PLAINTIFF'S
EXHIBIT
CEL-579

CELANESE CHEMICAL COMPANY, INC.
TECHNICAL CENTER
Corpus Christi, Texas

To: *As Listed

From: D. A. Chadwick DAC-98-84 September 10, 1984

Information Incorporated into
the Celmis Purchasing System

ABSTRACT

On August 31st a meeting was held with the Development Engineering group in which the information contained in the Celmis System was reviewed primarily as a resource for preparation of Pilot Plant operation manuals. The overall goals and objectives as well as accessing and interpretation of the information was covered. Procedures for filling out the Health and Safety Data Worksheet for evaluation of materials and purchasing procedures were not emphasized. A second meeting can be scheduled to cover these areas if personnel begin to order materials covered under Celmis, but a description of the purchasing procedure is included for information purposes.

Materials covered by Celmis are consumables which pose a potential health or safety problem. Background information on Celmis, examples of materials covered under Celmis, and materials excluded are given in Attachment I. Step-by-step instructions are given for purchasing materials under Celmis, and examples and descriptions are included in Attachments II and III. Attachment IV contains further information on procedures for ordering mixtures of unknown content or tradename blends and materials.

UNITERMS
Health
Surveillance
Safety
Purchase
Material

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Attachment I contains information on which materials are covered under Celmis including examples, materials which are exempt from the procedures, and some background information on the system.

The following is the procedure to use when purchasing materials under the Celmis System. Examples of the designations to put on purchase requisitions are in Attachment II. Descriptions of the Vax Hazards Rating File, the hazard ratings, and Celmis codes are in Attachment III.

A. When purchasing materials which are not covered under the Celmis System, fill out the purchase requisition as before and forward to purchasing without Celmis codes or hazard ratings.

B. When purchasing materials which are covered under the Celmis System,

1. and when ordering quantities equal to or less than 100 g, 100 ml or lecture bottle of gas or less per six months, mark the purchase requisition as shown below next to or close to the material description.



N = approval not required

2. and when ordering quantities greater than 100 g, 100 ml or lecture bottle of gas per six months, the first step is to check the Vax Hazards Rating File.

a. If the material is not listed in the file, fill out a Health and Safety Data Worksheet, attach it to the purchase requisition, and send both to the Purchasing Department. (See Attachment IV for further instructions on filling out the Health and Safety Data Worksheet.)

b. If the material is listed in the file, but the only designation following the name of the material is an "E", place the following on the purchase requisition next to or close to the description of the material

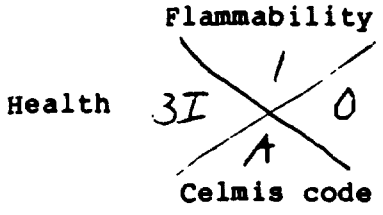


E = evaluation not completed

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c. If the material is listed in the file and the hazard codes, etc., have been assigned, place the hazard ratings and Celmis code on the purchase requisition next to or close to the description of the material using the following scheme.

File listing: sodium dihydrogen phosphate
3I-1-0-A



A = approved for purchase

Attachment II gives a description of the purchasing codes and hazard ratings. More details concerning the assignment of the ratings, especially for health, and codes will be addressed in a future memo.

D. A. Chadwick

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Attachment I

Celmis System

BACKGROUND

The Celmis System is part of the Company Health Surveillance System and was designed to assure that materials which posed a potential health or safety problem would be reviewed before being brought onto a Chemical Company location. The Celmis System will cover only purchased materials at this time. Samples or products brought in through means other than a purchase requisition or generated here are not covered under the System.

The review performed for Celmis, especially for laboratory research chemicals, is intended to be a first level review only. Once a chemical has been incorporated into a pilot plant or microunit procedure and the quantity used, number of people with potential contact, and duration of use have increased, then a more in-depth investigation into toxicity studies and other problems is warranted. Here at the Tech Center the chemists, engineers, and technicians will be performing part of the first level hazard review.

