PROJECT ORGANIZATION AND PROCEDURE

CEA 2080

SOLID AROCLOR EXPANSION - 20M LBS/YEAR

ORGANIC DIVISION

Anniston, Alabama

Project Manager - R. S. Yates

DISTRIBUTION

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R. Q. Brown/M. Kaye
L. R. Burchfield
J. W. Campbell/R. B. Degenhardt
F. W. Enoch
W. C. Geil/T. W. Jackson
B. B. Hedleston
R. C. Herman
R. E. Howard/R. M. Kountz
O. A. Klingler
J. L. Mathews/R. R. Cook
C. L. Parish
J. B. Phifer
L. H. Todd
H. E. Waldrep - Anniston
R. B. West/K. J. Johnston
R. S. Yates
Central File

Organic Division

[redacted] - Anniston (2)

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1. INTRODUCTION

This document describes the organization and procedure for the design, procurement, construction and start-up of manufacturing facilities at Monsanto's Anniston, Alabama, Plant. Communication channels for approval and distribution of documents are established.

Any suggested corrections to this procedure shall be sent to the Project Manager and all revisions will be issued by him.

2. DESCRIPTION OF FACILITIES

2.1 General Description

This project provides for the expansion of the Solid Aroclor facilities of the Organic Chemicals Division at its Anniston, Alabama, Plant from the present 9.6M lbs/year to 29.6M lbs/year. The estimated costs are:

Capital	$1,100,000
Expense	90,000
Total	$1,190,000

Target completion date is January, 1970. Low capital cost is important to this project; however, a December, 1969, or earlier start-up even at some increased capital cost is desirable.

2.2 Specific Description

Aroclors are reaction products formed by the chlorination of biphenyl or terphenyl using an iron catalyst. The by-product HCl gas is absorbed in water. Crude Aroclors are produced in chlorination reaction vessels, air blown and distilled. Solid Aroclors are produced in chlorinator reaction vessels, air blown and distilled. They are drummed, flaked, or flaked and milled and packaged for shipment. Distillation residues are discarded as waste or sold as Montars. This project, to simplify control, will be considered as Area 1 in its entirety.

3. PROJECT ORGANIZATION

3.1 Process design and engineering design of all facilities are being done by CED.

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3.2 Procurement will be by CED. See Section 8 - Procurement.

3.3 All construction at the plant site will be done by construction contracts--either on a lump sum or cost basis. See Section 9 - Construction.

3.4 Cost accounting will follow CED procedures. See Section 10 - Accounting.

3.5 All project participants within CED should communicate freely with each other and should keep the Project Manager informed by copies of communications of significance.

Communications involving decisions, approvals or other action shall be through the key individuals named below:

Between CED and Organic Division

See Section 5 - CED Plant Relationships

Between Monsanto and Construction Contractor
H. E. Waldrep

4. SECURITY

4.1 Monsanto employees shall maintain the security of proprietary information in compliance with CED Procedure No. 27, "Security of Information." Members of CED, when visiting the plant site, shall comply with security requirements of the plant.

4.2 Arrangements for admission of contractor's employees connected with execution of this project will be made by Anniston, Alabama, management and the Field Construction Superintendent.

4.3 Permission to visit the plant site can be obtained from the following:

H. E. Waldrep, Field Superintendent - All Visitors
W. E. Voss, Manufacturing Liaison - All Visitors

4.4 Drawings, specifications, etc., will be issued to the contractors for construction by the Field Superintendent only. Reclaiming all such data from the contractors at the end of construction will be the responsibility of the Field Superintendent.

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5. CED-PLANT RELATIONSHIPS

5.1 Communications involving decisions, approvals or other action between CED and the Organic Division shall be through the key individuals named below:

R. S. Yates and W. E. Voss

5.2 Trips to the Anniston Plant should be kept to a minimum to conserve travel costs.

Trip itinerary copies shall be sent to the Project Manager and ACM Design Coordinator so that maximum information can be obtained on each trip.

Use the Plant Representative, W. E. Voss, or H. E. Waldrep, the Field Superintendent, to obtain field information as much as possible to minimize the number of trips to the field.

