SHAC ACTION REQUEST

LADDER INSPECTION

This is a request for a plantwide ladder inspection to be made according to P-0114. The inspection should be completed and the verification memos issued by September 20.

P-0114 should be reviewed before the inspection is made. Some of the highlights are:

- The Operating Superintendents, Zone Superintendents or their equivalent are responsible for carrying out the procedure.
- All ladders used by Monsanto personnel are to be thoroughly inspected by a person trained to find defects in structure, moving parts, and shoes (See P-0114, Sec. V, 5)
- Each ladder found safe is to have a signed, dated tag attached.
- Any ladder found unsafe is to be tagged, "DANGEROUS--DO NOT USE", and removed for replacement or repair.
- Each ladder must have a visible sticker at eye level--"INSPECT LADDER BEFORE USING".
- When the inspections and tagging of the ladders are complete, each member of the Plant Manager's Safety Board will send verification memos to me.

J. J. McClellan, Chairman
SHAC

Approved: G L Lamble
Post: 9/2/81
(Remove: 9/16/81)

LAM003385

SC 002180

PLAINTIFF'S EXHIBIT

MON-3004

MCC 930920

Monsanto

FROM (NAME & LOCATION) J. J. McClellan - O-11

DATE February 10, 1982

SUBJECT Critique of 1981 Annual Safety and Housekeeping Inspection

REFERENCE

cc: PMSB
1982 SHAC
1981 SHAC

TO : D. D. Kos
1982 SHAC Chairman

Attached is a critique of the 1981 Annual Safety and Housekeeping Inspection, together with exhibits that should be of interest in preparing for the 1982 inspection.

If you have any questions, please contact me or a member of the 1981 SHAC Committee.

J. J. McClellan
Chairman

lw

Attachments

SC 002181

LAM003386

CRITIQUE OF 1981 ANNUAL SAFETY AND HOUSEKEEPING INSPECTION

A. DATE OF INSPECTION

1. Get the date of the inspection established as early as possible.

2. It will be of help if the plant manager, the plant engineer, and the safety superintendent are in the plant the two weeks prior to the inspection--as well as for the inspection.

3. The schedule should avoid major shutdowns or startups.

4. The 1981 committee found the cooler October weather more pleasant for the inspectors.

5. Try to avoid other major activities such as the United Fund. This occurred in 1981 and was a problem for publicity.

B. PRE-INSPECTIONS

1. The quarterly guest housekeeping inspections were scheduled approximately four weeks prior to the Annual Inspection.

   a. All of the inspections were completed in one week.

   b. The committee found these inspections to be too late to get many of the signs updated. This effort should start at least two months prior to the Annual Inspection.

   c. A checklist was used on these inspections and included such items as carseals on valves, lockout procedures, etc. (Exhibit I).

   d. The request for ladder inspections should be issued at least two weeks before this inspection (Exhibit II). The 1981 SHAC committee believe this inspection should be completed in one week. Ladders tend to travel from unit to unit and unless the inspections are scheduled together some will be missed. It's a good idea for the units to check the ladders again the week before the Annual Inspection.

2. The SHAC Committee made a drive around inspection of the plant approximately three weeks before the Annual Inspection and two days before an expanded staff meeting. Slides were made, developed in Houston on a one-day basis (Ecktachrome), and shown at the expanded staff meeting. The plant manager spoke at this meeting. The staff was told most of the details of the inspection and presented with checklists to be used.

3. Next, the plant manager made a drive around inspection with SHAC representatives. His comments were published for the expanded staff.

4. Soon after this, the SHAC Committee made another drive around/slide preparation. These slides were shown at a second expanded staff meeting approximately one week before the inspection.

5. The plant manager made another drive around inspection with SHAC representatives. His comments were published to his staff.

6. The final inspection was made Friday before the Annual Inspection was to start the following Tuesday. This inspection was a drive around inspection by the general superintendents--each accompanied by two SHAC members in a car. A short wrap-up staff meeting was held after this inspection.

C. PERSONNEL INVOLVEMENT

1. It is most important that as many plant personnel as feasible be used in preparing for the Annual Inspection.

   a. Be sure contact supervisors and Hourly Safety Committee members are used on the guest inspection teams.

   b. Units being inspected should use members of their unit/ craft safety teams to host the guest inspectors.

D. PREVIOUS YEAR INSPECTION FOLLOW-UP

1. The PMSB, SAC, and SHAC should start early to resolve the previous Annual Inspection's recommendations. Based on past comments and our experience in 1981, this seems to always be a problem. The inspection team will always check on this.

E. INSPECTION PUBLICITY

1. Publicity for the 1981 Annual Inspection was minimal. This was not intended, but was an error in judgment of plant capability. The United Fund was scheduled at the time the Annual Inspection publicity was needed. The 1981 SHAC Committee recommends that publicity be started early and build up to the inspection day.

2. The previous year the Office Safety Committee was delegated the responsibility of publicity for the inspection. They chose an eye-catching bulletin board campaign that led up to the inspection day. If possible, the other safety committees should also be involved in this.

3. Publicity for the 1981 Annual Inspection was also obtained through the pre-inspections, staff meetings and slide shows outlined in "B". The plant manager spoke at both staff meetings.

4. Letters from the plant manager were sent to the employees' homes informing them of the coming inspection. These letters were mailed about one week prior to the inspection.

5. The expanded staff and the safety contact supervisors were sent copies of the "1981 MCI Plant Safety and Housekeeping Inspection Guidelines" (Exhibit III).

6. A sign near the Main Gate emphasized the START program.

7. An edition of the Plant News Letter was published. This edition contained pictures and biographical data for each of the inspectors (Exhibit IV). This information, along with two photographs (non-Polaroid) should be obtained from the inspectors very early. At this time, also obtain coat, trouser, and shoe sizes for rain gear.

F. ANNUAL INSPECTION

1. Opening Activities - The night before the inspection the team was met by the plant manager, the SAC chairman, the LP&S superintendent, and the SHAC chairman for dinner. Presentations were made by the plant manager and the LP&S superintendent. This schedule depends on the time the inspection team has available to prepare for the next day's inspection. The 1981 team arrived early and met before the plant group arrived.

2. The first day of the inspection the team met for a short coffee-sweet roll informal meeting with the plant manager's staff, the SHAC committee, and the chairmen of the various safety organizations. This was followed by presentations as shown on the first page of Exhibit V.

3. Route - The route shown by Exhibit V worked well for the 1981 inspection. Each year the route should be re-examined on the basis of what area should be used to make the first impression and what should be the last impression on the inspectors before the plant is rated.

