

Shellegram

Deer Park Manufacturing Complex

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CONCERNED MAIL ROOM EMPLOYEES NEED YOUR HELP



Sharon Bell, Kathy Perry, Madonna Headley and Brenda Menard demonstrate the Mail Room's labeler for Purchasing and General Services manager Bill Jacks. Before the labeler, all labels were applied to mailings by hand - a very time-consuming effort.

The labeler, the folding machine and the employees are new, but the problem of who gets what, where, remains the same.

The problem wasn't solved last March when the Mail Room moved into new quarters located in the General Services and Financial building. From there it delivers mail to over two hundred locations daily and half of those receive mail deliveries three times a day.

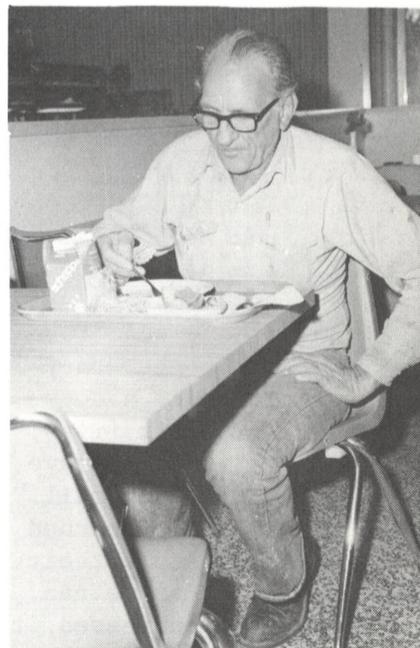
That's a lot of mail deliveries, and those responsible for handling it are: Brenda Menard, who was a VOE student prior to joining Shell last January; Kathy Perry, who was also hired in Janu-

ary of this year; Sharon Bell, who now has six months with the company; Madonna Headley, a recent hire from the Virgin Islands; and the new man-in-charge DeWayne Blackwell.

"DeWayne was brought in to provide the necessary leadership to handle the large volume of mail that goes through the Mail Room," says supervisor Bob Long.

The growing number of employees (over 3,200) and their frequent change in job locations cause many problems for the Mail Room. For example, employees change jobs or job location but neglect to notify the Mail

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Surprised and pleased were the reactions of most as they became aware of the new tables and chairs in the refinery cafeteria.

One of those enjoying his lunch amidst the new furnishings was pipefitter Joe C. Woods.

Concerned Mail Room employees need your help....



Left, Kathy unjams the folding machine.

Bottom, "I don't think anyone really understands the problems these folks have to solve each day. They really don't," says Bill Jacks as Brenda and Sharon prepare to put the Mod 6 Cheshire Addresser to work. The machine is capable of doing 7,000 addresses per hour.

Room. They then complain they aren't getting their mail. Another example is the office housing several engineers: One of them receives an interoffice memorandum. He reads it. Then, instead of handing it to his co-worker (sitting in the desk next to his), he puts it in the outgoing mail for the Mail Room to pick up. It is taken to the Mail Room for sorting and returned to the very same office and given to the next engineer on the routing slip.

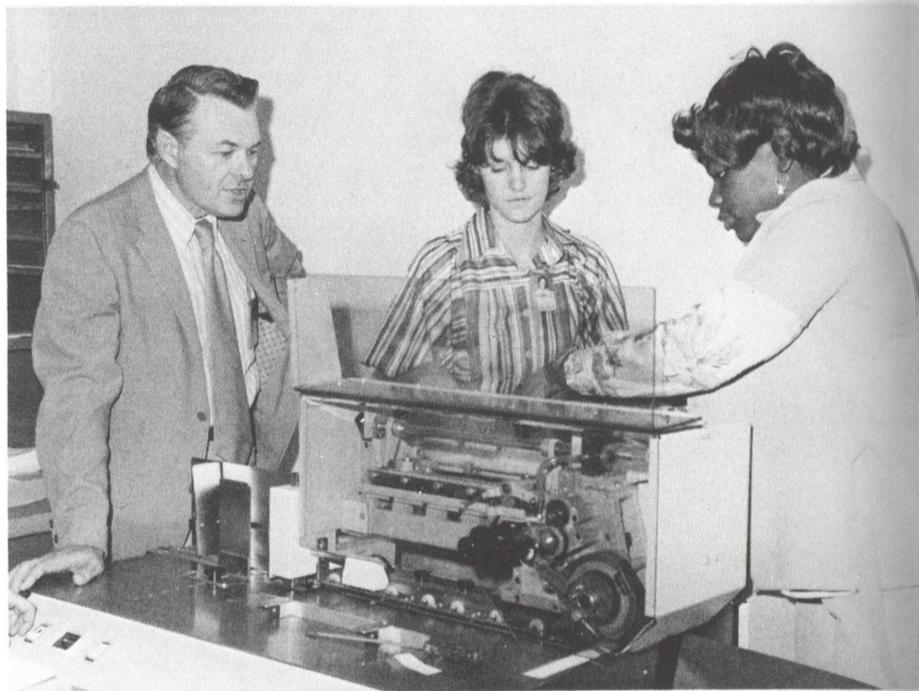
This process repeated four or five times, even with three mail deliveries per day, will, of necessity, take several days for the mail to reach the fourth or fifth engineer, when all five could have seen it the same day.