Trips to the plant should be cleared through the Project Manager, who will clear with the Plant Representative. After return to the office, a brief trip report should be issued summarizing accomplishments. Copies should be sent to the Project Manager, Design Coordinator, and Plant Representative and any others who need to know.

6. REVIEW AND APPROVAL

6.1 To prevent delays of project execution, comments arising from review of drawings or other documents must be transmitted to the Project Manager within five working days from receipt of material for plant personnel and three working days for CED personnel. Comments may be made by telephone, followed by written confirmation.

6.2 On documents requiring review or approval from the Organic Division, initials of W. E. Voss will indicate that concurrence of appropriate operating and maintenance personnel has been obtained.

6.3 Review and approval responsibilities for this project are shown in Appendix 2.

6.4 The originating design engineer will transmit copies of design information for design review in accordance with Appendix 3.

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7. DISTRIBUTION

7.1 The originator of specification data sheets, process data sheets or drawings will be responsible for the final distribution.

7.2 The Project Manager will issue approved documents to Project Manual holders only.

7.3 Distribution, including the number of copies of information generated for this project, is shown in Appendix 4.

7.4 Vendor prints for initial approval are distributed according to Appendix 5.

7.5 Vendor prints and data for final distribution are issued according to Appendix 6 and 7.

8. PROCUREMENT

8.1 The appropriate design engineer will initiate bid solicitations and purchase requisitions. Bids are generally solicited before design review is complete. However, design review shall proceed simultaneously with the bid solicitation.

8.2 All purchase orders for numbered equipment items will require the signature of the Project Manager. All other purchases will require his signature unless he specifically delegates this responsibility.

8.3 Instrument and electrical items will be purchased by the instrument and electrical engineers after approval of the respective design bases by the Project Manager. Exceptions will be for major items which will require the signature of the Project Manager.

8.4 The Material Control System for piping, instrument, and electrical material will be used on this project. The Materials Control Engineer for piping and for instruments and electrical will coordinate the activities involving the Materials Control System. Procurement of the following will be handled by CED at St. Louis:

8.41 All numbered equipment items

8.42 All instruments, including panel boards

8.43 All major electrical items, including feeder cables (if required), lighting fixtures, thermocouple wire, motor control center, transformers

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8.44 All structural steel, grating, floor plate, handrail and stair treads

8.45 All pipe, valves and fittings

8.46 Permanite waste disposal piping materials

8.5 Bill of materials for piping and electrical items will be furnished by the AC&M and EI&U design sections to the purchasing section.

8.6 Procurement of the following will be handled by the selected contractors subject to approval of the Construction Superintendent, H. E. Waldrep, and the CED Purchasing Manager:

8.61 Concrete and reinforcing steel

8.62 All building items

8.63 Backfill

8.64 Thermal insulation materials

8.65 Waste disposal piping materials other than Permanite

8.66 Sheet metal ductwork

8.67 All carbon steel pipe and fittings less than 1½"

9. CONSTRUCTION

9.1 Supervision of contract construction personnel will be exercised exclusively by H. E. Waldrep, Field Construction Superintendent. Contact with the Construction Contractor or their employees must be through H. E. Waldrep or his representative.

9.2 Shutdowns for tie-ins to existing equipment, steam mains, relocating instrument control panel shall be scheduled by agreement with Mr. Waldrep and Mr. Voss. Any delays in this area should be brought to the attention of the Project Manager.

10. ACCOUNTING

10.1 All field invoices, approved by the Construction Superintendent, shall be forwarded to the Project Accountant for payment by Monsanto.

10.2 Accounting procedures shall be those specified by C. R. Becker, Project Accounting Supervisor at St. Louis.

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11. PROJECT COMPLETION

11.1 Mechanical Completion

CED Procedure No. 125 outlines the general procedures and responsibilities for determining when facilities are mechanically complete to release to the Division for start-up.

Punch list procedures and records of mechanical testing to assure the facilities are mechanically complete will be developed jointly by the Project Manager and Construction Superintendent.

