

ETHYL GASOLINE CORPORATION

MANUFACTURING AND TRAFFIC DEPARTMENT

INTER-OFFICE
CORRESPONDENCE

MAIL ADDRESS: BOX 1271, WILMINGTON, DEL.
FREIGHT ADDRESS: CARNEY'S POINT, N. J.
TELEPHONE: PENNSGROVE, N. J. 280 EXTENSION 590

October 4, 1937

Mr. S. M. Wagner
628 Edison Building
Los Angeles, California

Dear Sir:

Inclosed herewith are several copies of a memorandum prepared concerning the procedure to be followed on shipments of Fluid, wherein damage or accident might occur.

It is suggested that one copy be available for each Division Manager, Assistant Manager, Safety Engineer, and alternate.

If there are any comments which you might care to make on this subject, we will be pleased to have them.

Yours truly,

J. H. Schaefer
J. H. Schaefer

A:AB

CC: Mr. E. W. Webb
Mr. J. C. Gonzalez
Mr. J. C. Taylor
Mr. O. B. Lewis
Dr. Graham Edgar
Dr. R. A. Kehoe
Mr. H. W. Kaley

The above letter has been sent to all Division Managers.

KE 0000961

M E M O R A N D U M

RECEIPT OF INFORMATION REGARDING DAMAGE
TO SHIPMENTS OF ETHYL OR "Q" FLUIDS

In order that we may once again review our situation with regard to handling damaged or leaking drums, tank cars, etc., that might occur outside the plant area we present the latest arrangements as a matter for your information and instruction.

The Western Union and Postal Telegraph Companies in Wilmington have been requested to notify us directly at the office during working hours from 8:00 to 4:30 Monday to Friday inclusive and from 8:00 to 12:00 on Saturdays concerning any messages of this nature they may receive.

For time other than above provided for they are to notify one of the following persons:

A. P. Stover
19 Cragmere Road, Wilmington, Del.
Phone: Wilmington - Holly Oak 600

Charles Wasserman
4100 West Street, Wilmington, Del.
Phone: Wilmington - 3-6387

C. H. Johnson
Penn & Harmony Sts., Pennsgrove, N.J.
Phone: Pennsgrove - 684

C.D. Remsburg
13 Sack Avenue, Pennsgrove, N.J.
Phone: Pennsgrove - 594

E. J. Darragh
222 West 17th St., Wilmington, Del.
Phone: Wilmington - 2-4578

We have provided the Telegraph Companies with the addresses and phone numbers of these men and they will exercise every attempt through one of the five men provided to communicate the information to us. If by any chance any of these men change their address or telephone number I wish they would immediately write to both Telegraph Companies referring to this question and advise them to change their records as to address and phone number accordingly. This will assure keeping up-to-date information on file for the Telegraph Companies.

Upon receipt of any information indicating a leak, each of the above men should first attempt to communicate with Mr. Stover. If this is not possible and would result in any delay then the decision must be made to notify the nearest Ethyl representative of the group outlined in the attached list, which contains the address and phone number of each of our Division offices as well as the names, addresses and telephone numbers of our Division Managers, Assistant Division Managers, Safety men and alternates. In making a communication

please give as much intelligent information as you can in as brief a form as possible to the Division man and we authorize you to communicate by telephone.

Then, after you have contacted either Mr. Stover or the Division man, you will communicate as soon as possible by telephone to:

Mr. Oscar B. Lewis
17 Stuart Avenue
Manaronack, New York
Phone: Manaronack - 1317

or as an alternate:

Mr. Russell Schell
Shelton Hotel
49th St., & Lexington Avenue
New York City
Phone: Wickersham 2-4000

Notification to the Division men, or Messrs. Lewis and Schell of the Safety Dept. in New York should be done directly by you, of course, during off-plant hours. During the regular hours Monday to Friday inclusive 8:00 to 4:30, Mr. Stover will handle the situation or in his absence Mr. Wasserman, or in the absence of both of the above in the order mentioned in the list of men first given in the foregoing.

