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RELATIONS & UTILITIES OPERATION
SEPTEMBER MONTHLY REPORT

AUTHOR

D. M. JOHNSON

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RELATIONS AND UTILITIES OPERATION MONTHLY REPORT

September, 1956

CONFIDENTIAL

63886

HANFORD ATOMIC PRODUCTS OPERATION
RICHLAND, WASHINGTON

Operated for the Atomic Energy Commission by
General Electric Company under Contract #W-31-109-Eng.-52

[REDACTED]

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COMMUNITY OPERATION

SEPTEMBER 1956

ORGANIZATION AND PERSONNEL:

	<u>BEGINNING OF MONTH</u>		<u>END OF MONTH</u>	
	<u>EXEMPT</u>	<u>NONEXEMPT</u>	<u>EXEMPT</u>	<u>NONEXEMPT</u>
Community Administration	1	1	1	1
Transfer Study	1	1	1	1
Clerk of the Council	1	1	1	1
Commercial & Residential Prop.	5	21	5	19
Maintenance & Renovation	6	90	6	88
Electrical Operation	5	16	6	15
Water & Sewerage Utilities	6	27	6	27
Public Works & Recreation	6	46	6	33
Library	4	11*	4	11*
Engineering	3	3	3	3
Fire (Includes 31 Firemen)	49	0	48	0
Police	13	28	12	27
	100	245	100	226

	<u>Exempt</u>	<u>Nonexempt</u>
Additions to Payroll		5
Transfers In	1	4
Removals from Payroll		19
Transfers Out	2	9
Net Decrease	20	

*Includes 4 half-time employees.

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COMMERCIAL AND RESIDENTIAL PROPERTY OPERATION
COMMUNITY OPERATION
September, 1956

HW 45988

PERSONNEL - COMMERCIAL AND RESIDENTIAL PROPERTY OPERATION:

	<u>Exempt</u>	<u>Non-Exempt</u>
Employees - beginning of month	5	21
Transfers In	0	0
Transfers Out	0	1
New Hires	0	0
Terminations	0	1
Employees - end of month	<u>5</u>	<u>19</u>

PERSONNEL - COMMERCIAL AND NONCOMMERCIAL FACILITIES:

	<u>Commercial</u>	<u>Noncommercial</u>	<u>Total</u>
August	1585	78	1663
September	1592	78	1670
Net Change	↑7	0	↑7

<u>SUMMARY OF ROUTINE ITEMS PROCESSED:</u>	<u>Commercial</u>	<u>Noncommercial</u>	<u>Total</u>
Work Orders	21	2	23
Back Charges	1	0	1
FY Work Orders	107	6	113
FY Back Charges	1	0	1

CONTRACTS AND NEGOTIATIONS:

A. Commercial

Supplemental Agreements

1. E. J. Hanson - to provide for subleasing for fixed amounts.

BUSINESS DEVELOPMENT:

1. Invitations to bid were mailed to 12 individuals in connection with leasing a plot of ground located on Williams Boulevard, west of Tim's Drive In.
2. Invitations to bid were mailed to 8 individuals in connection with leasing space in the Government-owned building at 702 George Washington Way.

GENERAL:

1. The Medical Dental Building was transferred to the Methodist Board of Trustees on September 10, 1956, in conjunction with the transfer of Kadlec Hospital.
2. Six leases with doctors and dentists in the Medical Dental Building were cancelled prior to transfer of the building to the new owner.
3. Al Phillips sold his cleaning business located at 527 Lee Boulevard, and assigned his sublease to Davis T. Chamberlin.
4. Franklin Appliance Co. subleased space in the Richland Investment Company building.
5. Critchlow and Williams, Attorneys, renewed their sublease in the Richland Development Company building.
6. Twelve private boat moorage permits were issued.

COMMERCIAL PROSPECTS:

Inquiries were received during the month concerning the establishment of the following types of enterprises in Richland.

Tastee Freez - Chiropractor

SUMMARY OF OCCUPANCY AND EXPANSION STATUS:

A. Commercial	<u>August</u>	<u>September</u>
1. Number of Government-Owned Buildings	40	39
a. Number of Businesses operated by Prime Lessees	36	36
(1) Number opened	0	0
(2) Number closed	0	0
b. Number of Businesses operated by Sublessees	22	22
(1) Number opened	0	0
(2) Number closed	1	0
Total Businesses in Government-Owned Buildings	58	58
2. Number of Privately-Owned Buildings	85	85
a. Number of Businesses operated by Prime Lessees	59	59
(1) Number opened	0	0
(2) Number closed	0	0

	<u>August</u>	<u>September</u>
b. Number of Businesses operated by Sublessees	123	124
(1) Number opened	4	2
(2) Number closed	6	1
Total Businesses in Privately-Owned Buildings	182	183
3. Privately-Owned Buildings under Construction	3	3
4. Total Number of Businesses in Operation	240	241
a. Total openings	4	2
b. Total closings	7	1
B. Noncommercial		
1. Government-Owned Buildings		
a. Clubs and Organizations	5	5
b. Government Agencies	2	2
Total	<u>7</u>	<u>7</u>
2. Privately-Owned Buildings		
a. Completed and in Use	13	13
b. Under Construction	2	2
3. Church Plots and Buildings in Private Ownership	16	16
4. Pasture Land Permits	93	93
5. Private Boat Moorage Permits	72	84

COMMERCIAL AND RESIDENTIAL PROPERTY UNIT
TENANT RELATIONS

PROGRESS REPORT

	Orders Incomplete August 29, 1956	Orders Issued 8-29 to 9-30	Total Orders Incomplete September 30, 1956
Service Orders	920	2155	1015
Work Orders	194	394	204
Service Charges		274	

PRINCIPAL WORK ORDER LOAD

	Incomplete August 29, 1956	Incomplete September 30, 1956
Laundry Trays	30	18
Kitchen Cabinet Linoleum	16	47
Kitchen Floor Linoleum	5	6
Shower Stalls	7	5
Jack & Shim	37	35
Roofs, General	164	110
Trees, General	143	120

ALTERATION PERMITS ISSUED - MONTH OF SEPTEMBER 102

	August 101		
Dryers	33	Auto Washers	3
Auto Washer & Dryers	9	TV Antennas	10
Patio	6	Lay Tile	1
Furnace Conversion	23	Refinish & Sand Floors	1
Back Door	1	Heater	1
Change Range And Refer	1	Soft Water - Lindsay	1
Electrical Wiring	2	Threshold	1
Stocker	1	Partition Removal	2
Raise Sidewalk	1	Fence	4
Driveway	1	Closet Installation	1
Closet Removal	1	Oil Furnace	2
Exhaust Fan	1	Dishwasher	1

INSPECTIONS FOR MONTH OF SEPTEMBER 583

	August 619		
Laundry Trays	22	Kitchen Sink Linoleum	45
Kitchen Floor Linoleum	3	Flush Tank Lid	1
Broken Kitchen Sink	1	Front Porch	5
Steps	5	Floors	4
Cancellations	127	Renovations	144
Shows	85	Quit and Vacate	46
Dormitories	95	Alteration Permits	125

TENANT STORESMERCHANDISE ISSUEDTOTAL
AMOUNT

Shades	464
Ice Cube Trays	29
TA Drip Trays	8
Grass Seeds	2-1/2
SC Drip Pan	4
Reflectors	15
SC Broiler Pan	1
GE Cooker Pail	1
TA Hydrator Rack	1
TA Shelf Post	1
TA Meat Tender	4
TA Hydrator Glass	1
GM Drip Tray	2
Shelf Glass (Bath)	1
TA Dessert Tray	1
Shaker Handle	1
SC Oven Rack	1
GE Meat Tender	1
GE Hydrator Glass	2
Furniture Recall	21
Furniture Delivery	27

RECALL AND DELIVERY
OF
RANGES, REFRIGERATORS, AND SPACE HEATERS
MONTH OF SEPTEMBER

	<u>Delivery</u>		<u>Recalled</u>		<u>Heater</u>	<u>Heater</u>
	<u>Ranges</u>	<u>Refers</u>	<u>Ranges</u>	<u>Refers</u>	<u>Delivery</u>	<u>Recall</u>
A	7 SC	1 TA	3 SC	4 TA		
B	5 SC	2 TA	3 SC	2 TA		
E	1 SC					
	1 HEW	1 TA				
F	1 SC					
H	2 SC		2 SC			
U	2 HEW	1 TA				
Y	2 HEW	2 HEW	4 HEW	3 HEW		
1BR				1 TA		
2BR	4 SC	3 TA	3 SC	2 TA	2	2
3BR	2 SC		1 SC	2 TA	4	4
TOTAL	27	10	16	14	6	6

Ranges in Warehouse

TA Refers	4
GM Refers	2
GE Refers	3
Total	9

Refers in Warehouse

SC Ranges	8
GE 4 Burner	8
3 Burner Apt.	1
4 Burner Apt.	1
Total	18

COMMERCIAL AND RESIDENTIAL PROPERTY UNIT

RESIDENTIAL LEASES

SEPTEMBER 1956

DORMITORY REPORT

	<u>Reds Available</u>	<u>Vacant Beds</u>	<u>Occupied Beds</u>
Men	359	77	282
Women	267*	70**	197*
TOTAL	626*	147**	479*

* This includes 2 beds used for Dormitory Offices

** This includes 10 beds vacant in Dormitory M-13

WAITING LISTS:

	<u>Single Rooms</u>	<u>Double Rooms</u>
Men	0	0
Women	0	0

The following Dormitories are in stand-by condition:

W-11 38 beds W-12 38 beds M-6 39 beds M-7 39 beds M-8 39 beds M-11 40 beds
 W-8 38 beds

TOTAL BEDS 271

Dormitories released for temporary use:

W-15 50 beds W-16 50 beds W-21 50 beds W-17 50 beds

TOTAL BEDS 200

RESIDENTIAL LEASINGCANCELLATIONS

Voluntary Terminations	38
Transfers	6
ROF	1
Move off Project	49
Divorce	2
Death	1
Retire	2
Not Eligible	1
Marriage	1
Turnovers:	
Death	1
Divorce	1
Marriage	1
Schools	1
Roommate	1
Leave of Absence	3
	<u>109</u>

ALLOCATIONS

New tenants	50
Moves(within Richland)	49
Turnovers	5
TOTAL	<u>104</u>
Houses on which leases were cancelled"ready to rent"	106
Houses on which leases were cancelled"sent to renovation"	27
Number persons on Master list	362
Number persons on Move list	6567

RICHLAND HOUSING

HOUSING UTILIZATION AS OF MONTH ENDING SEPTEMBER 30, 1956
 HOUSES OCCUPIED BY FAMILY GROUPS

	Conven.	A&J	T	Pre Cut	Ranch	Pre Fab	Dorm Apt.	A&J Apt.	2BR Apt.	4th Hsg.	Tract	Total
G. E.	2175	266	10	403	889	1092	5	55	56	203	22	5176
Comm. Fac.	96	18		21	44	56		5	3	9	2	254
AEC	65	25		13	32	20	3	2	5	11	2	178
Other Gov't	9	4		1	3	3				1		21
Post Office	10				2	8					1	21
Schools	72			5	13	39			2	1		132
Comm. Act.	10			1	6	3				1		21
Med. Fac.	3	15		1	1	1				4		25
Meth. Hosp.	5					6		1	1			13
J. A. Jones	5	3			3	2						13
Not Cert.	1				1							2
Non Quota	22	2		1	3	12					1	41
Total	2473	333	10	446	997	1242	8	63	67	230	28	5897
Ready to Rent	22			2	1	22	2	1	2		1	53
In Renovation	5			2	2	12			1			22
Total	2500	333	10	450	1000	1276	10	64	70	230	29	5972

	Begin Month	Moved In	Moved Out	End of Month	Difference
Conventional	2486	4 39	-52	2473	-13
A&J	333	4 1	-1	333	0
WTW	10	4 0	-0	10	0
Precut	447	4 8	-9	446	-1
Ranch	997	4 11	-11	997	0
Prefab	1264	4 27	-49	1242	-22
Dorm Apts.	10	4 0	-2	8	-2
A&J Apts.	63	4 2	-2	63	0
2BR Apts.	69	4 2	-4	67	-2
4th Hsg.	227	4 4	-1	230	4 3
Tract	28	4 0	-0	28	0
Total	5934	4 94	-131	5897	-37

