



shelletter

HOUSTON REFINERY

No. 5

Tuesday, August 28, 1962

TO ALL STAFF EMPLOYEES

OPERATIONS

So now we've got one week of "abnormal conditions" behind us. . . During that first week we uncovered a number of hidden talents - and seldom-used muscles . . . For instance we found out that programmers make darn good tank car loaders - and engineers can operate a pipe wrench as well as a slide rule. . . and chemists do a dandy job of running tests on product samples as a spare-time amusement. Refinery Superintendent Harry Walker says we have a "nice, medium size refinery" in operation, producing a balanced slate of products. Process Superintendent L. J. Snyder, the "master-juggler" of manpower, is busy today with Fred Macy, passing out personnel assignments in the manpower reallocation. According to Snyder, we're right on schedule in phasing the Refinery back into full swing. . . QUESTIONS concerning the routing of products between departments should be referred to Odie Jenkins, extension 353, who is coordinating this activity for Harry Estes.

To progress to where we are today took some "doin'" on the part of every Refinery employee. Refinery Manager John Tench says "Thanks" for the valuable contributions of every employee - from the ones who continue in their normal duties of the day-to-day life of the Refinery, to those who have been called upon to jump into unusual jobs at a moment's notice. . . and a special praise for those whose work the last few days at Dubbs 9 Cracking resulted in bringing that unit into operation. For these men it was coming back from the disappointment of seeing one false start-up, to successfully repair and put in operation another of our units. . . The operating people are still talking about the terrific job Engineering (and assorted volunteers) did on the light oil furnace.

SAFETY

With some units operating and their furnaces going again, Louie wants to caution you once again about safety when working with the furnaces. WEAR YOUR SAFETY EQUIPMENT. That includes hood and jacket, when firing, inspecting, or adjusting a furnace. . . And follow the prescribed regulations when lighting the furnace burners. . . . It's "in the book" for good reason.

CAFETERIA

The Monday lunch line moved through without a hitch and few if any bottlenecks. . . Your courtesy and attention to the published schedules made this possible - and ALL of us benefitted. . . So that the Cafeteria employees may have time to clean the Cafeteria and prepare food for the next meal, the Cafeteria will be closed and locked during the following hours: 8:30 am - 11:00 am; 1:00 pm - 5 pm; and 7:00 pm until 10:30 pm. As in the past it will be "lights out" in the Cafeteria from 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), bulk 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)

ODDS & ENDS

WHAT happened to Monday's SHELLETTER? The question was music to our ears. . . . truth of the matter, though, there just wasn't a Monday edition this week. The SHELLETTER will come out as often as we have news to report - and right now, as things begin to "level out", it looks like about three times a week will cover the subjects. . . .We'll have to wait and see how the news "pops". Glenn Boatright's Car Pool Service is doing a whirlwind business in inquiries - but not too much match-making as yet. He says he still needs to get some of the projected work schedules from the various departments, particularly for employees on rotating schedule. So please get those schedules to him as they become known, so he can play his "pairing-up" game some more. WAX WORKS: While watching a group of Researchers turning out wax the other day, the comment was made that this must be the most expensive wax ever produced at the Refinery. . . ."Yes, but also the BEST?" came the fast reply of Wally Anastasoff. . . .SEEN AROUND: Ben Baldwin getting acclimated for the California sunshine with a "weather-whipped" hair-do. . . .and signs of the Yule Season after a day in the sun with Monroe Odom - his green shirt contrasting vividly with his red, sun-drenched face. A REMINDER to initial your time. . . .Time sheets are being maintained for everyone (the law says you have to on some but we're still not clear who so we're going all the way). This means that for many this will be the first time in years that they've signed such a sheet, so don't forget! OUT AND ABOUT goes the SHELLETTER snooper. If you see him, say "hello" - he may be lonesome. If you have some news, tell him - then he'll REALLY be happy. And then there is the telephone - extension 540 - if you have news and no place to leave it.

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OBSEVATIONS

TO ALL STAFF EMPLOYEES

No. 2

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