4. Schedule - The schedule shown in Exhibit V was also considered to be good. It was not difficult to keep the inspectors on schedule. On the last day the inspectors were split into two groups for inspection of the Office Building, Laboratories, etc. All were routed to visit the fire station. This was done to meet a plane schedule.

5. Tour Presentations - The presentations made by the Hourly Safety Committee, the Office Safety Committee, and the PT Safety Committee at the rest/coffee breaks were considered to be a good idea. One note of caution--practice any presentations to be given at the breaks and be sure they meet the schedule.

LAM003389

6. Tour Guides - Guides who host the inspection teams at each unit should be prepared and have a message. Involved discussions about the process should be discouraged. Use hourly personnel where possible. Guides should have a pre-planned route, but should be flexible to the inspector's desires. Every person in the units should have a name tag, listing occupation, the day the unit is inspected. It should be emphasized to the units to minimize the number of changes in guides after the names have been given to SHAC.

7. Hosts - Each inspector was hosted by a SHAC member. Hosts were rotated at noon each day. The plant manager, general superintendents and LP&S superintendent were not a part of the inspection team. The plant manager "free-lanced" but was with the inspection teams throughout the inspection. General superintendents met the teams at each area of responsibility. The LP&S superintendent was left free to secure information, data, and procedures as needed by the inspectors.

8. Transportation During Inspection - Inspectors and SHAC hosts rode in plant pool cars when possible. After the inspection route and schedule was established, a dry run was made to determine parking places, cars needed, and guide meeting places. This proved very beneficial. SHAC members not being used as hosts assumed responsibility for moving the cars.

9. Information Packets - Each inspector was presented an information packet containing the following items:

--Monsanto vinyl attache case with name embossed.

--Black vinyl Monsanto clipboard.

--Monsanto pen and pencil set.

--Monsanto *Guide to Accident Prevention* booklet.

--Contractor *Guide to Accident Prevention.*

--Emergency Procedure and Fire/Spill Alarm card.

--Battery limits piping color code chart.

--Names and phone numbers of SHAC members.

--Miscellaneous literature of Texas City Plant.

--Small pocket notebook.

--Road maps of the area.

10. Personal Needs - Each inspector was supplied with a hard hat, safety glasses, ear plugs, and cover goggles. Rain gear (suits and boots) were obtained and kept in the cars. Names were preprinted on the hard hats. Name tags and temporary badges were also provided.

11. Entertainment/Meals

    a. As mentioned earlier, the plant manager, the SAC chairman, the LP&S superintendent, and the SHAC chairman, met the inspectors the first night for dinner and a short presentation. This dinner was held in the Hotel Galvez, where arrangements had been made for the inspectors to stay.

b. On the evening of the first day of the inspection a catered barbeque was held at Seawolf Park. A juke box was rented for $100 and served well. The expanded staff and all the formal safety groups were invited to meet the inspectors. Exhibit VI gives information about the arrangements and Exhibit III should serve as a reminder of arrangements needed to allow shift workers to attend.

c. On the evening of the second day the inspectors dined unaccompanied. This entire evening was free for the inspectors to utilize the time to start wrap-up work. It is suggested that dinner arrangements be made near the inspectors hotel but with sufficient freedom that the inspectors can make changes.

d. On the evening of the third day all the inspectors had returned home.

e. Lunch arrangements were made as follows:

--The first day tray lunches in the cafeteria conference room. The guests were SHAC members, plant manager, SAC members, and five members from the PMSB. Before invitations and meal tickets are sent, be careful not to overfill the cafeteria conference room on either day.

--The second day was also a tray lunch in the cafeteria conference room. The guests were the remainder of the PMSB, HSC chairman, PTSC chairman, OSC chairman, ASC chairman, and the plant manager.

--The third day the inspectors held a work session in the cafeteria conference room prior to lunch. They were served a seafood platter. This was a working lunch and no guests were invited.

f. Breakfast Arrangements - Because of the distance to be traveled SHAC (two members) had breakfast with the inspectors only on the first day. This is considered to be a mistake. It is recommended that two SHAC members have breakfast with the inspectors every morning and escort them to the plant.

g. Other - SHAC should escort the inspectors if there is any doubt that they could have trouble finding their way. This includes meeting them at the airport, etc. Make life easy for the inspectors. They will work hard while they are here.

h. Unless otherwise directed by the inspection instructions, SHAC should arrange to pay for the inspectors meals. Normally the inspectors are directed to pay for their rooms. If SHAC has arranged for a work room, SHAC should be sure this bill does not go to the inspectors. SHAC arranged for an interconnecting room with table and chairs to the chairman's room in 1981. The inspectors considered this a big help on the last night.

i. The 1981 inspection team made a summary report to the expanded staff in the Research Conference Room immediately before leaving the plant. This took approximately one hour.

G. MISCELLANEOUS

Inspection Brochure - Ken Oden assumed the responsibility for preparing this brochure.

Guest Inspections - Ken Bretz was responsible for organizing the guest inspections across the year.

Annual Inspection Tour Route and Schedule - Jim Gatewood assumed this responsibility.

J. J. McClellan, Chairman
K. E. Bretz
J. L. Carothers
J. A. Glass
J. M. Gatewood
K. D. Oden
J. D. Stone

EXHIBIT I

1981 MCI PLANT SAFETY AND HOUSEKEEPING INSPECTION

October 13, 14, and 15

Please give special attention to the following items:

1. Car sealed valves - checked.
2. Lockout procedures - being followed.
3. Ladders - inspected and tagged.
4. Hoses - inspections up-to-date, identified, clips available and being used where needed.
5. Phones - fire codes.
6. Safety procedures - up-to-date and available.
7. Gas masks, special suits, shields, ear protection, etc. - in good condition.
8. Barricade tape - available - removed when not in use.
9. Emergency lights - checked.
10. Safety log - available and up-to-date.

9-30-81

EXHIBIT III

Monsanto

FROM (NAME & LOCATION) J.J. McClellan/J.A. Glass - Texas City

DATE October 8, 1981

SUBJECT 1981 MCI PLANT SAFETY AND HOUSEKEEPING INSPECTION GUIDELINES

REFERENCE

TO :

Expanded Staff
Unit Supervisors
P.T. Safety Committee
Office Safety Committee
Accounting Safety Committee

Attached are the following items to assist you in your final preparations for this year's inspection:

1. 1981 MCI Plant Safety and Housekeeping Inspection Guidelines (these are unchanged from 1980);

2. Key items of interest from the 1980 inspection;

3. New emphasis for the 1981 program.

This information is being sent to you so that you will know what the inspection team will be looking for when they visit our plant next week.