COMMUNITY OPERATION
MAINTENANCE AND RENOVATION OPERATION
MONTHLY REPORT
SEPTEMBER 1956

	<u>Exempt</u>	<u>Non-Exempt</u>
Employees - Beginning of Month	6	90
Rehires	0	1
Transfers In	0	4
Transfers Out	0	3
Terminations	0	4
Employees - End of Month	6	88

EXTERIOR PAINT REPORT

September 1956

FOREMAN: D. W. LUKINS

TYPE UNIT	NO. UNITS SCHEDULED	COMPLETED THIS MONTH	COMPLETED TO DATE	BALANCE TO BE PAINTED
A	21	9	9	12
B	47	13	16	31
D	3	0	0	3
E	28	2	13	15
F	50	13	14	36
G	5	0	0	5
H	42	14	17	25
Tract	1	1	1	0
<hr/>				
TOTAL:	197	52	70	127

Est. MH B. F.	886
Est. MH This Month	<u>2642</u>
Total Est. MH	3528

Actual MH B. F.	880 $\frac{1}{2}$
Actual MH This Month	<u>2537</u>
Total Actual MH	3417 $\frac{1}{2}$

PLUMBING SHOP

September 1956

FOREMAN: F. L. ELSENSOHN

Electric water heaters replaced	10
Laundry trays replaced	28
Miscellaneous plumbing work orders completed	53
Miscellaneous steam work orders completed	9
Plumbing for floor and sink linoleum	27
Plumbing and steam work in Hospital and Public Health Buildings	58 hours
Plumbing service orders worked on	159.2 hours
Radiators repaired in Dormitories	5
Cleared major sewer stoppages caused by tree roots	40
Cleared major stoppages in main sewers	3
Street steps replaced	8
Blacktop sidewalks repaired or replaced	14

Repaired blacktop driveways to all Dormitories.

Made routine steam inspection once each week in Government owned commercial facilities, Dormitories, and apartments.

Excavated with backhole machine for this unit and for Public Works for the cleaning out of roots in sewer lines and to repair all leaking and broken underground piping.

Backfilled and landscaped excavated portions.

SERVICE ORDER CREW

FOREMAN: G. O. DENNEY

A. Service orders on hand at beginning of month	640
B. Received during the month	1975
C. Completed during the month	1795
D. On hand at end of the month	820

E. A total of 105½ man hours were expended on work orders.

F. Backlog of service orders by craft:

Plumbing	190	
Electrical	356	(This includes 324 fire inspection orders)
Carpentry	<u>274</u>	
Total	820	

MECHANICAL SHOP AND RENOVATION AND LABOR CREW

September 1956

FOREMAN: Z. H. MAYBERRY

A. Millwright Crew:

Routine furnace inspections	609
Furnace service orders	323

Fabricated machine to remove and haul stumps that were too large to handle with existing equipment.

Repaired exhaust fan at Ganzel's barber shop.

B. Sheetmetal Crew:

Smokepipes replaced	9
Shower stalls replaced	4
Coal hatch flashings replaced	11
Rain gutters replaced.	9

Made and installed approximately 145 feet of air duct for new offices at 1717-B Building.

Made four 42" roof ventilators for Richland Library.

C. Service Crew:

Tree removal orders completed	49
Stump removals for Electric Distribution	55
Dug out basements to remove odors	2
Remove trash, broken blacktop, porch material, weeds, tree limbs, stumps, etc.	24
Top soil orders	5

D. Renovation Crew:

Houses renovated	21
Houses sprayed for insects	4
Dormitories sprayed for insects.	2
Minor carpentry repairs.	26
Trash pick ups for renovation	71

LINOLEUM AND CARPENTER SHOP

September 1956

FOREMAN: R. M. MARTIN

Replaced bath wall tile	6
Repaired bath wall tile	4
Replaced bath floor linoleum	5
Repaired bath floor linoleum	3
Replaced kitchen floor linoleum	4
Repaired kitchen floor linoleum	8
Replaced bedroom floor linoleum	1
Repaired living room floor linoleum	6
Replaced utility room floor linoleum	3
Repaired utility room floor linoleum	1
Repaired dining room floor linoleum	1
Steps and landing linoleum	3
Replaced sink top linoleum	22
Repaired sink top linoleum	5
Replaced work bench linoleum	4
Replaced kitchen sinks	4
Chempoints	37
Paint touch up	11
Sill caps	5
New bath tub molding	4
Replaced sink top linoleum - Medical Dental Building	1
Repaired roofs	61
Repaired siding	1
Repaired walls	5
Repaired ranch house screens	3
Replaced screen doors	20
Repaired screen doors	36
Repaired doors - exterior	21
Repaired doors - interior	4
Repaired porches	64
Street steps	8

New sidewalk on the 1300 block of Wright Avenue

COMMUNITY OPERATION
ELECTRICAL OPERATION
MONTHLY REPORT
SEPTEMBER 1956

ORGANIZATION AND PERSONNEL

	<u>Exempt</u>	<u>Non-Exempt</u>
Employees Beginning of Month	5	16
New Hires		
Transfers In	1	
Transfers Out		1
Total End of Month	6	15

SYSTEM MAINTENANCE AND OPERATION

Outside Lines

Poles set	36
Poles transferred	19
Anchors and guys installed	11
Street lights installed	29
Mast arms installed	1
Street lights relamped - 1100 Area	107
Street lights relamped - 700 Area	2
Flood lights relamped - 1100 Area	21
Flood lights relamped - 700 Area	0
Traffic signals relamped	0
Primary line footage added	0
Primary line footage removed	0
Transformer KVA added	545.0
Transformer KVA removed	420.0
New services installed	1
Services removed	0
Scheduled outages	4
Unscheduled outages	4
Trees trimmed	88
Stand by and escort	2

TRAFFIC SIGNALS

Operational failures	0
Routine check R.R. Signal at Van Giesen	4
Total signals in operation - automatic	19
Total signals in operation - manual auxiliary	6
Total signals in operation - flasher	3

UTILITIES - ELECTRICAL MAINTENANCE

Electrical motors checked and serviced - irrigation	36
Electrical motors checked and serviced - water	104
Electrical motors checked and serviced - sewage	53

FIRE DEPARTMENT TEST AND MAINTENANCE

Inside circuit and equipment checks	14
Outside circuits checked	9
Inside faults repaired	1
New circuits placed in operation	0
Outside faults repaired	3
New boxes placed in operation	13

SUBSTATIONS

Main feeder breaker checks - BB1S1	4
Main feeder breaker checks - BB1S2	4
Secondary and pad located stations - checked jumpers, cutouts, grounds and general condition.	26

METERING - OPERATION, MAINTENANCE, CONSUMPTION AND REVENUE

Voltage and load checks	1
Meters tested - customers requests	1
New meters shop tested	30
Faulty meters replaced or repaired	1
Damaged meters and covers	1
Residential read-ins	129
Residential read-outs	193
Residential disconnects	1
Residential reconnects	1
Radio interference checks	0
Overloaded meters changed out	17
Routine meter tests	0

Consumption and Revenue for Month of August.

	<u>No. of Meters</u>	<u>KWH</u>	<u>Revenue</u>
Residential - Schedule 1	6,960	4,163,493	\$46,769.18
Commercial - Schedule 2	<u>420</u>	<u>3,850,178</u>	<u>29,933.83</u>
Total	7,380	8,013,671	\$76,703.01

CUSTOMER SERVICES

Performed routine maintenance on traffic signals, fire alarm system, sewage treatment system, and water system as required. Rewired and relocated the main fire alarm board at Central Fire Station. Replaced poles on Pasco Telephone Trunk Cable lead. Manufactured and installed new control panel at Central Fire Station and overhauled wiring as necessary. Assisted health department in spraying pole so as to cure residential insect infestation. Assisted AEC airport in relocating antennas. Installed new controllers on emergency lights at Central Fire Station. Changed the mechanical mechanism in fire alarm box #462. Performed switching so as to provide North Richland Army Camp with 1,000 KVA of energy for a period of seven hours. (Richland's power bill will be corrected by BPA prior to billing.) Removed temporary wiring at Library and installed outlet at John Dam Park all of which was for use of a carpenter.

SUBSTATION AND METER MAINTENANCE

Performed routine transformer and substation maintenance. Overhauled 12 distribution transformers.

OUTSIDE LINES

Installed two 25 KVA transformers to allow for new heat loads. Repaired house service damaged by tree. Replaced ballasts for mercury vapor lights on Jadwin. Replaced 15 KVA transformer with 5 KVA due to tract house being moved out. Removed eight unused 45' poles along Saint Road. Moved telephone and TV equipment as required on pole line rebuilds. Installed new 15 KVA transformer to serve new parsonage and relocated church service at Redeemer Luthern Church on Thayer Drive. Repaired broken service drop to house. Connected permanent service to rebuilt Pennywise Drug Store. Continued with general pole line rebuilding.

CALLOUTS

Three exempt and eight non-exempt men were called out during the month on four cases of trouble.

COMMUNITY SECTION
WATER AND SEWERAGE UTILITIES UNIT
MONTHLY REPORT
SEPTEMBER 1956

ORGANIZATION AND PERSONNEL

	<u>Exempt</u>	<u>Non-Exempt</u>
Employees Beginning of Month	6	27
Transfers Out	0	0
Transfers In	0	1
New Employees	0	0
Terminations	0	1
Total End of Month	6	27

DOMESTIC WATER

Normal operations were continued throughout the month.

The north section of the 3000 Area percolation basin was scarified to break up the silt formation on the surface and increase the water percolation rate to the underground water table.

The construction project for replacement of thin wall steel water lines was commenced during the month. The first phase is replacement of water mains is the mains on the South and West sides of Kadlec Hospital.

DOMESTIC WATER DATA

	<u>Well Production</u>	<u>Av. Da. Prod.</u>	<u>Total Consumpt.</u>	<u>Av. Da. Cons.</u>
Richland	131,620,000	4,387,300	433,443,200	14,448,100
North Richland	333,490,000	11,116,300	35,906,000	1,196,800
Columbia Field	66,328,200	2,210,900		
300 Area			63,289,000	2,109,600
Total	531,438,200	17,714,600	532,638,200	17,754,600
Maximum daily production	21,998,600 gallons on September 11, 1956			
Maximum daily consumption	21,839,600 gallons on September 19, 1956			

WATER AND SEWERAGE UTILITIES UNIT

SEWERAGE SYSTEM

Normal operations and routine maintenance were continued throughout the month.

The barminutors for the sewage lift station were returned from Chicago Pump Co. and re-installed and to date are operating satisfactorily. These units were slightly remodeled and some change was made in the physical installation that seems to be an improvement over the original installation. Some difficulty has been encountered in emptying the primary digester at the Sewage Treatment Plant, however some progress is being made. We are endeavoring to get the unit emptied and maintenance work completed so the unit can be returned to service before the weather gets too cool.

SEWERAGE DATA

Plant No. 1 Total Flow	45,080,000	Average Daily Flow	1,502,600
Plant No. 2 Total Flow	<u>78,861,000</u>	Average Daily Flow	<u>2,628,700</u>
Total Flow	123,941,000		4,131,300

IRRIGATION SYSTEMS

Normal operations were continued throughout the month.

Two leaks were repaired in the wood stave line on Lee Blvd. that supplies water to No. #1 Irrigation Station.

COMMUNITY OPERATION
PUBLIC WORKS AND RECREATION OPERATION
MONTHLY REPORT
SEPTEMBER 1956

<u>ORGANIZATION AND PERSONNEL</u>	<u>Exempt</u>	<u>Non-Exempt</u>
Employees Beginning of Month	6	46
Transfers Out	0	4
Transfers In	0	1
New Employees	0	0
Terminations	0	10
Total End of Month	6	33

ROADS AND STREETS

160 curb miles of street sweeping; 31 cubic yards of debris picked up.

