PROJECT ORGANIZATION AND PROCEDURE

CEA 1430

Aroclors Expansion - New Tank Farm, Drumming & Flaking

Anniston Plant

PROJECT MANAGER - H. D. Gabelman

DISTRIBUTION

W. G. Adams
C. R. Becker/J.A.Modica
R. Q. Brown/P.E.Haase
L. R. Burchfield
R. E. Emling/O.F.Bremer
F. W. Enoch
W. C. Geil/R.W.Wind/T.A.Jackson
J. E. Kehm
J. L. Mathews/R.R.Cook/J.R.Fullgraf
J. R. Raymond
H. W. Persons
R. L. Sandstedt/R.B.West/J.F.Halla
W. F. Taffee-Anniston
L. H. Todd/H.C.Browne/R.R.Hedleston
H. E. Waldrep-Anniston (see note below)
R. S. Yates

NOTE: All transmittals to Mr. H. E. Waldrep are to be sent to to Mr. L. R. Burchfield until the project manager is notified that Mr. Waldrep is in Anniston.

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1. INTRODUCTION

This document describes the organization and procedure for the design, procurement, construction and start-up of manufacturing facilities at Monsanto's Anniston, Alabama Plant. Communication channels for approval and distribution of documents are established.

Any suggested corrections to this procedure shall be brought to the attention of the Project Manager and all revisions will be issued by him.

2. DESCRIPTION OF FACILITIES

2.1 General Description

This project consists of expanding the Aroclor facilities of the Organic Chemicals Division at its Anniston, Alabama Plant by installing a storage tank farm for the various liquid Aroclors plus blending and/or mixing facilities; drumming and flaking facilities; and railroad and truck loading facilities.

Estimated project costs are:

Capital	$1,400,000
Expense	150,000
Total	$1,550,000

Estimated completion dates:

Start Field Work	December 11, 1967
Deliver Storage Tanks	February 19, 1968
Tank Farm Area	July 29, 1968
Drumming & Flaking Area	October 1, 1968

This project, to simplify control, will be considered as Area 01 in its entirety.

3. PROJECT ORGANIZATION

3.1 Process design and engineering design of all facilities is being done by CED.

3.2 Procurement will be by CED, except for certain items. See Section 7 - PROCUREMENT.

3.3 Construction contractors for the plant site will be determined at a later date.

3.4 Cost accounting will follow CED procedures. See Section 9 - ACCOUNTING.

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3.5 Among the participating organizations, communications involving decision, approval or other action shall be through the key individuals named below:

Between CED and Organic Chemicals Division:

H. D. Gabelman and W. F. Taffee

Between Monsanto and Construction Contractor:

H. E. Waldrep and to be determined later

3.6 Appendix 1 is an organization chart showing key Monsanto personnel for this project.

4. SECURITY

4.1 Monsanto employees shall maintain the security of proprietary information in compliance with the Monsanto Security Manual. Members of CED, when visiting the plant site, shall comply with security requirements of the plant.

4.2 Arrangements for admission of contractor's employees connected with execution of this project will be made by Anniston Plant Management and the Field Construction Superintendent.

4.3 Permission to visit the plant site can be obtained from the following:

H. E. Waldrep, Field Superintendent - All Visitors

W. F. Taffee, Manufacturing Liaison- All Visitors

5. REVIEW AND APPROVAL

5.1 To prevent delays of project execution, comments arising from review of drawings or other documents must be transmitted to the Project Manager within five working days from receipt of material for plant personnel and three working days for CED personnel.

5.2 On documents requiring review or approval from the Organic Division, initials of W. F. Taffee will indicate that concurrence of appropriate operating and maintenance personnel has been obtained.

5.3 Review and approval responsibilities for this project are indicated in Appendix 2.

5.4 The originating design engineer will transmit copies of design information for design review in accordance with Appendix 3.

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6. DISTRIBUTION

6.1 The originator of specification data sheets, process data sheets or drawings will be responsible for the final distribution.

