



# shelletter

## HOUSTON REFINERY

No. 25

Wednesday, October 10, 1962

TO ALL STAFF EMPLOYEES

Only three more "thinking days" left to get your entry in for the SHELLETTER motto contest. It can be funny -- it can be serious . . . or it might be a take-off on some famous motto. All are welcomed and will be in the running for the two free football tickets. Already a number of mottos have been submitted. Is yours among them?

### OPERATIONS

Vince Maggio, with his finger on the pulse of his DHT baby, called this morning to proudly report that the Distillate Hydrotreater is carving out a new set of records all its own. Determined not to be outdone by their "big brother" -- the Cat. Cracker Crew -- the boys at DHT reached a record rate of 40,200 barrels-per-day throughput on their unit today.

### UNITED FUND

Now we can wrap up our 1963 United Fund Drive package . . . make a final report . . . and proudly review the results.

TOTAL PERSONNEL:	716
TOTAL PERSONNEL CONTRIBUTING:	708
TOTAL CONTRIBUTIONS:	\$21,481.54
AVERAGE PER CONTRIBUTION:	\$30.34
AVERAGE PER EMPLOYEE:	\$30.00

These results tell the story . . . Last year our staff employees contributed \$18,399.94 for an average of \$24.30 per contribution and \$23.52 per employee. It took some "doing" on the part of workers and contributors to top that fine record with this year's whopping report. We owe a lot to the fine work done by Homer Chapman and John Harkness who kept after the Department Managers. The real heroes of the campaign were the individuals who dug deep for their fellow citizens. Many thanks for this splendid effort by everyone who gave for themselves and their community. All 67 agencies help to make Harris County a better place to live.

### SAFETY

And here's what Louie says: One of our pre-strike practices was having operators in the operating departments inspect the fire and safety equipment in their unit areas. It was a good practice, then, and I'm glad to see we're continuing to do it now. This procedure serves as a constant reminder to the operator of the exact location of each piece of fire and safety equipment, and offers him a quick "refresher" course on how to use it if the need arises. Each department has an up-to-date list of all fire and safety equipment located in their area.

The Silver Dollar Mystery Man roams . . . and roams . . . and roams. Five new winners were tracked down this week, and each is a silver dollar richer for having known

(Over)

the slogan. Our new members: Electa Young, Jake Dunbar, Floyd Remkes, R. B. Cole, and Bob Johansen. Here's that slogan again ... remember it. You may be coming up to bat before you know it ...

HEADY ADVICE . . . THINK TWICE

CAFETERIA

"Where in the Refinery are all of our lunch boxes going?" Frankly, we're not sure. We hope those carry-out lunch boxes are not being thrown away'. Certainly not -- why, we've mentioned this before in the SHELLETTER -- and that should be 'nuf said. But from the looks of the long faces over in the Hash House yesterday, we've got some more reminding to do. Keeping enough boxes on hand to make our more than two dozen stops twice a day gets to be a problem ("Gets"to be -- it IS a problem!) So this is just a long way around to ask you to help us keep enough boxes around to get the job done. When that young man in the white cap makes his next delivery to your unit with the Hash House's very finest ... have the box from the last meal ready for him to pick up.

TEST TIME AT YE OLDE LAB

Russ Henry has the floor, and he's talking about his favorite subject: the Refinery Laboratory. Here are his "do's" for today: In marking sample tags, please use the 24-hour clock system since results will be returned using this system, and it will simplify matters all the way around. Some duplication of lab work can result from failure to indicate the correct test result required ... this is especially true in the testing of samples for flash, so be sure you have the samples marked correctly. The correct procedure for obtaining refills of standard solutions in the plant is to leave the empty container at the sample station with a tag indicating the unit requiring a refill and an exact description of the solution required. A phone call should also be made to the Laboratory Shift Foreman to advise him of your need. Please try to avoid running completely out of solution so that emergency refills are not necessary. And on the subject of phone calls ... the Lab Shift Foreman must currently "break away" from the telephone these days to assist in training and testing, and would appreciate your help in holding telephone calls to a minimum.

CREDIT UNION

Credit Union Quarterly Statements have been checked and mailed for this quarter by your Supervisory Committee. Please be sure to check your statements for accuracy. If you have a question, use the envelope enclosed and write directly to the Supervisory Committee.

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