

January 2, 1936.

Mr. Richards  
Mr. Berger  
Mr. Scott  
Mr. R. Lowndes  
Mr. Devoti  
Mr. Soresi  
Mr. Becker  
Mr. Gordon  
Dr. Lougovoy  
Mr. Rauhe

### CHICLE BLENDING

Effective immediately the procedures outlined below shall be followed in connection with each lot of Chicle brought into the factory. The purpose of this procedure is to insure the uniformity of the Chicle:-

- A. When Chicle is received at the factory the Head of the Receiving Department shall see to it that only bags of one lot are placed on a skid.

Chicle shall be stored on the second floor in the space near the elevator until it is required for grinding.

- B. The Factory Office shall give Mr. Gordon copies of all pick-up letters for Chicle. When Chicle has been received and placed on the second floor Mr. Gordon shall arrange to have each skid marked with cards showing the lot number and sub-dividing it into groups (a, b, c, etc.) of 20 and 30 bags; if there are an odd number of bags left over these shall be added to the 20 bag portion, and the Production Planning Department shall be notified in writing, a copy being sent to Mr. Becker.

- C. Each Thursday (or if this is a holiday, then Wednesday) when the Chicle grinding schedule is made up for the next week, Mr. Gordon shall initial it, indicating his approval, before it is passed on to Mr. Becker.

Heretofore the Chicle grinding schedule has not shown the letters a, b, c, etc., used to sub-divide a lot or the lots of Chicle which are to be dumped, or the season of the Chicle. In the future this information shall be included.

A copy of the above schedule, together with one of the Weekly Gum Making schedules, shall be sent Mr. Gordon. Also he shall be sent copies of changes in the Daily Gum Making Schedule when these occur.

- D. Grinding Chicle Lots. When a lot of Chicle is received in the Chicle Department, the Head of this Department shall examine each skid and make sure the cards showing the lot number and letter (a, b, c, etc.,) correspond with the lot

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number and letter on the Chicla grinding schedule.

When bags of Chicla from the lot are dumped the Head of the Chicla Department shall personally make sure they all belong to this lot.

E. Sampling and Testing Chicla.

1. The drying of Chicla lots shall be scheduled so that the lots are removed from the Dry Room not later than the evening of the day before they are to be dumped.
2. Each Dry Room lot of Chicla shall be sampled the first thing in the morning. Temporarily, Mr. Kuminoff, who has been assigned to the Chicla Department, shall be responsible for the sampling which shall be carried out in the following manner:-
  - a. Remove a handful of Chicla from every other tray.
  - b. Mix the samples thoroughly and "quarter" down to a 1-lb. sample.
  - c. Place the sample in an ordinary kraft paper grocer's bag. Mark the bag to show:
    - Lot #
    - Date dried
    - No. of bags.
    - Source
    - Season
  - d. All samples are to be delivered to Mr. Gordon as soon as they have been prepared. Even with the maximum number of lots which may be dumped in one day it is expected that this will not be later than 9:30 A.M.
  - e. The samples will be tested and filed in a special laboratory operating under the supervision of Mr. Gordon.
3. No dry room lots of Chicla dried after January 2, 1936, shall be used without a written release from Mr. Gordon.
4. Lots which are sampled on one day will be reported on by 5:00 P.M. the following working day.

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Rewritten January 9, 1936.

|                |              |
|----------------|--------------|
| Mr. Richards   | Mr. Soresi   |
| Mr. Berger     | Mr. Becker   |
| Mr. Scott      | Mr. Gordon   |
| Mr. R. Lowndes | Dr. Lougovoy |
| Mr. Davoli     | Mr. Rauhe    |

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B. Blending of Chicla Lots During Dumping and Placing in Barrels.

1. When the dried Chicla is ready to dump count the number of trays and then use the table below to find out the number of barrels required.
2. Arrange the barrels in two rows (single if not more than 23 and double if over this number) with sufficient space between for a truck (Filter Press Department Chicco truck) and two men to work.

| <u>Number<br/>of Trays</u> | <u>Number of<br/>Trays to Dump<br/>at a Time.</u> | <u>Number<br/>of Barrels</u> |
|----------------------------|---------------------------------------------------|------------------------------|
| 15                         | Unchanged                                         | 5                            |
| 20                         | "                                                 | 7                            |
| 30                         | "                                                 | 10                           |
| 40                         | "                                                 | 13                           |
| 50                         | "                                                 | 16                           |
| 60                         | "                                                 | 20                           |
| 70                         | "                                                 | 23                           |
| 80                         | "                                                 | 26                           |
| 90                         | "                                                 | 30                           |
| 100                        | "                                                 | 33                           |

3. Dump into the truck the number of trays shown in the above table.
4. Two men shall run the truck down the aisle between rows of barrels, placing in each barrel a scoopful (approximately 5 lbs.) of Chicla. If there is still some Chicla in the truck when the end of the row is reached it shall be run back to the start of the row and the operation repeated until the last full scoop of Chicla has been used. The last barrels filled shall be marked with tags to show where to start filling the next time around.
5. Repeat the operations outlined in 3 and 4 above until all of the lot has been disposed of.
6. The blending operation shall be carried out in Bay B-2 and the barrels shall be held there until disposal instructions from Mr. Gordon have been received.

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7. Bay G-4 and half of Bay H-4 in the Chicco Department which have been used for storing unground Chicle shall be used for dried Chicle which has been approved.
8. Unground Chicle and dried Chicle lots which have been rejected by Mr. Gordon shall be stored on the second floor.

C - Mixing Chicle Before Weighing out Filter Press Batches.

1. Dump Chicle from the barrel into the metal bin. Mix the Chicle thoroughly by shoveling from the bottom of the pile to the top four or five times.

*mag*

Approved \_\_\_\_\_

TAG/AC

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