Joe J. McClellan

J. Arnold Glass

br

Attachments

SC 002189

LAM003394

1981 MCI PLANT SAFETY AND HOUSEKEEPING INSPECTION
GUIDELINES

THEME

Reduce injuries through a comprehensive safety effort that emphasizes individual environment and personal acceptance of safety responsibilities and assure proper preservation of assets by improving housekeeping and maintenance standards of the facility.

OBJECTIVES

- To improve MCI safety results.
- To assure proper preservation of assets and to improve maintenance and housekeeping.
- To improve morale through the involvement of people and by providing a competitive spirit in the plant.
- To improve interchange of ideas.

INSPECTION DATE

The plant will be inspected October 13, 14 and 15, 1981. The chairman of this year's inspection team will be Mr. Needham Coppedge, Plant Manager of the Columbia, Tennessee Plant.

RATINGS

One overall rating will be given to the plant based on potential with 75% for safety and 25% for housekeeping. The possible ratings are:

Outstanding
Excellent
Good
Satisfactory
Unsatisfactory

In determining the rating, the inspection team will consider:

- Safety results and trends during the last year and progress toward the 1985 goal.
- Adherence to safe procedures and practices.
- Acceptance of personal responsibility for safety.
- Attitudes and awareness for safety at all levels.
- Evidence of management's (all levels) commitment to operate safely.
- Use of safety audits.
- Health and industrial hygiene programs.
- Follow-up on last year's inspection recommendations.
- The total safety program.
- Program for good housekeeping and preservation of assets (the evaluation should be based on the individual plant's potential).
- Involvement of people.
- Use of promotional activities.

A verbal rating and summary are to be given to the plant at the conclusion of the visit. The written report of the inspection is to be forwarded by the team chairman to the location manager as soon as practicable after the inspection.

INSPECTION RESULTS REVIEW MEETING

An Inspection Results Review meeting will be held in St. Louis in November with Vice-president Cunningham. At this time, the team chairmen will present a summary report of the inspections.

NEW EMPHASIS FOR 1981 PROGRAM

STEPS TAKEN TO IMPROVE SAFETY PERFORMANCE IN 1981

1. CONTINUATION OF S-T-A-R-T PROGRAM

   Emphasis on improving observation and correction of unsafe acts and conditions through:

   Safety Training and Accident Reduction Techniques

2. PLANTWIDE SAFETY AUDITS

   Every safety, line, and staff group participated in the search for ways to INCREASE SAFETY AWARENESS. This resulted in emphasis on:

   -- Training in Basic Safety
   -- Improved Leadership

3. MONSANTO EXPOSITION OF SAFETY AND HEALTH (MESH)

   Nessler Center exposition arranged for employees and their families.

4. C-U-P-S-A-F-E

   Communication
   Upgrades
   Plant
   Safety
   Awareness
   For
   Employees

   A one-on-one safety discussion emphasizing individual responsibility and teamwork for safety.

5. CURRENT S-T-A-R-T EMPHASIS:

   Using Correct Procedures

SC

002191

LAM003396

KEY ITEMS OF INTEREST IN 1980 INSPECTION

1. Relief valve testing.
2. Control procedures for "breaking into" lines.
3. Fire protection systems (monitors and how to use them).
4. Contractor employees' knowledge of alarm signals.
5. Maintenance safety programs (subject of each safety meeting).
6. Respiratory protection.
7. Breathing air system (major project now nearing completion).
8. Emergency Care Attendants (identifying signs needed).

EXHIBIT IV

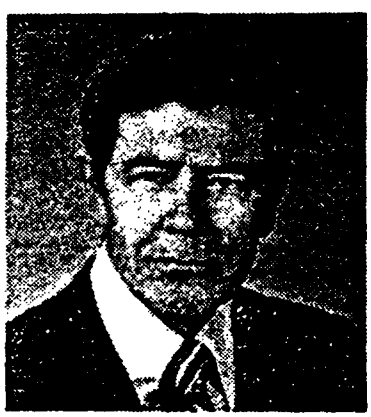
Special Edition

Monsanto Plant News

TEXAS CITY, TEXAS OCTOBER 9, 1981 VOLUME 14, NUMBER 20

Plant inspection set for October 13—15

Meet the inspectors



Needham Coppedge



Jim Love



Michael Whelan



John Zelle

SC 002193

LAM003398

October 13—15 chosen for annual inspection

October 13th, 14th, and 15th have been chosen for the annual safety and housekeeping inspection. The inspection team is composed of Needham Coppedge, chairman; J. R. "Jim" Love; Michael E. Whelan; and John R. Zelle.

Chairman Coppedge, who is a native Tennessean, is plant manager of MCIC's Columbia, Tennessee plant. He is a 1943 graduate of the University of Tennessee with a B.S. degree in Chemical Engineering. He began his Monsanto career in 1943 at Anniston, Alabama and has also worked at Trenton; St. Louis; Carondelet; Krummrich; General Offices; Karnac, Texas; and Columbia. He has been in his present position since 1962.

He is married and has two sons and two daughters.

J. R. "Jim" Love is project engineering superintendent at the J. F. Queeny plant in St. Louis. He began his career with Monsanto in October 1964 at the Queeny plant as instrument engineer and later became instrument and electrical design supervisor. He transferred to CED as a project manager in 1975. He has been in his present position since January 1981.

Jim is a graduate of Northwestern University with a B.S. degree in Chemical Engineering and Purdue University with an M.S. degree in Chemical Engineering. He lives in St. Louis County, is married, and has one son and one daughter.

Michael E. Whelan is a 1974 graduate of the University of Missouri with a B.S. degree in Electrical Engineering. He began his Monsanto career at the Krummrich plant in St. Louis in 1974 where he has been maintenance supervisor area, area maintenance supervisor, and is presently plantwide electrical and engineering supervisor.

He is married, has two daughters, and resides in Columbia.

John R. Zelle began his career with Monsanto in 1974 at the Krummrich plant and is presently a manufacturing supervisor.

He is a graduate of the University of Missouri with a B.S. degree in Chemical Engineering. He, his wife, and a daughter live in St. Louis.

Inspection tour schedule

Tuesday

Depts. 44/45/46; Dept. 50; Dept. 51; Zone 1; Dept. 15; Dept. 14/16; Dept. 13; Control Lab; Material Handling Office Bldg.; Barge and Ship Docks (1,2,3,4,5); Primary Treatment, Ammonia Tank, and North 68; Electric Shop; and Stores.

Wednesday

Shops Bldg.; So. Maint. Bldgs., Instrument Shop and Garage; Water Treating—Plant Air; Power 2; Depts. 19/25/27/29; AN Loading Rack; Warehouse A,B,C; Zone 2 Office; CED Offices and Shops; Capital Projects Area; Dept. 33; Depts. 48/56; Dept. 53; Polyethylene Control Lab; Dept. 35F; Dept. 35P; HDPE Packout and Warehousing/Bulk Loading; West Gate; Locker Bldg.; and South 22.

