

CELANESE CHEMICAL COMPANY
TECHNICAL CENTER
Corpus Christi, Texas

To: Chairmen of Standing Committees

From: R. D. Damron RDD-77-76 April 1, 1976
W. E. Heinz WEH-968-76
L. Starr LS-144-76
W. T. McNair WTM-2323-76

CCCTC Standing Committees for 1976

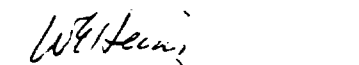
The current membership list and a statement of the functions and activities of your committee are attached.

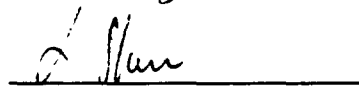
Thank you for your assistance in developing the membership list and statement of functions. These are considered approved and are effective immediately. Your committee meets a need of the Tech Center. Please express our appreciation to each committee member for serving.

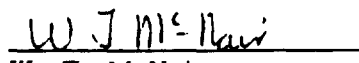
Please note that the standing committee on Environmental Maintenance Planning has been eliminated. The principals of this committee are available and can meet on an as-needed basis.

As a matter of policy, all standing committees report directly to the Directors of the Technical Center.


R. D. Damron


W. E. Heinz


L. Starr


W. T. McNair

/kb

cc: Dr. E. N. Wheeler - NYO w/complete set of attachments
Mr. R. W. James - CCCTC, " " "
Section Managers - CCCTC, " " "
Group Leaders - CCCTC, " " "

006581

CCCTC Standing Committees

4-1-76

Current memberships and organization of standing committees at the Technical Center are as follows:

Library Committee

Mr. R. C. Wilkerson (Chairman)
Dr. P. B. DeGroot
Dr. B. J. Bland
Dr. L. E. Wade
Dr. R. T. Clark
Mr. F. S. Wagner
Mr. J. D. Chase

High Pressure Lab Governing Committee

Dr. A. B. Baylis (Chairman)
Mr. E. F. Dougherty
Mr. B. S. Steele
Mr. B. M. Cook
Mr. E. E. McChristy
Mr. M. L. Whitten

1976 Engineering and Chemistry Seminar Committee

Mr. C. M. Peabody (Chairman)
Dr. J. A. Broussard
Dr. E. R. Witt
Dr. R. R. Graham
Mr. M. D. Carroll
Dr. G. S. Koermer

Cylinder Rack for Compressed Gases Committee

Dr. F. R. Hartlage (Chairman)
Mr. L. R. Johnson
Mr. R. L. Dalrymple
Mr. C. H. Floyd
Mr. A. Barrett
Mr. J. P. Hawthorne
Mr. A. Spencer
Mr. J. E. Osborne
Mr. H. P. Miller

006582

Policy & Procedures Committee

Mr. R. W. James (Chairman)
Mr. E. C. Carrell
Mr. M. D. Carroll
Mr. L. W. Hartman
Mr. R. C. Wilkerson
Mr. L. Griffith
Mr. G. J. Fisher
Dr. D. R. Napier

Dr. C. C. Hobbs
Mr. R. M. Guedin
Mr. J. W. Fish
Mr. J. L. Ward
Mr. J. D. Penrod
Mr. R. B. Garrett
Mr. E. V. Kunkel

Management Safety Committee

Mr. R. D. Damron
Mr. W. E. Heinz
Dr. L. Starr
Mr. R. W. James
Mr. J. P. Hawthorne
Mr. W. T. McNair

Technical Center OSHA Committee

Mr. J. P. Hawthorne (Chairman)
Mr. E. C. Carrell
Mr. R. B. Garrett
Mr. L. W. Hartman
Mr. H. L. Farek
Mr. D. A. Reck
Dr. B. J. Bland