MATERIALS SUBJECT TO THE CELMIS REVIEW

- raw chemicals
  liquids such as acetone, toluene, xylene,
  solids such as metallic oxides or salts
  gases such as carbon monoxide, anhydrous hydrogen fluoride
- mixtures and blends of the above
- biological reagents
  agars, broths
- dyes, indicators
- adhesives, glues
- cleaners, degreasers
- lubricants, cutting oils, machine oils
- materials containing asbestos

MATERIALS EXEMPT FROM THE CELMIS SYSTEM

- equipment and other non-consumables
- medical supplies
  drugs, disinfectants
- office supplies
  paper products, reagents for photocopy and other office machines

Attachment III

Hazard Ratings, Celmis Codes,
and Vax Hazard Ratings File

VAX HAZARD RATINGS FILE

DISK$CCCTC[CELMIS]HAZARDS.COM is the program to access the hazard ratings, Celmis purchasing codes, and disposal methods. The HAZARDS file which was originated by Gene McChristy is no longer be accessible.

When the inventories are completed for locating chemicals in laboratories or the chemical storeroom, the Hazard file will be incorporated into a program which will access all files through one menu. Instructions will be issued when this program is ready for use.

An example of the format for the Celmis Hazards file is:

Carbon monoxide 2-4-0-A Ch & Ac vent

2-4-0-A represents the ratings for health, flammability, reactivity and the Celmis code

Ch & Ac indicates that the health rating was assigned because of both chronic (repeated exposures) and acute (one time exposure) effects. A listing of only "Ch" indicates the health rating was assigned primarily because of chronic effects while a listing of only "Ac" indicates the health rating was assigned primarily because of acute effects.

The last listing is the disposal method or methods which have been designated by David Anderson.

- Si = can be poured in hood sink
- Su = should be disposed of in the sump outside of Building 130 and should not be poured into a hood sink
- Po = material should be taken to the pond for disposal; hood sinks or the sump are not acceptable
- Treatment = material must be neutralized or otherwise treated before disposal; check with D. Anderson or M. Murphy if the treatment has not been specified on the Health and Safety Data Worksheet
- Vent = vent to atmosphere
- Ba = dispose in hazardous waste barrel

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HAZARD RATINGS

Health: Possible ratings are 1 to 4 (essentially those consumables with zero potential for causing problems are not included under Celmis).

The letters which follow the numerical rating for Health indicate the following proven or suspected effects:

M = mutagen
C = carcinogen
R = reproductive effects
T = teratogen
N = neurotoxin
I = irritant

Flammability: Possible ratings are 0 to 4 using the NFPA criteria.

Reactivity: Possible ratings are 0 to 4. NFPA criteria generally followed except that rating may reflect reactivity with substances other than water.

CELMIS CODES

A: Material can be purchased and used in all areas of the Tech Center.

L: Material can be purchased only with designated signatures and can be used only in designated areas.

E: Material can be purchased but evaluation procedure has not been completed.

N: Material does not require evaluation.

B: Material has not been approved for use in any area.

Attachment IV

Tradename materials, support catalysts, and materials with a non-specific name such as "Buffer Solution, ph 7.0" cannot be evaluated until a Material Safety Data Sheet has been acquired which specifies the constituents. In some cases you will know what the material components are and will be able to fill out the Health and Safety Data Worksheet. In cases where the components are unknown to you, please fill in the material name, your name and the date on the Health and Safety Data Worksheet and attach it to the purchase requisition.

Attaching the Health and Safety Data Worksheet, even with such minimal information, will satisfy several needs.

- Purchasing will order the requested material without any delays. Purchasing looks for either a Celmis code designation on the purchasing requisition or a Health and Safety Data Worksheet attached to the requisition.

- Purchasing will automatically order a Material Safety Data Sheet from the manufacturer for items with a Health and Safety Data Sheet attached.

- When the Material Safety Data Sheet is received and the evaluation of the material is complete, I will have a record of the person who initiated the purchase and will send a copy of the Health and Safety Data Worksheet to that person.

DAC-98-84 September 10, 1984

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