



Air Products and Chemicals
INC.

CALVERT CITY PLANT
INTEROFFICE MEMORANDUM

To: H. Ortega

Date: 7 December 1982

From: B. L. Rose

Copies: R. E. Varilek

Re: PVC PRODUCTION CLERK

As you requested, attached is a list of the duties for the former PVC production clerk.

This position was held by the same employee from March 1972 until March 1982. This position reported to the PVC Plant Superintendent until October 1981, when this position began reporting to the PVC QC Superintendent.

B. L. Rose
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Attachment

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PVC PRODUCTION CLERK'S DUTIES

1. Maintained accounting records and issued appropriate documents for PVC raw materials.
 - a. Issued weekly and monthly inventory reports for VCM, VAM, DMF and TCE.
 - b. Issued weekly efficiency reports for VAM and VCM.
 - c. Issued monthly accounting reports for VCM, VAM and DMF.
 - d. Initiated purchase orders for DMF and TCE.
 - e. Scheduled DMF loading and unloading.
 - f. Approved and distributed completed raw materials receiver forms.
2. Maintained accounting records and issued appropriate documents for PVC resins and resin waste.
 - a. Issued daily and monthly PVC production and silos inventory reports.
 - b. Issued daily and monthly PVC shipment reports.
 - c. Issued periodic vent to incinerator, wastewater and solids losses reports.
3. Coordinated the resin storage, loading and shipping.
 - a. Maintained approved resin inventories in silos for customer truck pick-ups.
 - b. Scheduled silo utilization by resin type and grade.
 - c. Scheduled railcar repairs and cleaning.
 - d. Scheduled the daily resin loading requirements.
 - e. Verified the shipping documents were in proper order before releasing shipment.
 - f. Verified the railcar resin shipments met the customer's specifications.
4. Coordinated the PVC railcar utilization.
 - a. Inspected and issued reports on incoming and outgoing railcars.
 - b. Tracked DMF railcar movement to and from Pace.
 - c. Scheduled railcar locations and movements to and from plant and utilization of off-plant railcar storage tracks.

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- d. Planned and scheduled daily railcar utilization by PVC resin type and grade.
 - e. Scheduled railcar repairs and cleaning.
 - f. Verified railcar shipments complied with weight limits and contained proper placards.
5. Coordinated the work related to the resin heavies.
- a. Daily inventoried homopolymer heavies silo and copolymer heavies tote bins.
 - b. Planned and scheduled resin heavies bagging/boxing duties for PVC bagging operator.
 - c. Inventoried and initiated purchase orders for heavies boxes.
 - d. Planned and scheduled fork truck and fork truck operator requirements with Distribution Department.

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