

Procedure for Work Authorization and Cost Accounting

1. Process research work request - originated by General Supt., Tech. Prod. Supt., Operating Supervisor, TSD Supt., or Tech. Production Manager.
2. Form (one copy) sent to Group Leader in Research Department.
3. Research Group Leader fills in pertinent information, signs, and gets approval for project (Manager of Research). Mgr. of Research assigns a serial number and sends signed copy to General Supt. for approval signature who will send signed copy to General Supt. of Technical Services for Informational purposes.
4. The General Superintendent of Technical Services forwards request to Technical Production Manager for signature.
5. After signing, Technical Production Manager prepares and distributes copies to: Mgr. of Research, Technical Prod. Mgr., Res. Group Leader, Gen'l. Supt., Gen'l. Supt. Technical Services, Requester, Res. Accountant, other signers.
6. Upon receipt of an approved copy from Manufacturing, Research Group Leader or Section Leader will either initiate a Job Number Request or will undertake the work under a number already assigned, as the situation requires.
7. Research will furnish to Manufacturing Department a monthly report (by Job Number) of the amount transferred from Research to Manufacturing for the study. This report will also indicate those jobs which have been closed and the figures considered to be final.

Process research chargeable to Manufacturing -

This involves research work on "present products" (i.e., those products included on the standard list) and minor modifications of these products in formulation, physical structure, and appearance. It includes work to achieve quality and yield improvement, manufacturing cost reductions, and increased production capacity.

Included is laboratory or pilot plant work on process improvements which do not involve a major change in the nature of the process.

The work may include that required to:

- A. Define a new step or series of integrated steps in a process.
- B. More adequately define an existing step.
- C. Define materials of construction, or
- D. Define control systems for an operation.
- E. Evaluate alternate raw materials.

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Finally, it would involve assistance, minor plant investigations and help requested by the Manufacturing Department on successfully demonstrated processes.