

INTER-OFFICE MEMO

TENNECO CHEMICALS, INC.

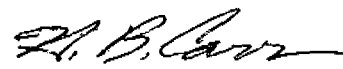
TO Route List AT DATE April 4, 1972
 FROM H.B. Carr AT Burlington COPY TO ☒ File
 SUBJECT Columbia Records - Preshipment Samples

Reference: Memo - H.B. Carr to Route List,
 March 3, 1972 (attached)

In the referenced memo, a procedure was established for the submittal of 315 resin preshipment samples to Columbia Records.

This procedure has been broadened to include submittal of 10R preshipment samples to Columbia Records as well as to provide for future cases in which Quality Control will have responsibility. Currently, only Columbia Records is in this category. A revised Method 6-209 is attached.

Since preshipment sample selection and submittal is normally the responsibility of Manufacturing, any future cases involving Quality Control preshipment sample submittal to customers must be approved by the Supervisor of Quality Control who will establish a written procedure.


 H.B. Carr

Attachments (2).

HBC/jt

Route List

D.M. Bartron	*R.D. Richards
G.E. Disch	G.I. Rozand
H.F. Engler	*P.R. Scarito
P.J. Harvey	*A.C. Siegel
*E.J. Hourihan	*M.C. Spalding
D. Johnson	M.W. Williams
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*QC Manual Holders (Obsolete issue is to be discarded and revised copy inserted into your manuals)

COLORITE 014637

TENNECO INTERMEDIATES DIVISION

TENNECO CHEMICALS, INC.

QUALITY CONTROL

DATE: April, 1972

METHOD NO.: 6-209

PROCEDURE FOR SELECTION OF PRESHIPMENT SAMPLES FOR CUSTOMER SUBMITTAL

INTRODUCTION

Selection and submittal of preshipment samples to customers is normally the responsibility of the Manufacturing Department. When cases arise in which special handling and/or testing is required in the selection process, Quality Control will assume this responsibility. These cases, however, must be approved by the Supervisor of Quality Control who will establish a written procedure as follows:

I. Preshipment Samples for Columbia Records

The following procedure must be adhered to when selecting preshipment samples of 315 or 10R type resin for use at Columbia Records.

A. Selection of Samples

Samples will be selected from dryer samples during 315 or 10R type resin production. The dryer samples will be submitted in polyethylene bags. Sample selection will be made on the basis of 100 gm contamination count. This contamination is not to exceed 5/100 gm. Any sample showing a count higher than 5/100 gm will not be used for preparation of the preshipment sample.

B. Preparation of Samples

When a sample is found to contain less than 5/100 gm contamination, a 5-lb. preshipment sample will be prepared in the following manner:

1. Weigh 5 lbs. of the sample selected.
2. In a dustfree area, such as the Conference Room or Constant Temperature Room, screen the sample through a 50 mesh sieve. This step is designed to eliminate oversize in the resin.
3. Transfer the screened resin contained in the bottom pan into a polyethylene bag. NOTE: Do not mark the bag.

4. Weigh 300 gms of the screened sample and proceed to run the contamination check as per QC TM 2-3. Maximum specification for visual contamination count will be 12. Collect the sample in a clean container. NOTE: This test must be performed with Quality Control supervision present.
5. The sample collected during the contamination check will be used to run the bulk density as per QC TM 2-6. Maximum bulk density: 42 lbs/ft³ for 315 and 32-39 lbs/ft³ for 10R. This 300 gm sample is discarded.

C. Reporting of Results and Disposition

1. Reporting of Results:

A temporary tag will be affixed to the 5-lb. polyethylene sample bag showing origin, visual contamination count and bulk density.

2. Disposition:

The Quality Control Laboratory Supervisor will log the sample showing the information noted on the temporary tag. The sample will then be given to the Material Control Supervisor who will assign a lot number which will be logged in the Quality Control preshipment sample log.



H.B. Carr
Supervisor - Quality Control

Supersedes Issue of March, 1972

Reason for Revision: Change in Title, addition of Introduction, change in Selection of Samples and Preparation of Samples