

Copy: Mr. E. W. Webb
Dr. R. A. Kehoe
Dr. Graham Edgar
Mr. J. C. Taylor
Mr. H. R. Kaley

ETHYL GASOLINE CORPORATION

MANUFACTURING AND TRAFFIC DEPARTMENT

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December 15, 1936

Memorandum: Mr. O. B. Lewis

I have your memorandums of December 10 and 11 addressed to members of the Safety Committee in which you ask our individual opinions on questions which seems of fundamental importance to the functioning of this Committee.

My opinion is this. In our business we must realize that customer requests for special services should be given full consideration, and should be carried out if at all advisable. No doubt the cross purpose approached, as mentioned in your memorandums, was the result of not having too definite a policy arranged and agreed upon by all parties concerned. However, I do think that unless the handling of Fluid is conducted along a very definite procedure, and preferably through the Safety Committee, we are sacrificing the paramount question of safety to that of customer cooperation.

Furthermore, it also seems to me that the approval and action on such cases as the one given in your memorandum, by many people in various departments of the Corporation, is conducive of confusion and misunderstanding and often ends up in our working at cross purposes with each other.

I therefore recommend that the shipment of all Fluid, regardless as to package, be subject to the approval of the Safety Committee, and some definite arrangement be outlined by the Committee, through its various channels, for the proper machinery to set such a plan into operation. I think such could be made up without involving any red tape and would certainly relieve everybody of the necessity of giving a direct answer to any inquiry, without first referring to the Committee, through you as its Chairman.

I am sending a copy of my reply to all members of the Safety Committee, as well as to Mr. Webb and Mr. Taylor, and I should be interested in receiving the opinions of the other members.

J. H. Schaefer

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