A ston, Alabama

October 25, 1965

LABORATORY OBJECTIVES - STATUS REPORT

AS OF OCTOBER 19, 1965

L. C. Fuhrmeister

A. SAFETY

1. Reduce minor injury frequency to 2.50.

   Status: 3.0 to present

   Serious injury to 0.00 - (0.00 to present)

2. Eight meetings conducted by analyst or technician with average attendance of 85% or better.

   Status: Eight monthly safety meetings. All eight held by 10/19/65.

B. PERSONNEL

1. Job specifications for all personnel.

   Status: None to date

2. Hold four training meetings during year.

   Status: Two to date plus 1 more leaves 1 short

3. Add one chemist.

   Status: Done

4. Develop training program for laboratory.

   Status: Visits to Technical Meetings: 1 by Chief Chemist

   Managerial Meetings: 1 by Chief Chemist

   Trips:
   1. Analyst - 3 day visit to Organic Research for Aroclor consultation.
   2. Analyst - 3 day visit to Organic Research for training in glass blowing.
   3. Analytical Chemist - 5 day trip to ASTM Committee E-19 on Chromatography (3 days) plus 2 day consultation with Organic Research, Ag Research and W.G.K. Plant personnel.
   4. Chief Chemist's visit to all Aroclor Electrical Customers in New England area - 5 days.

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C. FACILITIES

1. Develop long range program to improve laboratory facilities.

   Status: This project deferred until new office is constructed and plans for existing structure finalized.

D. FUNCTION

1. A minimum of three significant new analytical methods will be developed and used routinely.

   Status: 1. Niran and MEP by GLC. Procedures have been developed, however, production frowns at their use for control because of precision and lower actual assay.

   2. Liquid Aroclor isomer distribution (used on part-time basis because results not evaluated.

   3. GLC for Thio Acid - will start in November

2. Twenty per cent of current analytical procedures will be reviewed and upgraded as indicated.

   Status: 10% done

3. There will be no delay in scheduled startups due to lack of analytical service.

   Status: None

4. Develop comprehensive five-year program to cover future needs of department and maintain technical competency.

   Status: Five year program of lab needs (personnel and equipment) in progress (Miller and Dolin)

E. COST IMPROVEMENT AND CONTROL

1. Reduce the use and/or cost of two major supply items (acids - Helium).

   Status: Investigated - no action.

2. Institute or improve procedures to effectively measure and control quantity and quality of laboratory work, supply costs, accuracy of methods developed, and housekeeping.

   Status: Tests have been obtained to measure aptitude of analysts and will be administered by 3/1/66.

O. E. Dolin

/kd

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