

ETHYL GASOLINE CORPORATION
CHRYSLER BUILDING

NEW YORK, November 10, 1936

Circular Letter
No. W-125

COPY FOR Div 7

TO ALL DIVISION MANAGERS

Gentlemen:

We have to date received a number of cards, some of which were incompletely filled in. I will give you below a list of the items on which complete information is requested. Although we mentioned these points in our instructions and discussed them during the meetings at Cincinnati, some of them seem to have been forgotten, and I am wondering whether you will not incorporate our requests in your next letters to the safety men. For the purposes of coding it is extremely desirable that all spaces on the cards be filled in, even though there is no information available, and even though the question may not apply directly to the tank in question. The answer should be "Not known" or an answer of a specific nature if the information is available. For example, under item 39, if no blends have been made into a particular tank, the men should write "None" and follow with the same answer under items 40, 43, and probably 44. Some approximate answer should be available for item 41, which same figure can be used under item 42.

The following items have given us the most trouble.

30 - If alternation is not practiced write, "None". If alternation is carried out, note the approximate schedule; as, "One hour in, and two hours out", etc. If the full working day is spent within the tank, then there has not been any alternation and the answer is "No."

34 - A full-time safety men or department is a man or group of men who devote all of their time to safety matters alone or safety matters, including fire control. We are at present interested principally in finding out whether or not safety provisions are enforced by a full-time employee, or whether this work is done as a part-time responsibility by a single refinery employee, or a committee.

38 - The number of years in leaded gasoline service should be given with no differentiation between Ethyl, Q, and Aviation and in addition, the initial and final dates of service should be given.

39 to 56 - These questions should be answered for all tanks whether used for blending, storage, or shipping, or if now in other service, such as fuel oil or kerosene. These questions should be answered for the tank as it now exists. For example, assuming a tank has been in blending service from 1930 to 1933, at which time it was cleaned and put into fuel oil service, in which service it has since been continuously employed; under item 39 the answer should be three or four years depending on the actual length of time together with a notation of the two dates. The answer under 39, "None"; 40, "None"; 41, "None"; 42, "None"; 43, "None"; 44, "None"; 45, the actual water bottom, 46, actual method of disposal; 47, "No" or "Yes" with the dates if spiking has been done during the period it was in leaded gasoline service; 48, "Yes" or "No", with the concentration and date or dates; 49, "No"; 50, "None"; 51, "None"; 52, "None"; 53,

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The majority of the work of the safety engineers at present is in connection with projects outlined by the Medical Department. We feel it would be desirable to have them mail a copy of their weekly letter to Dr. Kehoe as well as to me at New York.

In taking samples of scale from the inside of storage tanks, we would suggest that tools made of brass or other non-sparking material be used to eliminate any fire hazard in tanks where an explosive mixture might still be present.

Please advise the safety engineers of the above and particularly emphasize that in filling out the cards, they are to give a specific answer to each of the items.

Very truly yours,

J. C. Taylor

By *J. B. Lewis*

RS:GCL

cc: Dr. W. F. Machle

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