

ROUGH DRAFT

LCF COPY

Anniston, Alabama

February 1, 1965

J. R. McClain
Superintendents
Lab Personnel

LABORATORY OBJECTIVES FOR 1965

L. C. Fuhrmeister

A. Safety

1. Reduce minor injuries to frequency of 3.35. Maintain serious injuries frequency of 0.00. (Dept.)
2. Eight of monthly safety meetings conducted by an Analyst or Technician with an average attendance of 85% or better of total lab personnel. (Dolin)

B. Personnel

1. Establish job specifications for all laboratory employees. (Dolin - 7/1)
2. Hold four training meetings for laboratory personnel during year. One meeting to feature guest speaker from Chemistry Department of Jacksonville State College. (Dolin - quarterly)
3. Add one experienced Chemist for method development. (Supt.-Dolin-Pers. 8/1)
4. Develop a training program for department. Program to include visits to other Monsanto locations and technical meetings by Analysts and Chemists. Chief Chemist to attend one technical meeting and one managerial training course. Consideration will be given to attitude surveys and implementing personal objectives. (Dolin - 3/1)

C. Facilities

1. Develop long range program to improve laboratory facilities. Program will include a new building or additional area in present building. (Supt. & Dolin - 9/1)

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D. Function

1. A minimum of three significant new analytical procedures will be developed and used routinely. (Niran and MEP assay by GLC, Liquid Aroclor isomer distribution, purity of thio acid by GLC. (Dolin 12-31-65)
2. Twenty percent of current analytical procedures will be reviewed and upgraded as indicated. (Dolin-Technicians 12-31-65)
3. There will be no delay in scheduled start-ups due to lack of analytical service. (Dolin)

~~Expenditure Improvement~~

4. Develop comprehensive five year program to cover future needs of department and maintain technical competency. (Supt. & Dolin - 12/1)

E. Cost Improvement and Control

1. Reduce the use and/or cost of two major laboratory supply items, (acids - Helium). (Dolin and Technicians - 12-31-65)
2. Institute or improve procedures to effectively measure and control quantity and quality of laboratory work, supply costs, accuracy of methods developed, and housekeeping. (Dolin - 10/1)

O. E. Dolin

/kd

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