



Interoffice Communication

To Lab Analysts
From P. L. Fetzner
Date February 25, 1974
Subject Shipment Sample Check-In System

Several cars have left the plant recently that were not analyzed or even sampled. The following procedure will be instituted to minimize this from happening in the future.

1. The switch list-loading instruction sheet will be issued each day, 1600 hour, for the following days shipments.
2. At 0600 hour the shift foreman is to call the analyst on shift and update this list as to what cars actually came in. Obtain the oxygen values if they are available.
3. The analyst will check the switch list and prepare the log sheets for that days shipments, to whom, car No., and spec. No.
4. The analyst in GLC room will log on the switch list the time the samples enter the lab.
5. At 1300 hour the analyst in GLC room will call the shift foreman about any samples that have not been received. At this time, if the oxygens have not been reported the analyst should check on them.
6. Make a copy of analysis sheet for the foreman and myself by 1700 hour. Send the original to Bill Howell. We are having an analysis sheet printed with its own carbon to eliminate the copying.

If you have any suggestions on ways to improve this procedure, please let me know.

P. L. Fetzner

CC: RHG, GGD, WRH, (Shift Foreman)

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