6.2 Project Manager will issue approved documents to Project Manual holders only.

6.3 Distribution, including number of copies of information generated for this project, is shown in Appendix 4.

6.4 Vendor prints for initial approval are distributed according to Appendix 5.

6.5 Vendor prints and data for final distribution are issued according to Appendix 6.

7. PROCUREMENT

7.1 The appropriate design engineer will initiate bid solicitations and purchase requisitions. Bids are generally solicited before design review is complete, however, design review should proceed simultaneously with the bid solicitation.

7.2 All purchase orders for numbered equipment items will require the signature of the Project Manager.

7.3 Instrument and electrical items will be purchased by the instrument and electrical engineers after approval of design basis by the Project Manager. Exception will be for major items which will require the signature of the Project Manager.

7.4 Procurement of the following will be handled by CED at St. Louis:

7.41 All numbered items.

7.42 All instrumentation including panel boards.

7.43 All major electrical items including feeder cables (check with H. E. Waldrep), lighting fixtures, thermocouple wire, motor control center and transformers.

7.44 All pipe, valves and fittings except carbon steel pipe and valves 1" and smaller.

7.45 All structural steel.

7.5 Bill of materials for piping and electrical items will be furnished by the AC&M and EI&U design sections to the purchasing section.

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7.6 Procurement of the following will be handled by the selected contractors subject to approval of the Construction Superintendent, H. E. Waldrep, and the CED Purchasing Manager.

7.61 Concrete.

7.62 Backfull.

7.63 Carbon steel piping and valves 1" and smaller.

7.64 Electrical conduit and fittings and wire except feeder cable.

7.65 Sheet metal ductwork.

7.66 Thermal insulation materials.

7.67 All building items.

7.68 Waste disposal piping materials.

8. CONSTRUCTION

8.1 Supervision of contract construction personnel will be exercised by H. E. Waldrep, Field Construction Superintendent. Contact with the Construction Contractors or their employees must be through H. E. Waldrep or his representative.

8.2 Shutdowns for tie-ins to existing process equipment, steam mains and at the substations shall be scheduled by agreement with Mr. Waldrep and Mr. Taffee. Any delays in this area should be brought to the attention of the Project Manager.

9. ACCOUNTING

9.1 All field invoices, approved by the Construction Superintendent, shall be forwarded to the Project Accountant for payment by Monsanto.

9.2 Accounting procedures shall be those specified by C. R. Becker, Project Accounting Supervisor at St. Louis.

10. PROJECT COMPLETION

10.1 Mechanical Completion

H. E. Waldrep will notify H. D. Gabelman when an area is ready for process simulation. After such checking and review as he finds desirable, Mr. Gabelman will notify Mr. Taffee. Messrs. Gabelman (CED) and Taffee (Organic Division) will then work out an agreement on the state of readiness of the area noting work yet to be done. This will be confirmed in writing.

10.2 Process Simulation

The Organic Division will plan and perform process simulation ("water batching"). H. D. Gabelman will review these plans and participate in the process simulation and arrange for participation of other CED personnel as required.

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10.3 Initial Operation

The Organic Division is responsible for the initial operation of the facility. This is the early chemical operation of the facility in which each unit of the plant is operated, debugged, if necessary, and put on stream. H. D. Gabelman will represent CED during this phase and will work out an agreement with the Organic Division representative on correction of deficiencies made evident by initial operation.

10.4 Project Demonstration

The Organic Division will carry out the project demonstration which is a planned operational run of predetermined duration. The objective is to produce material at the quality, yield and rate as specified in the Process Manual and Project Manual and in complete accordance with safety standards.

H. D. Gabelman and the Organic Division representative will work out an agreement on termination of CED participation. This will occur when progress toward meeting the project objectives has reached the point where further joint effort is not warranted. The Division Representative will make the formal report.

10.5 Project Closing

H. D. Gabelman will notify C. R. Becker, CED Accounting, when project demonstration has been completed and work out details of fiscal closing with Mr. Becker. In this project, tank farm facilities will be installed and placed in operation ahead of manufacturing facilities. A partial closure will be made when these facilities are completed.