Thursday

Personnel Bldg.; Locker Bldg. No. 1 and Safety Supply; Reception Office and Guard House; Fire Station; Dispensary; Cafeteria; Main Office (2nd and 3rd floors); Research No. 1;Office Annex (1st and 2nd floors) Research No. 2; and Research No. 3.

Plant News

Monsanto Company
P. O. Box 1311
Texas City, TX 77590

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U.S.POSTAGE
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TEXAS CITY, TEXAS
PERMIT NO. 111

SC 002194

Plant News

Donna Dickson, Editor
Ext. 2544

PURPOSE

It is the purpose of this publication to present news, information and features about Monsanto people, plant products and policies in a manner that will promote and foster a feeling of good will, pride and understanding.

An Equal Opportunity Employer

Monsanto Chemical Intermediates Company

LAM003399

EXHIBIT V

INSPECTION TOUR SCHEDULE

FIRST DAY:
TUESDAY, OCTOBER 13

Arrive Texas City (Personnel Building Training Room) Coffee and Rolls Inspectors Meet Staff		8:00 a.m.
PRESENTATIONS		8:25 a.m.
		Minutes
1. Overall Texas City Safety Program	J. A. Glass (Arnold) Loss Prevention & Safety Supt.	10
2. Plant Manager's Safety Board (PMSB) and Safety Advisory Committee (SAC)	G. W. Daues (Greg) Supt. of Mfg., Polyethylene	10
3. Safety and Housekeeping Action Committee (SHAC)	J. J. McClellan (Joe) Mfg. Supt., HCN Complex	10
4. Plant Manager's Comments	G. L. Tromblee (Gene) Plant Manager	5
5. Inspection Kickoff	K. D. Oden (Ken) Group Supv., Process Technology	5
6. Discussion		10
Distribution of Safety Equipment		
Coffee Break		15
(Pick up cars at Main Gate) (Drive to Methanol)		
BEGIN INSPECTION		9:30 a.m.

DEPTS. 44-45-56 METHANOL 9:30 a.m.

Methanol, CO, and H_2 are produced by steam reforming of natural gas and CO_2. CO and H_2 are used in the production of oxy-alcohol and acetic acid.

Val Bolton	(Coppedge, McClellan)
Irvin Cole	(Love, Stone)
Don Carter	(Whalen, Oden)
Craig Johnson	(Zelle, Bretz)

(Meet department personnel inside control room)
(Park cars outside control room)

COFFEE BREAK (Acetic Acid) 10:00 a.m.

DEPT. 50 ACETIC ACID 10:15 a.m.

Acetic acid is produced from carbonylation of methanol. This area includes catalyst preparation and product distillation facilities.

Byron Johnson	(Coppedge, McClellan)
Frank Weis	(Love, Stone)
Bobby Moore	(Whalen, Oden)
Yankee Wilson	(Zelle, Bretz)

(Meet department personnel at 4th and S. Center by methanol flare)

SC

DEPT. 51 ACRYLONITRILE 10:45 a.m.

Two reactor trains and a single purification train are used to produce acrylonitrile and hydrogen cyanide as a by-product. Ammonia and propylene are used as raw materials.

M. T. Devore	(Coppedge, McClellan)
Don Rosson	(Love, Stone)
Loyd Archer	(Whalen, Oden)
Hap Ferguson	(Zelle, Bretz)

(Meet department personnal at N.W. corner of Absorption Units 10:45)
(Cars parked at 51 Control House)

CARS to MAIN OFFICE 11:45 a.m.

CAFETERIA CONFERENCE ROOM (Tray Lunch) 12:00 p.m.

CARS to ZONE I OFFICE 12:30 p.m.

ZONE I OFFICE 12:35 p.m.

Offices and conference room used by maintenance personnel for styrene process.

Sam West	(Coppedge, Gatewood)
Rodie Santarelli	(Love, McClellan)
Jimmy Gibbs	(Whalen, Carothers)
J. W. Paschal	(Zelle, Oden)

(Meet department personnel inside office 12:35)
(Cars parked outside Zone I Office)

DEPT. 15 DEHYDROGENATION 12:45 p.m.

Synthesis area for dehydrogenation of ethylbenzene to crude styrene.

Allen Lamb	(Coppedge, Gatewood)
Hugo Darden	(Love, McClellan)
Earl Moore	(Whalen, Carothers)
George Bryan	(Zelle, Oden)

(Meet department personnel at Zone I Office 12:45)

DEPTS. 14-16 STYRENE - EB DISTILLATION 1:05 p.m.

Dept. 14 - Ethylbenzene purification facilities
Dept. 16 - Styrene purification facilities

Louis Rooks	(Cappedge, Gatewood)
Larry Young	(Love, McClellan)
Allen Lamb	(Whalen, Carothers)
Jim Gore	(Zelle, Oden)

(Meet department personnel at 14-16 Control Room 1:05)

DEPT. 13 ALKYLATION 1:35 pm

Ethylbenzene is produced by the reaction of benzene with ethylene in the presence of an aluminum chloride-organic catalyst complex.

Morgan Holder	(Coppedge, Gatewood)
Roger Lubojasky	(Love, McClellan)
Carroll Smith	(Whalen, Carothers)
Rudy Willis	(Zelle, Oden)

(Meet department personnel at Styrene Offices 1:35)
(Pick up cars at maintenance shops area 13 & 14)

CONTROL LABORATORY 1:55 p.m.

Laboratory facilities needed to conduct required analyses for production and shipment of petrochemicals from Texas City plant.

John Kilfoy	(Coppedge, Gatewood)
Myrna White	(Love, McClellan)
Fay Johnson	(Whalen, Carothers)
Wilma Elgamal	(Zelle, Oden)

(Meet department personnel at Control Lab Offices - Portable Buildings 1:55)
(Park cars by Lab offices)

SC 002199

COFFEE BREAK (Material Handling Office) 2:15 p.m.

MATERIAL HANDLING OFFICE BUILDING 2:35 p.m.

Offices for supervision of distribution operation, materials handling foreman and clerk.

Grace Warren	(Coppedge, Gatewood)
Joe Cantrell	(Love, McClellan)
Glen Vogtman	(Whalen, Carothers)
Frank Bales	(Zelle, Oden)

(Meet department personnel on west side of Material Handling 2:35)

BARGE & SHIP DOCKS (1,2,3,4,5) 2:45 p.m.

Barge and ship loading/unloading facilities for raw materials, products, used at and produced by Texas City plant.