Then there are those employees who, instead of reading a three- or four-line memorandum at the time they receive it, will write *last* or *next to last* on the routing slip, thereby causing the Mail Room to have to handle it even another time.

"If only they would read their memoranda when they receive it or make a copy if needed for their files," says Kathy, "it would save needless handling of mail."

"We really are concerned about getting people their mail as quickly as we can, and the better addressed it is, the quicker we can get it to them," notes Bob Long. Still, the Mail Room continues to receive envelopes addressed to *JPB* or *John*. One piece of mail came all the way from California addressed simply *Rick*.

"Rick, who?" Kathy asks.



And, poor Rick probably wonders where on earth his mail is, blaming the Mail Room for its delay. Then there are those employees who try to send personal gifts (bow and all), hair brushes, thermoses, brownies, Avon books and products through the company mail. These tax even the gentlest Mail Room employee. "After all," says Bob, "the purpose of the Mail Room is to handle company mail and not personal items. They are glad to mail your stamped letters, but they aren't there to run your errands."

"Everybody complains," comments Bill Jacks, manager Purchasing and General Services, as he talks with the Mail Room personnel, "but I don't think that anyone really understands the problems these folks have to solve each day. They really don't. After all, it's a simple job to deliver something."

Simple, that is, provided

the Mail Room knows where and to whom it is to go.

When the Mail Room employees were asked what they felt would improve mail service the most, the quick and unanimous response was "for all envelopes to have the complete name and location of where the individual is working and to let the Mail Room know whenever you move - even if it is only from one office to another."

So, if your mail hasn't been getting to the person to whom you sent it, ask yourself this simple question, "Did I put their full name and location on the envelope?" If your answer isn't an unequivocal "yes," then you are the one to blame, not the Mail Room.

BLOOD DRIVE underway
December 6, 7 and 8
in the GS&F Auditorium
(located at refinery).

37 OPERATORS COMPLETE PHASE IV TRAINING

During the past month, 37 operators have completed Phase IV of the Operators Training Program, a self-development study designed to increase the operator's understanding of the many varied and responsible aspects of working in an operating position.

Of the 37 operators completing the program, seven were from BA/EA and Pyrolysis. BA/EA participants were: R. M. Martinez, J. L. Brown, D. W. Dearinger, R. E. Pickering, D. D. Cox, H. W. Randle and L. A. Allen. Pyrolysis operators were: M. L. Batton, W. L. McGallion, J. R. Walker, J. W. Lightfoot, F. M. McInnis, W. T. Scott and S. M. Bailey.

CA had five complete the program including: C. J. Steahle, L. F. Haydar, L. L. Hart, R. H. Benson and B. E. Twitty.

Four BPA operators have completed the program, including: B. A. Benson, J. D. Daniel, B. R. Vaughn and W. E. Svoboda.

Other operators completing the program were: L. L. Patton and S. E. Melton, Specialties; R. Williams and R. J. Kelly, Hydrocracking; J. D. Kent and J. E. White,

Light Olefins; C. L. Nickerson, EP/SR; A. W. Linzy, Cat. Cracking, T. D. Stinson, Environmental-Utilities; J. C. Harvey, Gas

Recovery; C. R. Hughes, Alkylation; R. Enriquez, VCM "G"; J. E. James, Major Resins; and J. R. Salas, Lube A.

HELP REDUCE TRAFFIC CONGESTION: CARPOOL

A traffic study was commissioned by Shell. The Texas Highway Commission has allocated \$2 million for improvements to Hwy. 225. Additional parking lots have been built within the complex.

Three seemingly unrelated items. Yet, the traffic study aided in obtaining the \$2 million for improvements to Hwy. 225, and these improvements will assist Shell employees in getting to and from work. The additional parking lots provided some needed parking space.

Still, with over 3,200 employees and only 1,800

parking spaces, there is an apparent need for more DPMC employees to carpool. Carpooling would not only reduce the local traffic load, save on gas usage and the money spent for it, but it would also reduce the parking congestion which now exists and will undoubtedly worsen as new units, now under construction, are completed and the work on 225 gets underway.

If you would like to carpool, call Phyllis Evans on 6551. Phyllis will be glad to provide you with names of employees living in your section of town.

TEAM DEVELOPS SAFETY PROGRAM



After careful study, a team representing Process Engineering-Refinery, Refinery Laboratory and Economics and Scheduling is ready to kick off a well thought-out safety program designed to help participating employees maintain a high level of safety consciousness both on and off the job. The proposed program includes an expanded initial safety orientation and training program integrated with the Operator Training Program and a continuing series of monthly safety awareness meetings.

