

Inter-office Memo

TENNECO CHEMICALS, INC.

To D. Bartron At Burlington Date May 29, 1969
From E. L. Kanyok At Burlington Copy to H. B. Carr
Subject Incoming Raw Materials J. C. Fisher
 J. Palombo
 P. R. Scarito
 File ✓

The following shipments of raw materials were received at the warehouse without the Quality Control Laboratory being notified until 5/27/69:

<u>Material Received</u>	<u>Date Received</u>
Sodium Carbonate	5/7/69
TAIC	5/9/69
Antifoam AF 60	5/12/69
Tween 20	5/13/69
Trisodium Phosphate	5/14/69
Ninol	5/23/69

Production could very well be using these materials without Quality Control testing and approval.

Please make the necessary arrangements to make certain that a Raw Material Disposition Form is forwarded to the Quality Control Laboratory as soon as a shipment is received so that we can sample and test all raw materials coming into the plant.

E. L. Kanyok
E. L. Kanyok

ELK/rjl