



shelletter

HOUSTON REFINERY

No. 6

Thursday, August 30, 1962

TO ALL STAFF EMPLOYEES

LABOR RELATIONS

The Federal Mediation and Conciliation Service has requested and arranged a meeting for 9:30 a.m. Tuesday, September 4, at the Skylane Motor Inn, with representatives of the Company and Union attending.

Again, please drive SLOWLY - and exercise CARE, CAUTION, AND COURTESY when passing the pickets as you enter or leave the Refinery.

OPERATIONS

Life moves right along at the Refinery - and so do the products. . . Right now we're operating at about a 50,000 barrel - a - day rate. . . "Those who know" say we're right on schedule. . . Dubbs 6 came down this morning for minor maintenance, but cooling it off hasn't affected our throughput rate. . . Distributed yesterday to the various departments to be passed out to the "trainees in white suits" are Job Requirements Manuals aimed at helping these new operators on their new jobs. And while on the subject of relocation of manpower, this movement of people not only brings about new experiences and responsibilities to the people involved, it also brings their fresh view points to the jobs involved, and this can undoubtedly bring to light many new and better ways of doing things. . . You are urged to channel your thoughts in this direction, and bring your suggestions and comments to the attention of the departmental supervision. While not all these ideas will prove to be practical, of course, some will undoubtedly result in significant short and long term benefits. . . Also available for the reading "pleasure" of our operators are several sets of Refinery Reference Manuals, issued some time ago to each operating department. The set consists of two volumes: (1) Fundamentals of Petroleum Refining, and (2) Manual of Refinery Equipment. These manuals have much basic process and equipment information which should be quite helpful to operating personnel.

FROM THE REFINERY LAB . . . the report that laboratory testing is becoming more routine each day as chemists and technicians adjust to new surroundings and new working schedules. A few items, however, have prevented life from becoming completely routine. The Lab has had some difficulties at times due to incomplete identification of samples and the failure to mark the time and date that the sample was taken. In a few instances the samples have been marked for the wrong test. For example, in the case of viscosity which can be run at several temperatures, the wrong temperature is sometimes specified. The Lab is prepared to offer all possible assistance (equipment and training) to the units so that operating personnel can run API gravity and make color comparisons with a standard at the units on all line samples, so that Lab personnel can be freed for more complex testing assignments.

SAFETY

Until further notice, all personnel not operating units (this includes trainees) should report to the scene of a fire or to the No. 1 Firehouse in case of an alarm. The Fire and Safety Department will have Fire and Safety Inspectors available to direct operations. . . Training of fire crews is about to begin so that our Fire and Safety men can get off their round the clock routine. . . "REQUIRED READING" - your copy of the "Safety Rules and Instructions" and "Rules and Regulations". If you do not have copies of these booklets, see your Department Manager.

(Over)

ODDS & ENDS

TELEPHONE TIMES - As of midnight last night, the 12-8 a.m. shift on the switchboard was discontinued. A special hook-up will be made nightly to cover these hours, as well as the 4-12 afternoon shift on Sunday, to provide service to and from the Refinery. Incoming calls during these hours will be received directly on the telephone numbers listed in a letter to all Department Managers which went out yesterday, outlining this telephone system in detail.

PROVIDENT FUND - The average cost per share of the Shell Stock purchased during July 1962: \$32.177.

Unit values in the Equities Fund as of August 6 and 20:

August 6 \$1.037

August 20 \$1.052

LABOR DAY - You've probably seen the letter to all employees of August 29, subject: Labor Day. Just to repeat: all employees should report to work on that day with the exception of females in the service groups. "Special cases" will be handled individually by Department Managers.

LOCKERS - Still available for those "who care enough". See Glenn Boatright in the P&IR Department if you need a locker.

TRAINING - The C. C. I. T. (Cat. Cracker Institute of Technology) is busy these days dispensing large doses of learning to a group of recently-arrived men in white suits . . . And speaking of the men in white, this legion of learners seems to have grown by large numbers in operating units all around the Refinery this week. They await "Graduation Day" when they'll be operating for real.

HOUSEKEEPING - A special "hats off" praise, today, to the unsung heroes of the mop and broom, whose dedication to clean floors and empty waste paper baskets makes life much more pleasant for everyone. . . From the Main Office Building, where Ann Rose supervises maintaining the "beauty of the patio", Kirby Henry wields a wicked wax and buffing operation, and Ety Mathews adds a new dimension to "secretarial duties" with a mop and broom . . . to Research where Teresa Helenberg does the honors for the roses and Billy Jones and Nels Carraway head up highly efficient latrine details . . . Jack Staton and his "honey-bucket" wagon are doing a fine job of general sanitation work throughout the Refinery, as well as Floyd Pierott, who seems to be just about everywhere these days with his housekeeping duties.

RAINWEAR - For those "rainy days ahead" check with your Department Manager for rainwear.

NAMES MAKING NEWS - R. A. Wilson, formerly of the Houston Research Laboratory and more recently Assistant Manager, Head Office Technological, has been appointed Refinery Superintendent, Pladju, Indonesia . . . and heading Head Office way is Larry York, Treasury Department, due in the Big City September 16 as a Programmer in the Head Office Data Systems and Processing Department . . . Then coming back from the Cold War are Roger Stephens and Price Wallace, both members of the Treasury Department.

SEEN WHILE OUT & ABOUT - J. W. Lisano at the Cat. Cracker, trying to keep track of his trainees in white, so they could sign the time sheet . . . More of that "high-priced help" as a department manager and his assistants jumped in to help load a box car . . . Cliff Brown and Virgil Lehmborg, still trying to master the art of "fishing for a pig".

LOST (WE HOPE YOU FIND) - One pair of black and white plastic-rimmed glasses in a plastic case. Call Diane Clark, extension 255. Also missing: one "Tissoc" Swiss wrist watch with broken band. If found, please call John Merritt, extension 461 or 289.

. and to pass along news tips, call 540 . . .

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