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SHERWIN-WILLIAMS PAINT, VARNISH AND LACQUER LABORATORIES

ROUTINE AND POLICY Consecutive No. 211

Reissue of October 24, 1963,
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COMPANY CONFIDENTIAL TO S-W
PV&L PERSONNEL & R & P MAILING LIST

Replaces R & P #211 of 7-23-58
and R & P #188 NEW PRODUCT IN-
FORMATION BULLETIN OF
August 12, 1954.

SUBJECT: REQUEST FOR FIELD TEST OF EXPERIMENTAL PRODUCTS

- I. Purpose of Field Tests.
- II. Form: "Request for Field Tests".
- III. Review and Approval.
- IV. Formulation Information.
- V. Distribution of bulletin.
- VI. Time Limit.

I. Purpose:

- A. The purpose of the "Request for Field Test of Experimental Products" is to announce to a Sales Department or Departments, that a new product has been developed by the P.V.& L. Laboratories: That field tests are desirable as a recheck on or continuation of laboratory testing, and to collect information of the product's performance under actual service conditions.
- B. Also, the "Request for Field Test of Experimental Products" is a notification to P.V.& L. Laboratories, that the product is being offered to the Sales Department, and that information on the formulation is attached or will be forthcoming, to all P.V.& L. Laboratories from the Developing Laboratory.

II. Form:

- A. The "Request for Field Test of Experimental Products", will be prepared by the Developing Laboratory and will follow in general the form of the Technical Data Sheet (R & P #187, August 11, 1954) for content, description, precautions, but such list of information will not be called Technical Data.
- B. To distinguish one "Request" from another, each field test may be given an identifying number by the Developing Laboratory.
- C. There will be prepared by the issuing Development Laboratory:-

A set of instructions for application of Experimental Product.
A list of questions on properties or performance to be checked and observed during the Field Test.

The Sales Department will be responsible for the return of the answers to the questions of the questionnaire, to the Laboratory.

III. Review and Approval:

The "Request for Field Test of Experimental Products" will be approved by the P.V. & L. Director of Development before it is submitted to the Sales Department or Departments and distributed to selected Sales Offices.

IV. Formulation Information:

- A. The formulations, notes, and directions for application, reduction, and other information on usage will be sent from the Developing Laboratory to the other P.V. & L. Laboratories as a guide for those laboratories to supply samples, conduct or supplement the Field Test, and to render service in the Field Test, to the local Sales Departments.
- B. If a local laboratory (not the originating Development Laboratory), is compelled to prepare test lots from their own peculiar local materials, that laboratory will correspond with the originating laboratory upon the deviation(s) from the standard formula.
- C. The formulation notes will be distributed only to the P.V. & L. Laboratories, not the Sales Departments, nor to the customers.
- D. Formulation information will be prepared and dittoed by the P.V. & L. Laboratories upon the instructions and approval of the Director of Development.

V. Distribution:

"Request for Field Test of Experimental Products" bulletin will be distributed to the Sales Managers of the Sales Departments with whom arrangements have been made for the Field Test, with copies for the P.V. & L. Laboratories.

VI. Time Limit: (Addition to R & P #214 on October 2, 1958).

It must be understood that the P.V. & L. Laboratories issue the Technical information for immediate use, on the new test products. If any office has occasion to use the information after a period of two months from the date of issue, that office should consult with the originating Laboratory on the up-to-dateness of the information. Send copy to the Director of Development.

No Technical information on "Request for Field Test" is considered official after one year, or less period if the originating laboratory or the Director of Development so bulletins.

This addition was approved by General Sales Managers of Headquarters Sales.

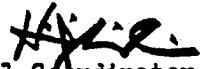
HJLCotton:tcs

Directed to: P.V. & L. Laboratory Directors

cc: LR HDL/WWG/WCF ABH JCW HES WHP DHH DAK EWF WAH FEB WLH RJR WDR JWT TJMcD/BH

RHH & SALES MGRS.

JSP & PLANT SUPTS.


Technical Coordinator