The Uptown parking lot was cleaned on an overtime basis. 80 man hours of labor were used, working from 4:00 A.M. to 8:00 A.M. on two separate days. Also, the weeds were removed from the perimeter strips furthering the appearance of the parking area.

The 300 block of Bernard was regraded in preparation for oiling. 100 cubic yards of base material and 192 cubic yards of 3/4 minus aggregate were hauled and placed.

Street patching with blacktop was continued during the month with 138 tons used.

Maintenance of storm sewers continued during the month with Areas 1, 2, and 3 completed in the fall cleaning program.

A work order was issued to Transportation and Maintenance Operation to seal coat a number of streets within the next two (2) weeks.

SANITATION

Waste removal during the month required collection and disposal of the following:

Residential:	467 tons
Commercial:	<u>120 tons</u>
Total	587 tons

The month of September did not see the completion of the landfill work at the temporary disposal grounds. This operation will continue through the major part of October and will result in the abatement of a previously serious mosquito breeding area.

PARKS AND PUBLIC GROUNDS

Irrigation of assigned shelterbelts was completed during September. Now in the process of winterizing the shelterbelt irrigation system.

PUBLIC WORKS AND RECREATION OPERATION

PARKS AND PUBLIC GROUNDS (Cont'd.)

Irrigation of lawn areas was completed during September. Now in the process of warehousing hoses and sprinklers from assigned areas.

Mowing of assigned areas during September was done on an every other week basis.

Cleanup, consisting of mowing, raking, and burning of pollen areas, continued during September.

Renovation and repairs to permanent type bleachers at Memorial Softball Field started during September.

Arrangements were made for contractor to seed Falley Baseball Field during September.

The 1956 Mosquito Control Program was completed on September 24.

RECREATIONGeneral

The Minnesingers, Boy's Choral Group, a youth sponsored activity of our unit, held its first rehearsal of the year on Thursday, September 13.

The Columbia Playfield lighting system was turned off the last day of the month for the fall and winter season.

The Northwest Region Convention and Festival of the International Folk Dancers was held in the Games Room of the Community House on September 29 and 30.

The Red Cross Blood Bank held its monthly meeting in the Social Hall on Tuesday, September 10.

The General Electric Company held its second auction of the year in the Games Room of the Community House on September 24. Approximately 1150 persons attended this sale of excess and surplus materials.

Attendance Statistics - September 1956

	<u>No. of Sessions</u>	<u>Youth</u>	<u>Adults</u>	<u>Sub Total</u>
<u>A. Community House</u>				
American Red Cross Blood Bank	1		150	150
Benton County Republic Committee	1	50	400	450
Boy Scouts	2	22	13	35
Campfire Girls	5		125	125
City Council	2		60	60
Coin Club	2	8	15	23
Desert Knights	2	8	6	14
Fencing	4		19	19

PUBLIC WORKS AND RECREATION OPERATIONAttendance Statistics - September 1956 (Cont'd.)

	<u>No. of Sessions</u>	<u>Youth</u>	<u>Adults</u>	<u>Sub Total</u>
<u>A. Community House (Cont'd.)</u>				
Games Room	19	584	116	700
G. E. Auction	1	50	1 100	1 150
Hi Spot	9	2 477	40	2 517
International Folk Dancers	6	277	578	855
Jewish Congregation	2	51	226	277
Little Leagues	1		15	15
Marine Corps Auxiliary	1		15	15
National Little League	1		10	10
Orthopedic Guild	1		50	50
Perry Thompson Boat Organization	1		8	8
Precinct Committeemen	1		35	35
Rec-A-Teers	4		283	283
Richland Bowling Association	1		33	33
Richland Chess Club	4		15	15
Richland Kennel Club	1		5	5
Rich. Public Library (Children's Party)	1	226	17	243
Richland Rod & Gun Club	1	19	70	89
Richland Youth Council	1		6	6
Social Security	2		60	60
Stamp Club	1		2	2
Volleyball Association	1		2	2
Total Community House	79	3 772	3 474	7 246
<u>B. Parks and Playgrounds</u>				
Wellsian Lake	31	1 250	225	1 475
Ball Field Bookings	4		85	85
Memorial Softball Field	9	85	195	280
Picnic Bookings	15	750	1 000	1 750
Playlots	30	6 600	3 300	9 900
Columbia Baseball Field	8	60	130	190
Riverside Park	20	800	1 100	1 900
Columbia Playfield	20	300	500	800
Total Parks and Playgrounds	137	9 845	6 535	16 380
<u>C. Summary</u>				
Community House and Parks and Playgrounds total for September 1956	<u>216</u>	<u>13 617</u>	<u>10 009</u>	<u>23 626</u>
Calendar Year to Date				287 939

COMMUNITY OPERATION
PUBLIC LIBRARY OPERATION
MONTHLY REPORT
SEPTEMBER 1956

<u>ORGANIZATION AND PERSONNEL</u>	<u>EXEMPT</u>	<u>NON-EXEMPT</u>
Employees beginning of month	4	10
Transfers in	0	0
Transfers out	0	0
New hires	0	2
Terminations	0	1
End of month	4	11
 <u>GENERAL</u>		
<u>Circulation</u>		
Books	15,512	
Magazines	427	
Pamphlets	62	
Records	1,074	
Interlibrary loans	45	
Grand Total		17,120
 <u>Current Book Stock</u>		
Books added this month	297	
Books withdrawn this month	10	
Grand Total		39,777
 <u>Registration</u>		
Adult	130	
Juvenile	47	
Juvenile registrations dropped	36	
Net Total	141	
Total registered borrowers		20,274
 <u>Meetings in North Hall</u>		
Children's Story Hour Attendance	4	
	0 -- Story hours will resume October 1, 1956	

The Winner's Party for the Children's Summer Reading Club was held September 15, 1956, with 225 of the 241 winners attending. The movie "Adventures of Chico" was shown. The Reading Club Certificates and awards were distributed by Mr. B. E. Clark, Grand Knight of the Richland Chapter of the Knights of Columbus and Mr. Robert Jaske, Program Chairman, Knights of Columbus. The Winner's Party and winner's awards are financially sponsored by the Richland Chapter of the Knights of Columbus. The participation in the Children's Summer Reading Club this year totaled 800, double that of last year. 95 more children completed the Reading Club this year than last.

An exhibit of all handicrafts which the children made in the Reading Club was on display in North Hall, September 7 through September 15.

A display of the art works of Bill Allan, Jr. are on display in North Hall. The exhibit is sponsored by the Richland Allied Arts Association.

COMMUNITY OPERATION
ENGINEERING OPERATION
MONTHLY REPORT
SEPTEMBER 1956

<u>PERSONNEL</u>	<u>Exempt</u>	<u>Non-Exempt</u>	<u>Total</u>
Employees Beginning of Month	3	3	6
Transfers Out	0	0	0
Transfers In	0	0	0
Terminations	0	0	0
Total End of Month	3	3	6

BUILDING PERMITS

1. Theron G. Austin - 2211 Humphreys - Patio with roof and a fireplace
3. Pennywise Drug - 2100 Pullen - Roof and ceiling to be replaced after fire
4. Sign Permit

NEW MUNICIPAL CONSTRUCTION STARTED

NONE

ENGINEERING JOBS COMPLETED

- G-01022 - Development of Riverside Park, Newton to North End of Park
- G-02205 - Additional Street Lights, Richland, Washington - Finished
and accepted September 26, 1956.

STATUS OF ENGINEERING OPERATION PROJECTS

- G-01020 - Falley Field Improvements - Contract awarded. Contractor started work May 29, 1956. Construction 90% complete.
- C-0572 - Study of Drainage Ditch from Swift Blvd. to Origin on Wellsian Way - Plans to AEC for approval 3-26-56.

BUILDINGS UNDER CONSTRUCTION

Plans, Specs., Inspections, Richland Lutheran Church - 80% complete. Work progressing as scheduled. All of rooms may not be completed on this contract.

Plans, Specs., Inspections, L. G. Cook Building - 95% complete. Portions of building now occupied.

Plans, Specs., Inspections, Parker Hansen Building - 95% complete. Portions of building now occupied.

Plans, Specs., Inspections, Parcell's Bulk Station, Wellsian Way - 100% complete. Decided not to put on roof.

Plans, Specs., Inspections, Charles D. McGuinness - 95% complete. Open for business. Plumbing and roof structure not completed satisfactorily.

Plans, Specs., Inspections, Rice's Rug Service - 80% complete. Addition being used. No wiring installed in it. Openings in existing walls not yet enlarged as planned.

Plans, Specs., Inspection, Pennywise Drug - 80% complete. New roof structure erected to replace one damaged by fire. Interior work to be done.

PROJECTS IN SCOPING AND SMALL STUDIES

Grand Stand Seats, Memorial Soft Ball Field
Irrigation System, Memorial Soft Ball Field
Hains Street Sprinklers
Library Addition
Library Repairs (50% complete)
Reservoir Roof, North Richland
Uptown Richland Roof Leaks.

INTERNAL PROJECTS

Refiling City Engineering Records
Completion of Richland Drainage Map
Maintenance of Map Records
Recording Drains and Sewer Cleanout Locations

COMMUNITY OPERATION
FIRE OPERATION
MONTHLY REPORT
SEPTEMBER 1956

ORGANIZATION AND PERSONNEL

	<u>Exempt</u>	<u>Non-Exempt</u>
Employees Beginning of Month	17	32
Transfers In	0	0
Transfers Out	1	0
Terminations	0	0
New Hires	0	0
End of Month	17	31

FIRE PROTECTION

Fire Loss (estimated)	Government	\$ 48.00
	Personal	<u>317.23</u>
	September Total	<u>365.23</u>
	1956 Total	\$87,026.05
Response to Fire Alarms		19
Ambulance Responses		18
Inside Schools or Drills		14
Outside Drills		12
Safety Meetings		8
Security Meetings		4
Alarm Boxes Tested		210

A total of 386 residences were inspected during September with 256 reportable hazards detected. There were 607 "no answers" reported. For the year this totals 4,004 homes inspected, 2,906 "no answers" and 3,285 hazards reported.

Fire companies were summoned eight times during September for standbys at the A.E.C. Airport, five for military planes and three times for planes carrying visiting General Electric officials.

Fourteen thousand feet of fire hose was pressure tested during the month of September.

Five members of the Fire Department attended instructor's first aid classes during late September.

Fire companies made pre-fire surveys of two church buildings during the month.

Visiting groups to fire stations during September included a den of 11 Cub Scouts with two adults and 150 Spalding School students.

Engine Company 4 conducted several demonstrations on September 28 for all 650 students of the Marcus Whitman Grade School.

FIRE PREVENTION

Following the transfer of B. G. Pigg to another department, N. R. Hayes was upgraded to Fire Marshal and Fireman John R. Ward was promoted to Assistant Fire Marshal.

The 158 building inspections made in September resulted in 123 inspection reports. In addition, 348 fire extinguishers and 46 sprinkler systems were inspected.

Following a survey of the new Lutheran Church building, recommendations were submitted on the number, size and type of fire extinguishers needed for installation in this building.

Fire Marshal accompanied an engineer from the Washington Surveying and Rating Bureau on tests of the three sprinkler systems in the Columbia High School.

Preparations for Fire Prevention Week included arrangements for radio transcriptions, publicity releases, and dating a field engineer of the Western Oil and Gas Association for six demonstration lectures on flammable liquids.

COMMUNITY OPERATION
RICHLAND POLICE DEPARTMENT
MONTHLY REPORT
SEPTEMBER 1956

ORGANIZATION

	EXEMPT	NON-EXEMPT
EMPLOYEES - BEGINNING OF MONTH	13	28
TRANSFERS IN	0	0
TRANSFERS OUT	1	1
NEW HIRES	0	0
TERMINATIONS	<u>0</u>	<u>0</u>
TOTAL - END OF MONTH	12	27

GENERAL

DURING THE MONTH, LIEUTENANT E. E. MILLER WAS PROMOTED TO THE RANK OF CAPTAIN TO FILL THE VACANCY CREATED BY THE TRANSFER OF CAPTAIN C. F. KLEPPER TO THE IRRADIATION PROCESSING DEPARTMENT. CAPTAIN MILLER WILL BE IN CHARGE OF RECORDS AND TRAFFIC CONTROL OPERATION.