(Pick up Cars)	Tom Hartnett	(Coppedge, Gatewood)
	Mike Westmoreland	(Love, McClellan)
	Dave Glass	(Whalen, Carothers)
	Dante Paganucci	(Zelle,Oden)

(Meet department personnel at Material Handling Offices 2:45)

(After inspecting Dock 3 pick up 3 cars outside seawall by Dock 3)

PRIMARY TREATMENT, AMMONIA TANK, NORTH 68 3:25 p.m.

Facilities for primary treatment of all plant aqueous waste streams. Ammonia storage tank provides raw material for AN manufacturing facilities at Texas City and Chocolate Bayou.

Gene Sprock	(Coppedge, Gatewood)
Dan Moore	(Love, McClellan)
Bill Wooley	(Whalen, Carothers)
Jack Hutchison	(Zelle, Oden)

(Meet department personnel at Dock 5 - 3:25)
(Drive through inspection with 3 cars except walk through Treatment Plant and Control Room)

ELECTRIC SHOP 3:50 p.m.

Consists of central shop facilities and offices for power distribution, electrical maintenance and maintenance engineering personnel.

Mat Mathison	(Coppedge, Gatewood)
	(Love, McClellan)
	(Whalen, Carothers)
	(Zelle, Oden)

(Meet department personnel at southwest door 3:50)
(Park cars outside and on south side of shop)

STORES 4:00 p.m.

Stores include the shipping and receiving docks, storage bins of inventory items, and offices.

Tom Crump	(Coppedge, Gatewood)
Terry Grubbs	(Love, McClellan)
John Catching	(Whalen, Carothers)
Kathryn Woodard	(Zelle, Oden)

(Meet department personnel at receiving dock)

(Drive inspectors to Main Gate)

END of FIRST DAY of INSPECTION

LAM003406

SECOND DAY:
WEDNESDAY, OCTOBER 14

SHOPS BUILDING 8:10 a.m.

Central Shops consists of facilities for pipe fabrication and plate and exchanger, machine, and paint shops. Building also includes training rooms and various maintenance office.

Howard Jackson	(Coppedge, Carothers)
Bill Recknor	(Love, Gatewood)
Joe Haskovec	(Whalen, McClellan)
Andy Devris	(Zelle, Stone)

(Meet department personnel at Main Gate)

HOURLY SAFETY COMMITTEE PRESENTATION 9:10 a.m.

COFFEE BREAK (Shops Building, 2nd Floor)

SOUTH MAINTENANCE BUILDINGS, INSTRUMENT SHOP & GARAGE 9:25 a.m.

Building includes carpenter-insulator shop, instrument department shop, field maintenance offices, and garage facilities.

Art Rich	(Coppedge, Carothers)
Jack Goodson	(Love, Gatewood)
Raymond Guidry	(Whalen, McClellan)
Sherman Jones	(Zelle, Stone)

Sam Scarcella - Instrument Shop

(Meet department personnel at north door of Instrument Shop 9:25)

WATER TREATING - PLANT AIR 10:05 a.m.

Treatment of raw Brazos River water for plant use and generation facilities for breathing, instrument, and general plant air.

Dan Bowers	(Coppedge, Carothers)
Jim Uptmor	(Love, Gatewood)
Harry Mercantel	(Whalen, McClellan)
George Orum	(Zelle, Stone)

(Meet department personnel at carpenter shop 10:05)

POWER 2 10:20 a.m.

Facilities for steam generation and boiler feed water treatment.

Nick Monroe	(Coppedge, Carothers)
Donis Shotwell	(Love, Gatewood)
George Orum	(Whalen, McClellan)
Harry Mercantel	(Zelle, Stone)

(Meet department personnel at Utilities Tech. Offices 10:20)

DEPTS. 19-25-27-29 (HCN-TBA-LN-ACY) 10:30 a.m.

Manufacturing facilities for tertiary butylamine, lactic acid, and acetone cyanohydrin.

Jasper Jennings	(Coppedge, Carothers)
Bill Taylor	(Love, Gatewood)
Mike Sweeny	(Whalen, McClellan)
Janet Townsend	(Zelle, Stone)

(Meet department personnel at north end of control room 10:30)
(Pick up cars at lay down area west of HCN)

CAFETERIA CONFERENCE ROOM (Tray Lunch) 11:15 a.m.

AN LOADING RACK 11:45 a.m.

Rail car handling facilities for acetic acid, methanol, TBA, sulfuric acid, IBY, and ACH.

Conrad Berg	(Coppedge, Bretz)
Jerry Hudspeth	(Love, Oden)
Rusty Wilson	(Whalen, Stone)
Charlie Loney	(Zelle, McClellan)

(Meet department personnel at northeast end of AN loading rack 11:45)
(Park cars by truck unloading area)

LAM003409

WAREHOUSE A-B-C 12:05 p.m.

Three warehouses containing spare parts, valves, hoses, electrical cable, flamable liquids, paints, insulation supplies, sample bottles, etc.

Tom Crump	(Coppedge, Bretz)
Terry Grubbs	(Love, Oden)
John Catching	(Whalen, Stone)
Kathryn Woodard	(Zelle, McClellan)

(Meet department personnel at east end Warehouse A 12:05)

ZONE 2 OFFICE 12:20 p.m.

Offices for west plant maintenance personnel.

Jack Richards	(Coppedge, Bretz)
Charles McClanahan	(Love, Oden)
Alvin Berry	(Whalen, Stone)
Andy Kuehl	(Zelle, McClellan)

(Meet in reception area of offices)

CED OFFICES & SHOPS 12:35 p.m.

Offices, warehouses, and shops for Central Engineering Department.

Bill Nappier	(Coppedge, Bretz)
George Lavayen	(Love, Oden)
Jeff Peterson	(Whalen, Stone)
	(Zelle, McClellan)

(Meet department personnel at south door of CED)

CAPITAL PROJECTS AREA 12:55 p.m.

Area includes offices, a shop and fabrication area, and tool room.

Ben Arnold	(Coppedge, Bretz)
Calvin Wills	(Love, Oden)
Gino Inman	(Whalen, Stone)
David Spence	(Zelle, McClellan)

(Meet department personnel at insulator shop 12:55)
(Pick up cars at Opel office)

DEPT. 33 LACTIC ACID 1:15 p.m.

Manufacturing facilities for pharmaceutical grade lactic acid from lactonitrile.

George Williamson	(Coppedge, Bretz)
Rodger Roulette	(Love, Oden)
George Chesnut	(Whalen, Stone)
Lester Congor	(Zelle, McClellan)

(Meet department personnel downstairs at 1:15)
(Park cars at lactic acid)

DEPT. 48-56 OXO-ALCOHOL - PHTHALATE ESTERS 1:35 p.m.

