

TO: VEM

FROM: ALB

DATE: 12/11/81

SUBJECT: Monthly Progress Report for November

I. Recruiting

Talked to recruits & set up plant interview dates for some of those invited in. Also sent letters of confirmation to those recruits. Referred three good prospects to other locations. Set up interview schedules for those recruits & invited in.

II. 10-8 P Clean 'A' Design

Issued final copy to distribution.

III. VCM Tank Farm Study

During the first week in November I followed operators and observed all VCM tank farm unloading procedures. I also discussed problem areas with the operators & others involved in this area. After this I issued a report to John Friend which suggested both long & short term modifications to improve the unloading procedure & set-up. A meeting was held & assignments were made to get some of these improvements done. I am currently following up on the areas assigned to process engineering. Also, a note was issued to John Friend describing the improvements made to the VCM flex hose.

IV. Line III Plasticizer Weight Modification

A proposal to bypass the existing Line III plasticizer hold tanks was issued for comments & suggestions. The proposal suggested a method to eliminate the problem of overfilling the hold tanks.

V. Plasticizer Reactor Vessel Containment

Continued to make calculations on knock-out capability of tank to be used as a knock-out vessel. Worked with Drafting Department on drawing up of the containment tie-in.

VI. High Pressure Switch for T-201 (VCM tank fan)

Assisted yard with functional check-out of high pressure switch which was installed per a design it did in October.

VII. Vacation

Took three days of vacation (Nov. 23, 24, 25) during Thanksgiving week.

ALB