11.2 Process Simulation and Project Demonstration

The Organic Division has the primary responsibility for planning and performing the process simulation ("water batching") and for proving accomplishment of project objectives.

R. S. Yates will review these plans, participate in the process simulation and arrange for participation of other CED personnel as required.

11.3 Initial Operation

The Organic Division is responsible for the initial operation of the facility. This is the early chemical operation of the facility in which each unit of the plant is operated, debugged if necessary, and put on-stream. R. S. Yates will represent CED during this phase and will work out an agreement with W. E. Voss on correction of deficiencies made evident by initial operation.

11.4 Project Demonstration

The Organic Division will carry out the project demonstration which is a planned operational run of predetermined duration. The objective is to produce material at the quality, yield and rate as specified in the Process Manual and Project Manual and in complete accordance with safety standards.

R. S. Yates and W. E. Voss will work out an agreement on termination of CED participation. This will occur when progress toward meeting the project objectives has reached the point where further joint effort is not warranted. W. E. Voss will make the formal report.

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11.5 Project Closing

R. S. Yates will notify C. R. Becker, CED Accounting, when project demonstration has been completed and work out details of fiscal closing with Mr. Becker. Partial closures will be made when facilities are completed and placed in service.

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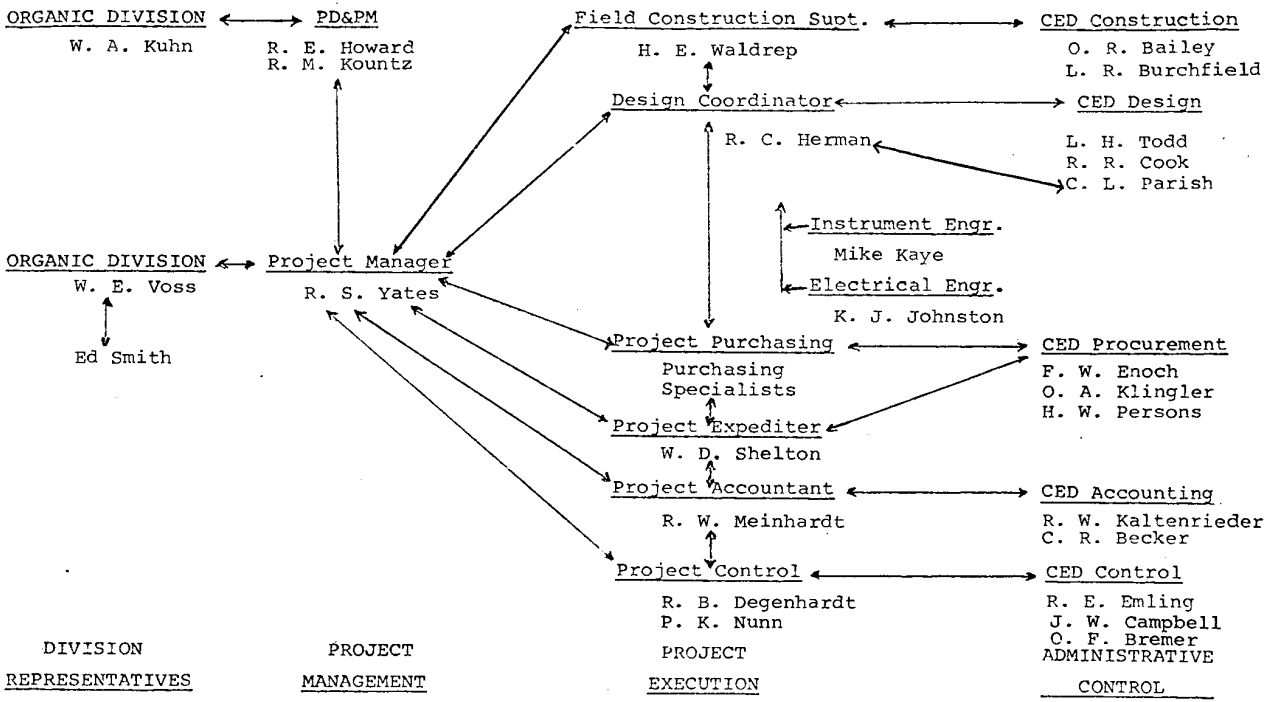
PROJECT ORGANIZATION CHART