Oxo-alcohol area uses CO + H_2 blend gas and olefins as raw materials. Phthalic anhydride and oxo-alcohol are used to manufacture phthalate ester.

Jose Gaviria	(Coppedge, Bretz)
J. T. Shipley	(Love, Oden)
Norbert Novak	(Whalen, Stone)
Vernon Fields	(Zelle, McClellan)

(Meet department personnel at northeast corner of control house 1:35)

DEPT. 53 PHTHALIC ANHYDRIDE 2:10 p.m.

Manufacturing process which uses BASF technology to convert air and ortho xylene to phthalic anhydride.

Steve Moncla	(Coppedge, Bretz)
Jeff Soley	(Love, Oden)
Olaf Omenson	(Whalen, Stone)
Carl Richardson	(Zelle, McClellan)

(Meet department personnel at 53 process air compressor 2:10)

COFFEE BREAK (Polyethylene Conf Rm) 2:30 p.m.

POLYETHYLENE CONTROL LAB 2:55 p.m.

Laboratory facilities for providing analytical data for the production of HDPE.

Roland Williams	(Coppedge, Bretz)
Tommy Stewart	(Love, Oden)
Mary Ann Moore	(Whalen, Stone)
Joe Alessi	(Zelle, McClellan)

(Meet department personnel at north outside door 2:55)

DEPT 35F POLYETHYLENE 3:05 p.m.

Manufacturing area that converts HDPE powder from the polymerization unit into finished product pellets.

Ray Burkett	(Coppedge, Bretz)
Gerald Berry	(Love, Oden)
Ken Gore	(Whalen, Stone)
Judge Hadley	(Zelle, McClellan)

(Meet department personnel outside by 35 offices 3:05)

DEPT. 35P POLYETHYLENE 3:25 p.m.

Manufacturing process which converts ethylene to solid high density polyethylene via a Ziegler catalyst polymerization.

Riley Townsend	(Coppedge, Bretz)
John Townsend	(Love, Oden)
Wendell Youngdoff	(Zelle, McClellan)
Leroy Vornkahl	(Whalen, Stone)

(Meet department personnel in alleyway between two units 3:25)
(Pick up cars by ammonia pumps)

HIGH DENSITY POLYETHYLENE
PACKOUT & WAREHOUSING/BULK LOADING 3:50 p.m.

Packaging, storage, and loading facilities for high density polyethylene product.

Ralph Anderson	(Coppedge, Bretz)
Hy Treaccar	(Love, Oden)
Tom Hartnett	(Whalen, Stone)
Ben Munday	(Zelle, McClellan)

(Meet department personnel outside dock area 3:50)
(Park by West Gate)

WEST GATE 4:05 p.m.

Major plant entry gate with facilities for producing employee identification cards.

Fred Herzog	(Coppedge, Bretz)
Martha Ray	(Love, Oden)
	(Whalen, Stone)
	(Zelle, McClellan)

(Meet department personnel in reception area of gate house)

LOCKER BUILDING 4:15 p.m.

Building contains lockers, showers, and dressing rooms for employees.

Weldon Nonnenmacher	(Coppedge, Bretz)
Louis Decker	(Love, Oden)
Gordon Dillon	(Whalen, Stone)
Steve Lawless	(Zelle, McClellan)

(Meet department personnel in locker area 4:15)

(Drive through inspection of South 22)

SOUTH 22 (in Cars) 4:25 p.m.

END of SECOND DAY of INSPECTION

THIRD DAY:
THURSDAY, OCTOBER 15

Group A Inspectors:
Coppedge, Love

PERSONNEL BUILDING 8:00 a.m.

Building contains personnel offices, training facilities and a video tape lab.

Nancy Wilbanks	(Coppedge, McClellan)
Glenda Meisetschlaeger	(Love, Carothers)

(Meet department personnel in reception area of employment 8:00)

LOCKER BUILDING NO. 1 & SAFETY SUPPLY 8:20 a.m.

Building houses separate lockers, showers, and changing rooms as well as the safety supply store.

Ken Milner	(Coppedge, McClellan)
Gordon Dillon	(Love, Carothers)

(Meet department personnel in safety supply 8:20)

RECEPTION OFFICE & GUARD HOUSE 8:40 a.m.

Major plant entry gate with offices for locksmith, supervisors, and plant receptionist.

Glendora Hill	(Coppedge, McClellan)
Fred Herzog	(Love, Carothers)

(Meet department personnel in reception office 8:40)

FIRE STATION 9:00 a.m.

Two buildings which house the Texas City plant's fire fighting facilities.

Jim White	(Coppedge, McClellan)
Ham Hamilton	(Love, Carothers)

(Meet department personnel in fire station)

PROCESS TECHNOLOGY SAFETY COMMITTEE PRESENTATION 9:30 a.m.
OFFICE SAFETY COMMITTEE PRESENTATION
COFFEE BREAK (Cafeteria Conference Room)

DISPENSARY 10:00 a.m.

Provides facilities for emergency first aid and for monitoring employee health.

Betty Culbreth, RN (Coppedge, McClellan)
Tony Ozarchuk (Love, Carothers)

(Meet department personnel in dispensary 10:00)

CAFETERIA 10:10 a.m.

Main plant cafeteria.

Adele McCoy (Coppedge, McClellan)
Laverne Chandler (Love, Carothers)

(Meet department personnel in cafeteria 10:10)

MAIN OFFICE (2nd and 3rd floors) 10:20 a.m.

Main office building for manufacturing, distribution, environmental, safety, and marketing personnel.

2nd Floor:	Betty White	(Coppedge, McClellan)
	Evelyn Harrison	(Love, Carothers)
3rd Floor:	Honda Garza	(Coppedge, McClellan)
	Bea Soto	(Love, Carothers)

(Second floor - meet in reception room 10:20)
(Third floor - meet at head of main stairwell)

RESEARCH NO. 1 10:45 a.m.

This building houses analytical labs and bench scale reactor systems.

Dave Truitt	(Coppedge, McClellan)
Ernie Dupuis	(Love, Carothers)

(Meet department personnel at west door of Research #1 10:45)

Group B Inspectors:
Whalen, Zelle

OFFICE ANNEX (1st floor) 8:00 a.m.

First floor of this building contains offices, technical library,and computer room.

Jim Sheehan	(Whalen, Bretz)
Mary Caban	(Zelle, Gatewood)

(Meet department personnel in reception area 8:00)

OFFICE ANNEX (2nd floor) 8:30 a.m.

This floor contains office facilities for accounting, mechanical & materials technology, MIS department with computer facilities.

Stella Martinez	(Whalen, Bretz)
Lois Standley	(Zelle, Gatewood)

(Meet department personnel at front stairs 8:30)

FIRE STATION 9:00 a.m.