ONE PATROLMAN TRANSFERRED TO THE SECURITY PATROL DURING THE MONTH.

CAPTAIN E. E. MILLER ATTENDED THE GOVERNOR'S SAFETY CONFERENCE HELD IN OLYMPIA ON SEPTEMBER 19 AND 20 AND WHILE THERE WAS PRESENTED WITH THREE CERTIFICATES OF ACHIEVEMENT FOR "HAVING NO FATAL MOTOR VEHICLE ACCIDENTS IN 1955"; FOR "OUTSTANDING PERFORMANCE IN ACCIDENT RECORDS"; AND FOR "OUTSTANDING PERFORMANCE IN PUBLIC SAFETY EDUCATION". THESE AWARDS WERE PRESENTED TO THE CITY OF RICHLAND BY THE NATIONAL SAFETY COUNCIL AS A RESULT OF OUR ANNUAL INVENTORY OF TRAFFIC SAFETY ACTIVITIES AND HAD BEEN FORWARDED TO THE STATE SAFETY COUNCIL FOR PRESENTATION. MARVIN POWELL OF THE STATE SAFETY COUNCIL WILL VISIT RICHLAND IN THE NEAR FUTURE AND MAKE A FORMAL PRESENTATION OF THE AWARDS TO THE RICHLAND SAFETY COUNCIL.

HONORABLE MENTION FOR "COOPERATION FOR PEDESTRIAN PROTECTION AND CONVENIENCE" WAS AWARDED TO RICHLAND FOR PEDESTRIAN PROTECTION ACTIVITIES BY THE AAA IN THEIR ANNUAL NATIONAL PEDESTRIAN PROTECTION PROGRAM.

ONE GROUP OF CUB SCOUTS WAS ESCORTED ON A TOUR OF POLICE HEADQUARTERS DURING THE MONTH.

MEMBERS OF THE TRAFFIC CONTROL GROUP CONDUCTED 2 TRAFFIC SAFETY MEETINGS DURING THE MONTH.

TRAFFIC

	<u>1956</u>		<u>1955</u>		<u>1956</u>	<u>1955</u>
	AUG.	SEPT.	AUG.	SEPT.	TOTAL TO DATE	TOTAL SAME PERIOD
RICHLAND						
REPORTABLE ACCIDENTS	19	9	17	20	191	166
PROPERTY DAMAGE ACCIDENTS	13	5	15	17	160	143
INJURY ACCIDENTS	6	4	2	3	30	23
TOTAL PERSONS INJURED	6	5	2	3	37	27
FATAL ACCIDENTS	0	0	0	0	1	0
ACCIDENTS - DAYLIGHT HOURS	13	7	15	18	147	127
DARKNESS HOURS	6	2	2	2	44	39
ACCIDENTS - BUSINESS DISTRICT	10	2	8	8	62	52
RESIDENTIAL "	9	7	6	11	116	85
OTHER "	0	0	3	1	13	29
ACCIDENTS INVESTIGATED	16	7	12	15	127	114
CRIMINAL COMPLAINTS FILED	7	3	9	10	72	64
VIOLATIONS CONTRIBUTING TO						
ACCIDENTS:						
NEGLIGENT DRIVING	2	2	3	4	28	24
FAIL. TO YIELD RIGHT OF WAY	7	2	5	7	61	51
FOLLOWING TOO CLOSELY	2	3	2	1	27	25
DRUNK DRIVING	1	0	1	0	3	3
PEDESTRIAN VIOLATION	0	1	1	0	4	5
INATTENTION TO DRIVING	0	0	2	2	1	6
RECKLESS DRVG	0	0	0	0	0	1
DIEDING	0	0	0	0	2	1
UNSAFE SPEED	0	0	0	0	40	18
IMPROPER BACKING	0	0	0	0	2	7
IMPROPER PARKING	0	0	0	0	0	0
DISREGARDING STOP SIGN	1	0	0	0	1	4
HIT AND RUN	0	0	0	0	0	2
IMPROPER PASSING	0	0	1	1	5	6
IMPROPER TURN	0	0	0	2	6	5
WIDE RIGHT TURN	0	0	1	0	0	1
FAILURE TO SIGNAL	1	0	0	1	1	2
DEFECTIVE EQUIPMENT	1	0	0	0	3	2
WRONG SIDE OF ROAD	1	0	0	0	1	1
ANIMAL IN ROAD	0	0	0	0	0	2
BICYCLE VIOLATION	1	1	1	2	3	6
PASSENGER FELL FROM MOTORCYCLE	1	0	0	0	1	0
BLINDED BY ONCOMING HEADLIGHTS	1	0	0	0	1	0
PASSENGER JUMPED FROM CAR	0	0	0	1	0	1

	<u>1956</u>		AVE. PER ACCIDENT		AVE. PER ACCIDENT	
	AUG.	SEPT.	AUG.	SEPT.	AUG.	SEPT.
RICHLAND						
ACCIDENT PROPERTY						
DAMAGE	\$5375.00	\$1425.00	\$282.90	\$158.33	\$130.63	\$287.38

TRAINING

ADVANCE TRAINING FOR RICHLAND POLICE MEMBERS AT THE SMALL ARMS RANGE FOR THE PERIOD IN FIELD INSTRUCTION WAS AS FOLLOWS:

.38 CALIBER REVOLVER	1/2 HOUR
TOTAL NUMBER OF MEN REPORTING AT THE RANGE	12
NUMBER OF MEN FIRED OVER THE ARMY-L COURSE	12

QUALIFICATIONS ON THE ARMY-L COURSE AS FOLLOWS:

EXPERT	1	8%	MARKSMAN	3	25%
SHARPSHOOTER	5	42%	UNQUALIFIED	3	25%

ACTIVITIES	JULY	AUGUST	SEPTEMBER
ANIMALS REPORTED LOST AND FOUND	22	15	18
BANK ESCORTS AND DETAILS	0	3	0
BICYCLES IMPOUNDED	12	3	1
BICYCLE VIOLATIONS, OTHER	0	1	1
BICYCLES REGISTERED	27	24	89
CHILDREN LOST AND/OR FOUND	12	22	19
COMPLAINTS INVESTIGATED	117	153	115
DEATHS REPORTED	0	3	2
DOG, CAT, OTHER ANIMAL COMPLAINTS	20	11	8
DOORS, WINDOWS, RPTD OPEN IN FACILITIES	39	46	57
EMERGENCY MESSAGES DELIVERED	7	9	5
FIRES INVESTIGATED	4	15	8
GUNS REGISTERED	3	4	8
LAW ENFORCEMENT AGENCIES ASSISTED	9	5	8
LETTERS OF INQUIRY	117	133	96
MISCELLANEOUS DETAILS AND ESCORTS	6	6	4
PERSONS INJURED BY DOGS	4	1	1
PLANT DEPARTMENTS ASSISTED	14	28	17
PRIVATE INDIVIDUALS ASSISTED	57	71	38
PRISONERS PROCESSED THROUGH JAIL	8	16	10
PROPERTY LOST AND FOUND	25	29	19
REPORTS PROCESSED THROUGH RECORDS	151	228	161
STREET LIGHTS OUT REPORTED TO ELECTRICAL	89	101	70
TRAFFIC SAFETY MEETINGS (SEPT. ATTEN. 282)	9	4	7
RECORDS INQUIRIES	23	31	29
TOTALS	777	961	791

HW 45988

UNCLASSIFIED

MONTHLY REPORT
RICHLAND POLICE DEPARTMENT
SEPTEMBER 1956

OFFENSES	KNOWN	UNFOUNDED	CLEARED OTHER	CLEARED ARREST
PART I.				
1. CRIMINAL HOMICIDE	-	-	-	-
A. MURDER & NON. NEG. MANS.	-	-	-	-
B. MANS. BY NEGLIGENCE	-	-	-	-
2. RAPE	-	-	-	-
3. ROBBERY	-	-	-	-
4. AGGRAVATED ASSAULT	4	1	1	-
5. BURG-BREAK. & ENTRY	3	-	-	-
6. LARCENY OVER \$50.00	24	-	-	3
UNDER \$50.00	1	-	-	1
7. AUTO THEFT	33	1	2	4
TOTAL PART I CASES				
PART II				
8. OTHER ASSAULTS	2	-	1	1
9. FORGERY & COUNTERFEIT	1	-	-	1
10. EMBEZZLEMENT & FRAUD	-	-	-	-
11. STOLEN PROP:BUY:RECEIVE	-	-	-	-
12. WEAPONS:CARRY:POSSESSING	-	-	-	-
13. PROSTITUTION	-	-	-	-
14. SEX OFFENSES	1	-	-	-
15. OFFENSES AG. FAM.& CHILD	-	-	-	-
16. NARCOTICS	-	-	-	-
17. LIQUOR LAWS	1	-	1	-
18. DRUNKENNESS	-	-	-	-
19. DISORDERLY CONDUCT	1	-	-	1
20. VAGRANCY	-	-	-	-
21. GAMBLING	1	-	-	1
22. DRUNK DRIVING	-	-	-	-
23. VIOL. ROAD & DRIVING LAWS:	-	-	-	-
FAILURE TO STOP & IDENTIFY	26	-	12	14
SPEEDING	16	-	7	9
STOP SIGN	10	-	-	10
NEGLIGENT DRIVING	1	-	-	1
RIGHT OF WAY	4	-	1	3
RECKLESS DRIVING				

UNCLASSIFIED

UNCLASSIFIED

OFFENSES	<u>KNOWN</u>	<u>UNFOUNDED</u>	<u>CLEARED</u>	<u>OTHER</u>	<u>CLEARED</u>	<u>OTHER</u>
DEFECTIVE EQUIPMENT	22	-	22		-	
ILLEGAL PASSING	2	-	-		2	
PARKING	20	-	15		5	
24. ALL OTHER TRAFFIC VIOLATIONS	9	-	6		3	
25. ALL OTHER OFFENSES:						
26. VANDALISM	3	-	1		-	
PUBLIC NUISANCE	9	-	2		7	
MISCHIEF	3	-	3		-	
BIKE VIOLATIONS	1	-	1		-	
AUTO PROWL	1	-	-		-	
TAMPERING WITH U.S. MAIL	1	-	-		-	
27. SUSPICION	1	-	1		-	
TOTAL PART II CASES	136	-	73		53	
PART III						
28. MISSING PERSONS	2	-	2		-	
LOST PERSONS	10	-	10		-	
LOST ANIMALS	3	-	2		-	
LOST PROPERTY	5	-	3		-	
29. FOUND PERSONS	-	-	-		-	
FOUND PROPERTY	2	-	1		-	
FOUND ANIMALS	5-	-	2		-	
TOTAL PART III CASES	27	-	19		-	

UNCLASSIFIED

UNCLASSIFIED

OFFENSES	KNOWN	UNFOUNDED	CLEARED OTHER	CLEARED ARREST
PART IV				
30. FAT. M.V. TRAFF. ACCID.	-	-	-	-
31. PERS. INJ. M.V. TRAFF. ACCID.	4	-	-	-
32. PROP. DAM. M.V. ACCID.	5	-	-	-
33. OTHER TRAFFIC ACCIDENTS	-	-	-	-
34. PUBLIC ACCIDENTS)				
35. HOME ACCIDENTS)				
36. OCCUPATIONAL ACCIDENTS	No Accurate Statistics Kept			
37. FIREARMS ACCIDENTS	-	-	-	-
38. DOG BITES	1	-	-	-
39. SUICIDES	-	-	-	-
40. SUICIDE ATTEMPTS	1	-	-	-
41. SUD. DEATH & BOD. FOUND	2	-	-	-
42. SICK CARED FOR	-	-	-	-
43. MENTAL CASES	-	-	-	-
TOTAL PART IV CASES	13	-	-	-

COMPOSITE TOTALS

209

94

57

PART I, II, III, IV CASES

CASES LISTED UNDER "CLEARED OTHER" ARE THOSE CLEARED BY VARIOUS MEANS OTHER THAN ARREST, SUCH AS: ORDER FROM THE PROSECUTOR, JUVENILE PROBATION OFFICER OR OTHER SITUATIONS IN WHICH A MUTUAL AGREEMENT IS OBTAINED. THEY ARE DEFINITELY CLEARED CASES AND DIFFER FROM THE ARREST COLUMN ONLY IN THAT THERE WAS NO ARREST.

