

ETHYL GASOLINE CORPORATION

CHRYSLER BUILDING
405 LEXINGTON AVENUE

SAFETY COMMITTEE

O. B. LEWIS
CHAIRMAN

NEW YORK March 28, 1938

Dr. W. F. Machle
Gramercy Park Hotel
Room 1217
New York City.

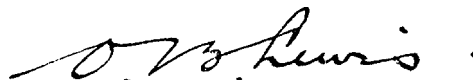
Dear Bill,

I think what I had in mind the other day was included in my rather long letter of February 3rd regarding the possibility that you might wish to reconsider your instructions on taking samples. This was not definitely answered, except to say that our procedure was satisfactory.

I am attaching hereto copy of the instructions which I believe have gone to the men in the field. The paragraphs that seem a little out of line with our present procedure are two and four, those dealing with water bottom samples and scale from the sides of the tanks.

It would be appreciated if you would let me know if we should change or delete these paragraphs.

Very truly yours,



W:GCL
Enclosure

KE 0022586

1. Keep the sample containers closed until you are ready to put in the sample. Do not store them where there is likelihood of contamination with lead-containing dusts.
2. Where samples of the water bottom can be obtained by drawing off water through a discharge line, allow enough water to pass thru to insure that the sample you are collecting represents a good one. Use the gallon jugs for those samples. If you take the water sample from the sampling cock on a pump, wait until enough water has passed thru the pump so that your sample will represent the water from the tank.
3. Collect the samples of bottom sludge with mason jars, being certain if you can, that the sample is made up entirely of bottom sludge.
4. Collect the wall and other surface scale by scraping or brushing the surface material onto paper (before putting into jar) or directly into the jar, taking care that it is not mixed with bottom sludge.
5. Where practicable fill the jars and jugs with the samples.
6. Put both a label and a tag on each sample container after filling in the spaces on the labels and tags as indicated. After the heading "Origin of Sample" note the number of tank, or name of tank ship etc. that will serve to identify the sample with your records on sheet #2. Under the heading "Material" note whether sample is of sludge, scale, a mixture, contaminated earth or water etc. Record the samples on sheet #1. If sheet #1 has already been forwarded, advise us by letter when you forward the samples. Presumably the record forms will contain all the necessary information relative to the tank from which the samples are obtained so this data may be omitted from your letter. However if you obtain samples from some source concerning which complete information has not been previously obtained, secure such information as can be gotten locally and forward same to us either on the regular forms or as a letter.
7. Send your samples Express Collect to the address below as soon as possible after collection. In the case of water samples collected at the time the weather is cold, keep the samples warm enough to prevent freezing and request shipment in warmed cars.

Ship samples to: Dr. R.A. Kehoe, Kettering Laboratory,
College of Medicine, Eden Avenue, Cincinnati, Ohio.

Very truly yours,

KE 0022587