchase requisition next to or close to the description of the material using the following scheme.

File listing: sodium dihydrogen phosphate
3I-1-0-A



A = approved for purchase

Attachment II gives a description of the purchasing codes and hazard ratings. More details concerning the assignment of the ratings, especially for health, and codes will be addressed in a future memo.

D. A. Chadwick

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Attachments

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Attachment I

Celmis System

BACKGROUND

The Celmis System is part of the Company Health Surveillance System and was designed to assure that materials which posed a potential health or safety problem would be reviewed before being brought onto a Chemical Company location. The Celmis System will cover only purchased materials at this time. Samples or products brought in through means other than a purchase requisition or generated here are not covered under the System.

The review performed for Celmis, especially for laboratory research chemicals, is intended to be a first level review only. Once a chemical has been incorporated into a pilot plant or microunit procedure and the quantity used, number of people with potential contact, and duration of use have increased, then a more in-depth investigation into toxicity studies and other problems is warranted. Here at the Tech Center the chemists, engineers, and technicians will be performing part of the first level hazard review.

MATERIALS SUBJECT TO THE CELMIS REVIEW

- raw chemicals
  liquids such as acetone, toluene, xylene,
  solids such as metallic oxides or salts
  gases such as carbon monoxide, anhydrous hydrogen fluoride
- mixtures and blends of the above
- biological reagents
  agars, broths
- dyes, indicators
- adhesives, glues
- cleaners, degreasers
- lubricants, cutting oils, machine oils
- materials containing asbestos

MATERIALS EXEMPT FROM THE CELMIS SYSTEM

- equipment and other non-consumables
- medical supplies
  drugs, disinfectants
- office supplies
  paper products, reagents for photocopy and other office machines

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Attachment III

Hazard Ratings, Celmis Codes,
and Vax Hazard Ratings File

VAX HAZARD RATINGS FILE

DISK$CCCTC[CELMIS]HAZARDS.DAT. is the file that will contain the hazard ratings, Celmis purchasing codes, and disposal methods. On August 20th the CELMIS file will be available for use, and the HAZARDS file which was originated by Gene McChristy will no longer be accessible.

When the inventories are completed for locating chemicals in laboratories or the chemical storeroom, the Hazard file will be incorporated into a program which will access all files through one menu. Instructions will be issued when this program is ready for use.

An example of the format is:

Carbon monoxide 2-4-0-A Ch & Ac vent

2-4-0-A represents the ratings for health, flammability, reactivity and the Celmis code

Ch & Ac indicates that the health rating was assigned because of both chronic (repeated exposures) and acute (one time exposure) effects. A listing of only "Ch" indicates the health rating was assigned primarily because of chronic effects while a listing of only "Ac" indicates the health rating was assigned primarily because of acute effects.

The last listing is the disposal method or methods which have been designated by David Anderson.

- Si = can be poured in hood sink
- Su = should be disposed of in the sump outside of Building 130 and should not be poured into a hood sink
- Po = material should be taken to the pond for disposal; hood sinks or the sump are not acceptable
- Treatment = material must be neutralized or otherwise treated before disposal; check with D. Anderson or M. Murphy if the treatment has not been specified on the Health and Safety Data Worksheet
- Vent = vent to atmosphere
- Ba = dispose in hazardous waste barrel

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HAZARD RATINGS

Health: Possible ratings are 1 to 4 (essentially those consumables with zero potential for causing problems are not included under Celmis).

The letters which follow the numerical rating for Health indicate the following proven or suspected effects:

M = mutagen
C = carcinogen
R = reproductive effects
T = teratogen
N = neurotoxin
I = irritant

Flammability: Possible ratings are 0 to 4 using the NFPA criteria.

Reactivity: Possible ratings are 0 to 4. NFPA criteria generally followed except that rating may reflect reactivity with substances other than water.

CELMIS CODES

A: Material can be purchased and used in all areas of the Tech Center.
L: Material can be purchased only with designated signatures and can be used only in designated areas.
E: Material can be purchased but evaluation procedure has not been completed.
N: Material does not require evaluation.
B: Material has not been approved for use in any area.

Attachment IV

I will do the evaluation of materials for the Maintenance Department, but attaching the Health and Safety Data Worksheet, even with such minimal information as material name, purchaser name, and date will satisfy several needs.

- Purchasing will order the requested material without any delays. Purchasing looks for either a Celmis code designation on the purchasing requisition or a Health and Safety Data Worksheet attached to the requisition if the material is covered under Celmis.

- Purchasing will automatically order a Material Safety Data Sheet (MSDS) from the manufacturer for items with a Health and Safety Data Sheet (HSDW) attached.

- When the Material Safety Data Sheet is received and the evaluation of the material is complete, I will have a record of the person who initiated the purchase and will send a copy of the Health and Safety Data Worksheet to that person.

cc: CCCTC
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