Safety & Housekeeping Committee

Dr. R. F. Stubbeman (Chairman)
Mrs. C. Fultz (Permanent Member)
Mr. J. P. Hawthorne (Permanent Member)
Mr. W. J. Humphrey (Permanent Member)
Mr. W. T. Johnson
Mr. E. B. Vincent
Mr. J. B. Mancias
Mr. C. A. Dalton
Mr. P. D. Hoffman
Dr. J. D. Unruh
Dr. W. E. Slinkard

006583

Pilot Plant Safety Committee

Mr. R. B. Garrett (Co-Chairman)
Mr. I. J. Miller
Dr. C. D. Murphy
Mr. H. M. Cook
Mr. G. J. Vaughn
Mr. D. A. Reck
Mr. J. P. Hawthorne
Mr. P. D. Hoffman

Laboratory Safety Committee

Dr. H. R. Gerberich (Co-Chairman)
Dr. L. B. Levy
Mr. B. S. Steele
Mr. A. L. Stautzenberger
Mr. J. P. Hawthorne
Mr. R. Laurel

New Ideas Committee

Dr. D. R. Napier (Secretary)
Mr. A. L. Stautzenberger
Dr. A. Aguilo
Mr. W. L. Pieper
Mr. J. L. Ward
Dr. D. R. Larkin
Mr. J. M. Robertson
Mr. W. C. Hopkins

Stock Control Committee

Mr. W. S. Roussel (Chairman)
Mr. E. C. Carrell
Mr. M. D. Carroll
Mr. R. M. Evans
Mr. R. B. Garrett
Mr. R. M. Guedin
Mr. L. W. Hartman

006584

Library Committee

Members of this committee serve as a voice of the users of the Library and act in an advisory capacity to the CCCTC Directors in the following areas:

1. Subscriptions (Journals and Periodicals)

In order to maintain those subscriptions most applicable to research programs, this committee periodically will review the subscription list and recommend additions or deletions.

2. Library Budget

The committee will be informed on the annual budget -- this includes both controllable and non-controllable costs -- and give direction to the development and maintenance of the budget.

3. Library Facilities

The committee will be interested in the general Library functions considering such items as shelving, archives, recording of periodicals received, arrangement of furniture, etc., the primary objective being the improvement of the facility.

April 1, 1976

006585

High Pressure Lab Committee

The purpose of the HPL Committee is to assume responsibility for the day-to-day government of the High Pressure Laboratory facility. The activities of the committee in fulfillment of its purpose are:

1. To establish and enforce operational rules and procedures.
2. To assign work areas to HPL users.
3. To insure ongoing maintenance and housekeeping programs.
4. To work with HPL users, Safety Supervisor, and Lab Safety Committee in establishing safety rules and regulations as required.
5. To provide HPL users assistance and expertise in working with specialized high pressure equipment.

April 1, 1976

006586

Engineering and Chemistry Seminar Committee

The Seminar Committee has primary responsibility for coordinating all seminars at the Technical Center (including those presented by vendors), within budget, for making all arrangements for speakers (dates, reservations, etc.), and for initiating seminars on topics of interest to both chemists and engineers.

April 1, 1976

006587

Cylinder Rack for Compressed Gases Committee

Members of this committee have been charged with undertaking monthly inspections of the gas cylinder racks and reporting to line management any problems in the following areas:

1. Safety Practices. Manifolds, regulators, connections, jumpers, etc., should conform to accepted safety standards. Any new installations will require prior approval of the committee.
2. Demurrage Costs. These costs should be maintained at a minimal level consistent with efficient operation. This is accomplished by the use of color-coded tags which are changed monthly; inspections are carried out to insure that all tags are current.
3. Maintaining System in Present State. In order to prevent cluttering of the rack areas, new gas lines into the buildings are discouraged except in bona fide essential cases. Installation of any new lines must receive prior approval of the committee and all new lines must be fully identified with metal tags.
4. Housekeeping. Adequate housekeeping should be maintained in the cylinder rack areas.

April 1, 1976

006588

Policies and Procedures Committee

It is the responsibility of the Policies and Procedures Committee to review current policies in the handbook and determine their applicability and to recommend additions or changes to the handbook. The Policies and Procedures Committee merely has recommending responsibility with the final authority for approval vested with the Directors.

