

PROCEDURE BULLETIN — TEXAS CITY PLANT P-1200

PROCEDURAL ("P") BULLETINS

PLAINTIFF'S EXHIBIT

MON-1479

I. PURPOSE

The purpose of the system of "P" Bulletins is to describe procedures for conducting activities which are interdepartmental, or common to several departments, in a uniform manner consistent with established policy. They may also be used to outline interdepartmental functional relationships where the purpose is clarity of responsibilities.

This bulletin describes preparation, approval, distribution, and use of standard "P" Bulletins.

II. POLICY

Each person in the Texas City Plant is expected to observe those procedures which are applicable to his job. However, should circumstances develop where the best interest of Monsanto Company is in conflict with the procedure, action should be taken for the best interest of the Company and the situation brought to the attention of appropriate individuals for approval of the action and for possible revision of the procedure.

III. SCOPE

A "P" Bulletin can describe any repetitive plant activity or functional relationship that is not highly confidential, affects more than the originating department and normally a considerable number of people, and is of permanent or relatively permanent nature.

IV. RESPONSIBILITIES

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A. Local Functional Heads

Accounting	Chief Accountant
Plant Engineering Services	Supt., Plant Engineering Serv.
Maintenance	Plant Engineer
Manufacturing	Plant Manager & Superintendents, Manufacturing
Marketing	Product Manager
Organic Mfg. & Process Technology	Organic Superintendent
Patent	Patent Manager
Personnel	Supt., Personnel
Plant Services	Supt., Plant Services

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Process Technology
Research

Process Technology Director
Manager, Research

If a procedure bulletin is of particular interest to a function which has no designated "head" at Texas City, the draft will be referred outside the plant to the appropriate functional head for approval.

The above Local Functional Heads are responsible for initiating appropriate procedural bulletins, having the bulletins written, reviewing, furnishing names of other local functional heads that are affected and that should review, and giving preliminary approval for publication. For Safety "P" Bulletins, these responsibilities rest with the Plant Manager's Safety Board.

B. Author

The Author is responsible for assembling information, preparing a rough draft, considering comments, preparing additional drafts, and finally signing the approved procedure.

C. Standards Section

The Standards Section is responsible for establishing and maintaining the system, editing, circulating for review and comment, obtaining final approval signatures, publication and distribution of all "P" Bulletins.

D. Supervisors

Each supervisor is responsible for seeing that all applicable procedures are fully adhered to by everyone under his supervision and for reporting conflicts with a procedure to the author.

E. Plant Manager

The Plant Manager is responsible for reviewing and giving final approval for publication of all "P" Bulletins. Approvals will also be required from heads of Process Technology and Research when the procedure is applicable in those areas.

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V. FORMAT

Normally, a "P" Bulletin is of wide interest and will contain sections on purpose, policy, scope, responsibilities, and procedure. Standard format should be adhered to when possible. However, it may be altered, as desired by the author, by adding other appropriate sections or omitting those that do not apply.

The following describes the sections which in ~~most~~ cases will comprise the format of a "P" Bulletin.

- A. Title - A brief statement indicating the subject of the bulletin.
- B. Purpose - A concise statement of the need and intent of the bulletin. The statement of need should be sufficient for the user to recognize the importance of the procedure. The explanation of intent of the bulletin should be explicit so that the user knows what the procedure is expected to accomplish.
- C. Policy - When this section is needed, it should be a statement expressed by top management of principles that furnish an underlying and continuing basis for taking specific action.
- D. Scope - This section will cover such points as: who is affected; what is covered; what is not covered; what are limits; what changes are being made; and concepts or definitions of terms.
- E. Responsibilities - The necessary responsibilities to establish the procedure and execute the action will be stated in adequate detail.
- F. Procedure - This section is a step-wise list of actions, described in sufficient detail, to accomplish the intent of the procedure. It is almost always necessary to designate, in this section, who is to execute these steps.

VI. PROCEDURE BULLETIN MANUALS

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A. Distribution

The local functional heads or their delegates will designate recipients of "P" Bulletins to the Standards Section.

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B. "P" Bulletin Codes

All plant procedure bulletins are coded to fall within the following groupings:

<u>Section Code</u>	<u>Section Title(& contents when not self explanatory)</u>
0100-0199	<u>LOSS PREVENTION & SAFETY</u> (Procedures)
0200-0299	<u>PURCHASING</u>
0300-0399	<u>PERSONNEL, LABOR RELATIONS, GENERAL SAFETY</u> Personnel Policy & Procedure Bulletins are supplements to "P" Bulletins. These bulletins are numbered P-0301.00 through P-0311.99 and are contained in the Personnel Manual. (See P-0300)
0400-0499	<u>CAPITAL ADDITIONS, ENGINEERING & MAINTENANCE</u> Inspection and Corrosion, Plant Engineering Services, Maintenance, Stores, Instruments, and Utilities.
0500-0599	<u>MARKETING</u>
0600-0699	<u>PROCESS TECHNOLOGY</u>
0700-0799	<u>MISCELLANEOUS PLANT SERVICES</u> Cafeteria, Plant Protection, Traffic, Office Services.
0800-0899	<u>ACCOUNTING & PAYROLL</u>
0900-0999	<u>MANUFACTURING</u> Production, Materials Handling, Production Planning and Scheduling, and Control Lab.
1000-1099	<u>PATENT</u>
1100-1199	<u>LABOR RELATIONS</u>
1200-1299	<u>GENERAL SECTION</u>

Procedures intended for the "P" Bulletin manuals will be assigned appropriate 4-digit codes from this series. Procedures intended for the Personnel manuals will be assigned two additional decimalized digits.

VII. PROCEDURE

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A. Preparation of Rough Draft

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The author will prepare a rough draft and a cover sheet explaining any changes being made, typed or written, have it approved by his local functional head or delegate, and submit to the Standards Section along with names of other affected local functional heads who should review the procedure.

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B. Editing of Proposal

The Standards Section will review the rough draft for standard style and form, going back to the author for concurrence if major changes are to be made.

C. Circulation for Comment

The Standards Section will assign a code number to the procedure, duplicate the proposal and send copies to appropriate local functional heads or their delegates for review and comment. All Safety "P" Bulletins will be reviewed by the Plant Manager's Safety Board. If conflicting viewpoints develop, effort will be made to get these differences reconciled, further drafts being circulated until the procedure represents consensus of all groups concerned.

D. Approval

The last page of the procedure will provide space for the signature of the author, the names of the reviewers, and for the signatures of the Plant Manager and other appropriate functional heads such as Process Technology and Research.

E. Distribution

The Standards Section will distribute all approved procedures and revisions to all "P" Bulletin manual holders.

F. Revisions

Normally, revision of a procedure should be made as soon as a significant change occurs. However, in the event a "P" Bulletin has not been revised for two years, a request shall be made to the local functional head or delegate concerned asking for a review of the current edition. The Loss Prevention and Safety Supervisor will receive all review requests concerning Safety "P" Bulletins. Proposed revisions will be processed by one of the following:

1. Minor Changes - will be written into the review copy and sent to the local functional head or his delegate and Plant Manager for approval to publish before being returned to the Standards Section.

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REVISED: 5-15-71

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2. Major Changes - will be processed as a new procedure. When revisions are made, the author will submit a cover sheet describing briefly the changes incorporated or the purpose of the revised procedure. Instructions should be included for the disposition of obsolete "P" Bulletins and for the cover sheet itself. The effective date of the bulletin may also be specified.

G. Cancellations

A memorandum notice to the Standards Section by the responsible local functional head will initiate the cancellation and withdrawal of a procedure no longer needed.

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