Monsanto
COMPANY ALVIN, TEXAS

CHOCOLATE BAYOU MAINTENANCE DEPARTMENT
STANDARD PROCEDURE

PLAINTIFF'S EXHIBIT
MON-92

INSULATION MAINTENANCE PROCEDURE

PURPOSE:

The purpose of this procedure is to define those activities necessary to specifically conduct the maintenance, fabrication ~~or~~, installation of insulation at Monsanto's Chocolate Bayou Plant.

SCOPE:

This procedure shall govern all activities from the initiation of work through the invoicing of completed work and shall specifically define all phases of routine work.

POLICY:

The work execution required to sustain the activities outlined herein shall be conducted by an ~~outside~~ contractor specializing in this type of work with his activities conducted in accordance with a duly-executed contract and as directed by the Monsanto ~~Contractor~~ Foreman in charge.

ORGANIZATION:

First line responsibility for directing and supervising this program is placed with the Monsanto ~~Contractor~~ Foreman who is, in turn, responsible to the Monsanto ~~Contractor Supervisor~~.

The Contractor servicemen shall be responsible to the Monsanto Contractor Foreman, with the only exceptions being those outlined in this procedure.

C 003844

By J. T. Rayburn J.T.R. Apprv. [illegible] Date 4/19/68 Procedure # 37

Revised By _____ Apprv. _____ Date _____ Page 1 of 6

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TYPES OF WORK:

All required work activity under this program can be classified into one of the following categories:

A. Emergency During Normal Workday
B. Emergency Outside Normal Workday
C. Routine Work

Each of these work categories shall be handled in the following manner:

A. Emergency During Normal Workday

Definition --- This category shall encompass work activities made necessary by any condition which, as a result, is adversely affecting operation of equipment or is causing hazards to personnel.

Initiation of Work --- Activities to correct these emergency situations shall be initiated by contacting either by telephone or plant radio the TOC or Monsanto Contractor Foreman who will, in turn, make necessary arrangements with the contractor serviceman.

B. Emergency Outside of Normal Workday

Definition --- This category is the same as "A" above with the malfunction occurring outside the normal workday.

Initiation of Work --- To correct these emergency situations, the affected party or parties shall contact the Night

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TYPES OF WORK (Continued)

B. Emergency Outside of Normal Workday (Cont.)

Supervisor who will, in turn, call out the Monsanto Contractor Foreman to effect necessary repairs.

C. Routine Work

Definition --- This category shall encompass work activities made necessary by the repair or application of insulation other than those covered under Items "A" and "B".

Initiation of Work --- Insulation requests will be made by entering the request on the "Requests for Maintenance Insulation" forms which will be provided by the Maintenance Department and conveniently located in the unit control house. The area man assigned responsibility for insulation will make a separate entry on the request form. He should complete the columns headed "Date", "Description of Work Needed", "Department Number" (this is the department that the insulation need is located in), and should place his name in the "Requestor" column. The last two columns ("True Repairs" and "Plant Improvement") will be completed by the Maintenance Department.

The insulation request will be picked up by the Monsanto Contractor Foreman on a bi-weekly or weekly basis, as necessary, and make arrangements to have the work accomplished.

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TYPES OF WORK (Continued)

C. Routine Work (Cont.)

For insulation work related to and involved in other work activities, Monsanto Contractor Foreman will coordinate with Maintenance area planner for purposes of scheduling contractor servicemen.

TYPE OF CONTRACT:

The service contractor agrees to furnish experienced, qualified personnel in numbers as requested by Monsanto. For furnishing these servicemen, Monsanto agrees to reimburse the service contractor on a cost per in-plant manhour worked on the following basis:

Cost per in-plant manhour worked with this cost including wages, payroll taxes and insurance, fringe benefits, overhead, profit and all other costs associated with direct labor cost, including tools and equipment costing less than $300 per item.

An approved schedule of rates for all classes of labor and supervision and for commonly used items of equipment and tools costing more than $300 per item shall accompany contractor's proposal. Items regularly in use shall be on monthly rental rates. All other items shall be rented at most advantageous time increment.

MATERIALS:

The service contractor may furnish materials needed in the work, if approved by the Monsanto Contractor Foreman.

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MATERIALS (Continued)

The serviceman shall submit a written field requisition for needed materials to the Monsanto Contractor Foreman for his signature prior to making any purchases. Following approval, the serviceman shall procure the specified materials.

All contractor purchased materials shall be routed through the Monsanto Stores Department for receiving purposes immediately upon entering the plant. A copy of each signed receiving document shall accompany the contractor's weekly invoice.

Monsanto reserves the right to purchase any and all materials required in the work and will do so when advantageous.

TIMEKEEPING:

The contractor service personnel employed in the work shall submit daily time sheets to the Monsanto Contractor Foreman for his signature approval. These time sheets will be on Monsanto's standard Contractor's Time Sheet forms, copies of which will be furnished the contractor for this use.

An approved copy of each daily time sheet shall accompany the contractor's weekly invoice.

INVOICING:

The contractor shall invoice Monsanto once a week for all previous week's activities. All invoiced monies shall be substantiated by attaching Monsanto approved daily time sheets and Monsanto verified material receiving reports.

In addition to normal information, invoice shall show the period of time invoiced plus the Monsanto job numbers and appropriate monies applicable to each number.

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SAFETY:

Contractor personnel shall conduct their activities in accordance with the booklet, "Guides for Contractors While Working at Monsanto".

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