

MONSANTO CHEMICAL COMPANY
TEXAS CITY, TEXAS

October 4, 1956

Departments 21, 22-B, 23

MINUTES OF CHIEF OPERATOR'S MEETING
SEPTEMBER 26, 1956

Time Started: 8:10 AM

Time Ended: 9:20 AM

Those present were: Chief Operators - F. A. Carner
H. B. Ferguson
M. S. Lockard
H. B. Moore,
H. E. Shields

Supervisors - Gordon Neville
D. H. Smith
L. B. Bullock

The purpose of the meeting was to exchange ideas for a mutual understanding of departmental goals and problems.

Chief Operator responsibility was reviewed by Bullock. It was pointed out that as leaders in the department, we have a triple responsibility - to our company, to our men, and to ourselves. Primarily, we are responsible to our company for performing our job duties, which includes operating and maintaining the equipment, training of operators, maintaining adequate records, and safety. Secondly, we are responsible to the operators for making fair job assignments, for passing along their suggestions and/or complaints, and for helping them perform their assignments properly and safely. Last, we are responsible to ourselves for giving proper thought to our job to enable us to make good and just decisions. Proper discharging of all three responsibilities makes our job easier and more satisfying.

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Forecast for the coming months indicates we can expect VCM production to remain high and acetylene supply to be limited. "Out-of-balance" operation will prevail with Department 21 operating continuously to maintain VCM production schedules. Our goals here are, (1) to reduce downtime in Department 21 and (2) to maintain Departments 22-B and 23 in top condition, ready for capacity rates on short notice.

Capacity tests are being made in VCM, most of which concerns cracking and distillation; however, we can expect to be called upon at times to help with these tests.

The Chief Operators were commended for their part in winning the Plant Housekeeping Award recently. It was pointed out that a good housekeeping program is essential to safe working conditions. Inspection of the area will be made twice each month by a supervisor and either a Chief Operator or Operator for the purpose of maintaining our working area in clean and safe condition.

The question of maintenance cleaning up after themselves was brought up and discussed. To control this, it was decided that the Chief Operators would sign a job complete only after the area is also clean; even though the repaired equipment is put in service and checked. A note should be made if cleanup is needed. In this way jobs will remain open until area has been cleaned.

It was emphasized that the "Manual of Safe Practices" must be followed at all times - night and day, week-days and week-ends. Our safety depends upon this. It is our job to see that everyone working in our area follows these safe practices.

The training of the two new operators (McGee and Sonnen) was discussed. Their Chief Operators felt they can now handle routine operation in their assigned units - McGee in Department 23 and Sonnen in Department 22-B. They are to be tested on their respective units. However, where operation permits their training is to extend to the other units by rotating job assignments. The Chief Operators are to carry out this program on the shifts.

The point of providing good departmental records was made. Mr. Smith asked that the Chief Operators check more thoroughly the log sheet at the end of the shift and sign these sheets in the space provided. Particular attention should be given to correctly recording times and gauges of tank transfers as these are important for proper accounting of materials. In the future, supervisors will record all instructions in the log book. It should be referred to frequently. Entrants in the log books should contain dates, times, and reasons.

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