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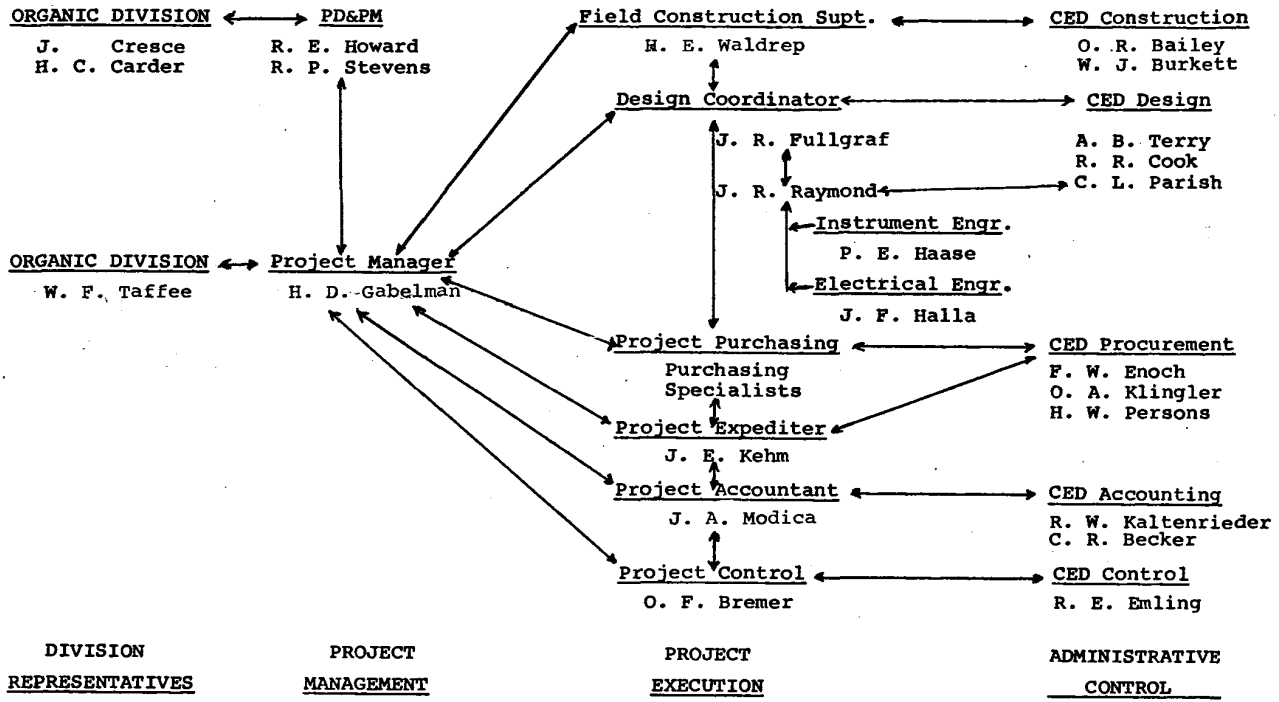
APPEND. 1

PROJECT ORGANIZATION CHART



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APPENDIX 2

REVIEW AND APPROVAL RESPOSIBILITIES

A - Approve R - Review O - Originate	Project Manager H.D.Gabelman	ACM Design Coordinator J.R.Fullgraf	ACM Design Engineer	EIU Design Coordinator J.R.Raymond	Instrument Engineer P. E. Haase	Electrical Engineer J. F. Halla	Division Representative W.F.Taffee
GENERAL							
Design Basis	A,O						R
Arrangement Drawings	A,O	A		R		R	R
Scope Changes	A,O						R
PROCESS							
Engr. Flow Diagram	A,O				R		R
Perf. Data Sheets	A,O	R					R
Instr. Per Data Sheets	A				R,O		R
MECHANICAL & STRUCTURAL							
Equip. Specs.	A	R	A,O		R		R
Equip. Drawings	A	R	A,O		R		R
Foundation Drawings	A	R	A,O				R
Structural Drawings	A	R	A,O				R
Undergr. Util. Drawings	A	R	A,O				R
Piping Drawings	A	R	A,O		R		R
ELECTRICAL							
Electrical Drawings	A	R				A,O	R
Electrical Specs	A	R				A,O	R
INSTRUMENTATION							
Instrument Drawings	A	R			A,O		R
Instrument Specs	A	R			A,O		R
PROJECT EXECUTION							
Instrument Purchases	R				A,O		
Electrical Purchases	R					A,O	
ACM Purchases	A		O				
Cost Status Reports	R	R		R			
Project Schedule	A,O	R		R			R
Procur. Status Reports	R	R		R			
Construction Specs	A	R		R			
Construction Contracts	A	R		R			

