

Interoffice Memorandum

TO (Name and Location) *As Listed	DATE August 1, 1986
FROM (Name and Location) E. L. Tejmi	REFERENCE NO. ELT-97-86

*J. T. Cockburn - Dallas
R. E. Cromer - Dallas
E. B. Hackman - CCCTC
P. E. Hime - Dallas
M. A. John - Clear Lake
D. R. Lehman - Pampa
B. A. Melaas - Dallas
D. G. Pausky - Bishop
B. E. Seward - Dallas

cc: I. T. Brownlie - Edmonton

Subject: Operations Department Meeting Agenda - August 7 & 8

Thursday, August 7

- . Safety - General Status - All
- . Process Safety Review Policy - Melaas
- . Shutdown System Bypass Policy - Plants
- . CAER Status Report - Plants
- . Quality Update - All
 - Statistical Process (Quality) Control - All
- . Inventories
- . Mini-Stewardship Review
 - A. Discussion of minority/female promotional goals 1986-1988.
 - B. Primary candidates for movement outside current location in 1986-87 to meet key development needs.
 - C. Priority location organizational/stewardship needs, objectives, and plans.

Friday, August 8

- . Technical Hierarchy
 - A. What is each location's capability to utilize additional Staff Engineers/Chemists? Associates? (Be prepared to discuss

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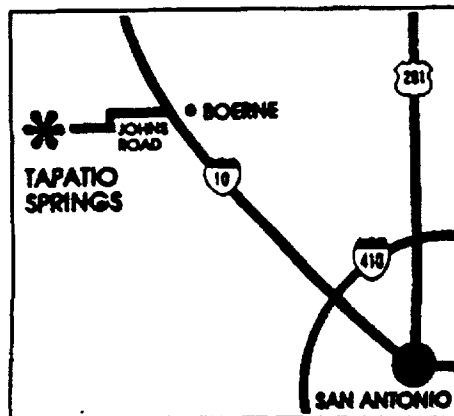
ready, and reporting relationship and other considerations given recent organizational changes.)

B. Is there a need to reassess our hierarchy policy, criteria, and/or procedures? If so, how should this be approached?

- . Employee Classification; i.e., all salaried.
- . Nurse Hierarchy
- . Asbestos Standard - Melaas
- . Air Toxics Policy - Melaas
- . Fitness Challenge - Melaas
- . Special Session - Taxes - Hime
- . Group Leader/Section Leader Titles
- . OSHA Accident Reporting Requirements
- . Is our technical effort being channeled toward process support and status quo? Are we demotivating any technical effort toward cost reduction, debottlenecking; i.e., process improvements? What needs to be done?

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