Two buildings which house the Texas City plant's fire fighting facilities.

Jim White	(Whalen, Bretz)
Ham Hamilton	(Zelle, Gatewood)

(Meet department personnel at fire station 9:00)

PROCESS TECHNOLOGY SAFETY COMMITTEE PRESENTATION 9:30 a.m.
OFFICE SAFETY COMMITTEE PRESENTATION
COFFEE BREAK (Cafeteria Conference Room)

RESEARCH NO. 2 10:00 a.m.

The AN, styrene, and ARMS bench scale reactor systems are operated in this building. The analytical instrument development department is located upstairs.

John Thorman	(Whalen, Bretz)
Lee Owens	(Zelle, Gatewood)

(Meet department personnel in Cafeteria Conference Room 10:00)

RESEARCH NO. 3 10:30 a.m.

This building houses the offices for the ARMS personnel with crafts and maintenance offices and shops located on the first floor.

John Thorman (Whalen, Bretz)
Lee Owens (Zelle, Gatewood)

	Group A & B Inspectors	
CAFETERIA CONFERENCE ROOM	(Committee Caucus)	11:15 p.m.
CAFETERIA CONFERENCE ROOM	(Seated Lunch)	12:15 p.m.
RESEARCH 2 CONFERENCE ROOM	Committee Report to Expanded Staff	1:00 p.m.
	END of INSPECTION	2:00 p.m.

EXHIBIT VI

Monsanto

MONSANTO CHEMICAL INTERMEDIATES CO.
P. O. Box 1311
Texas City, Texas 77590
Phone: (713) 945-4431

September 8, 1981

Mr. Charles Fulmer, Manager
Seawolf Park
P. O. Box 3306
Galveston, TX 77550

Dear Mr. Fulmer:

This will confirm arrangements made with you last week for a Monsanto barbecue at Seawolf Park on Tuesday, October 13, 1981.

1. $200 rent for the park after closing time. This entitles Monsanto the use of the park until 11:00 pm. However, Monsanto people may enter the park before the park closes to the public.

2. Approximate number of attendees - 125-150. Guaranteed number will be phoned to you on Friday, October 9.

3. Barbecue dinner at $6.50/plate will be served at approximately 7:00 pm. This will be catered by your caterer and will include:

Barbecue Beef and Sausage
Baked Beans Cole Slaw
Sliced Tomatoes
Olives-Pickles-Onions
Bread
Sliced Peaches
Iced Tea or Coffee

4. Keg Beer - $65/keg. To be provided by you.

5. Spray for mosquitoes early afternoon on the 13th.

I appreciate your help on this party. If you have any questions on the arrangements, please call me at 945-4431, ext. 2109, Texas City.

Very truly yours,

J. J. McClellan
Chairman, SHAC

/rd

LAM003424

W.10
MCC 950920

Monsanto

FROM (NAME & LOCATION) J. J. McClellan - O-11

February 10, 1982

SUBJECT Critique of 1981 Annual Safety and Housekeeping Inspection

REFERENCE

CC: PMSB
1982 SHAC
1981 SHAC

TO : D. D. Kos
1982 SHAC Chairman

Attached is a critique of the 1981 Annual Safety and Housekeeping Inspection, together with exhibits that should be of interest in preparing for the 1982 inspection.

If you have any questions, please contact me or a member of the 1981 SHAC Committee.

J. J. McClellan
Chairman

lw

Attachments

LAM003425

SC

002220

CRITIQUE OF 1981 ANNUAL SAFETY AND HOUSEKEEPING INSPECTION

A. DATE OF INSPECTION

1. Get the date of the inspection established as early as possible.

2. It will be of help if the plant manager, the plant engineer, and the safety superintendent are in the plant the two weeks prior to the inspection--as well as for the inspection.

3. The schedule should avoid major shutdowns or startups.

4. The 1981 committee found the cooler October weather more pleasant for the inspectors.

5. Try to avoid other major activities such as the United Fund. This occurred in 1981 and was a problem for publicity.

B. PRE-INSPECTIONS

1. The quarterly guest housekeeping inspections were scheduled approximately four weeks prior to the Annual Inspection.

   a. All of the inspections were completed in one week.

   b. The committee found these inspections to be too late to get many of the signs updated. This effort should start at least two months prior to the Annual Inspection.

   c. A checklist was used on these inspections and included such items as carseals on valves, lockout procedures, etc. (Exhibit I).

   d. The request for ladder inspections should be issued at least two weeks before this inspection (Exhibit II). The 1981 SHAC committee believe this inspection should be completed in one week. Ladders tend to travel from unit to unit and unless the inspections are scheduled together some will be missed. It's a good idea for the units to check the ladders again the week before the Annual Inspection.

2. The SHAC Committee made a drive around inspection of the plant approximately three weeks before the Annual Inspection and two days before an expanded staff meeting. Slides were made, developed in Houston on a one-day basis (Ecktachrome), and shown at the expanded staff meeting. The plant manager spoke at this meeting. The staff was told most of the details of the inspection and presented with checklists to be used.

3. Next, the plant manager made a drive around inspection with SHAC representatives. His comments were published for the expanded staff.

4. Soon after this, the SHAC Committee made another drive around/slide preparation. These slides were shown at a second expanded staff meeting approximately one week before the inspection.

5. The plant manager made another drive around inspection with SHAC representatives. His comments were published to his staff.

6. The final inspection was made Friday before the Annual Inspection was to start the following Tuesday. This inspection was a drive around inspection by the general superintendents--each accompanied by two SHAC members in a car. A short wrap-up staff meeting was held after this inspection.

C. PERSONNEL INVOLVEMENT

1. It is most important that as many plant personnel as feasible be used in preparing for the Annual Inspection.

   a. Be sure contact supervisors and Hourly Safety Committee members are used on the guest inspection teams.

   b. Units being inspected should use members of their unit/ craft safety teams to host the guest inspectors.

D. PREVIOUS YEAR INSPECTION FOLLOW-UP

1. The PMSB, SAC, and SHAC should start early to resolve the previous Annual Inspection's recommendations. Based on past comments and our experience in 1981, this seems to always be a problem. The inspection team will always check on this.

E. INSPECTION PUBLICITY

1. Publicity for the 1981 Annual Inspection was minimal. This was not intended, but was an error in judgment of plant capability. The United Fund was scheduled at the time the Annual Inspection publicity was needed. The 1981 SHAC Committee recommends that publicity be started early and build up to the inspection day.

2. The previous year the Office Safety Committee was delegated the responsibility of publicity for the inspection. They chose an eye-catching bulletin board campaign that led up to the inspection day. If possible, the other safety committees should also be involved in this.

