Monsanto

PLAINTIFF'S EXHIBIT
tabbies
MON-490

FROM NAME & LOCATION: R. L. Stuart O-18

DATE: May 25, 1977 CC: PMSB

SUBJECT: ANNUAL HOUSEKEEPING INSPECTION

REFERENCE:

TO :
R. J. Burkett 42D
J. F. Carlisle OA-4
J. A. Glass O-22
W. L. Riddick 1Z
C. E. Scott 1R-2

The annual housekeeping inspection is the responsibility of the SHAC Committee. This possibly is the largest undertaking ~~we~~ will have during the year. Because of its scope the committee will be organized so that each member will have responsibility for a segment of the total effort. Also, ~~we~~ will be asking many others to become involved by working on sub committees. I will serve as overall chairman.

The areas of responsibility have been divided into 1) Pre-inspections, 2) Annual Inspection, 3) Brochure, 4) Inspector Arrangements, 5) Theme, 6) Entertainment. The duties for each of these areas are attached. Also, suggested sub-committee assignments are given for your review.

We need to get organized now so that we can have our plant ready and recieve a top rating. I know we will be successful.

R. L. Stuart

RLS/es
Attachment

LAM026293

SC 18630

SHAC Committee
Annual Housekeeping
Sub Committee
Assignments 1977

Pre-Inspections

Sub Committee:

J. F. Carlisle - Chairman

K. W. Gore - PE
G. A. Orum - Maint.
M. F. Nalepa - PT
E. S. Moore - CED
C. Wills - PER
J. A. Cantrell - Dist.

Duties:

1. Area Inspections
2. Personnel Involvement
3. 1976 Inspection Followup
4. SHAC Award

LAM026294

SC 18631

SHAC Committee
Annual Housekeeping
Sub Committee
Assignments 1977

Annual Inspection

Sub Committee:

Ray Burkett	- Chairman
C. M. Hancock	- MeOH
L. Schwab	- Maint
K. A. Pinkerton	- PT
Jim Martin	- Security

Duties:

1. Route
2. Timing
3. Tour Guides
4. Team Structure
5. Personal needs
6. Transportation during inspection
7. Inspection Format

SHAC Committee
Annual Housekeeping
Sub Committee
Assignments 1977

Inspection Brochure

Sub Committee:

Charles Scott - Chairman

Charles Goode- PER
Ted Johnson - PER
G. G. Chesnut- Lactic Acid
Marjorie Grady-Mkt
A. M. Berry - Maint
Jere Hazlitt - Emg. Ser.

Duties:

1. Inspection Publicity
2. Brochures Design, Format, Content
3. Distribution
4. Inspection Booklet

LAM026296

SC 18633

SHAC Committee
Annual Housekeeping
Sub Committee
Assignments 1977

Inspector Arrangements

Sub Committee:

W. L. Riddick - Chairman

R. T. Hammann - HCN
C. L. Loney - PE-Res
Thelma Ghirardi- MeOH/HOAC
Jo Butler - PER
Vivian Matthews- Mkt.

Duties:

1. Hotel Accommodations
2. Travel Arrangements
3. Gifts
4. Inspector Information for paper
5. Information Packets

SHAC Committee
Annual Housekeeping
Sub Committee
Assignments 1977

Theme

Sub Committee:

J. A. Glass - Chairman

D. A. Barfoot - MIC-TSD
J. H. Jackson - Maint
D. B. Nelson - PT
Jim Erwin - EB
Wynell Young - Pur

Duties:

1. Plant Involvement & Promotion
2. Displays and Presentations
3. Data Research

LAM026298

SHAC Committee
Annual Housekeeping
Sub Committee
Assignments 1977

Entertainment

Sub Committee:

R. L. Stuart - Chairman

A. W. Kuehl - Maint
W. R. Furley - Eng. Ser
Tony Ozarchuk - Safety

Duties:

1. Evening Arrangements
2. Guest List
3. Special Recognition
4. Lunch Arrangements

LAM026299

SC 18636

CANDIDATES FOR ANNUAL HOUSEKEEPING SUB COMMITTEES

D. A. Barfoot	- MIC-TSD
A. M. Berry	- Maint
Jo Butler	- PER
Joe Cantrell	- Dist
George Chesnut	- Lactic Acid
Jim Erwin	- EB
W. R. Furley	- Eng Ser
Marjorie Grady	- Mkt
Thelma Ghirardi	- MeOH/HOAC
Charles Goode	- PER
K. W. Gore	- PE
R. T. Hammann	- HCN
C. M. Hancock	- MeOH
Fred Herzog	- Maint
J. H. Jackson	- Maint
Ted L. Johnson	- PER
C. L. Loney	- PE-Res
E. S. Moore	- CED
M. F. Nalepa	- PT
Vivian Matthews	- Mkt
G. A. Orum	- Maint
Tony Ozarchuk	- Safety
K. A. Pinkerton	- PT
L. Schwab	- Maint
Calvin Wills	- PER
Wynell Young	- Pur

LAM026300

SC 18637

SHAC COMMITTEES - ANNUAL HSKPG

LAM026292

SC 18629