

Ethanolamines/Glycol Ethers

Tier Procedure

Section Number: 1508
Issue Number: 2.1
Original Date: 10-10-92 **Author:** Mike Viator
Revision Date: 06-06-95
Title: Block 55 Purchasing
References: Glossary of Equipment Identification (Text # 114)
QSP04 Purchasing
MFG (Material Flow Group) Letter of Expectation

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1508 Block 55 Purchasing

1.0 Objective:

- 1.1 To Document the policies and practices involved in raw material and laboratory reagent procurement for the Ethanolamines/Glycol Ethers plant.

2.0 Responsibility:

- 2.1 It is a shared responsibility between the area engineers and the Material Flow Group to procure raw materials for the continued operation of this facility.
- 2.2 It is the responsibility of the lab technician to initiate the purchase of supplies necessary to continue laboratory operations.
- 2.3 It is the responsibility of the area engineer or lab technician to insure that specifications are on file for quality verification.

3.0 Definitions:

- 3.1 MSMS (Material Service Management System).

4.0 Dow Code Numbers:

- 4.1 Dow code numbers are tied to a product specification describing the material required including any special requirements.

5.0 Ordering:

- 5.1 Material may be ordered either by completion of a material requisition form that is mailed or faxed to the material controller or by direct entry into the MSMS system.

6.0 Revisions:

Revision #	Date	Description
Revision #1	6-06-95	Deleted 2.2, renumbered, added 2.3 Deleted 5.2