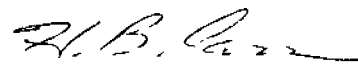


*File*INTER-OFFICE MEMO **TENNECO CHEMICALS, INC.**

TO		AT		DATE	November 13, 1969
FROM	H. B. Carr	AT	Burlington	COPY TO	R. S. Cole H. H. Duhamel R. D. Richards G. I. Rozand P. R. Scarito A. C. Siegel M. Wagshul
SUBJECT					

Please review the attached Special Products Procedure (rough draft) and give me your comments by 11/20. This procedure is aimed at more clearly defining the handling of IOP's, NPI's, and SPA's.



H. B. Carr

HBC/rjl

Attachment

INTER-OFFICE MEMO TENNECO CHEMICALS, INC.

TO A. C. Siegel AT DATE November 13, 1969
FROM H. B. Carr AT Burlington COPY TO R. S. Cole
SUBJECT H. H. Duhamel
R. D. Richards
G. I. Rozand
P. R. Scarito
A. C. Siegel
M. Wagshul

Please review the attached Special Products Procedure (rough draft) and give me your comments by 11/20. This procedure is aimed at more clearly defining the handling of LCP's, NPI's, and SPA's.

I realize that it will be some time before the Flemington Plant will be involved in this procedure. However, you certainly should be aware of this procedure and have the opportunity to express your opinions.

H. B. Carr
H. B. Carr

HBC/rjl

Attachment

ROUGH DRAFT

INTER-OFFICE MEMO **TENNECO CHEMICALS, INC.**

to Route Dis:

AT

DATE November 11, 1969

E.B. Carr/J.C. Fisher/

E.C. Hourihan/W.D. Wesely AT Flemington

COPY TO

Subject Special Product Procedure

OBJECTIVE

To define procedures for the initiation, production, testing, and release of Special Products. A Special Product being defined as any product not made under an Authorized Manufacturing Procedure (AMP) or to a Standard Product specification. These special products will be produced under an approved LOP, SPA, or NPI, defined as follows:

LOP: Evaluation or adjustment of standard process parameters without effecting a change in standard product properties. Typical objectives could include:

- a. Optimize process procedures.
- b. Improve process control.
- c. Improve process economics.
- d. Evaluate alternate suppliers of chemically-identical raw materials.

SPA: Evaluation of relatively minor adjustments in the properties of an AMP product by the use of currently defined process control parameters.

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PP: Introduction and characterization of a new or significantly-modified product and/or process. Typical objectives could include:

- a. Provide product for field evaluations of new or significantly-modified products.
- b. Evaluate new or significantly-modified process conditions, operating procedures, or equipment.
- c. Evaluate the effect of new or chemically different raw materials in the process and product.

A flow sheet is attached to provide a detailed outline of this procedure. The steps involved are described below.

I. INDUSTRY JUSTIFICATION

An Industry Justification, as outlined in the attached Product Request Form, is required to initiate an SPA or an NPI. Product requests will be reviewed by the Managers of the Customer Service Laboratory and Product Development Section to determine whether the request falls under an SPA or NPI category. LOP requests will also be reviewed by the Managers of the Customer Service Laboratory and Product Development Section to assure that the request properly falls under an LOP.

II. TECHNICAL JUSTIFICATION

The Technical Justification will be prepared by the responsible group, as shown on the attached flow sheet.

The Technical Justification will include the following:

- A. Target properties (product quality tests).
- B. Special tests.
- C. Group to perform tests.
- D. Reason why target properties will achieve objective of product request.

III. INITIATION

The product request, together with the technical justification, will be forwarded to the Manager of Process Development by the originator of the technical justification.

All SPA's and NPI's will be initiated by Process Development. LOP's will be initiated by either Plant Technical Services or Process Development. The same format as presently used for the NPI's, SPA's, or LOP's will be maintained.

IV. APPROVALS

Process Development will obtain the approvals shown on the attached flow sheet prior to issuance.

V. PLANT RUN

Process Development, or Plant Technical Services, and Production personnel will establish timing requirements for raw material, equipment modification, Quality Control, and technical manpower coverage. The initiator will coordinate these timing requirements with Inventory Control. Inventory Control will then

establish the actual plant scheduling in line with Marketing, or Commercial Development, requirements.

