

SHERWIN-WILLIAMS PAINT, VARNISH AND LACQUER LABORATORIES

INTRODUCTION

ROUTINE AND POLICY

Consecutive No. _____

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Issued 8-10-67

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Issued 1-7-65

SUBJECT: P.V. & L. ROUTINE AND POLICY MANUAL,
GENERAL INSTRUCTIONS

PURPOSE This Manual consolidates the bulletins governing the Routine and policies of the P.V. & L. Laboratories.

It covers a variety of subjects, some of which are internal to the P.V. & L. Laboratories, and others which involve contacts with other departments, customers, and outsiders.

It is not the intent of the Manual to duplicate material published by other Company departments such as that contained in the General Accounting Department bulletins but to supplement that material as it relates to the P.V. & L. Laboratories. Duplication will be made, however, whenever it is considered desirable that the subject matter be readily available to all Manual holders.

TABLE OF CONTENTS This Manual should be made available to all personnel whose duties require a knowledge of its contents.

The Table of Contents should be routed to key personnel, in order to apprise them of changes in the Manual's Contents. For this purpose, extra copies of the Table of Contents will be furnished to the larger organizations on request. At present, the Table of Contents consists of --

A Numerical Index
An Alphabetical Index

D

RESPONSIBILITIES IN CONNECTION WITH THE MANUAL

The bulletins in the Manual are derived from a variety of sources but when they are distributed for inclusion in the Manual, the Technical Director or his indicated representatives in the Research Administration Department are responsible for the contents, the accuracy, revision thereto, and for the distribution of the bulletins to be included in the Manual.

It is the responsibility of the recipients of the Manual to keep it in a safe place, to insert new or revised pages in the Manual immediately upon their receipt, to destroy any obsolete pages or cancelled bulletins, and to see that nothing is placed in the Manual except the authorized pages issued by the R & P Coordinator.

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INTRODUCTION

P.V. & L. Routine and Policy Manual,
General Instructions

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COVER LETTERS All new or revised bulletins and pages will be accompanied by a cover letter containing instructions or comments. All records regarding the distribution of bulletins for the Manual and the Manual itself will be maintained in the R & P Coordinator's Office, and will be available to any laboratory supervisor or department manager who may want to check these records from time to time.

Manual holders are reminded that the contents of the Manual are "Company Confidential" for the use of the recipient and his associates. Manual holders also are responsible for ensuring that no further reproduction is made of pages in the Manual to prevent the distribution of spurious and obsolete information. While it is permissible and may even be desirable to quote from the Manual text, extra copies of Manual pages or bulletins desired for further distribution are to be obtained only from the R & P Coordinator, Research Administration Department. Additional gray binders may be obtained from the same source.

Where a Manual recipient has more than one copy charged to him directly, he bears the responsibility for the additional copies as well, even though he has redistributed them to other employees. If, for any reason, a change from one recipient or location to another is contemplated, the R & P Coordinator is to be notified. Also, if it is determined that a certain copy is no longer needed, instructions regarding its disposition are to be obtained from the R & P Coordinator.

INCLUSION OF MATERIAL IN THE MANUAL All new bulletins to be included in the Manual must be approved by the Technical Director or his designate. Minor revisions to the material in the Manual will require only the approval of the R & P Coordinator.

Persons using the Manual are to feel free at any time to make suggestions for improvement of its contents. These suggestions should be made in writing to the R & P Coordinator, so that he may give consideration to the suggestions and arrange for their issuance, if warranted.

PROCEDURE FOR REQUESTING & DISTRIBUTING EXTRA COPIES Extra copy requests are to be made in writing and are to specify the R & P Consecutive number and title, number of copies, name and location of the individual(s) to receive the copies, and the reason for requesting the extra copies. If approved, the extra copies will be forwarded to the person requesting them, who will be responsible for their distribution, including subsequent revisions thereto, unless specified otherwise.

It will not be necessary to repeat the request for extra copies on subsequent revisions unless a change is contemplated in:

- (a) the number of extra copies desired
- (b) the individual designated to receive the extra copies

BULLETIN NUMBERS In the past, the Bulletins have been numbered consecutively as they have been issued and they have been inserted in the Manual in consecutive numerical order. Henceforth, new Bulletins may bear an

old cancelled number. For this reason, it is important to follow the instructions with respect to revisions and to make them as promptly as possible. Bulletins will continue to be placed in the Manual in numerical order, but appropriate changes or notations should be made both in the Numerical Index and the Alphabetical Index when new bulletins are issued. New index pages will be issued as these notations become numerous and the index becomes unwieldy.

HEADINGS Bulletins will bear appropriate subject headings. Key words in the heading will be indicated in the Alphabetical Index. Pages will be numbered as follows: Page of . Above the Consecutive No. in the upper right hand corner, the date will be shown and whether the bulletin is new or revised.

PAGE REVISIONS Henceforth, all pages to the Manual will indicate the date issued. Revised pages indicate not only the date of issue, but also the date of the corresponding pages which were superseded.

ENTIRE PAGE RESTATED When an entire page has been restated or rearranged, the parenthetical (Entire Page Revised) is shown preceding the date of issue.

REVISIONS WITHIN A PAGE Revisions within a page often are not readily discernible and in order to save time for the recipient in comparing the new page with the old, a letter symbol is shown in the left margin of the page to indicate the place and type of change. These signals are used whether the change applies to a paragraph, a sentence, a phrase or a word and are as follows:

- N = New material added
- D = Deletion of material
- TR = Movement of a sentence or paragraph to or from another page
- R = All other revisions

OBSOLETE PAGES It is important that revised pages be perused and placed in the Manual immediately upon their receipt and that the obsolete pages be destroyed at that time.