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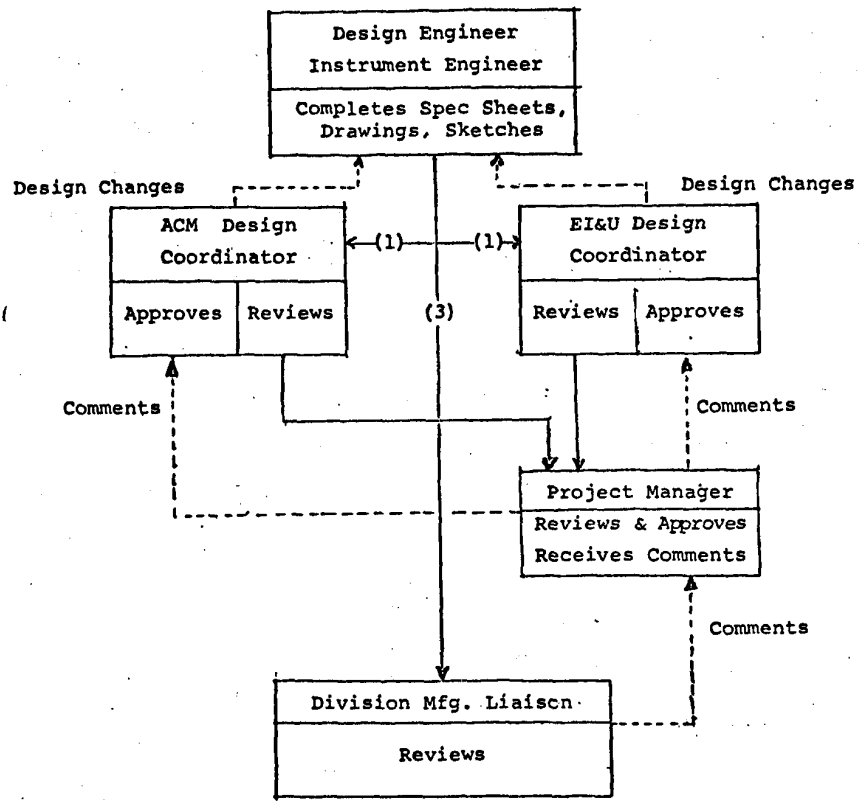
APPENDIX 3