3. Publicity for the 1981 Annual Inspection was also obtained through the pre-inspections, staff meetings and slide shows outlined in "B". The plant manager spoke at both staff meetings.

4. Letters from the plant manager were sent to the employees' homes informing them of the coming inspection. These letters were mailed about one week prior to the inspection.

5. The expanded staff and the safety contact supervisors were sent copies of the "1981 MCI Plant Safety and Housekeeping Inspection Guidelines" (Exhibit III).

6. A sign near the Main Gate emphasized the START program.

7. An edition of the Plant News Letter was published. This edition contained pictures and biographical data for each of the inspectors (Exhibit IV). This information, along with two photographs (non-Polaroid) should be obtained from the inspectors very early. At this time, also obtain coat, trouser, and shoe sizes for rain gear.

F. ANNUAL INSPECTION

1. Opening Activities - The night before the inspection the team was met by the plant manager, the SAC chairman, the LP&S superintendent, and the SHAC chairman for dinner. Presentations were made by the plant manager and the LP&S superintendent. This schedule depends on the time the inspection team has available to prepare for the next day's inspection. The 1981 team arrived early and met before the plant group arrived.

2. The first day of the inspection the team met for a short coffee-sweet roll informal meeting with the plant manager's staff, the SHAC committee, and the chairmen of the various safety organizations. This was followed by presentations as shown on the first page of Exhibit V.

3. Route - The route shown by Exhibit V worked well for the 1981 inspection. Each year the route should be re-examined on the basis of what area should be used to make the first impression and what should be the last impression on the inspectors before the plant is rated.

4. Schedule - The schedule shown in Exhibit V was also considered to be good. It was not difficult to keep the inspectors on schedule. On the last day the inspectors were split into two groups for inspection of the Office Building, Laboratories, etc. All were routed to visit the fire station. This was done to meet a plane schedule.

5. Tour Presentations - The presentations made by the Hourly Safety Committee, the Office Safety Committee, and the PT Safety Committee at the rest/coffee breaks were considered to be a good idea. One note of caution--practice any presentations to be given at the breaks and be sure they meet the schedule.

6. Tour Guides - Guides who host the inspection teams at each unit should be prepared and have a message. Involved discussions about the process should be discouraged. Use hourly personnel where possible. Guides should have a pre-planned route, but should be flexible to the inspector's desires. Every person in the units should have a name tag, listing occupation, the day the unit is inspected. It should be emphasized to the units to minimize the number of changes in guides after the names have been given to SHAC.

7. Hosts - Each inspector was hosted by a SHAC member. Hosts were rotated at noon each day. The plant manager, general superintendents and LP&S superintendent were not a part of the inspection team. The plant manager "free-lanced" but was with the inspection teams throughout the inspection. General superintendents met the teams at each area of responsibility. The LP&S superintendent was left free to secure information, data, and procedures as needed by the inspectors.

8. Transportation During Inspection - Inspectors and SHAC hosts rode in plant pool cars when possible. After the inspection route and schedule was established, a dry run was made to determine parking places, cars needed, and guide meeting places. This proved very beneficial. SHAC members not being used as hosts assumed responsibility for moving the cars.

9. Information Packets - Each inspector was presented an information packet containing the following items:

--Monsanto vinyl attache case with name embossed.

--Black vinyl Monsanto clipboard.

--Monsanto pen and pencil set.

--Monsanto *Guide to Accident Prevention* booklet.

--Contractor *Guide to Accident Prevention*.

--Emergency Procedure and Fire/Spill Alarm card.

--Battery limits piping color code chart.

--Names and phone numbers of SHAC members.

--Miscellaneous literature of Texas City Plant.

--Small pocket notebook.

--Road maps of the area.

10. Personal Needs - Each inspector was supplied with a hard hat, safety glasses, ear plugs, and cover goggles. Rain gear (suits and boots) were obtained and kept in the cars. Names were preprinted on the hard hats. Name tags and temporary badges were also provided.

11. Entertainment/Meals

    a. As mentioned earlier, the plant manager, the SAC chairman, the LP&S superintendent, and the SHAC chairman, met the inspectors the first night for dinner and a short presentation. This dinner was held in the Hotel Galvez, where arrangements had been made for the inspectors to stay.

b. On the evening of the first day of the inspection a catered barbeque was held at Seawolf Park. A juke box was rented for $100 and served well. The expanded staff and all the formal safety groups were invited to meet the inspectors. Exhibit VI gives information about the arrangements and Exhibit III should serve as a reminder of arrangements needed to allow shift workers to attend.

c. On the evening of the second day the inspectors dined unaccompanied. This entire evening was free for the inspectors to utilize the time to start wrap-up work. It is suggested that dinner arrangements be made near the inspectors hotel but with sufficient freedom that the inspectors can make changes.

d. On the evening of the third day all the inspectors had returned home.

e. Lunch arrangements were made as follows:

--The first day tray lunches in the cafeteria conference room. The guests were SHAC members, plant manager, SAC members, and five members from the PMSB. Before invitations and meal tickets are sent, be careful not to overfill the cafeteria conference room on either day.

--The second day was also a tray lunch in the cafeteria conference room. The guests were the remainder of the PMSB, HSC chairman, PTSC chairman, OSC chairman, ASC chairman, and the plant manager.

--The third day the inspectors held a work session in the cafeteria conference room prior to lunch. They were served a seafood platter. This was a working lunch and no guests were invited.

f. Breakfast Arrangements - Because of the distance to be traveled SHAC (two members) had breakfast with the inspectors only on the first day. This is considered to be a mistake. It is recommended that two SHAC members have breakfast with the inspectors every morning and escort them to the plant.

g. Other - SHAC should escort the inspectors if there is any doubt that they could have trouble finding their way. This includes meeting them at the airport, etc. Make life easy for the inspectors. They will work hard while they are here.

h. Unless otherwise directed by the inspection instructions, SHAC should arrange to pay for the inspectors meals. Normally the inspectors are directed to pay for their rooms. If SHAC has arranged for a work room, SHAC should be sure this bill does not go to the inspectors. SHAC arranged for an interconnecting room with table and chairs to the chairman's room in 1981. The inspectors considered this a big help on the last night.

i. The 1981 inspection team made a summary report to the expanded staff in the Research Conference Room immediately before leaving the plant. This took approximately one hour.

G. MISCELLANEOUS

Inspection Brochure - Ken Oden assumed the responsibility for preparing this brochure.

Guest Inspections - Ken Bretz was responsible for organizing the guest inspections across the year.

Annual Inspection Tour Route and Schedule - Jim Gatewood assumed this responsibility.

J. J. McClellan, Chairman
K. E. Bretz
J. L. Carothers
J. A. Glass
J. M. Gatewood
K. D. Oden
J. D. Stone