PROPERTY REPORTED STOLEN	RICHLAND	\$2,088.00
PROPERTY RECOVERED	RICHLAND	1,121.50

UNCLASSIFIED

UNCLASSIFIED

HW 45988

MONTHLY REPORT		RICHLAND POLICE DEPARTMENT			JUVENILES INVOLVED			SEPTEMBER 1956		
OFFENSES	NO. CASES	JUVENILES	SEX	10	12	13	14	15	16	17
MISCHIEF	2	6	M	1	2	2	1			
ASSAULT	1	2	M				2			
LOITERING	1	2	M			1		1		
AUTO THEFT	1	1	M							1
ALTERCATION	1	2	M			1		1		
TOTALS	6	13		1	2	4	3	1	1	1

UNCLASSIFIED

UNCLASSIFIED

RICHLAND POLICE DEPARTMENT
RICHLAND JUSTICE COURT CASES
SEPTEMBER, 1956

VIOLATIONS	NO. OF CASES	NO. OF CONV.	NO. OF FOR.	CASES CONT.	CASES DISM.	SENT JAIL	SENT SUSP	LIC REV	BAIL FOR	CASES ORIG.		FINES	FINES SUSP.
NO. DRIVER'S LICENSE	7	6	1						\$ 5.00	1	\$	80.00	\$ 25.00 (4)
DEFECTIVE EQUIPMENT	2	2								1		25.00	20.00 (2)
NEGLIGENT DRIVING	13	10	2		1				75.00			367.50	122.50 (9)
RECKLESS DRIVING	4	3		1								105.00	30.00 (2)
DRUNK DRIVING	1									1			
SPEEDING	11	3	7						87.50			50.00	5.00 (1)
STOP SIGN	9	4	5						25.00			47.50	10.00 (2)
FTYROW	6	4			2					2		145.00	37.50 (3)
ILLEGAL PARKING	7	2	5		2				17.50			25.00	11.00 (2)
ILLEGAL PASSING	4	2	2						20.00	1		25.00	10.00 (1)
NO VALID WN VEHICLE LIC	1	1											
PERM OPER MOTOR VEHICLE													
BY UNLIC OPERATOR	1	1										52.50	20.00 (1)
PUBLIC INTOXICATION	1		1						12.50				
PUBLIC NUISANCE	11	8	2	1					35.00			135.00	38.50 (5)
3RD DEGREE ASSAULT	2	1	1		1				10.00			50.00	25.00 (1)
LARCENY BY CHECK	1									1			
CARNAL KNOWLEDGE	1												
INDECENT LIBERTIES	1												
CONTRIB DELINQ OF MINOR	1											77.50	62.50 (2)
VAGRANCY	2	2										100.00	
PETIT LARCENY	2	2				2							
TOTALS	88	49	26	4	9	2	2	2	287.50	12		1,285.00	417.00 (35)

1 RECKLESS DRIVING - AMENDED TO NEGLIGENT DRIVING. 1 NEGLIGENT DRVG - LICENSE REVOKED FOR 6 MONTHS.
 1 RECKLESS DRIVING - AMENDED TO NEGLIGENT DRIVING. 2 PETIT LARCENY - \$50 OR 15 DAYS IN CNTY JAIL.
 1 RECKLESS DRIVING - LICENSE REVOKED FOR 30 DAYS. 1 VAGRANCY - FINE SUSP ON EXPRESSED CONDITIONS - NO FURTHER VIOLATIONS FOR 6 MONTHS.

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MONTHLY REPORT--CONTRACT ADMINISTRATION OPERATIONRELATIONS AND UTILITIES OPERATIONSEPTEMBER, 1956

The Contract Administration Operation commenced functioning on September 1, 1956, as a component of the Relations and Utilities Operation, effective with the reorganization of the Hanford Atomic Products Operation. Major efforts in September were devoted to the issuance of accounting instructions to all financial operations, and a recast of costs for the months of July and August. Another major task was the preparation of information for the 1956 HAPO Business Review, held on September 25 and 26.

Personnel statistics for the Contract Administration Operation as of September 30 were as follows:

	<u>Exempt</u>	<u>Non-Exempt</u>	<u>Total</u>
Manager's Office	1	1	2
Programs and Forecasts	7	9	16
Financial Consolidations	7	6	13
SS Accountability	10	32	42
Contract Reimbursement	1	1	2
Contract Audit	1	-0-	1
Property Management	<u>3</u>	<u>1</u>	<u>4</u>
Total	<u>30</u>	<u>50</u>	<u>80</u>

Detailed reports for the Contract Administration Operation appear on succeeding pages, as follows:

Financial Consolidations Operation	CA-2 through CA-3
Programs and Forecasts Operation	CA-4 through CA-8
SS Accountability Operation	CA-9 through CA-13
Property Management Operation	CA-14 through CA-15
Contract Reimbursements	CA-16
Contract Audit	CA-17

CA-1

FINANCIAL CONSOLIDATIONS OPERATIONMonthly Report--September, 1956General

The major function or activity during the month has been the completion of the necessary accounting instructions for Contract Administration. These instructions were distributed on September 24 to the Managers-Finance of the various components and their personnel responsible for performing the functions. In connection with this program there has been continuing training, advice, consultation and assistance provided to the component representatives who will be performing the work. There is some indication that this will probably continue for a minimum of two or three months. For example, in Production Cost Accounting work the new department employees prepared their individual reports. However, it appears that a representative will spend considerable time in the field to insure continuity of proper reporting. This is also true in most of the other reporting areas.

Budgets

Status of equipment funds was analyzed, in line with the organization effective September 1, 1956. The analysis was completed and a request was made September 28 for an early review of requirements for the remainder of FY 1957. This information will also be adequate for the FY 1957 Midyear Review.

General Financial Statements and Cost Consolidations

Meetings were held with cost representatives of various Financial Operations to discuss methods of recasting July and August expenditures. Preliminary work has started, but complete information is not yet available.

Closing dates for September reporting were established in a meeting that included representatives of financial and computing components. A request was made to Managers-Finance for designation of one or more individuals to serve on a closing committee in future months.

The recast of July and August expenditures, as reported to end functions, was completed and the necessary entries to divide the general ledger account balances were made.

Process Inventory Consolidations

A final comparison of Savannah River and HAPO unit costs was prepared for the Fourth Quarter and Fiscal Year 1956. During the last six months, Savannah River unit cost decreased substantially while HAPO unit cost tended to level off; however, HAPO continued to hold a favorable advantage at the end of the year. In the immediate future, comparisons of product unit cost will not be possible, due to changing programs at both Savannah and HAPO.

Document XX-1686 Product Cost - Current Basis was issued. The document includes unit costs for the 2nd half of FY 1947 through FY 1956. In addition, document XX-1687 Production, Conversion and Unit Cost by plants and products was issued for calendar and Fiscal Years since September 1947 through FY 1956.

Fixed Asset Accounting

Detailed instructions have been prepared for the preparation of the cost report on changes in Plant and Equipment in Progress on a decentralized basis. The requirements of AEC have been interpreted in a manner that will coincide with GE terminology and provide necessary control by use of the trial balances of the various components. The various transactions that affect 9000 program of each component have been examined and appropriate directions outlined for handling each type of transaction. These transactions include retirements, transfers, depreciation assessments, declaring equipment excess, etc. Information meetings have been held with appropriate personnel of all HAPO components to familiarize them with the reporting methods and requirements.

The depreciation accruals, allocations, assessments and budgets are being prepared by all HAPO components. Numerous instruction periods have been conducted to familiarize personnel of the various components with problem areas in their particular operation. These problem areas include such items as the depreciation on TBP, waste system, assessment from IPD to CPD for depreciation on the export water system, assessment from R&U to all other components and the AEC for depreciation on general use facilities, allocation of a portion of the depreciation for general use items in the 300 Area to HLO by FPD, and determining appropriate depreciation rates for items to be transferred from one component to another.

The AEC requested information concerning the area, cost, accumulated depreciation, net book value and replacement cost of buildings and systems on public domain land. In order to complete this report within the time allowed, it was necessary to work closely with the Plant Accounting operation of all HAPO components, plant telephone, electrical, and transportation personnel.

PROGRAMS AND FORECASTS OPERATIONMonthly Report--September, 1956Prime Contract Liaison

During September three requests from the Commission for information were processed and replies transmitted.

A routine has been developed for routing copies of OPGs to the Commission as they are generated by HAPO components.

The Commission is preparing sufficient full sets of AEC Manuals to supply each level 2 component with one full set. These are to be ready by October 10.

The following tabular summary shows activity during September on AEC Manual Chapter revisions received for compliance:

<u>No. Pending</u> <u>9-1-56</u>	<u>No. Received</u>	<u>No. Answered</u>	<u>No. Pending</u> <u>9-30-56</u>
10	4	0	14

In addition, eighteen information issuances were received.

Measurements

Preliminary arrangements were made for a visit of C. A. Gillespie of Measurements Services during the period October 30 and 31 and November 1 and 2.

Records Center Operation

The supervisor of Records Operation attended the Third Annual Conference on Records Management conducted by the National Records Management Council in cooperation with the Graduate School of Business Administration, New York University, held in New York City September 13 and 14.

He also met with R. Ogilvie of KAPL and W. H. Leavitt of Office Procedures Service of Schenectady to discuss with them Company policy pertaining to retention and disposition of records as specified in General Instructions, No. 27.2, and interpretations of its application to records created under the Prime Contract.

Approximately 400 man-hours were spent preparing records for the General Accounting Office audit.

Records received, processed and stored: 615 Standard Storage Cartons.

Records destroyed: 112 Standard Storage Cartons.

Records services provided: 7470 individual folders withdrawn from storage for delivery to requesters.

File Cabinet Control: Seventy-one requests for file cabinets were received. Thirty-three cabinets were issued and nine requests were cancelled. One hundred forty-two requests were pending. Twelve cabinets were returned to stock for reissue.

Special Services: A total of twenty-nine offices were provided with varied services. Twenty-nine file manuals were issued.

Project Budget Operation

Project Proposal CG-703, "Engineering - FY 1959 Budget Preparation," originally issued by the Engineering Department, was revised and forwarded to the Commission after approval by the General Manager. The proposal requested \$200,000 for advance engineering and budget review, which will be allocated on the basis of departmental requirements.

Project Proposals: Nine project proposals and informal requests totaling \$454,650 were processed to the Commission during the month.

Project Authorizations: After receipt and analysis of AEC directives and work authorities, eighteen project authorizations were issued totaling \$209,025.

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The status at September 30 of projects processed through the Project Budgets Operation and before the Atomic Energy Commission for action during September is shown below:

Project Number	Title	Amount of This Request	Total Received	Date to AEC	Disposition
<u>Irradiation Processing Department</u>					
CG-616	Installation of Acid Feed Equipment, 100-B, C, D, DR, F & H	\$ 43,200	\$443,200	9-11-56	Approved by AEC Review Board 9-27-56. Directive in process
CG-689	Slug Saw and Etching Equipment - 105-C Building	47,750	47,750	6-1-56	Approved by AEC Review Board 9-13-56. Directive in process
CG-694	Auxiliary Oil - 190-C	80,000	80,000	7-2-56	HW-397, dated 9-7-56 auth GE \$80,000.
CG-696	Coal Car Shake-Out - 100-B, D, F, H and 200 West Areas	89,000	89,000	7-10-56	Deferred pending receipt of additional information from GE.
CA-702	Relocate Dormitories - 100-H Area	143,500	143,500	8-24-56	Deferred pending receipt of additional information from GE.
CG-704	100-K Area Outfall Structure Replacement	31,500	31,500	9-27-56	On AEC Review Board Agenda for 10-11-56.
<u>Chemical Processing Department</u>					
CA-675	Change House Facilities - 275-W Building	33,500	33,500	4-3-56	AEC-82, Mod 1, dated 9-19-56 auth AEC \$33,500. Work Auth dated 9-20-56 auth GE \$8,050.
CA-683	Relocation of Purex Cooling Water Swamp	333,000	333,000	5-2-56	AEC-83, dated 6-15-56 auth AE \$20,000 for design. Work Auth dated 6-25-56 auth GE \$8,500.
CG-692	Modifications to Redox Plutonium Concentration Building	98,000	98,000	6-26-56	Approved by AEC-Washington 9-28-56. Directive in process
IR-213	Cask Car Jet-Out Facilities	16,950	16,950	9-11-56	To be returned unapproved.
IR-215	Alterations to 2713-E Building For Additional Offices.	19,500	19,500	9-21-56	To be recalled by GE.

