Anniston, Alabama

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OBJECTIVES FOR 1966-B. D. Ward

B. O. Severson

1. Redesign 12 inventory work-sheets to meet plant expansion in the Aroclor Department. Will redesign other work-sheets after other expansions are completed.

2. Design a form for the Biphenyl Stills to replace the three that are presently used.

3. Design charts (having the Poor, Fair, Good lines) to show daily usage of nitrogen, CO_2, and natural gas.

4. Devise a product lot number system so as to help the foreman, operators, and others concerned keep a more accurate record.

5. Design forms that will show the daily recovery of product to point out a loss early whereby saving the company money.

6. Check all forms used in the departments, deleting those that have become obsolete, upgrade those thate require upgrading.

7. Set up a system for giving the supervisors and foremen information needed as to where each operation stands daily so faster decision and better control can be obtained.

   Example: The HB-40 storage tank has 40,000 gallons as of 0700, 1-14-66. Approximately 3-1/2 days operation left.

8. Set up a procedure for charging off raw materials to HB-40, Liquid Aroclors, and Solid Aroclors. This will be Santowax R to HB-40, Santowax R to Solid Aroclor, Biphenyl to Liquid Aroclors. To be completed by 2-1-66.

9. Will work toward setting up the new operating downtime and rate loss report procedure for Aroclor-Biphenyl Departments.

B. D. Ward

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