



shelletter

HOUSTON REFINERY

No. 4

Saturday, August 25, 1962

TO ALL STAFF EMPLOYEES

OPERATIONS

RUMOR-SQUELCHER: Most of you probably heard that Dubbs 9 Cracking came down last night (Friday). It's true. The unit had been shut down and the light oil coil steam-air decoked prior to the strike. It was coming on stream yesterday when header leaks developed in the furnace, so the unit was brought down last evening to make the necessary repairs. It's a minor, routine maintenance chore, and the unit should be back in operation shortly. Dubbs 9 Distilling was not involved and is running right along.

LABOR RELATIONS

On August 22, the Company filed an unfair labor practices charge against the local union for refusal to bargain in good faith. This action was taken under the provisions of Section 8 (b) (3) of the Labor-Management Relations Act . . . A bulletin to all supervisors, in the mail shortly, answers the most recent union charge against the Company of an unfair labor practice. Both the Company and the union had previously filed similar charges, which were subsequently withdrawn.

SAFETY

In-the-plant traffic safety is the subject today, and the "word" in a nutshell - **DRIVE CAREFULLY.** Observe the speed limits in the Refinery, watch when crossing intersections, and **DON'T** block roadways when parking. Time trials for the "500" speedway races are **NOT** planned for the Houston Refinery....Remember, the life you save may be mine.

ODDS & ENDS

MAKE WAY FOR THE FREEWAY: Another step toward completion of our Pasadena-LaPorte Freeway was made yesterday with the opening of the feeder lanes next to the Refinery in the area of the Docks Road Entrance. . .The change now allows one-way traffic in two lanes in both the east and west direction. . . It's progress, but still there isn't room for mental lapses on the part of the motorist. . .Just "follow the signs".

PAJAMA GAME: No one could figure out what was bothering Cliff White during the first night or two of 'sleeping in' at the Refinery. Normally a good natured, easy-to-get-along-with type of guy, he was definitely out of character. On the third day he had a chance to run home for supplies. When he returned to the Refinery that night, he was a changed man. . .Clad in a brand-spanking new pair of pajamas, all was again well with Mr. White. . .His sleeping habits and disposition returned to normal.

REMEMBER our number - 540 - if you have an item for **ODDS & ENDS**....

12:00 midnight until 6:30 am. . . . As you know, the Cafeteria operates a "carry-out" lunch service for employees working on units. The folks in the Cafeteria say, though, that some of us are not calling in the orders as early as we should. So, to repeat, please call in the noon lunch orders no later than 9 am, so deliveries can get underway at 11; and for the dinner meal, the call-in time has been moved up to 4:30 pm, with deliveries beginning at 6:30. . .Also, be **SPECIFIC** about the location where the meal is to be delivered. . .Beginning at noon tomorrow (Wednesday), milk coffee will be issued to brew masters in the various departments. You may pick up the coffee at the Main Stores Building in the Purchasing-Stores Department anytime during the 8-4 shift.

(over)

LUNCH:

- 11:00 - 11:30 a.m. - All employees in the Main Office Building, Main Office Annex, Refinery Lab., Purchasing-Stores.
- 11:30 - 12:00 noon - All employees in the Research Lab., Engineering Field Offices, Central Shops, Engineering Services, and Engineering Construction.
- 12:00 - 12:15 p.m. - All other departments and areas.

REMEMBER our number - 240

and the following instructions to you:

When you are in the Main Office Building, Main Office Annex, Refinery Lab., Purchasing-Stores, you should go to the Research Lab., Engineering Field Offices, Central Shops, Engineering Services, and Engineering Construction.

When you are in the Research Lab., Engineering Field Offices, Central Shops, Engineering Services, and Engineering Construction, you should go to the Main Office Building, Main Office Annex, Refinery Lab., Purchasing-Stores.

When you are in the Main Office Building, Main Office Annex, Refinery Lab., Purchasing-Stores, you should go to the Research Lab., Engineering Field Offices, Central Shops, Engineering Services, and Engineering Construction.

Be particularly careful when working with chemicals and electrical equipment, and wear protective goggles and clothes.

Observe furnace firing procedures on the following and check the following:

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GENERAL INSTRUCTIONS

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OBSERVATIONS

BY THE GENERAL MANAGER

No. 4

240

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