



CRM

R

## Interoffice Communication

To : C. L. Miller  
 From : M. P. Blackwell  
 Date : December 31, 1979  
 Subject : VINYL DAILY OPERATING CHECKLISTS

Attached are the checklists that the vinyl operators currently use to periodically record various process operating conditions. These checklists are turned in by each shift to the Operations Supervisor for review.

The lead operators record resin silo levels every two hours on the silo outage report. The new module lead operator also fills out part of the incinerator/scrubber data log, recording incinerator operating conditions. The chief lead operator on day shift fills out the bottom part of the incinerator/scrubber data log during a field inspection of the incinerator. The chief lead operator also checks the Emission Recovery System once per shift and records various operating conditions on the Emission Recovery System checklist.

The "A" operator in each reactor module records the operating conditions of the recovery system and reactors in his module once per shift using the recovery system checklist and the reactor checklist. The dryer "A" operator checks the dryer stacks and silo aeration once per shift and records the condition on the dryer dusting and silo air checklist.

I am now in the process of revising and adding to the current checklists. I have completed the initial draft of proposed checklists for the old reactor module "A" operator and for the chief lead operator. Copies of those initial drafts are attached. These are now being reviewed by the Operations Supervisor and the Operations Superintendent. Similar checklists will be made up as soon as possible for the new module "A" operator, the dryer "A" operator, and the lead operators.

*Mickey Blackwell*  
 Mickey P. Blackwell  
 Operations Engineer

cjt

Attachments:

c: CRM, JEB

*If these aren't finalized yet you should review closely. I would change the notation on date to indicate when it is starting or ending date on last check lists. Be sure the incinerator check list doesn't replace the current log sheet, that is what I'm doing.*

*CJM*

3