ETHYL GASOLINE CORPORATION
CHRYSLER BUILDING

NEW YORK, October 20, 1936

Circular Letter
No. M-119

COPY FOR _____

TO ALL DIVISION MANAGERS

Gentlemen:

We have had a talk with Dr. Gray of the Texas Company regarding the gathering of information at their refineries and terminals. The way they wish to handle this is that their superintendents fill out the questionnaires, in duplicate, and send both copies to Dr. Gray in New York. We have supplied them with sufficient copies for this purpose. Dr. Gray will turn one of these copies over to us. We will then send this to the division office in which the plant is located and you will handle it with the safety man from then on.

All the terminal superintendents are coming to New York on November 4th and we will have an opportunity to tell them the reasons for the questionnaire and answer any of the points upon which they are uncertain. Thus, by the second week in November, we should have almost complete information on all Texas Company points. The items which may not be adequately covered, the safety man will take up when he visits the refinery. He will transpose the information given on to the card as requested by the Medical Department and forward it in the usual way through the division office.

This is a little out of line with the procedure we had hoped to follow, but I think will not hold up the program any. Since it is the way the Texas Company wish to handle it, I feel we should comply.

Very truly yours,

J. C. Taylor

By O. B. Lewis

W:L
cc: Dr. R.A.Kehoe