

INTERNAL LETTERHEAD

TO (NAME AND LOCATION) All Special Products Operations Personnel		REFERENCE NO.
FROM (NAME AND LOCATION) J. T. Gore	REFERENCE NO. JTG-15-75	DATE September 12, 1975

Subject: Procedure Reminder for SEO Grade Celanex Production

The following list of items are to serve as reminders of the existing standard procedure that must be followed to insure safety to all operating personnel and compliance with OSHA regulations and EPA standards.

1. SEO grade Celanex is never to be produced in Special Products unless MS-905 (Celanex dust collector) is in operation and there is good vacuum at all pick up points. (See Table I for list of required pick up points).
2. When a leak or spill containing asbestos occurs, operations are to be discontinued immediately, until the spill is cleaned up.
3. All loose asbestos must be cleaned up by vacuum supplied by MS-905 only. Never use the regular vacuum system, air or a broom to clean up asbestos. This is because our protective philosophy is based on preventing exposure of personnel to asbestos by containing all asbestos within the equipment.
4. Operating personnel handling asbestos (dumping, cleaning, etc.) must wear the proper respirators and coveralls. If any asbestos gets on the coveralls they should be removed, wetted down with water and placed in a plastic bag then laundered without shaking or brushing the asbestos fibers off the material. If a large amount of asbestos is on the clothing it should be wetted down, placed in plastic bags and land filled. After the contaminated coveralls are removed the personnel should shower and clean all equipment (gloves, tools, respirators) with water.
5. The Shift Supervisors and Maintenance Supervisor will fill out the MS-905 inspection form every five weeks to insure proper operation. This form will be filed as required by OSHA.
6. List any asbestos warning signs that need repair or replacing on the weekly Safety and Housekeeping Reports.
7. Discharge the Celanex dust collector, following all safe operating procedures, into drums marked "Land Fill" each 12 X 8 shift, whether or not SEO is being produced. This will prevent costly plug ups of the screw conveyor and potential exposure of maintenance and operating personnel to asbestos dust.

J. T. Gore
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Attachment

JTG:cef

cc: Messrs. A. C. Abshier
C. S. Schmaltz
D. G. Pausky
K. A. Wolf
J. D. Cantrell ✓
Bulletin Boards (5)

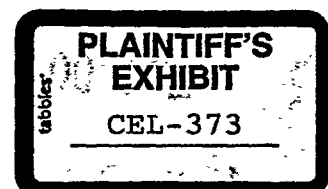


TABLE I

MS-905 CELANEX BUILDING 533 DUST COLLECTOR PICK UP POINTS

1. MS-409 Rear Seal
2. Asbestos Dump Chamber
3. MFE-226 Polymer Feeder
4. V-1632 Extruder Feed Tank
5. MX-322 Feed Blender
6. Clean Up Hose On Mezzanine
7. Clean Up Hose At Dump Chamber

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