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Relations and Utilities

CA-701 Replacement and Modernization of Plant Radio System - Building \$ 24,300 24,300 4-24-56* 3-27-56* 4-24-56* AEC-92, dated 8-28-56 auth AEC \$24,300. Work Auth not received. *Originally part of CG-673.

Hanford Laboratories Operation

CA-658 Shielded Personnel Monitoring Station - 747 Building Addition 150,000 150,000 * * * Reconsideration requested by letter, H.M. Parker to J. I. Thomas, dated 6-19-56.

CG-680 Corrosion Testing Facilities - 314 Building 140,000 140,000 4-26-56 5-18-56 HW-398, dated 9-20-56 auth GE \$29,500.

CA-693 Alteration and Expansion of 2704-C Building Lunch and Office Facility 32,000 32,000 6-28-56 8-15-56 To be recalled by GE.

CA-695 Radio Telemetering Network 89,000 89,000 7-11-56 8-15-56 Deferred for GE financial study.

CA-700 Geological and Hydrological Wells 137,000 137,000 7-31-56 8-13-56 Forwarded to AEC-Wash for approval 8-30-56.

HAPO - General

CG-703 Engineering - FY-1959 Budget Preparation 200,000 200,000 8-27-56 9-21-56 Deferred for further study.

EXTENSION OF COMPLETION DATE

ESTABLISHED COMPL. DATE	REQUESTED COMPL. DATE
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Irradiation Processing Department

CG-579 Effluent Water Monitoring Rev. 1 Improvements, 100-C Area 9-1-56 2-1-57 8-22-56 Returned to Irradiation Processing 9-17-56.

Chemical Processing Department

CG-598 Purex Acid Fractionator Rev. 3 9-1-56 3-1-57 9-5-56 9-14-56 HW-339, Mod. 3, dated 9-26-56 authorized extension of time.

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HW - 45908

Chemical Processing Department (Cont.)

CG-621 Redox Contamination Control Rev. 3 Facilities	12-31-56	8-1-57	8-22-56	Returned to Chemical Processing 9-17-56.
CG-624 Redox Railroad Tunnel Ventilation Rev. 2 tion Barrier	9-1-56	12-1-56	8-21-56	HW-355, Mod. 2, dated 9-26-56 authorized extension of time.
CG-644 Silica Gel Tail-End Treatment Rev. 2 Facilities, Purex	8-31-56	9-28-56	8-27-56	HW-369, Mod. 3, dated 9-26-56 authorized extension of time.
<u>Construction Engineering Operation</u>				
CG 630 Alterations to Minor Construction Rev. 1 tion Shops - White Bluffs	10-15-56	12-15-56	8-22-56	Deferred for further study.

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SS ACCOUNTABILITY OPERATION
MONTHLY REPORT - SEPTEMBER 1956

SUMMARY

Reorganization of the field units was completed as of September 1, 1956. The major revision involved the creation of a component servicing the Hanford Laboratories with a separate component servicing the Fuels Preparation Department - SS Accountability control. Concurrent with these revisions the Engineering Department accounts were recast in terms of the new organizational structure.

UNIT ACTIVITIESFuel Preparation - SS Accountability

Accountability factor weights for normal uranium slugs have been adjusted and/or established as follows:

<u>TYPE</u>	<u>RECEIVING WT.</u>	<u>PICKLING</u>	<u>STRIPPING</u>	<u>SHIPPERS WT.</u>	<u>EFFECTIVE DATE</u>
8" Slug	7.94 Lbs.	0.0011 Lbs.	Lbs.	7.93 Lbs.	10-1-56
1/2 Drilled	6.66	0.0034	0.059	6.64	9-30-56
C, I&E	7.33	0.0034	0.059	7.29	9-26-56
K, I&E	7.67	0.0034	0.059	7.63	9-26-56

Actual I & E adjustments will be made as of 9-30-56. The date 9-26-56 will in practice be applicable only to receipts since 100 reactor area shipments are not feasible at this time.

These new factors will bring accountability reports more in line with the physical quantities. The lower receiving weights witnessed for the last two months has been the cause of these adjustments.

Discussions with Fuels Engineering Operations have resulted in the following SS Accountability system.

Each engineer or engineers assistant may become a custodian. As a custodian they will be responsible for submitting monthly physical inventory reports and for completing transfer records.

The main feature of these procedures is the elimination of the loan system.

The transfer series book was forwarded to SS Measurements Operation.

SS Accountability Operation, Fuels Preparation, received and accepted from G. B. Kuklinski the September 1, 1956 records of accounts for all SS Materials for the Fuels Preparation Department.

The various Operations have submitted their listings of authorized receivers. A master list is being worked on.

Harford Laboratories - SS Accountability

Shipment of Normal U Turnings and Sludge approximating 3 tons SS value was shipped to National Lead Co. for ultimate recovery, by HLO-Fabrication Methods Development. This represents major inactive item inventory reduction.

HLO- Chemical Development Operation suffered incident resulting in loss to sewers of approximately 1000 pounds of Depleted Uranium. This item falls in the major loss category and is in the process of being documented for formal notice to AEC - HOO General Manager from HAPO General Manager.

Irradiation Processing - SS Accountability

This unit assumed the responsibility of inventory accounting for SS Material held by the Reactor Physics Operation, the Component Testing Operation, the Irradiation Testing Operation, the Mechanical Development (B) Operation and the Loop Operation during September. This material was formerly accounted for by the Metal Preparation SS Accountability Unit.

Chemical Processing - SS AccountabilityProduction Status

During the month, operations proceeded routinely with Redox on low MWD and Purex on high MWD. UO₃ shipments were at a moderate level commensurate with plant thruput. Additional shipments of off-site buttons were received.

Clerical

Experience has indicated that at least during the first stages of shipment handling, it will be necessary to have a full time clerical person on UO₃ and Pu shipments. This employee will be under the direction of the process flow leader. Planning has been directed towards the necessary shifts to make this help available.

Increasing complexity of the RMA line office in addition to the heavy workloads being experienced has indicated a need for providing relief personnel for sickness. During the month, the first steps were taken towards fulfillment of this requirement.

Procedures

Redox: The Redox procedure study as provided by the accounting operation was reviewed with the group during the month. There were no important items at issue.

Discussions centering around the Redox workload have indicated possibilities for simplifying postings into the dissolvers which may affect an important work deduction. This item has been studied during the month. The evaluation showed no faults in the proposal. It will be tried on a plant scale during October.

Recuplex: Requests for operational data within Z-Plant continue to rise. These requests have gone to the point that it is clear that accounting arrangements must be such that this work can be handled at the same time with the month-end accounting workload. This requirement has resulted in the decision to maintain Recuplex accounts separate from the RMA Line books. This has been discussed with the audit group who has concurred informally with the thinking.

Laboratories: In connection with the current reorganization, we were directed to absorb certain laboratory accounts. These have been combined into a set of books

which we have entitled "Research-Analytical" books. Account lists were prepared during the month after study of material movement.

UO₃: Instructions have been issued after discussions with interested parties calling for separate postings for UO₃ produced by batch pots. These different methods of loadout will be within the same material balance area, however. Certain studies are underway in the laboratory concerning calcination equipment. It is planned to provide a separate material balance area covering these studies. Appropriate instructions were covered during the month.

Shipments were initiated using the bulk method of handling UO₃. Contacts were made with the Commission covering the seals required for security purposes. The early bulk shipments have required separate handling for the samples accompanying the shipment. This has introduced an unexpected heavy workload.

RMA Line: During the month, abnormal variance in shape machining accounts was noted. Measurements' assistance was requested and received. Currently, a system of check points has been established.

General

Product Cost Operation personnel have been contacted for arrangements regarding supply of month-end information. Some additional requirements were noted over and beyond that which had been supplied in the past.

Requests for operational data continue to rise even beyond that which had been previously experienced. This is particularly true in Z-Plant.

SS Accounting

A letter dated September 21 was received from HOO-AEC announcing the Survey 14 for FY 1957 would commence with the verification of HAPO inventories of Normal Uranium, Mint, and Deuterium as of the end of October.

Instructions were forwarded to the Department SS Accountability Operations regarding the reporting of Approved Limits for continuing process waste removals, as required by HOO-AEC.

A report of an investigation undertaken jointly by HOO-AEC and SS Accounting personnel to determine the extent of inventory reduction accomplished by the former Fuel Evaluation Unit was issued on September 7.

SS Accounting - continued

A proposal to improve accounting procedures in connection with the receipt of SS material from Other Operations Offices was submitted by letter dated September 18.

A meeting was attended on September 24 with Chemical Processing Department SS Accountability personnel to discuss the Redox Procedures Review issued by the SS Accounting Operation on September 5.

The SS Accounting Operation issued instructions regarding decentralization of the former Engineering Department SS material accounts on July 9 and August 17 and supplied the assistance of two of its employees in carrying out the activity in September.

SS Measurements

Mr. L. D. Riley of the Toledo Scale Company made a return visit on September 27, to recheck his original collaboration work. Adjacent machinery vibration had caused the 224-U Bulk Scale to become out of balance. Adjustment was made to give accurate measurement in the presence of the abnormal vibration. The 224-UA Scale was not weighing correctly due to bind between dial pointers and a new face plate which had been installed since the collaboration on September 4. The glass will be replaced.

The recommendations for PR Scale checking procedures at the Redox Plant have been accepted and are in use.

GS Security has requested that railroad type seals be used on UO₃ bulk containers. An investigation will be made, however, as to the possibility of using wire type seals with an identification stamp used on the lead sealing piece.

Recommendations were made as to UO₃ Bulk Scale accuracy requirements as per the request of the Technical Operations group.

Recommendations were made, on request, to revise the posting method of Redox D-2 condensate discards. The method recommended will reduce the posting and calculating load considerable without changing the reliability of the measurements.

To facilitate in the end investigations, F. A. Bowman has been requested to supply Clean Out Data for all plants and individual operations where possible.

In establishing the relative purity of manufactured buttons, it is seen that there is disagreement between the methods currently employed. Investigation of pertinent data has been completed in order to reconstruct an applicable measurement procedure. Findings and recommendations will be submitted early in October.

The Accountability Planning Committee, established on 9-18-56 by the Accountability Factor Weight Committee, held its first meeting 9-25-56. This meeting developed recommendations for factor weights and process losses to be used in connection with the 1/2" I.D. cored slug and the three standard types of production I. & E. Shops. These recommendations are for interim use only as the necessary data for development of more definite factors is not available. In this particular instance limited loss factor results on 1/2" I.D. cored slugs was extended to apply against

SS Measurements - continued

the I. & E. material. Receiving factor weights were based on limited receipts and canned slug weights were developed by extrapolation of experience with 3/8" cored slugs and estimated yields.

The Analytical Laboratory has been requested to determine loss factors for I. & E. slugs as expeditiously as possible. Preliminary data is to be available by 10-12-56. A second committee meeting is scheduled for 10-15-56 at which time the Accountability problems associated with the new enriched programs will be discussed.

Personnel Changes

1. G. Hessney replaced D. L. Haynie as Supervisor, Irradiation Processing - SS Accountability as of 9-1-56.
2. C. Doriss transferred out to HLO as of 9-1-56.
3. D. C. Rose Secretary C terminated to return to college.

PROPERTY MANAGEMENT OPERATIONMonthly Report--September, 1956General

Property Management Offices were consolidated from their former location in two buildings into one suite of offices in Building 703. This move will result in greater operating efficiency by eliminating the liaison effort formerly necessary.

