

COPY

TO: Distribution

FROM: T. G. Grumbles
DATE: February 7, 1985

Interoffice
Communication

SUBJ: DOT REGULATIONS: RAIL OPERATION SWITCH ORDERS

VISTA

Enclosed is a copy of 49 CFR 174.25 which specifies the additional information to be contained on all paperwork for railcar movements. This section of the regulation specifically addresses the switching order and initial movements of cars in switching operations.

In summary switching orders or lists used in-plant to direct train crews must contain the basic description for any hazardous material (proper shipping name, hazard class, UN or NA number) just as the shipping papers do.

Please review your plant's procedures for compliance with this section of the regulation. If you have a standard form for switching orders, please send one to me in Houston.

If you have questions on the above, please call me in Houston at X3445.

Thomas G. Grumbles

ajo/006

Enclosure

cc Plant Managers

Distribution: Tom Randolph, John Coffman, Roland Key, Art Russell
Martin Ticar, Joe Ware, Jack McLaughlin

VVV 000016008

THS

The enclosed is how SHELL
is handling the bill to ship to
concern on MSDS distribution.
This is similar to what we've
discussed doing.

fyi

Charlie Sanderson

To Ray DeYoung

Date 2/7

JCH: JCL: TGG: RF: NOVE
Thomas G. Grumbles
VISTA

RECEIVED Shell Oil Company



FEB 07 85

Health, Safety and
Environment

P.O. Box 4320

Houston, Texas 77210

February 02, 1985

Route: _____

CONOCO CHEMICALS
ATTEN: LOCATION MANAGER
P.O. BOX 2197
HOUSTON TX 77252

Copy: _____

File: _____

X-F: _____

Dear Sir:

Based upon our sales records, your company has ordered shipment of Shell product(s). As you are aware, several states have passed legislation requiring that Material Safety Data Sheets (MSDSs) be provided on hazardous materials. The federal OSHA Hazard Communication Rule also requires that MSDSs be available at the workplace. In addition to these legislative/regulatory requirements, product liability concerns dictate that this information be available to persons who handle or use these products.

As the shipping address is not an adequate mailing address for your company, we ask that you forward the enclosed MSDSs to the appropriate persons at the ship-to location. Alternatively, if you will provide us with a correct mailing address, we will be pleased to mail this information directly and record the address for future mailings.

Yours very truly,

J. P. Sepesi, Manager
Product Safety & Compliance
Oil and Chemical Products

ENCL:

63010-00 Shell HVI 200 Neutral
63050-02 Shell HVI 100 Neutral-MQ

VVV 000016010