DISTRIBUTION OF DESIGN INFORMATION FOR COMMENTS



Number in parenthesis is the number of copies distributed

TOWOLDMON0044014

TABLE
DISTRIBUTION OF PROJECT INFORMATION

AROCLOR EXPANSION
ANNISTON, ALA.
CEA No 1430

PROJECT ORGANIZATION & PROCEDURE
APPENDIX #1
BY: EGG Date 10/5/67 REV No 0

ORGANIZATION		Project Manual-Complete	Project Score Report	Project Org. & Procedure	Project Loss Prevention Rpt	Cost of Accounts	Master Project Schedule	Project Reports	Design Status Rept.	A.C. & M Prog. Rept's	Drawing Status Rept's	Project Review Mtg. Minutes	Key-Man Exp. Status Reports	Project Cost Report	Labor Cost Report	Process Flow Diagrams	P. & I. Flow Diags & Misc. Dwgs	Equipment List	Equipment & Material Req'ts	Performance Data Sheets	Misc. Index of Summary	Bldg. Plan & Steel Sketch	Equipment Specifications	Instrument Specifications	Misc. Civil & Struct. Dwgs	Electrical Dwgs.	Plot Plan Dwgs.	Mechanical & Structural	Electrical	Instrument	Construction Sked. & Field Delivery	Construction Contracts	Construction Reports	Process Review	Proc. Design	Procurement	Construction	Electrical Other Utilities	Instrumentation
Product Director	J. Cresse		1					1																														
Tech. Prod. Mgr.	H. Carder		1					1																														
Mfg. Representative	W. Taffee	2	1	1	1	1	1	1				1				1	3	3	3	3	3	3	3	3	3	3	3	3	3			1	1			1	1	
CEP Pd & PM Mgr	R. Stevens	1	1	1	1	1	1	1				1		1	1																1	1						
Project Mgr	H. Gabelman	1	1	1	1	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Process Engr	R. Yates		1	1		1		1	1							1	1	1	1	1												1						
A.C. & M. Engr. Supvr	R. Cook		1	1		1		1	1	1		1				1	1	1	1	1	1			1								1		1				
A.C. & M. Design Coord.	R. Fullerton	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1				1	1	1	1	1	1	1	1
E.I. & U. Design Coord.	J. Raymond	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1						1	1	1	1	1	1	1	1
Electrical Engineer	J. Halla		1	1		1	1	1	1			1				1	1	1	1	1	1	1	1	1	1		1				1	1				1	1	
Instrument Engineer	P. Haase		1	1		1	1	1	1			1	1			1	1	1	1	1	1	1	1	1	1		1			1	1	1				1	1	
Structural Engineer	B. Hemleston		1	1		1	1	1	1	1		1				1	1	1	1	1	1	1	1	1	1		1				1	1						
A.C. & M Drafting	T. Jackson		2	2			2	1	1			1				1	1	1	1	1	1	1	1	1	1		1				1	1						
E.I. & U. Drafting	C. Dunford			1			1	1	1			1				1	1	1	1	1	1	1	1	1	1					1	1	1						
Project Accountant	J. Modica			1		1																																
Schedule & Control	O. Bremer			1		1	1					1																										
Expediter	J. Kehm			1			1																										1					
Construction Mgr	L.R.B. Crowfield			1		1	1	1		1		1		1	1		1													1	1							
Construction Supt.	H. Walder			1		1	1	1		1	1	1	1	1	1	1	5	2	5	2	2	2	2	2	5	5	5	5	2	2	5	1			1	1	1	1
Central File		2	1	1													1																					
Instr. Design Supvr	R. Brown		1	1			1																															
Total		6	15	20	5	14	19	9	10	8	3	14	5	9	4	14	15	16	14	11	11	11	11	15	18	13	13	13	2	8	8	9	6	14	10	5	5	7	7

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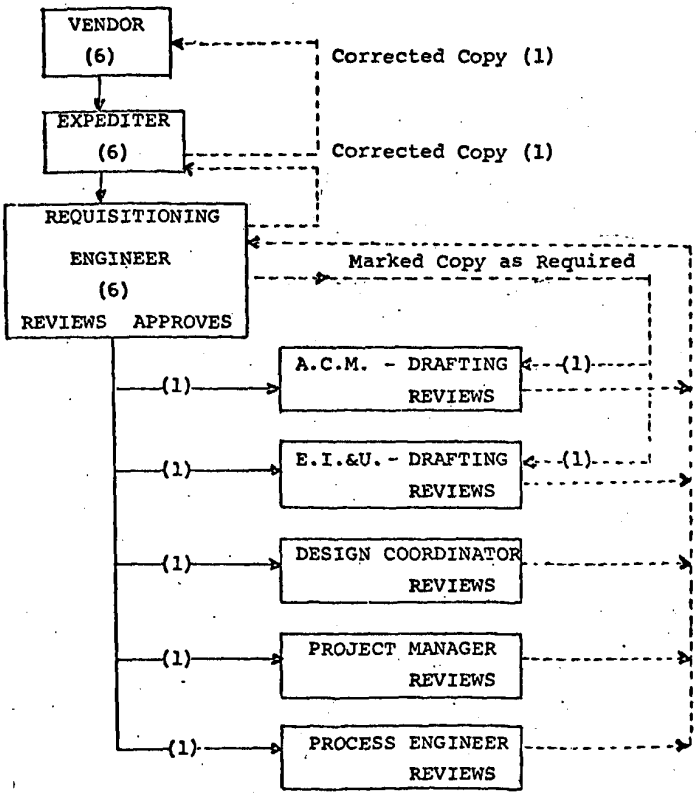
APPENDIX 5

