Organic Chemicals Division

Research Department

Reference No. OR-16

SUGGESTED PROCEDURES

I. PURPOSE

Suggested Procedures are guiding documents for the preparation of samples in the Technical Laboratory or Pilot Plant and for cost estimates. For any other purpose, when in the opinion of the Group Leader, insufficient information is available for preparing a Tentative Process, the Suggested Procedure may be used only with approval from the Managers of Research concerned.

II. RESPONSIBILITY (Refer to Organic Division Bulletins O-35 and O-36)

Preparation of Suggested Procedures is the responsibility of the Research Department. Review and approval is made at the Group Leader level, and additionally the Safety Review Committee must approve the document. Ordinarily the document will be sufficiently flexible so that rather broad limits are set for variables within which the Group Leaders have the option of operating. Operations somewhat outside the limits of the Suggested Procedure are permissible without amendment, particularly if safety aspects are not jeopardized. If substantial changes are contemplated, a revised document (Suggested Procedure or Tentative Process) must be written. No provision is made for otherwise amending Suggested Procedures.

III. CONTENT

Suggested Procedures may vary in content but must include sections on Synopsis of Process, Material Balance, Toxicity and Hazards, and Pollution Control. A typical outline is as follows:

INTRODUCTION

State briefly reasons for issuing the Procedure.

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SYNOPSIS OF PROCESS

Give a brief description of the procedure and include equations, molecular weights, chemical names and an explanation of all abbreviations used.

MATERIAL BALANCE

List the raw materials requirements for 100 lbs. of finished product.

A table of procedure weights and volumes based on a laboratory experiment is suggested.

PROCESS IN DETAIL

Give all the information available to carry out the work. Base the write-up on 100 lbs. of finished goods, with weights (and/or volumes) of materials charged written in the body of the text.

DISCUSSION OF IMPORTANT VARIABLES

Discuss any known or suspected effects of important variables (temperature, time cycles, materials of construction, etc.)

MATERIAL SPECIFICATIONS, ANALYTICAL METHODS

Give source and specifications of raw materials, as well as suggested specifications for finished products. Give references to analytical methods.

TOXICITY AND HAZARDS

Indicate precautions to be taken. Add information on toxicity as well as physical constants to Form IN-619 and attach to report.

POLLUTION CONTROL

Give all information available about the handling and treatment of process wastes including discharge to the atmosphere.

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IV. APPROVAL AND ISSUE

Follow the procedure given in Reference No. OR-17, Tentative Processes.

V. SECURITY

Follow the procedure given in Reference No. OR-17, Tentative Processes.

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