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Interoffice Communication

To E. L. Kieschnick, R. B. Martin
From A. H. Sather
Date June 27, 1979
Subject HONEYWELL UNIT STRIP CHARTS

This morning I reviewed three (3) of the most recently received Honeywell Unit Strip Charts from the plant continuous VCM monitors. Only one (1) of the charts was marked such that I could understand which unit it came from, the date and time it was replaced.

These charts are our only permanent legal record of VCM levels in the various areas of the plant. These records must be made available to regulatory agency representatives upon request. If the strength of our position regarding compliance with EPA or OSHA regulations rested upon these data, our case would be in jeopardy.

The solution to this problem is the enforced use of a stamping procedures by Supervisors in your department. The procedure currently in effect is as follows:

1. Each time a chart is changed, the employee who changes it must stamp the old and new charts with a rubber stamp which has been provided and fill in the required information. A sample of this stamping is shown in Figure 1.

VCM CONTINUOUS MONITOR
(0-10 PPM, VCM)
UNIT: N ☐, O ☐, TF ☐, LAB ☐
TIME____:____, DATE____/____/____
OPERATOR:_____

FIGURE 1

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2. A date stamp is required twice daily on each chart 7:00 a.m. and 7:00 p.m.
3. The chart which has been removed must be placed in a box and the Figure 1 stamp applied and the required information filled in.
4. When the above is complete, the charts shall be sent to J. V. Uptain who is responsible for maintaining the permanent record.

Your diligent efforts to correct these problems will allow us to maintain a sound permanent record.

A. H. Sather

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jf

c: CLM, RAF