ETHYL CORPORATION
CHRYSLER BUILDING
NEW YORK #17

June 20, 1944

Circular Letter No. S-40-44

Subject: S. M. IX
Handling Fluid in
Laboratories

Liter Can Shipments

COPY FOR MR._____

TO ALL DIVISION MANAGERS

Gentlemen: .

As most of you realize, there has been a considerable increase in the number of liter cans of Fluid used within the oil industry and by outside laboratories. Currently, a check is being made on shipments to certain points. However, in order that we may have closer control over all shipments and use of Fluid in this form, the following procedure is to be adopted:

1. The Manufacturing Department will send notices of shipment of Fluid in liter cans in duplicate to the division offices for Fluid shipped to points within the respective divisions.

2. At the time of each quarterly blending plant inspection (where Fluid in laboratory cans is used at the inspection point) please check the name of the individual to whom Fluid should be sent and note the name on the face of the quarterly inspection report. This should be typed directly under "Where are cans stored" under Laboratory section.

3. Inspections should be made on outside laboratories at reasonable time intervals, such intervals not to exceed one year. The quarterly inspection report form can be used as a method of reporting these inspections.

4. As part of the inspections procedure, please make an effort to trace the movement of the Fluid from the time it reaches the Receiving Department at any particular location until the time it reaches the individual to whom it has been consigned. There is evidence to show that certain delays may ensue and thereby result in potential mishandling of Fluid.

5. New users of Fluid will be investigated individually as in times past. If you and we approve shipment the foregoing procedure is to be put into effect as it may apply.

6. When Fluid is no longer required at any point this information should be noted on the inspection report, the remaining Fluid should be disposed of and a description given of the methods used for such

7. At your next regular contact at laboratories using Fluid, please indicate on the report form the estimated number of liter cans of Fluid to be used for the ensuing period of a year. This estimate can be shown under Laboratory section on the line under "Empty Cans Properly destroyed."

Very truly yours,

O. B. Lewis

O. B. LEWIS

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