It is intended that this program be made available to other related personnel throughout the complex.

Members of the team shown reviewing the recommendations are: (sitting) E&S senior engineer George King and Process Engineering-West engineer Tom Meyer; (standing) Refinery Lab chemist Duffy Goodman, Process Engineering-Planning engineer Bob Kosar and Process Engineering-East engineer David Butler.

RETIREES, HAGER AND CASSARO, DIE

Zack P. Hager, 72, retired shift foreman, Dispatching, died November 22.

At the time of his retirement in December 1963, Zack had some 34 years of company service.

He is survived by his wife, Katy, who resides in Pico, Texas.

Joseph A. Cassaro, 62, general helper, Engineering field, died November 24.

Joseph retired in September 1973 with 27 years of company service.

He is survived by his wife, Mary, who resides at 22 Heights Blvd. in Houston.



FOR SALE

2" S&W 38 special. \$125.
Size 44 H-D leather cycle
jacket. \$30. Both ex-
cellent.
427-5971

Part Arabian/Appaloosa 7-
year-old gelding. \$300.
426-3736

Set of 12"x18" shrimp boards
and stainless steel runners.
\$20.
472-3018

1976 Honda XR-75 with less
than 100 miles. \$425.
944-7823 after 5 pm

Never used First Flite
woods, 1-3-4-5.
941-6710

Full bore motorcycle boots,
size 8½. \$50.
487-3897

1970 VW Squareback, good
condition. \$1,050.
946-4046

1971 Malibu, air and power,
46,000 miles. \$1,200.
488-0199

New custom built house in
Deer Park's Deer Meadows,
near South Campus.
479-0793 after 6 pm

55-gallon fish tank and all
supplies. \$100.
479-0793 after 6 pm

1970 Chevy Impala 4-door
H/T, vinyl top, auto, air,
P/S, P/B. \$900.
479-1754

1973 Ford V8 van, Econoline,
power and air.
473-7052

1972 Ford van. 1972 Ford
Squire station wagon.
479-2261

Never used boy's 26" 10-
speed. Retails for \$84.
Will sell for \$60.
946-1583

18" hand-made dolls dressed
old fashioned in silks and
velvets. To \$35. Like new
gold electric Kenmore range.
\$85. Set of 850 E.Z. Lift
hitch bars with chains. \$25.
473-8727

CLASSIFIEDS

12 hp heavy duty tractor
engine, complete with starter,
generator, voltage regulator.
471-2961

1976 Torino V-8, 351, P/S,
P/B, auto, AM-FM, vinyl top.
\$3,969.
643-4883

1969 Chevy ½-ton pickup with
insulated camper, 350, V-8,
4-barrel, auto, air, P/S.
\$1,495.
472-0901

Bumper pool table, slate
top. \$250. 8-month-old
silver Toy Poodle, female.
\$50. 3-month-old 3-ton
mobile home central air
unit. \$200. 1971 Duckhawk
16' bass boat, 60 hp Johnson
motor, new super motor
guide, depth finder, anchor
mate, 3 swivel captain's
chairs, stick steering,
12" wheel trailer, new
battery, 2 gas tanks.
\$1,700.
427-1349

6-piece solid mahogany
dining room suite, includes
4 chairs, large table and
china cabinet. \$300.
479-1168

WANTED

Air compressor, ½ hp or
bigger.
471-2961

Ride from Pasadena Blvd.
and Strawberry vicinity.
Shift 18.
477-1981

FREE

Mixed Beagle and Terrier
puppies.
337-2086 after 5:30 pm

Two formica lavatory tops
for round lavatories, in-
cludes trim.
472-3018

LOST & FOUND

Small pocket size notebook
case with name, Jim Wolf,
on it. Please return to
Shellegram office.

Oval shaped gold watch found
in dock alley. Please claim
in *Shellegram* office.

PERSONALS

We would like again to thank
everyone who has contributed
generously to our welfare
these past months. Your do-
nations have been greatly
appreciated. We are very
grateful to you all. Thanks
again and God bless you.
- Paul & Carolyn Graham

I wish to use this means to
thank all my wonderful
friends for their help and
understanding, and the many
offers of kindness during the
illness and death of my hus-
band, Wilmer. You have cer-
tainly proved your friend-
ship and loyalty in a most
wonderful and loving manner.
Your kindness was a source
of great comfort to me and
is deeply appreciated.
- Evelyn Leamons

I would like to take this
opportunity to thank all
the many friends and asso-
ciates at Shell who gave
me such a nice retirement
party. Especially I want
to say how much I appre-
ciate the tiller, the beau-
tiful plaque and other
gifts. Drop by and see us
any time.
- Mildred & Mick Hajecate

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Dotti West, Editor

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