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APPENDIX 2

REVIEW AND APPROVAL RESPOSIBILITIES

A - Approve R - Review O - Originate	Project Manager R.S.Yates	ACM Design Coordinator R. C. Herman	ACM Design Engineer	EIU Design Coordinator R. C. Herman	Instrument Engineer Mike Kaye	Electrical Engineer K. J. Johnston	Division Representative W. E. Voss
GENERAL							
Design Basis	A,O						R
Arrangement Drawings	A,O	A		R		R	R
Scope Changes	A,O						R
PROCESS							
Engr. Flow Diagram	A,O				R		R
Perf. Data Sheets	A,O	R					R
Instr. Per Data Sheets	A				R,O		R
MECHANICAL & STRUCTURAL							
Equip. Specs.	A	R	A,O		R		R
Equip. Drawings	A	R	A,O		R		R
Foundation Drawings	A	R	A,O				R
Structural Drawings	A	R	A,O				R
Undergr. Util. Drawings	A	R	A,O				R
Piping Drawings	A	R	A,O		R		R
ELECTRICAL							
Electrical Drawings	A	R				A,O	R
Electrical Specs	A	R				A,O	R
INSTRUMENTATION							
Instrument Drawings	A	R			A,O		R
Instrument Specs	A	R			A,O		R
PROJECT EXECUTION							
Instrument Purchases	R				A,O		
Electrical Purchases	R					A,O	
ACM Purchases	A		O				
Cost Status Reports	R	R		R			
Project Schedule	A,O	R		R			R
Procur. Status Reports	R	R		R			
Construction Specs	A	R		R			
Construction Contracts	A	R		R			

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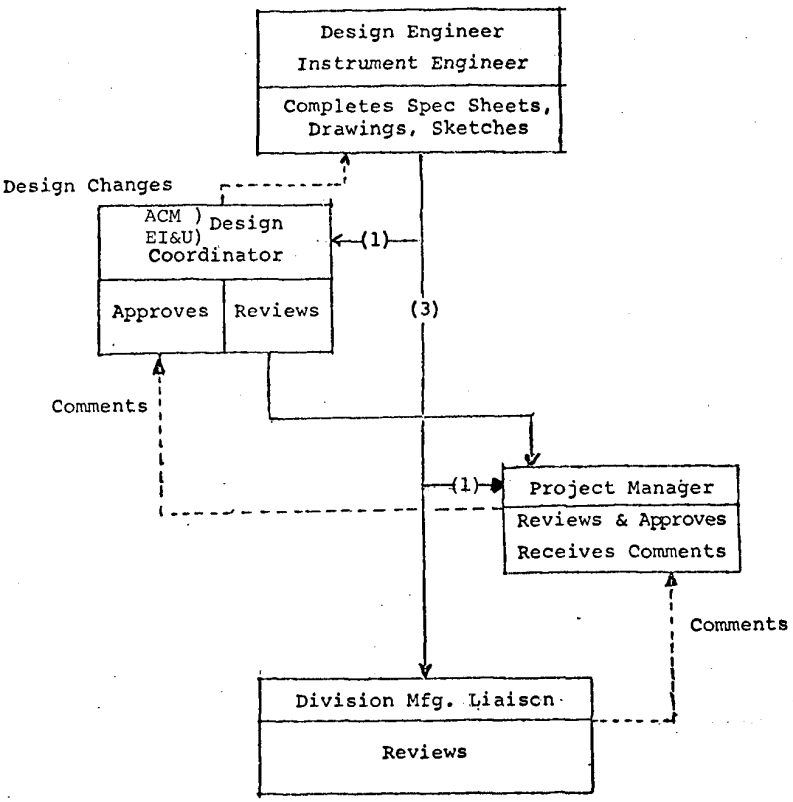
APPENDIX 3

DISTRIBUTION OF DESIGN INFORMATION

FOR COMMENTS



Number in parenthesis is the number of copies distributed

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