

INTER-OFFICE MEMO **TENNECO CHEMICALS, INC.**

TO G.I. Rozand

AT Piscataway

DATE January 31, 1975

FROM W.C. Champion

AT Burlington

COPY TO F.W. Kanzler
R.A. Lojewski
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File

SUBJECT Reporting - Bendix Monitoring System

Until the computing system is available for use with the Bendix VCM monitoring system, the following reporting scheme is proposed:

1. Daily reports of a single set of readings from each instrument, taken during the calibration check, to the Works Manager and quality control files.
2. A tabulated weekly summary of these daily readings, each Friday, to the Works Manager and quality control files.
3. A weekly compilation, each Tuesday, of points showing readings in excess of 10 ppm during the week. This will be prepared by "scanning" the appropriate charts and reporting frequency of points exceeding established levels as follows:
 - a. % of time exceeding 10 ppm
 - b. % of time exceeding 25 ppm
 - c. % of time exceeding 50 ppm
 - d. % of time exceeding 100 ppm

Chart reading devices, at approximately \$250 each, will be ordered for both plant locations. Because of the estimated time required to produce the compilations, it is proposed that a temporary be hired one day per week at Burlington. Flemington can be covered by overtime work.

As soon as feasible (hopefully by the March reporting period), personnel TWA's will be generated based upon the daily single set of readings. This is consistent with our current practice of calculating TWA's from daily OVA readings.

The Works Managers should prepare AOP's for responding to alarm conditions in their respective plants. We would be happy to provide any required assistance.

Any comments or suggestions relating to this procedure would be appreciated.

W.C. Champion
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WCC/jst

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