VI. TESTING

The testing necessary to characterize the special product will be detailed in the NPI, SPA, or LOP. The testing will fall into two categories:

Case A: Only Q.C. testing required.

Case B: Q.C. testing plus special tests to be performed by the group indicated in the NPI, SPA, or LOP.

These cases are explained under Section VII - Grading and Release.

VII. GRADING AND RELEASE

The following procedure will be utilized to grade and release special products:

	<u>LOP</u>	<u>SPA</u>	<u>NPI</u>
<u>Case A</u> (only Q.C. testing required)	Grade I(a) Off Target(c)	On Target(b) Off Target(c)	-- --
<u>Case B</u> (further testing by Q.C., CSL, or P.D.)	Pending(d)	Pending(d)	Product Development(e)

Notes:

- (a) Authorization to release as standard product.
- (b) CSL will contact Inventory Control to release to specific customer(s). Inventory Control will advise Marketing of release and arrange for shipment.

- (c) 1 - Q.C. will obtain special regarding from CSL.
 - 2 - Q.C. will notify Inventory Control of special regrading.
 - 3 - If Grade II or III, CSL will contact Marketing, through the Daily Grade II or III Resin Form, for specific customer disposition. The use of this form is described in the attached memo (W. D. Wesely to CSL, 9/17/69).
- (d) 1 - The group performing the further testing will notify CSL on results.
 - 2 - CSL will notify Q.C. on special grading.
 - 3 - Same as c-2.
 - 4 - Same as c-3.
- (e) 1 - After evaluation, Product Development will consult with Commercial Development, or Marketing (as appropriate).
 - 2 - Product Development will contact Inventory Control to authorize release of NPI material to specific customers.
 - 3 - For NPI material that is off target for the intended new product application, Product Development will consult with CSL to determine if special regrading as a standard product is feasible.
 - 4 - If off-target NPI is regraded as a standard product, CSL will notify Inventory Control of the special grading.
 - 5 - If an off-target NPI should not be regraded as a standard product, Product Development will arrange with Commercial Development, or Marketing, for disposition.

Special Note:

Particular to the NPI and SPA areas, Process Development has the responsibility of notifying Product Development or CSL if it is necessary to put a "hold" on the resin because of a processing problem encountered during the production run. This notification may be by phone initially, but must be confirmed by memorandum.

VIII. FOLLOW-UP

Follow-up will be as shown in the attached flow sheet. Follow-up will consist of:

A. Marketing or Commercial Development

1. Arrange field trials.
2. Arrange for technical coverage by CSL or Product Development, as appropriate and acceptable to customer.
3. Write call reports and memos on field evaluations and other contacts relating to the special product in question.

B. CSL or Product Development

1. Have special tests performed as described in SPA or NPI, respectively.
2. Attend field evaluation if practical.
3. Write call reports and memos on field evaluations and other contacts relating to the special product in question.

4. Recommend, in writing, to Manager of Process Development for or against the special product becoming a standard product before any SPA or NPI extension is issued. This recommendation should be on the basis of technical and marketing acceptability of the product in the field.

