

F. J. Holzapfel - General Offices

May 18, 1971

CORPORATE PROCEDURE - EVALUATION OF
PROPOSED NEW PRODUCTS AND PROCESSES

H. S. Bergen
D. B. Hosmer
P. B. Hodges
W. B. Papageorge
C. W. Roos

Messrs.

C. J. Smith
J. Mason

A few days ago I received from Mr. Minckler's office a copy of a Corporate procedure on evaluation of proposed new products and processes. I am not sure who else received copies, nor am I clear as to what my responsibilities are under this new procedure.

In Mr. Eck's letter of transmittal dated May 3, he indicated that it is necessary that this new procedure be adequately communicated to all those people in the company who will be involved in making it work. However, he also states that only a brief policy statement will be inserted in the Management Guide.

I have had a brief conversation with Bill Roos on this subject and found that Bill shares my confusion and concern. It seems to me that we will need a single focal point within the Division for both communicating and monitoring the compliance and that the work will be very similar to the function performed by Bill Papageorge in connection with Aroclors.

I suggested to Bill Roos that we have Bill Papageorge study this procedure and come back to us with a recommendation to its implementation. By carbon copy of this memo I am asking Bill to do just that.

F. J. Holzapfel

bt

DSW 332985

STLCOPCB4079561