

ETHYL GASOLINE CORPORATION

CHRYSLER BUILDING
405 LEXINGTON AVENUE

NEW YORK July 2, 1940

MEMORANDUM TO MR. J. C. TAYLOR:

This covers your request for a progress report on the activities of the Safety Department during the past three weeks.

REPORTS FROM DIVISION MANAGERS

At the time of our meeting of Division Managers in New York City, we requested that each of them send us a report showing the methods which they would recommend for securing and tabulating charts which would indicate the individuals responsible for safety work in our customer companies, as well as the forms which they would suggest for use in tank cleaning, inspection, and supervision. Most of these reports were received promptly and were studied in this office as well as in Cincinnati.

Final study of these reports is now taking place, and it is expected that uniform instructions will be available to all of our divisions within the next ten days.

ENLARGEMENT OF SAFETY PERSONNEL

The emphasis on safety work in our divisions since the New York meeting has brought about a greatly increased number of requests for tank cleaning supervision. It is apparent from these requests that our divisions are rather hard pressed to supply trained safety men to supervise these additional tank cleanings. In view of the fact that we are positive

we will need an increased safety staff, we have requested each division to select one additional man for immediate training. Most of the divisions have made their selections and as soon as we receive them all, we will approve or reject those selected and begin training.

DIVISION MEETINGS

It is the unanimous consensus of opinion among all concerned that every field representative should have a moderate basic training in tank cleaning. To that end we are editing and preparing copies of the following:

- 1) Safety Manual.
- 2) Dr. Machle's Tank Cleaning Report.
- 3) Customer organization charts showing tank cleaning responsibility.
- 4) Tank cleaning statistical forms for this operation at refineries, terminals, and bulk plants.

All of this information should be in the hands of every field representative for study by the 10th of August.

Division meetings are to be held during the month of September at which time Mr. Lewis and a representative from the Medical Department will thoroughly discuss all safety problems for the benefit of all representatives. It is believed that sufficient study prior to these meetings should familiarize all of our men with the fundamental problem which may be enlarged upon by representatives of the Medical and Safety staffs at the time of the meeting. If further training among the division personnel is necessary, it can be handled by the division safety representatives.

CONTACTS WITH TOP EXECUTIVES IN CUSTOMER COMPANIES

Immediately following the division meetings, we feel that the organization should be sufficiently equipped in size and with the necessary information to cope with all requests for tank cleaning supervision. At that time, contacts will be made with top executives of every customer company in an effort to secure direct instructions throughout the respective customer organizations.

STATISTICAL RECORDS

All of the foregoing presents the immediate job as we see it. However, the necessary set-up for proper records in division offices will have to be worked out sometime in the next two or three months.

It seems to me that while the plans described herein constitute a reasonably prompt and efficient start, we are attempting to meet our problems as they come up and so naturally, any of our projected program is subject to change if the necessity is indicated.


H. W. RALEY

M/R

cc - Mr. E. W. Webb
 Dr. R. A. Kuhse
 Mr. O. B. Lewis