

COPY

ETHYL GASOLINE CORPORATION
Manufacturing Department

October 23, 1934

Memorandum: Mr. A. E. Mittnecht

I acknowledge with thanks receipt of your letter of October 22 enclosing revised labels and rules and regulations for the handling of ETHYL Fluid Cans as approved by Dr. Kehoe.

There are certain conditions here at the plant in the preparation of these cans which may necessitate minor changes over the procedure you have given me and, therefore, before we actually go ahead I would like to make certain comments.

The Fluid for cans is taken from drums in inventory. We do this because aged Fluid, filtered, has less tendency to sludge. Lot filling from the canning machine therefore necessitates preparation in quantities in terms of drums of 200 cans, 400 cans, and so on. However, we don't prepare any large stock, usually making up either in the magnitude of 200 or 400 can lots depending upon the information we have as to orders that are to be shipped. When this stock is sufficiently depleted we then build up the level of inventory to the required amount. To curtail the opportunities for pilferage, these cans are immediately sealed in the outside canisters and packed in the regular twelve can box and the box nailed and stored in a place where the possibilities of theft are minimized. When it is necessary to open one of these boxes for a shipment of cans of less than twelve, the entire quantity is removed and packed in our other special boxes of units of one, two and four and these smaller boxes locked up in a special place in our storeroom.

This procedure has worked out very well with regard to eliminating pilferage and also with regard to convenience of handling for inventory and warehouse purposes, and if possible I would rather not change it. Therefore, you can readily see that before we make a shipment all cans are actually boxed and nailed before we know to what point the shipment is to be made.

As to the three forms which you forwarded me, of course, the proper sticker in the right foreign language for the outside of the wooden packing case for the cans can be applied when shipment is made. However, it would be our suggestion that the instructions for handling ETHYL Fluid in cans, which is to be placed inside the wooden packing case, be made in booklet form containing these instructions in all of the languages (in the same booklet). As mentioned above, we have boxes for one, two, and four can shipments as well as the larger twelve can boxes and we have to make this form small enough in size to go into the smaller boxes. If the booklet contains the instructions in all of the languages we could then nail this information right up in the boxes as the cans are filled and inventoried as mentioned above. Similarly for the small folder or booklet which is to go into the outer can, we suggest that this be made in a form which contains all of the languages in the same booklet, because the cans are actually sealed in the outer can immediately after preparation.

October 23, 1934

I believe that since the majority of our can shipments are in the United States that the labels and rules and regulations for the handling of these cans should be included in these shipments as well as those abroad, and the above recommended procedure would properly provide for these domestic shipments.

At the present time we actually do show on the outside of all boxes a label which essentially gives the same information as the suggested sticker. The wording is as follows:

NOTICE TO CARRIERS
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"In case this package gives any indication of a leak, immediately set aside from other articles and notify at once the Ethyl Gasoline Corporation by telegraphing, charges collect, to Wilmington, Delaware.

In case contents of package leak on other articles set these aside also, and follow same instruction as above. If contents have leaked to car floor, etc., obtain proper authority before releasing car for further use."

It is my impression that the consignees generally store boxes of cans without opening same until such a time that the cans are needed. For example, when we ship upward to one hundred cases to the Navy Department I am quite sure they do not open each box and store the cans but rather store the boxes and remove cans as needed. Therefore, if this condition exists, don't you believe that the instructions for handling ETHYL Fluid in cans nailed up inside the box will not receive the attention at the time it is most needed? Perhaps it might be well to include on the sticker that is pasted on the outside of the box an additional rule somewhat as follows:

"When this shipment is received please open the box and read carefully instructions enclosed therein for the handling of ETHYL Fluid in Cans".

I am just wondering also whether we should not add one additional rule to the set covering the handling of ETHYL Fluid in Cans. I believe in many cases shipments are made to one point and then as Fluid is required, a can is removed from inventory and given to another party for further handling. For example, I believe that the supply officer at some naval flying field would probably hand a canister containing a can to one of the aviators. Now, if by chance the inside can should have leaked and some of the Fluid spilled over the small booklet enclosed the stain might be such that it could not be read or the fumes such that the booklet would have to be destroyed immediately. Therefore, would it not be advisable to include in the instructions for handling the cans, an additional rule as a substitute for Rule 4 somewhat as follows:

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Mr. A. E. Mittnacht

- 3 -

October 23, 1934

- (4) Instructions for mixing Ethyl Fluid, for washing spilled Fluid from the skin and clothing, and for disposing of the empty cans will be found inside of each outer can. However, in dispensing these cans from storehouse stock, it is necessary to call to the attention of the person to whom a can is tendered, that such instructions are contained therein and to provide for the event that the inside can has leaked making these additional instructions illegible, it is necessary that the person receiving one of these cans be given one of these booklets for reading prior to receiving the can. A few copies of these instructions for mixing Fluid are enclosed in the box containing the cans.

I await your further comments.

J. H. Schaefer

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