PROCEDURE BULLETIN — TEXAS CITY PLANT P-0704

PLANT CAMERAS AND PHOTOGRAPHS

PLAINTIFF'S EXHIBIT
MON-1460

I. PURPOSE

In order to protect the competitive advantages that the company may possess, it is important to safeguard any confidential information that is recorded in the use of cameras in the plant. The purpose of this procedure is to provide a plant-wide guideline for the control of cameras and photo prints that leave the plant.

II. SCOPE

This procedure applies to all company and contractor employees, including visitors, consultants, agents and temporary employees. It applies to all portable print cameras, both negative film and instant print types, that may be brought into the plant or procurred by the plant.

Control of photographs applies to all prints and photo slides that contain or depicts information of a sensitive nature. Photographs of plant process units, plant systems, laboratories, equipment and facilities are examples that may reveal trade secrets or proprietary information. Pictures of certain plant conditions or photo records of studies and investigations may also be of a sensitive nature and are to be included under this procedure. Control also applies to exposed film of pictures taken by other than a plant employee.

Pictures of people, presentations, awards, and ceremonies would not normally be considered as sensitive material and are not included in this procedure.

In cases of doubt, the prints should be treated as requiring approval before being sent or taken from the plant.

III. RESPONSIBILITIES

A. All persons who have cameras or who have arranged for approved use of a camera by other than a plant employee, are responsible to see that the use of the camera and resulting prints or slides is in compliance with this procedure.

B. The purchase of a camera requires the approval of the General Superintendent of the department involved, and the Purchase Order must reflect this approval.

C. The Security Department will maintain a list of all cameras and the assignment.

IV. PROCEDURE

A. Photographs, exposed film and slides may be removed from the plant only with the approval of the following levels of authority and such approval should be obtained through the normal channels of communications:

PLANT CAMERAS AND PHOTOGRAPHS

1. Film or photographs depicting plant process, process equipment, or process methods, systems or procedures require the approval of the appropriate General Superintendent, Manufacturing or Manager P.T.

2. Film or photographs depicting Maintenance equipment, methods or procedures require the approval of the Plant Engineer.

3. Film or photographs depicting Utility Department equipment, systems or procedures require the approval of the appropriate General Superintendent, Manufacturing.

4. Films or photographs of the general plant and of a public relations nature require the approval of the Superintendent, Personnel, in addition to any other required approvals.

5. Film or photographs depicting people, presentations, awards and ceremonies do not require approval, unless the subject matter also reveals sensitive information.

6. All other film or photographs not falling in the above catagories require the approval of the Plant Manager.

B. Cameras cannot be brought into the Plant unless approved by the Plant Manager.

C. Whenever Plant pictures, for outside needs, are taken by other than a Plant employee, the processing of the exposed film should be handled locally by the Department or group involved, and the related photographs handled according to this procedure. In cases where this is not practical, due as an example to time requirements, the Plant Manager, or indicated General Superintendent or Manager, P.T., may be requested to issue an approval memo waiving this requirement. This approval must be arranged in advance.

D. When a camera is reassigned, the Security Supervisor should be notified in order to revise the Plant record.

E. Photographs approved for release shall have the approval stamped on the back of each print and signed by the appropriate level of authority.

Reviewed by: G. A. Danner
G. W. Daues
W. G. Juhl
D. E. Kaldenberg
B. C. Lancaster
C. M. McCullough
A. D. McKee
D. W. Metten
C. F. Navarrete
G. T. Ryan
G. E. Small
J. G. Trafton

Prepared by: L. Schwab
L. Schwab

Approved by: G. L. Tromblee
G. L. Tromblee

LAM006143

SC 004932

P-0900

SC 004933

LAM006144