

C. L. GILMORE
SAFETY

MONSANTO CHEMICAL COMPANY

Texas City, Texas

August 16, 1960

PLAINTIFF'S EXHIBIT

MON-740

To: All Holders of Procedure Manuals

Subject: Bulletin P-0602, "Requests for Production Process Research,"
Revision 1

The attached procedure bulletin, originally issued as P-38, has been completely rewritten. It defines Production Process Research, sets responsibilities, and outlines the procedure to be followed in making requests for Production Process Research.

Bulletin P-44, "Production Process Research," was issued as a tentative bulletin. The major content of this bulletin is now covered in P-0602. Therefore, please remove both P-38 and P-44 from your Procedure Manual.

J. G. McQuarrie
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Attachment

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**MONSANTO CHEMICAL COMPANY
PLASTICS DIVISION
Texas City, Texas**

**Bulletin P-0602
Original Issue: November 12, 1954
Revision No. 1, August 15, 1960**

REQUESTS FOR PRODUCTION PROCESS RESEARCH

SCOPE:

This bulletin defines Production Process Research, establishes responsibilities for initiating and approving requests for work, and establishes the procedure to be followed.

DEFINITION:

Production Process Research is defined as work of a short-range nature done to solve problems in the existing plant. Jobs that will lead to capital expenditure of more than \$25,000 and work done on major process changes are generally not charged as Production Process Research.

RESPONSIBILITIES:

Research

In the Management Guide, the position guide for a Director of Research says, in part, that he shall "Improve constantly, by research, present products and processes; bring out new products and develop processes for them. . . ." Plastics Division Bulletin D-22 ties these together by stating that Research retains overall accountability for results from the initial development of major new products and processes through the manufacturing stage.

Some of the general areas covered by this continuing responsibility are:

1. Defining the process in terms of
 - a. Raw material specifications
 - b. Operating conditions and limits
2. Developing new analytical methods
3. Developing new analytical instrumentation
4. Developing new technology
5. Improving analytical methods and instrumentation

In these areas, work of a short-range nature done to solve problems, generally at the request of Manufacturing, is charged as Production Process Research. Requests for Production Process Research must be approved for acceptance by the applicable Section Leader.

Manufacturing

In the Management Guide, the responsibilities of line Manufacturing personnel are stated, in part, that they shall "Take every possible means to keep costs at the lowest level, improve production techniques, and plan new production developments, working closely with Research, (Engineering), and Development. . . ." This is defined further in Plastics Division Bulletin D-22, which states that Manufacturing has overall accountability and responsibility for developing and instituting process modifications. In general, process modifications are those required to optimize the process (1) within the operating limits specified by Research, (2) using installed equipment, and (3) using existing technology.

The responsibility for coordinating the technical work on process optimization is delegated to Technical Service. This is defined more fully in Bulletin P-0601. A part of this responsibility is to determine when help is needed from Research. Requests for Production Process Research must be approved by a Manufacturing Superintendent.

Technical Service

As the Manufacturing coordinator of technical process information, Technical Service is responsible for initiating and carrying out the

procedure outlined below. The Superintendent of Technical Service is responsible for budgetary control of the work.

PROCEDURE:

The need for Production Process Research generally will originate within the Manufacturing organization, but it may occasionally be generated by work done in Research or Engineering. Since all charges for Production Process Research are made to Manufacturing through the Technical Service budget, Technical Service has the responsibility for coordinating requests for Production Process Research. The attached form will be used for requests. A supply of these is available from Technical Service.

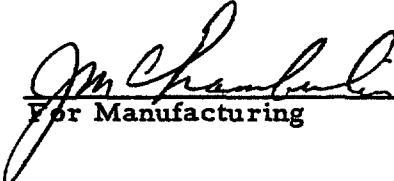
When the need is recognized, Technical Service in its role as coordinator will see that the formal request is prepared and processed to final approval. The prepared request will be sent to the appropriate Research Group Leader for an estimate of the cost of doing the work. The Research Group Leader then returns the request form to the Superintendent of Technical Service, who determines whether the cost is within or exceeds the budget. The request form then goes in turn to the Manufacturing Superintendent for approval, and to the appropriate Section Leader for approval and acceptance of the work.

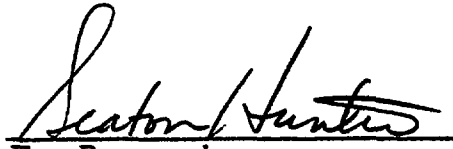
Request forms need not be filled out for Process Research of a minor nature or for normal consultation with Research personnel. Research charges for this minor work will be made against current open job numbers. At least once each year, the open job numbers will be reviewed, and renewed or canceled as necessary.

Prepared by: Production Technical Service
Dept. or Section

J. G. McQuarrie
Person

Approved by:


For Manufacturing


For Research

JGM:gb
8-15-60

P-0602
Page 3

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REQUEST FOR PRODUCTION PROCESS RESEARCH

To: Research Group Leader - _____

Date: _____

TITLE:

DESCRIPTION:

OBJECTIVE (Justification):

Initiated by: _____

(Space to be filled out by Research.)

Estimated Cost:

Estimated Time to Complete _____

Manpower \$ _____

Estimated Starting Date _____

Laboratory _____

Outside Consulting _____

Job Number: _____

☐ The cost of this job is budgeted.

☐ This cost will exceed the budget by \$ _____ /month.

Remarks: _____

Supt. of Technical Service

Approved by:	Mfg. Supt.	Section Leader	Return to Technical Service.
	_____	_____	

Distribution:

Assoc. Dir. of Research	-	_____
Ass't Dir. of Research	-	_____
Section Leader	-	_____
Group Leader	-	_____
Plant Manager	-	_____
Ass't Plant Manager	-	_____
Mfg. Superintendent	-	_____
Gen. Oper. Supervisor	-	_____
Supt. of Tech. Service	-	_____
Supv. Engineer (T.S.)	-	_____
Ass't Dir. of Engr. (WEA)	-	_____
Ass't Dir. of Engr. (RWK)	-	_____

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