In the event that such a condition might become first known to any of the men under the jurisdiction of the Division office, we request that they handle the matter by first communicating with the Division office and then immediately either communicating directly or having the Division office get in touch with us at the plant in accordance with the schedule of people given. We in turn will notify Mr. Lewis.

Several copies of this memorandum are being furnished each Division office with the suggestion that one be distributed to each Safety Engineer and alternate. If there is any change in address of any Division Manager or Assistant, Safety Engineer or alternate, immediate notification should be made to Mr. A.P. Stover, P.O.Box 1271 Wilmington, Delaware, who in turn will make correction to the lists on file.

I think with this kind of a set-up and the number of men we have placed strategically throughout the country, we have a very excellent system to take care of any hazards that may arise in connection to accidents occurring in the transportation of our product.

J. H. Schaefer

NAMES AND ADDRESSES OF
SAFETY MEN AND ALTERNATES

SAFETY MEN

ALTERNATES

ATLANTA DIVISION

M. I. McCoolley
648 Cresthill Ave.
Atlanta, Georgia
Phone - Vernon 1041

George P. Rosser
1224 E. Rock Spring Rd.
Atlanta, Georgia
Phone - Vernon 1627

BALTIMORE DIVISION

John S. Cole
319 Hopkins Road
Govans Post Office
Baltimore, Maryland
Phone - Evergreen 720

E. Lowell Mason, Jr.
224 Hermitage Road
Charlotte, N. Carolina
Phone - Charlotte
21348

BOSTON DIVISION

Henry K. Ball
18 Walter Street
Newton Centre, Massachusetts
Phone - Centre Newton 0968M

Donald S. Flynn
94 Wyndham Avenue
Providence, Rhode Is.
Phone - Plantation
3037

CHICAGO DIVISION

C. E. Colvin
7147 East End Ave.
Chicago, Illinois
Phone - Midway 4386

B.G. Grane
Northern Hotel, Billings, Montana
or
Gladstone Hotel, Casper, Wyoming

DAYTON DIVISION

N. D. Siebenthaler
327 Forrer Boulevard
Dayton, Ohio
Phone - Walnut 5313

W. A. Newman
2212 Cleveland Ave.
Portsmouth, Ohio
Phone - Portsmouth
3563

NORTH KANSAS CITY DIVISION

P. F. Johnson
6703 Oak Street
Kansas City, Missouri
Phone - Hiland 5716

H. A. Lappe

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SAFETY MEN

ALTERNATES

LOS ANGELES DIVISION

J. C. Stump
1437 Cleveland Road
Glendale, Calif.
Phone - KE. 1584

C. E. DeWitt
400 North Avenue 53
Los Angeles, Calif.
Phone - AL. 2572

A. H. Chenault
628 Edison Bldg.
Los Angeles, Calif.

T. E. Zadra
Engstrum Hotel Apt.
Los Angeles, Calif.
Phone - MU. 1221

NEW YORK DIVISION

Ellis O. Jones, Jr.
28 Gates Avenue
Montclair, New Jersey
Phone - Montclair 3-1848-J

James S. Krick
Olean House
Olean, N. Y.

TULSA DIVISION

J. O. Balzer
2625 Oakdale
Houston, Texas
Phone - Jackson 2-4811

L. L. Huxtable
2225 E. 25th St.
Tulsa, Oklahoma
Phone - 4-35-30

C. F. Kautz
4001 West 7th St.
Fort Worth, Texas
Phone - 7-1895

TORONTO DIVISION

A. S. Olver
2 Ridge Drive
Totonto 5, Ontario, Canada
Phone - HYland 0458

C.J.McFarlane
1509-26th Ave.S.W.
Calgary, Alberta,
Canada
Phone - West 2715

W. M. Turnley
11 MacLennan Ave.
Toronto, Ontario,
Canada
Phone - Midway 5609

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