Monsanto

FROM ANNISTON, ALABAMA CC:

DATE December 28, 1965

SUBJECT LABORATORY OBJECTIVES FOR 1966

REFERENCE

TO L. C. Fuhrmeister

	Target Date	Responsible
A. Safety		
1. No serious injuries.	1-1-67	(Dept.)
2. Reduce minor injury frequency to 2.5.	1-1-67	(Dept.)
3. Nine of monthly safety meetings conducted by an analyst or technician with an average attendance of 87% or better.	12-15-66	(Dolin)
B. Function		
1. Improve and bring analytical instrumentation up to date, including on stream analyzers.		
a. Obtain infrared spectrophotometer for methyl PCT, Aroclor, parathions, and waste stream analysis.	3-15-66	(Dolin & TSD Supt.)
b. Obtain Infotronics digital integrator for quantitative GLC analysis.	2-15-66	(Dolin & TSD Supt.)
c. Develop on stream GLC instrumentation for chlorine cell gas analysis.	7-15-66	(Chemists & TSD Engr.)
d. Replace following obsolete routine equipment: 1) pH meter 2) colorimeter 3) aerograph GLC	10-1-66	(Dolin)
e. Obtain additional instruments for methods development.	7-1-66	(Dolin)
f. Establish formal work request program for non-routine samples and special work.	1-20-66	(Dolin)

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B. Function (continued)

2. Develop and improve analytical procedures.		
a. Review and revise, as necessary, 80% of analytical methods not reviewed in 1965.	25%-4-1-66 50%-8-1-66 80%-12-1-66	(Chemists & Section Leaders)
b. Devise new analytical methods as necessary to meet customer requirements or for process control.	1-1-67	(Dolin & Chemists)
c. Devise new, more informative methods of analysis for critical intermediates and raw materials such as 1) thio acid - 4-1-66 2) chlorine - 7-1-66 3) P_2S_5 - 9-1-66 4) Benzene - 3-15-66		(Chemists & Dolin)
d. Develop techniques to separate, identify, and study properties of isomers and isomer groups in liquid Aroclors.	9-1-66	(Chemists)
3. Review and up-date chemical materials specifications.		
a. Review and re-issue all specifications issued prior to Jan. 1, 1965.	10%-2-1-66 50%-5-1-66 100%-9-1-66	(Liddle & Dolin)
b. Issue tentative specifications as required by product development.	1-1-67	(Liddle & Dolin)
c. Monitor changing intermediate and raw material specifications.	Start 3-1-66	(Liddle & Dolin)

C. Personnel

1. Employ testing program as a criterion of qualification for new employees.	5-1-66	(Personnel & Dolin)
2. Develop testing program to measure proficiency and training status of present employees.	2-15-66	(Dolin & Section Leaders)
3. Hold four quarterly training meetings for laboratory personnel.	12-15-66	(Dolin)

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C. Personnel (continued)

4. Develop chemists in more sophisticated techniques, such as IR spectra interpretation. (See attached trip schedule.)	12-1-66	(Chemists & Dolin)
5. Continue development of chemists in management skills so that either of the two chemists is capable of acting as chief chemist.	Continuing	(Dolin Miller Liddle)
6. Carry out continuing program to train section leaders in supervisory skills.	Start 1-1-66	(Dolin Arnett Kemp)
7. Continue formal training of analysts to achieve increased productivity and versatility.	Review 3-1-66 6-1-66 9-1-66	(Section Leaders)

D. Facilities and Plans

1. Bring five year plan for laboratory physical facilities up-to-date.	3-1-66	(Dolin)
2. Develop five year plan for personnel needs, equipment, and procedures.	5-1-66	(Chemists & Dolin)
3. Submit plans, obtain approval, and do the following:		(Dolin & TSD Supt.)
a. Move chief chemist's and secretary's offices out of present work area.	6-1-66	
b. Separate laboratory space for methods development group.	6-1-66	(Dolin & TSD Supt.)
c. Additional space and rearrangement of present control laboratory space for increased efficiency.	6-1-66	(Dolin & TSD Supt.)
d. Set up technical library to serve plant.	9-15-66	(Dolin & TSD Supt.)
e. Obtain set International Critical Tables.	10-1-66	(Dolin)
f. Revise filing system.	5-1-66	(Dolin Parris)

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D. Facilities and Plans (continued)

3. Submit plans, obtain approval, and do the following: (continued)

g. Establish Physical Constant Program for all plant products.	3-15-66	(Liddle)

E. Organization

1. Review organization of laboratories and submit plan to obtain optimum effectiveness of chemists and technicians.	2-15-66	(Dolin)
2. Supervise operation of technical library.	9-15-66	(Dolin)

O. E. Dolin

OED/dp

Att. 1

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Laboratory Trip Schedule for 1966

1. One chemist to attend one week seminar at Fisk Institute on IR.
2. One chemist to attend Perkin-Elmer course on IR operation.
3. Chief Chemist and one chemist to attend Pittsburgh analytical symposium on Analytical Chemistry.
4. Chief Chemist and one section leader to visit Central Research and WGK plant.
5. One section leader to attend course on developing leadership skills.

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