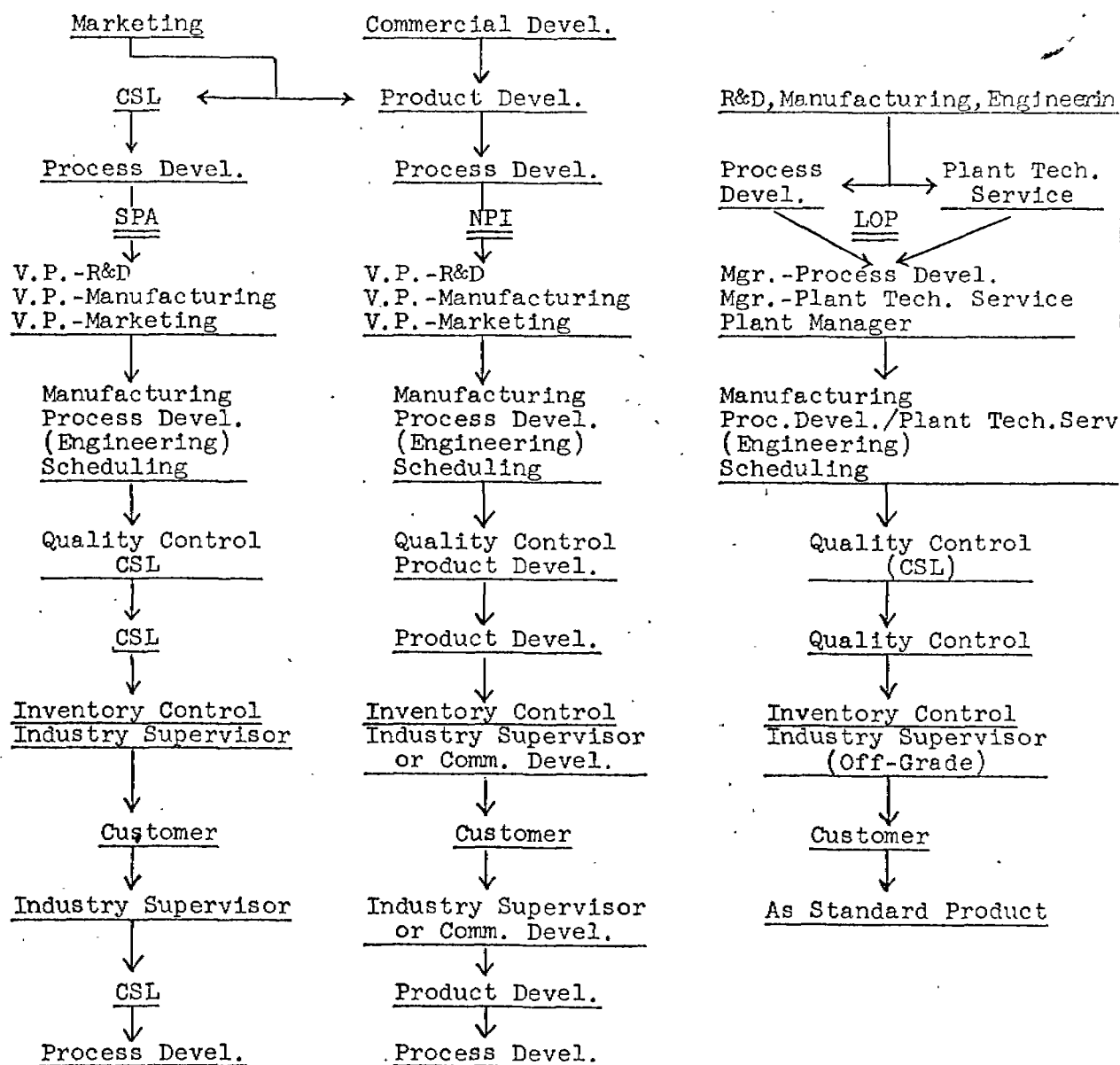
C. Process Development

1. Write SPA or NPI technical reports.
2. Recommend, in writing, to V.P. of R&D:
 - a. Transfer to AMP status.
 - b. Extend SPA or NPI to produce additional poundage under the same ground rules.
 - c. Initiate new SPA or NPI to accomplish objectives.

HBC/JCF/EJH/WDW:df
Att.

PROCEDURAL FLOW CHART

- I. INDUSTRY JUSTIFICATION
- II. TECHNICAL JUSTIFICATION
- III. INITIATION
- IV. APPROVALS
- V. PLANT RUN
- VI. TESTING
- VII. GRADING AND RELEASE
- VIII. FOLLOW-UP



COLORTITE 016299

PRODUCT REQUEST

TO: J.C.Fisher/W.D.Wesely

DATE: _____

FROM: _____

PRODUCT:

OBJECTIVE OF REQUEST:

APPLICATION: (End Use and Process Description)

JUSTIFICATION:

1. Projected Selling Price Range: _____
2. Projected Pound Volume: _____ (Total)

Customer

Application

Annual Lbs.

FIELD EVALUATION TARGETS:

Customer

Submittal Date

Pounds

SUPPORTING INFORMATION, REQUIREMENTS, AND DATA: (Attach to this Request)

cc:

Prepared By: _____

Manager: _____