

ETHYL GASOLINE CORPORATION

CHRYSLER BUILDING
405 LEXINGTON AVENUE

HWK-11

NEW YORK June 12, 1940

TO ALL DIVISION MANAGERS

Gentlemen:

Several telephone calls and one letter received this week, indicate the possibility of some confusion on the part of our Division Managers as to the definite instructions which were given them during the meeting in New York last week.

First of all, Division Managers were requested to return to their respective divisions and after discussion with their assistants and safety personnel, they were to immediately prepare a statement containing all the questions they could think of which would be necessary to the proper preparation of a survey form. The time limit of one week was mentioned after their return to their respective divisions, and we sincerely hope that these questionnaire statements have been prepared by this time.

As soon as these are all received, we will attempt to correlate what we consider to be the most important information for use in both refiner and jobber contacts. These forms will become standard, and will thereafter be used in all contacts so that tabulation of exact answers to various questions may be secured.

The second instruction had to do with immediate organization in each division to contact oil company personnel and large jobber companies, to determine the relative responsibility of individuals in charge of safety matters, particularly tank cleaning. You will recall a conversation relative to building an organization "tree" of individuals in our customer companies so that the names of the proper people responsible for these activities would be known. This instruction was two-fold in that division managers were to immediately try to secure, through our refining customers and large jobbers, as much data on tankage as they could. It is recognized that all information on tanks cannot be secured during these original contacts, and you probably will not get all the information that will be requested in the forthcoming questionnaire form. However, we are anxious to get just as much information as quickly as we can, and while you are making the contacts with regard to oil company personnel, there is no harm in securing all the information possible on tankage.

We do not contemplate asking you to go into any contacts with small jobbers at this time. We are attempting to tabulate certain data from jobber reports which will be forthcoming very shortly. Furthermore, we desire to have our questionnaire form complete before jobbers are contacted.

We trust this will give you a better idea of what is expected from you as a result of instructions which were given during the New York meeting.

Very truly yours,