April 1, 1976

006589

Management Safety Committee

The Plant Management Accident and Fire Prevention Committee adopts safety standards, safety rules and regulations, and sets safety policy at the Technical Center. Monthly meetings attended by Directors, Section Heads, and Group Leaders are used to communicate safety information and policy.

April 1, 1976

006590

OSHA Committee

The Technical Center's Occupational Safety and Health Act Committee is established as a permanent working committee with membership representative of major areas of specialization. The committee's basic responsibility is to identify problems and recommend administrative or engineering controls necessary to comply with the Occupational Safety and Health Act. The committee's recommendations will be submitted to the Director of Administration for Management Safety Committee action. More specifically, committee members' responsibilities include:

1. The chairman will assign each member a specific section(s) of the Act which will, to the extent possible, correspond with the member's area of specialization. In addition, the chairman will:
 - a. Set up monthly meetings.
 - b. Provide each member copies of all applicable literature, correspondence and bulletins pertaining to the Act.
 - c. Submit the committee's recommendations to the Director of Administration.
2. Initially, each member will determine the compliance status at the Technical Center of the section(s) of the Act that he/she is responsible for. He/she will update compliance status for the Technical Center when:
 - a. Changes in the Occupational Safety and Health Act occur.
 - b. New OSHA standards are proposed.
 - c. An accident occurs because an OSHA standard under his/her jurisdiction was violated.
3. The committee will work closely with the Chemical Company and other plant OSHA committees by exchanging and/or obtaining information.
4. Legal questions relating to the Occupational Safety and Health Act will be forwarded to the Corporate Safety office via the Director of Administration.
5. The committee will act as the Technical Center "clearing house" to assure complete and orderly collection and dissemination of

006591

the myriad of information from all sources on the subject.

6. The committee will provide or arrange for providing counsel and assistance as requested by Technical Center management for compliance to the Act.

April 1, 1976

006592

Safety and Housekeeping Committee

The Safety and Housekeeping Committee assists the Directors in establishing a safe and productive work environment. The committee functions include:

1. A monthly tour to determine that existing standards are being met, and if a need for new standards exists.
2. Investigating safety and housekeeping problems and recommending solutions.
3. Reporting the tour findings, problems, and recommendations to the Directors and Managers in a monthly letter.

April 1, 1976

006593

Pilot Plant Safety Committee

This committee functions as an advisory and screening committee on all pilot plant safety systems.

April 1, 1976

006594

Laboratory Safety Committee (LSC)

The purpose of the LSC is to protect employees from hazardous situations that could arise during reactions and storage of chemicals.

The activity of the LSC is to review the safety aspects of proposed laboratory operations and to recommend necessary changes. The LSC acts in an advisory capacity for all lab operations. Areas of concern are:

1. Design of safety systems for laboratory operations.
The specific purpose of such systems is to anticipate a hazardous condition and to shut down the operation before this condition is reached.
2. Special operating procedures where toxic chemicals are reactants or products of reaction.
3. Design of storage facilities for flammable, highly reactive, and toxic chemicals.
4. The above apply to Building 130. However, units built in the high pressure laboratory which are sufficiently complex to require engineering will be reviewed jointly by the LSC and the High Pressure Laboratory Committee.

April 1, 1976

006595

New Ideas Committee

The New Ideas Committee solicits and evaluates ideas of a technical or business nature - particularly ideas which are outside of or not immediately applicable to major ongoing projects. Proposed action plans are developed for promising ideas and these are channeled to the Directors and/or "START" Functional Coordinator.

April 1, 1976

006596

Stock Control Committee

The function of the committee is to maintain a list with maximums and minimums for warehouse stock, commensurate with needs, activities, and requirements of the various sections of the plant. The committee meets periodically, on call, to consider requests submitted for additions, deletions, or changes to the activity stock list.

April 1, 1976

006597