Assistance was rendered to all departments in the preparation of their property management organization and policy guides. Also, numerous meetings were attended to orient field personnel in the proper property management practices to be followed within their new organizations.

Procedures were established for the transfer and decentralization of HAPO radium holdings from the Hanford Laboratories Operation to the various departments and for the reporting of such holdings to AEC. Radium is the one Special Material carried on the books of AEC instead of GE. Special controls and reporting procedures are required in connection with its procurement, accountability and disposition.

Property Disposal

A total of 42 Property Disposal Requests were processed during September. Disposals of an unusual nature included the cleanup of the accumulated excess, salvage and scrap which had been consolidated in the 100-B Area. Approximately six truck loads of materials at this location were identified back to their building of origin, properly categorized, and forwarded to the Stores Yard for sale.

The box from a Northern Pacific freight car damaged in a wreck near Thompson Falls, Montana, was disposed of by burial. The high cost of decontamination and the uncertainty of successful cleaning made the salvage of the box uneconomical. Trucks and undercarriage of the car were removed and salvaged. Arrangements were completed to have a total of 10,421 Safety Award Pins representing 10 different line items, buried in the 300 Area Contaminated Burial garden. These awards were made obsolete by the recent change in Safety Award procedure and controlled disposal was recommended to prevent access of the awards to the general public.

A procedure was developed and initiated to permit the accumulation at White Bluffs of scrap generated by J. A. Jones Company. This will prevent commingling of GE and J. A. Jones scrap. Salvage and excess will continue to be delivered to North Richland.

Special instructions were required to effect disposal of all AEC-owned power lines in the Cold Creek area and the vicinity of the Midway Substation not formerly transferred to the BPA. Portions of these lines were outside of the project boundary and on a right of way across the property of others. Precautions were necessary to protect the liability of the Company during the removal of this property.

Property Disposal Requests were prepared by Minor Construction to cover removal of the Blaw Knox Pipe Shop in the 200-E Area. Under present arrangement the sprinkler system will be maintained in operating condition prior to actual sale to the successful bidder. All other services have been disconnected. Minor Construction was requested to remove several truck loads of miscellaneous shop scrap from the premises.

Appropriation Requests

One request for appropriation having a dollar value of \$2,075 was processed during the month of September.

Appropriation requests were generally being held up pending a shakedown of the new organization and resolution of the assignment of equipment funds to the various components.

Monthly Report--September, 1956CONTRACT REIMBURSEMENTS

Eight approvals of specific HAPO activities, as required by prime contract provisions, outlined in HAPO OPG 6.1 ("AEC Authorizations, Approvals and Agreements") were received from the Commission in September. The AEC had not acted upon seven requests submitted in September or earlier (although four of these were received the first week in October). Two agreements were completed with the AEC under the provisions of Article II, paragraph 8(d) of the prime contract.

As of September 30, each Manager-Finance at HAPO had been furnished with copies of 44 approvals and 13 agreements obtained under the revised contract. Copies are being currently furnished to Managers-Finance as these documents are received from the Commission.

Two modifications to Appendix B were pending at the close of the month:

- | <u>No.</u> | <u>Subject</u> |
|------------|---|
| 5 | Reduces the detail in the Appendix on the exempt salary plan, and makes provision for the payment of travel and moving expenses for certain nonexempt employees and prospective employees. This has been negotiated with the Commission and was formally submitted to the AEC on October 1. |
| 6 | Covers nomenclature changes required because of the reorganization of HAPO, and changes in the safety award plan to make it operative by departments. A draft was ready for distribution to Managers-Finance for comments. |

The Commission had taken no action on Modification No. 7, which would increase the maximum award to be made under the suggestion plan without AEC approval from \$100 to \$500.

A new review is being made of the prime contract, Appendix B, and approvals and agreements obtained since the inception of the revised contract to make sure that GE's obligations under these documents with respect to reports, renewals of approvals, etc., are being met currently. The effect of the reorganization on the status of these documents is being particularly noted.

The Specialist-Contract Reimbursements has been assisting departmental personnel to whom reimbursement work has been assigned in working out problems in their organizations. Calls for such assistance were very frequent in September.

Monthly Report--September, 1956CONTRACT AUDIT

The consolidated schedule of audits to be completed during the period September 1, 1956, through July 31, 1957, was formally submitted to HOO-AEC on September 24, 1956.

The possibility of a joint audit of the SS Accountability function by the Contract Administration auditor and the auditors of the other organizations is being considered.

A listing of audits which had not been followed up at September 1, 1956, for compliance with recommendations was submitted to the Managers-Finance.

A request was made to E. B. Murray, Manager-Auditing, Accounting Services, that copies of the Internal Audit Manual be issued to the Managers-Finance and the Manager-Contract Administration.

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EMPLOYEE & COMMUNITY RELATIONS OPERATION

MONTHLY REPORT

September, 1956

UNCLASSIFIED
ECR-1

PERSONNEL PRACTICES OPERATIONORGANIZATION

Manager	1	
Secretary B	1	
		<u>2</u>

Employment

Exempt	5	
Secretary B	1	
Steno-Typist	1	
Clerical Working Leader	1	
General Clerk B	3	
General Clerk C	3	
		<u>14</u>

Personnel Records & Investigations

Exempt	1	
Employment Investigator	2	
Clerical Working Leader	1	
General Clerk A	1	
General Clerk B	1	
General Clerk D	3	
Secretary C	1	
Motor Messenger	1	
Messenger	1	
		<u>12</u>

Technical Recruitment

Exempt	3	
General Clerk B	2	
General Clerk C	5	
		<u>10</u>

Employee Benefits & Suggestions

Exempt	2	
General Clerk C	1	
		<u>3</u>

Workmen's Compensation & Insurance

Exempt	1	
Secretary C	1	
		<u>2</u>

Stenographic Services

Exempt	1
Clerical Working Leader	1
Secretary C	1
Stenographers	2
Steno-Typists	10
	<u>15</u>

GRAND TOTAL

58EMPLOYMENT

	<u>Male</u>	<u>Female</u>	<u>Total</u>
HAPO additions to the rolls	39	49	88
Offers made to gate applicants (1)	10	45	55
Interviewed - of which 160 were new applicants (2)	493	391	884
Letters to applicants	115	50	165
(Offer Letters)	--	4	4
New applications received by mail	48	9	57
Telegrams	1	--	1
Shorthand and typing tests	--	118	118
Number of employees requested (3)	68	114	182
Requests for transfer	29	17	46
Interviewed	15	16	31
Pending	330	29	359
Transferred	25	40	65
Including:			
Layoffs interviewed for possible transfer	6	--	6
Transfer of layoffs	6	--	6
Promotional transfers	10	9	19
Transfer of Steno Pool personnel	--	10	10
Upgrades within bargaining unit	3	--	3
Transfer not requiring replacements	15	4	19
Secretaries and Stenographers on roll			305
Openings to be filled			49
Photographs taken			222
Fingerprint impressions			125
Personnel Security Questionnaires processed			
General Electric Cases	37	54	91
Facility cases			19
Auto Typist:			
Manager's Luncheon Letters			58
Testing:			
Clerical - tests were used in 72 cases to aid in the selection of clerical employees.			

), (2), (3), charts attached

ECR-3

UNCLASSIFIED

Open Requisitions:

Exempt	---
Nonexempt	162

Of the 162 open, nonexempt, nontechnical requisitions at month end,
62 were covered by interim commitments.

Women's Activities

Counseling contacts	64
Interviews with new employees	11
Name change contacts	16

HAPO's Additions

	<u>Exempt</u>	<u>Nonexempt</u>	<u>Total</u>
New Hires	6	58	64
Re-engaged	--	3	3
Reactivations	3	17	20
Transfers	1	--	1
	---	---	---
Total Additions	10	78	88

See Chart 4 for Non-Technical Additions

Relations and Utilities

Employees added to the rolls:	45
Employees removed from the rolls:	215*
	<u>- 170</u>

*Includes 122 hospital employees.

Additions to the Roll

	<u>Exempt</u>	<u>Nonexempt</u>	<u>Total</u>
New Hires	2	37	39
Re-engaged	--	1	1
Reactivates	--	4	4
Transfers from other GE installations	1	--	1
	---	---	---
Total Additions	3	42	45

Terminations from the Roll

	<u>Exempt</u>	<u>Nonexempt</u>	<u>Total</u>
Actual Terminations	21	180	201
Removals from roll (deactivates)	--	14	14
	---	---	---
Total Terminations	21	194	215

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Separations Rate

Calendar Month September, 1956

MaleFemale

3.71%

25.17%

Overall Separations Rate

Calendar Month September, 1956

8.42% *

3.64% **

*Includes 122 hospital employees.

**Excludes 122 hospital employees.

A force reduction in the Community Operation of two Light Truck Drivers and two Servicemen, and in the Transportation and Maintenance Operation of six Trackmen, was accomplished during the month without having to lay off employees.

Meetings were held on the 7th, 12th and 27th of September with Personnel Practices Managers and Employment Specialists from the departments to discuss mutual problems in connection with the decentralization of some of our employment functions. The following items were covered: recruitment and placement, transfers of unit and non-unit employees, force reductions, personnel reports, reactivation of employees from illness and miscellaneous procedures.

Because of the shortage of stenographic and secretarial help, business colleges throughout the area were contacted and plans are being made for recruitment in the near future.

The Women's Advisor made contact with the Kadlec-Methodist Hospital, GE Industrial Medical Operation, and the managers of payroll at HAPO to establish a procedure whereby representatives of Relations and Utilities, Personnel Practices, can continue to render service to hospitalized employees. Twenty-two visits have been made, three salary checks delivered and seven insurance claims processed for women employees hospitalized at Kadlec-Methodist Hospital during the month.

The Women's Advisor attended three GenTrics committee meetings with those groups to plan the organization objectives for the coming year; attended the supper and planned the meeting of the newly elected board held September 19; served as chairman of the Installation Dinner held September 27; prepared the installation ritual and acted as the installing officer, in lieu of the retiring president who was being installed when the 1956-57 board took office.

With the intent of cementing good employee relations and stimulating the ability of leadership among our women employees, individual contact has been made during the month by the Women's Advisor with the ten women who will head GenTrics during the coming year.

Forty-one employees participated in the fifth of a series of Plant tours for women which are conducted under the direction of the Women's advisor.

PERSONNEL RECORDS AND INVESTIGATIONS

<u>Investigations</u>	<u>August</u>	<u>September</u>
Cases pending at beginning of month	972	1,079
Cases received during the month	158*	84**
* 144 Employment, 14 Technical Personnel		
** 63 Employment, 21 Technical Personnel		
Cases closed	51	102
Cases pending at the end of the month	1,079	1,061
Cases found satisfactory for employment	123	103
Cases found unsatisfactory for employment (IR's & ENLI's)	1	0
Number of persons checked for job qualifications without complete investigation	0	3
*Total one-year awards to date since January 1, 1950		5,783
One-year awards made in September for non-exempt personnel		20
Total two-year awards to date		3,387
Two-year awards made in September for non-exempt personnel		13
Total three-year awards to date		2,078
Three-year awards made in September for non-exempt personnel		15
Total four-year awards to date		1,153
Four-year awards made in September for non-exempt personnel		13
Total five-year awards to date		439
Five-year awards made in September for non-exempt personnel		10
Total six-year awards to date		75
Six-year awards made in September for non-exempt personnel		9

*This report is complete only from September 1 through September 10, 1956 due to the reorganization.

Twenty-five telephone requests were received for out-of-town telephone numbers or addresses during the month of September. Also, 40 references were made to the directory file for addresses necessary to complete investigation cases.

There was a decrease in the credit letters from the preceding month. The number of credit letters referred to the credit letter clerk was 157. Of these, the actual number of credit letters was 87 and the rest of the breakdown was in employment, no record of employment, addresses, loan inquiries, and personal reference.

During the month of September, there was one letter written to an employee removed from the roll due to leave of absence.

During the last month, 31 persons who did not submit their birth certificates or military discharge papers at the time of sign-up brought the same to Personnel Records and Investigations for proper recording.

One birth certificate case involving a former du Pont employee was cleared this month. This particular case was first contacted in February 1954. As of this date, we have remaining only one birth certificate case, not closed, involving a former du Pont employee.

