

SECTION IV

DEPARTMENT RULES

A. SMOKING PRIVILEGES

Smoking is permitted on the first and second floors only in the main part of the building. No smoking is allowed in the building lean-to. No smoking is permitted above the second floor or outside of building. No breaks are permitted in the first or last hour of a shift.

No smoking is permitted in the area at all on the day shift when handling Toluol or Butyl Acetate mixes.

Smoking is permitted only in the control room and only on the night shift even though there may be a finished batch of toluol mix or Butyl Acetate mix holding in the process tank.

B. LUNCH PERIODS

Thirty (30) minute lunch periods are allowed for straight day workers with no set time established for going to lunch. Shift workers are allowed twenty (20) minutes for lunch. At no time is the department to be left unattended.

C. STARTING & QUITTING TIMES

All day workers start to work at 8:00 A.M. and quit at 4:10 P.M. They leave the department at 4:10 P.M.

Shift workers start to work at 8:00 A.M., 4:00 P.M. and 12:00 Midnight.

Men coming on the shift are allowed to relieve the man on duty ten (10) minutes prior to regular starting time providing they assume full responsibility of the operations turned over to them.

D. WHEN AND WHERE TO BE RELIEVED

Shift men will not leave their jobs until properly relieved and all relieving will be done at the job site and no where else.

E. BATHING

Men working in this department must bathe at the end of their shift before leaving the plant.

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Dept. 246 & A-246 - Operating InstructionsSECTION VII (Cont'd.)E. PRODUCTION OF INERTEEN PPO (Cont'd.)

9. After the PPO is added, continue to agitate and blow with dry air for three (3) hours.
10. Then take the lot sample for complete analysis. Circulate the material thru the press so you can take the sample for the circulating line. After sampling, blow and clean press.
11. Fill out all data requested on the batch sheet while preparing the In-erteen PPO mix.

NOTE: PPO is toxic, avoid contact with the eyes or skin. If any is splashed in the eyes, wash them with water and report to the dispensary. Wash off any spills on the skin with alcohol and follow with soap and water.

F. PROCEDURE FOR INSPECTING, LOADING AND SAMPLING INERTEEN TANK CARSINTRODUCTION:

It is essential that pyranols and inerteens produced in Dept. A-246 be entirely free of foreign material.

The following instructions have been prepared to reduce the possibility of making a shipment of pyranol or inerteen contaminated with foreign matter.

DETAILS:

1. After an empty tank car has been spotted at the loading dock, the car will be opened by the operator or repairman and inspected by a member of supervision. If the empty tank car appears clean, supervision will give approval to load the car and record the results of his inspection on the tank car data sheet located in the office. If the car appears dirty, the car inspector will arrange to have the car cleaned.
2. After the car is loaded, the operator will sample the car. Care should be taken during the sampling operation to prevent spillage of material around the dome. All spillage should be wiped up with clean rags. After sampling, the dome cover should be lowered and bolted, all cloths used for wiping up spillage and dirt particles should be removed from the car.

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