DISTRIBUTION OF VENDOR PRINTS AND DRAWINGS FOR APPROVAL



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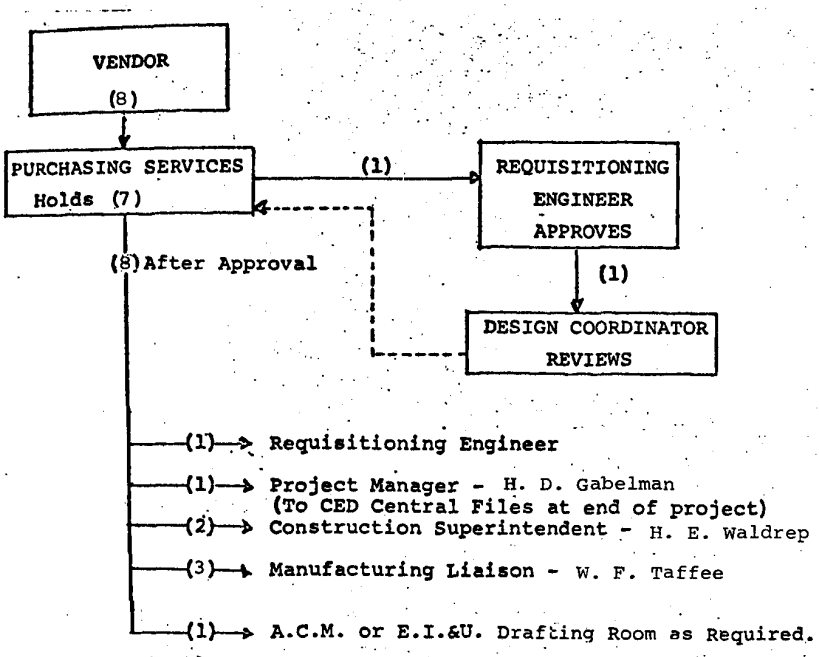
APPENDIX 6

DISTRIBUTION OF VENDOR FINAL PRINTS, DRAWINGS AND DATA



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APPENDIX 7

PROJECT DISTRIBUTION LIST

"P TO" ADDRESS:

Monsanto Co. (Project 1430)
Anniston, Alabama
Attn: H. E. Waldrep

DATE	REV. NO.	CEA NO.
9-22-67	1	1430

TITLE
INCREASE LIQUID
AROCLORS CAPACITY

ESTIMATE - MS	START UP DATE
* 1.55	* 10-1-68

Project Expediter: J. E. Kehm *

Project Manager * H. D. Gabelman

Field Engineer: H. E. Waldrep - Anniston

PURCHASE ORDER MASTER RUN OFF & DISTRIBUTION BY PURCHASE SERVICE
Project Expediter – Traffic – Inspection – Business Systems (Include Vendor Data Requirements)
Others (Name and Location):

*(3) W. F. Taffee - Anniston

[X] Send COPIES (20 for P.O., 10 for C.O.) run off from Master to Field Engineer

[ ] Send MASTER to Field Engineer

*VENDOR FINAL DRAWING/DATA DISTRIBUTION: (Name and Location): (by: M. Ready)

	Final Dwgs.	Parts Lists	Spares Lists	Manuals	Curves	Reports Certificates
Requisitioner - CED	1	-	-	1	1	T
H. D. Gabelman (+ reprod.) - CED	1	1	1	1	1	1
H. E. Waldrep - Anniston	2	-	-	2	2	-
W. F. Taffee - Anniston	3	3	3	3	3	2
If: ACM - T. A. Jackson - CED	1	-	-	-	-	-
EIU - C. W. Dunford - CED						
	8	4	4	8	7	3

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INSPECTION REPORT DISTRIBUTION: (Name and Location):

Requisitioner - CED
O. A. Klingler - CED
H. W. Persons - CED
J. R. Jeter - CED
J. E. Kehm - CED
* H. D. Gabelman - CED
* H. E. Waldrep - Anniston

FIELD EXPEDITING REPORT DISTRIBUTION:
(Name and Location):

H. W. Persons - CED
J. E. Kehm - CED
* H. D. Gabelman - CED
* O. F. Bremer - CED
* H. E. Waldrep - Anniston

CE-74 (8/67)

TOWOLDMON0044018