



INTER-COMPANY AND OFFICE CORRESPONDENCE

To:

J. Isler, Jr.

FROM:

R. Mercier

{ Dept.
Branch
Division
Company

LOCATED AT:

PVC - Leominster, Mass.

SUBJECT:

Organizational Changes

DATE:

February 9, 1970

Duties of the Foreman

1. Schedules

- A. Driers - downtime - product changes, etc.
- B. Safety Meetings
- C. Training Sessions
- D. Reblending into driers
- E. Product changes and formulation changes
- F. Schedules help from reactor room group for special dryer problems.
- G. GHK in the non-polymerization areas.

2. Supervises

- A. Lead Man
- B. Drier Operators
- C. Maintenance when working on all process equipment and "non-polymerization area" equipment.
- D. Overall supervision of all man power.

3. Foreman Trouble Shoots

- A. Driers
- B. MVC Unloading
- C. Recovered MVC (valley)
- D. Quality Problems
- E. Force Flow Packer

4. Foreman Checks

- A. IPP House
- B. Cooling Tower
- C. Valley
- D. Quality Control Results
- E. Bulk Switch Stations
- F. Drier Paper Work
- G. Bulk Bin Readings
- H. GHK
- I. Construction area safety check
- J. Safety Tour

5. Performs the Following Jobs

- A. Relieve and exchange info with other foremen
- B. Drier Rate Studies
- C. All special assignments
- D. Conducts training f drier operators, helpers and operators

BOR 000221

Duties of Lead Man

1. Supervise Operators and Helpers in the Reactor Room

- A. Improve flow of batch samples to control laboratory.
- B. Monitor break schedules.
- C. Safety check by double checking vessel entry sheets, etc.
- D. Enforce allowed time for cleanings.
- E. Supervises phenol additions to RMVC.
- F. Mishap reports.

2. Schedules Operation

- A. Shift wise and up to the minute scheduling of all five modules for charging, transferring, cleaning, etc. to optimize quality of the wash and throughput.
- B. Schedules maintenance in the reactor room and equipment downtime for maintenance.
- C. GHK schedule.
- D. Schedule DE's.
- E. Regeneration schedule.
- F. Schedules 1735 run.
- G. Schedules Methocel batches.
- H. Schedules man power for optimum efficiency.
- I. Schedules blend drying to prevent bottlenecks.
- J. Schedules reblending into reactors.

3. He Makes the Following Checks

- A. Periodic check that operators and helpers are adhering to all procedures.
- B. Check maintenance of baffle lumps at a minimum.
- C. Recovery system efficiency (weekly).
- D. Jet efficiency (weekly).
- E. All scales for accuracy (once/shift).
- F. Safety Check.
- G. Checks operators and helpers paperwork.
- H. Checks chemicals being used in the reactor room.
- I. DI water levels and flows.

4. He Performs the Following Jobs

- A. Submits loss reports to N. Blackman.
- B. Final paperwork.
- C. Maintain daily equipment list for reactor room.
- D. Calibrates MVC meters.
- E. Takes care of the helpers tool supply.
- F. Keeps a running log of reaction times to prevent instrument drifts and to optimize catalyst levels.
- G. Fills in for man on breaks.

The lead man will also be the EVA operator. The EVA operation appears as if it will be roughly as follows on the next page.

6 hours - charging and line out
26 hours - additions while stable
10 hours - vent and strip
2 hours - transfer
1 hour - cleaning
Total 45 hours

The lead man will have to be in the EVA reactor room for the 6 hour charge and line out period and about 6 hours during the venting and stripping period. This will leave 33 hours for functioning as the lead man and 12 hours for functioning as the EVA operator.

Module 3 operator should be able to check the EVA reactor while additions are stable.

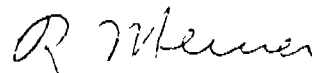
The lead man should get 15¢ per hour above the rate of other operators.

The line organization must be strengthened by putting Herb Brown and Bob McDonough in supervisory positions above the foreman. Currently, the foremen are either rejecting supervision by Herb and Bob or being torn asunder by orders from three people Herb, Bob and Phil. Both of these things happen.

Herb will be given the authority for supervision in the reactor areas.

R. McDonough will be given the authority for supervision in the drier areas.

Both will report to P. McDonald. Daily meeting will be held by Phil, Herb and Bob to set priorities and prevent conflicts. Herb and Bob will issue directives to the foremen. Phil will supervise Herb and Bob.


R. Mercier
Production Superintendent
PVC Dept.

RM/sma

cc: W. J. Holloway
Chrono