THE SHERWIN-WILLIAMS CO.

INTER-OFFICE LETTER

FROM Cleveland OFFICE Research Admin. DEPT.

FOR Cleveland
Dr. J. C. Weaver
MR.

OFFICE 1135 Midland Bldg. DATE March 3, 1965

ANSWERING LETTER OF

DICTATED BY

SUBJECT R&P 212 Revised 2-28-65 R&P 223 To be corrected

Please insert the attached Routine and Policy No. 212 entitled "Identification Committee" and destroy the previous copy. Also, update your Numerical Index accordingly. ✓ Filed

In addition, please refer to R&P 223 "Coatings for the Food Industry". On page 2 of 3 where R is in the margin on the left-hand side two-thirds down the page, the text should read Industrial Maintenance Bulletin 383. Please make this correction.

W. H. Reysen
Research Administration

WHR/ep

attachment

MAR 8 1965

N15590

SUBJECT: QUALIFIED PRODUCTS LISTING (QPL) - INSPECTION CHARGES

PURPOSE:

To provide a procedure concerning costs associated with testing of products for QPL approval.

DISCUSSION:

QPL approval applies to products which meet a Military or Federal Specification if the appropriate government agency so indicates in the particular specification. In most cases a fee is not charged by the U.S. Government Laboratory or Agency for initial submission of a product for QPL approval. A fee is charged for resubmission of the product whenever the initial sample fails to pass the QPL tests or when an additional formula is submitted for cost advantage, customer requirements, etc.

PROCEDURE:

COATINGS LABORATORY

Because there are a few specifications for which QPL test charges apply even on initial samples, the Coatings laboratory should contact the Technical Manager-Bid Sales prior to development of a product intended for QPL approval, to determine whether a fee will be charged and of what amount, and to receive other applicable information and instructions.

If a fee is mandatory, it will be paid by the Sales or Technical Department according to the circumstances involved as noted below.

SALES DEPT.

1. Fee Paid By Sales Department (Excluding Bid Sales)

When the Sales Department initiates a request to develop or reformulate the product to meet the needs of a specific customer or customers. A new rex assignment must be made under these circumstances.

COATINGS LABORATORY

2. Fee Paid By The Control Laboratory

a. When initial sample fails the QPL test and a resubmission is made.

b. When the laboratory must reformulate in order to use a substitute ingredient.

c. When the request is from the Bid Sales Department and fee payment has been approved by the Coatings Director of Development.

d. When a formulation change is requested by the Sales Department for the general purpose of lowering the product cost in order to obtain more business. Such fee payment must be approved by the Coatings Director of Development. A new rex assignment must be made under these circumstances.

NOTE: It is the responsibility of the Control Laboratory Director to consult with the Coatings Director of Development or appropriate Sales Manager when the fee for QPL testing is considered to be excessive or is greater than the amount that can be borne by an individual laboratory.

SHERWIN-WILLIAMS PAINT, VARNISH AND LACQUER LABORATORIES

ROUTINE AND POLICY Consecutive No. 212

X258

SUBJECT: IDENTIFICATION COMMITTEE

Purpose The Identification Committee was established in 1958 to control the code identification, either numerical or alpha-numerical, for all products manufactured for sale, or used as raw materials or intermediates within the Company. It has complete control for establishment and use of all identification assignments. Efforts will be made to expand this concept to those areas which have not as yet become a part of the system; ie. Colors and Chemicals at Chicago and Auxiliaries.

Personnel (Effective 2-2-65)

C. W. Shotwell - Chairman
J. G. Bellamy - Technical Service
D. F. Benfer - Stocks & Distributions
F. J. Martinek - Technical Service
R. C. Neiger - General Manufacturing
W. H. Painting - General Manufacturing
E. W. Peck - Sales Accounting
D. C. Swanson - Chicago Colors and Chemicals
J. C. Weaver - Research Administration
H. F. White - General Cost Department

Responsibilities

1. See attachment for further breakdown in operating responsibilities.

2. Members of this Committee will consult with others in the various departments, including the Sales Departments as occasion arises.

3. The Committee will continue to recommend to Management any improvement in our present system and further co-ordination of all identification assignments.

4. Co-ordinarion of Committee responsibilities as they apply to Chicago operations will be handled through F. H. Clark, General Supervisor of Factory Accounts.

JCWeaver MAR 8 1965

N15590.02

SUBJECT: IDENTIFICATION COMMITTEE

Procedure

1. All Product Assignments (Classified Rex Indices) for lines or revisions to lines are to be reviewed by the Committee before final approval by the Board of Operators.

2. All Requests for requests for assignments are to be made through the Chairman of the Committee.

3. The Procedure for assigning individual rex numbers at the local level will continue as in the past.

THE SHERWIN-WILLIAMS CO. - IDENTIFICATION COMMITTEE

Steering Committee

C. W. Shotwell - Chairman

F. J. Martinek
E. W. Peck
H. F. White

Sub Committee

Finished Products For Sale

C. W. Shotwell - Chairman

D. F. Benfer
F. J. Martinek
R. C. Neiger
E. W. Peck
H. F. White
Personnel from
Sales and Auxiliaries Departments -
As needed for specific problems

Sub Committee

Raw Materials and Intermediates

Dr. J. C. Weaver - Chairman

J. G. Bellamy
F. J. Martinek
W. H. Painting
C. W. Shotwell
D. C. Swanson
H. F. White

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MAR 8 1965