Monsanto

FROM ANNISTON, ALABAMA CC:

E July 18, 1966

SUBJECT FIRST HALF REVIEW
LABORATORY OBJECTIVES FOR 1966

REFERENCE

TO L. C. Fuhrmeister

	Target	Actual
A. Safety		
1. No serious injuries.	0	0
2. Minor injury frequency.	2.5	~~7.0~~
Action: a. Informally stress safety at all times. b. Review hazardous procedures and techniques with all personnel. c. All significant injuries investigated by committee and report issued to all personnel. d. Issue safety bulletins on unsafe practices.		
3. 12 monthly safety meetings, 87% attendance.	6/87%	6/82%
Action: a. Emphasize importance of attendance to personnel.		
B. Function		
1. Improve analytical instrumentation.		
a. Obtain infrared spectrometer.	3-15-66	Project in 2-15-66
Action: (1) Waiting on approval. Estimate No. 2149 issued 2-15-66.		
b. Obtain digital integrator.	2-15-66	5-20-66
Action: (1) In use for Aroclor, terphenyl and Niran analyses.		
c. On stream GLC for chlorine cell gas.	7-15-66	
Action: (1) Recommendations issued 5-1-66. Not approved by Production. Will issue estimate for one sampling point only, cost about $8,000.		

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B. Function (continued)

d. Replace obsolete equipment.	10-1-66	66%
(1) pH meter		
Action: (a) In use since 5-1-66.		
(2) Colorimeter		
Action: (a) To be ordered in October.		
(3) Aerograph GLC.		
Action: (a) F&M Model 700 instrument to be delivered 7-15-66.		
e. Additional equipment for methods development.	7-1-66	80%
Action: (1) F&M 5750 GLC. Estimate No. 2197 approved and awaiting delivery on 8-1-66.		
(2) Monroe print out calculator in use.		
f. Formal work request program.	1-20-66	1-15-66
Action: (1) In use.		
2. Develop and improve analytical procedures.		
a. Review 80% analytical methods.	50% by 8-1-66	55%
b. Devise new methods for control.	Up to date	
c. Intermediate and raw material analyses.		
(1) Thio acid - GLC method developed.	4-1-66	60%
Action: (a) Capable of performing assay and impurity studies. Will issue report by 8-1-66.		
(2) Cl_2.	7-1-66	Complete
Action: (a) Laboratory instrument built and method developed and in use to analyze Cl_2. Recommended on-stream analyzer in report of 5-1-66.		
(3) P_2S_5.	9-1-66	10%
Action: (a) Have collected some background information.		

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C. Personnel (continued)

4.	Develop chemists on modern techniques.	12-1-66	50%
	Action: a. Dolin and Liddle attended Pittsburgh Conference on Analytical Chemistry and Applied Spectroscopy - March		
	b. Miller scheduled for IR class on 8-15-66.		
5.	Develop management skills of chemists.		Continuing
	Action: a. Both chemists serve as acting Chief Chemist in absence of Chief Chemist.		
	b. Special assignments in safety, training and planning.		
6.	Program to train section leaders in supervisory skills.		
	Action: a. One section leader to attend course for developing leadership skills in October.		
	b. Continuing study of company, plant and laboratory policies.		
7.	Continue formal training of analysts.		
	Action: a. Program very effective since section leaders were established. Each analyst gets one full day training every 6 weeks. Six month review due.		

D. Facilities and Plans

1.	Five year plan for physical facilities.		
a.	Action: a. Plan developed. Project to be submitted by 8-10-66.	3-1-66	80%
2.	Five year plan for personnel, equipment and procedures.	5-1-66	70%
	Action: a. Personnel and equipment phases completed.		
3.	Submit plans to		
	a. Move chief chemist and secretary from work area.	6-1-66	In expansion plans
	b. Separate space for methods development.		In expansion plans

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D. Facilities and Plans (continued)

3. Submit plans to (continued)

c. Additional analytical space. In expansion plans

d. Set up technical library.

Action: (1) All planned and included in 5 year physical facility plan. Now awaiting availability of space and funds.

e. Obtain International Critical Tables.

Action: (1) Will order 8-1-66.

f. Revise filing system.

Action: (1) Underway - Parris and Dolin. 5-1-66 50%

g. Establish Physical Constants Program.

Action: (1) Underway - Liddle

E. Organization

1. Review organization and submit plan to increase efficiency.

Action: a. Instituted section leaders 1-16-66.

2. Supervise operation of technical library.

Action: a. Pending establishment of library.

O. E. Dolin
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