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Total service recognition pins presented to date	8,796
Five-year service recognition pins presented during September to exempt personnel	21
Five-year service recognition pins presented during September to non-exempt personnel	55
Ten-year service recognition pins presented during September to exempt personnel	776
Ten-year service recognition pins presented during September to non-exempt personnel	1,531
Twenty-year service recognition pins presented during September to non-exempt personnel	1

TECHNICAL RECRUITMENTPersonnel Development Program

In preparation for the BS/MS campus recruiting activities, a recruiters' meeting was called by J. B. Holmes, Manager Western Region, Engineering Services, at Palo Alto, California. The purpose of the meeting was to acquaint all recruiters of the western recruiting team of the opportunities presented by the four Company programs, i.e. the Engineering Program, Manufacturing Training Program, Technical Marketing Program and the Hanford Program.

This meeting was attended by representatives from each of the programs. Hanford was represented by F. A. R. Stainken, F. E. Jochen, W. Watson, Jr., T. G. Marshall, L. P. Henderson and E. P. Galbraith. In addition to this meeting, L. P. Henderson attended similar meetings in Oklahoma City, Oklahoma, Houston, Texas, and Dallas, Texas, for similar purposes. A general atmosphere of Company-wide cooperation was indicated at all of the meetings.

Campus recruiting plans have been confirmed through December 18, 1956. Hanford representatives will visit about forty schools during the recruiting year.

Statistics covering the Personnel Development Program recruiting activities for the period since September 1, 1956, follow:

	<u>Offers Extended</u>			<u>Acceptances</u>			<u>Open Offers</u>			<u>Rejections</u>			<u>On the</u>
	<u>BS</u>	<u>MS</u>	<u>Total*</u>	<u>BS</u>	<u>MS</u>	<u>Total*</u>	<u>BS</u>	<u>MS</u>	<u>Total*</u>	<u>BS</u>	<u>MS</u>	<u>Total</u>	<u>Roll</u>
<u>Engineering</u>													
Chemical	4	-	4	3	-	3	1	-	1	-	-	-	2
Electrical	-	-	-	-	-	-	-	-	-	-	-	-	-
Mechanical	-	-	-	-	-	-	-	-	-	-	-	-	-
Metallurgical	-	-	-	-	-	-	-	-	-	-	-	-	-
<u>Science</u>													
Chemistry	-	2	2	-	2	2	-	-	-	-	-	-	1
Physics	1	-	1	-	-	-	-	-	-	1	-	1	-
<u>Other</u>	1	-	1	1	-	1	-	-	-	-	-	-	-
TOTALS	6	2	8	4	2	6	1	-	1	1	-	1	3

Offers and acceptances totals include 8 carry-over offers from the 1955-56 season of which 6 were acceptances not on the roll as of 9/1/56.

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Experienced BS/MS Recruiting

Concurrent with HAPO reorganization, responsibilities for the recruitment of experienced technical personnel has been delegated to individual departments with the Technical Recruitment Operation of the Relations and Utilities Operation serving as a coordinating office.

We have, upon the request of interested departmental components, furnished detailed information concerning the processing of applications and have suggested procedures for handling all candidate contacts from the initial contact to either a sign off or addition to the payroll.

Under the coordinated system a centralizer will be appointed for each application considered. The following indicates the designation of centralizers for the past month's activities. It should be noted that each case has been brought to the attention of several departments who might be interested in the candidate and the ones listed below are merely acting as centralizers.

Hanford Laboratories Operation	9
Construction Engineering Operation	2
Chemical Processing Department	3
Fuels Preparation Department	1
Irradiation Processing Department	12
Total	27

This total of twenty-seven cases constitutes only a small portion of the cases in our files. Since approximately 200 of these cases were carry-overs from the 1955-56 recruiting year, this file is now being submitted to review by the interested departments for possible utilization of the candidates at this time.

The following table summarizes the experienced BS/MS activities to date:

	Cases Consid.	INVITATIONS				OFFERS			On the Roll
		Ext.	Visited	To Visit	Open Invitations	Ext.*	Acc.*	Open*	
<u>Engineering</u>									
Chemical	17	-	-	-	-	2	1	1	1
Electrical	17	4	4	-	-	3	2	1	1
Mechanical	28	4	3	1	-	-	-	-	-
Industrial	4	-	-	-	-	-	-	-	-
Metallurgical	9	1	-	-	-	-	-	-	-
Civil	5	-	-	-	-	-	-	-	-
Geological	-	-	-	-	-	-	-	-	-
<u>Science</u>									
Chemistry	21	2	-	-	2	1	1	-	-
Physics	22	3	-	-	3	1	-	-	-
Math-Statistics	18	2	1	-	-	3	2	1	1
<u>Other</u>	79	-	-	-	-	7	7	-	3
TOTALS	220	16	8	1	5	17	13	3	6

*Offers and acceptances totals include 10 carry-over offers from the 1955-56 season of which 4 were acceptances not on the roll as of 9/1/56, and 6 were open offers at that time.

PhD Recruiting

In addition to the contacts made as indicated by the tabulation below, the PhD recruiting schedule for the 1956-57 season has been about 75% filled. This includes the six colleges and universities for which Hanford is the coordinator and about thirty additional schools which have been Hanford's main source of PhD's in past years. It is expected that Hanford's recruiting representatives will visit all of these schools during the months of October, November and December. Other schools may be included at a later date.

The bulk of the following statistical table is composed of carry-over cases from the 1955-56 recruiting year. However these cases are still under active consideration.

	Cases Consid.	INVITATIONS				OFFERS			On the Roll
		Ext.	Visited	To Visit	Open Invitations	Ext.*	Acc.*	Open	
<u>Engineering</u>									
Chemical	18	3	-	1	2	1	-	1	-
Electrical	3	2	-	2	-	-	-	-	-
Mechanical	7	2	-	-	2	1	1	-	-
Metallurgical	17	6	1	4	1	2	1	1	-
<u>Science</u>									
Chemistry	38	5	-	3	2	3	1	1	-
Physics	80	16	-	13	3	6	3	2	1
Math-Statistics	12	-	-	-	-	-	-	-	-
<u>Other</u>	<u>7</u>	<u>1</u>	<u>-</u>	<u>-</u>	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTALS	182	35	1	23	11	13	6	5	1

*Offers and acceptances totals include 12 carry-over offers from the 1955-56 season of which 5 were acceptances not on the roll as of 9/1/56, and 6 were open offers at that time.

Terminations and Transfers

There were 35 terminations of exempt and/or technical personnel for the Hanford Operation as a whole. This included 11 employees hired on a temporary basis under the Summer Program who returned to school. There were seven who terminated for other employment; six for miscellaneous reasons; three to enter military service; one because of a reduction of force; two retirements and five personnel transferred to other GE components.

There was one transfer request activated in the Relations & Utilities Operation because of an ROF. This case is now under active consideration and brings the number of transfer cases under consideration by this office to a total of 16.

EMPLOYEE BENEFITS AND SUGGESTIONS

During September the purpose and intent of the General Electric Patent Agreement and its general application at this location was discussed with thirty-three new employees.

Thirty-nine calls in connection with the Share-A-Ride service and 29 calls for Commuters' Pool service were handled during the month.

Thirteen orientation programs of approximately 2½ hours each were conducted. A total of 72 new employees were in attendance.

Fuels Preparation Department	1
Irradiation Processing Department	7
Chemical Processing Department	4
Hanford Laboratories Operation	14
Relations and Utilities Operation	42
Construction Engineering Operation	4
Total	<u>72</u>

Of the 72 eligible employees, 100% have signed up to participate in the Insurance Plan, 97.2% have signed up to participate in the Pension Plan, 38.9% have signed up to participate in the Savings and Stock Bonus Plan, and 66.7% have signed up to participate in the Good Neighbor Fund.

A number of employees confined in Kadlec Hospital were contacted during the month of September for reasons itemized below:

	<u>Weekly Disability Claims Initiated</u>	<u>Additional Visits</u>	<u>Paychecks Delivered</u>
Fuels Preparation Department	0	10	0
Irradiation Processing Department	3	4	1
Chemical Processing Department	6	11	2
Hanford Laboratories Operation	3	4	1
Relations and Utilities Operation	5	13	4
Construction Engineering Operation	0	0	0
	<u>17</u>	<u>42</u>	<u>8</u>

TOTAL CONTACTS: 67

Forty-four miscellaneous letters were written regarding the Employee Benefit Plans.

Two letters were written to Schenectady requesting discount slips for retired employees wishing to purchase appliances.

Employee Benefit Plans

Participation in the Employee Benefit Plans as of the end of August and September is listed below:

	<u>August</u>	<u>September</u>
Pension Plan	99.1%	Figures for R&U
Insurance Plan	99.6%	not available
Savings & Stock Bonus	53.4%	for this report.
Good Neighbor Fund	71.7%	

Pension

Eight post-retirement contacts have been completed this month. The following employees retired during the month:

Adolph G. Kvale	Normal Retirement
Carl J. Dam	" "
C. E. Turner	" "
Whitney E. Mathias	" "
Olga A. Alderin	Optional Retirement
Ella M. Fritz	" "
Hazel R. McElheney	" "
Odessa S. Simpson	" "
Marie W. Smith	" "
Margaret B. Wilkins	" "
Bessie B. Farley	" "

All matters pertinent to retirement have been discussed with these employees in order that they will be fully informed of their retirement benefits.

One retired employee expired during the month: Carlos A. Gelvin on 9-20-56. All necessary arrangements will be made to settle matters of business existing between the Company and beneficiaries of the deceased.

The number of employees retired at HAPCO under the Company's Retirement Plan totals 408. Of this number, 221 are continuing their residence in this vicinity, 157 are living elsewhere, and there are 30 deceased retired employees.

The number of employees retired at HAPCO under the Company's Retirement Plan for the Relations and Utilities Operation totals 10 since September 4, 1956. Two retirements were handled for the Irradiation Processing Department. Of the total number, 11 are continuing their residence in this vicinity, one is living elsewhere.

Twenty-three letters were written in regard to matters concerning retired employees.

Considerable time has been spent this month in making preparations for the retired employees' annual luncheon, which will be held November 8 at the Desert Inn.

Insurance

Three life insurance checks were delivered to beneficiaries of deceased General Electric employees.

Four employees expired during the month, namely:

Joseph A. Smith	W-6525-8251	9-20-56
Lois C. Wiggs	W-19940-8432	9-19-56
Forrest J. Bihner	W-1612-8251	9-7-56
*Darrel E. Campbell	W-20951-4703	8-31-56

Company matters relative to this employee, have been concluded.

All necessary arrangements will be made to settle matters of business existing between the Company and beneficiaries of the deceased.

Since September 1, 1946, 198 life insurance claims have been paid totaling \$1,420,427. Since September 1, 1956, the Relations and Utilities Operation has handled three life insurance claims totaling \$28,915.08.

Seventeen letters were written in regard to matters concerning deceased employees.

Employee Purchase Plan

Two letters contained orders for exposure meters from the Apparatus Office of Seattle. The two checks were returned since the price on these meters was reduced.

Selective Service and Reserve

In response to requests for deferments, eight 2A's were received from Local Boards; one 1A was received from a Local Board. The 1A was appealed to a State Appeal Board.

One technically trained graduate enlisted, one for whom we had no appeal rights was drafted, and one with ROTC commitments was called to active duty. Two technically trained graduates for whom we had requested deferments left the rolls for reasons other than to enter military service.

One employee was reactivated from military service. He was interviewed concerning his service activities and the information obtained was forwarded to the GE NEWS for publication.

One technically trained graduate vulnerable to Selective Service was added to the rolls. A deferment has been requested.

Total number of non-veteran employees subject to military service training through Selective Service System is 228 -

Number Classified 1A	69
Number Classified 1AO	1
Number Classified 1D	17
Number Classified 2A	36
Number Classified 3A	67
Number Classified 4F	28
Number Classified 2S	10

Number of non-technically trained and Engineering personnel for whom deferments are currently being requested:

2

Number of technically trained and Engineering personnel for whom deferments are currently being requested:

51

53

Current number of deferment requests pending:

18

Current number of deferment requests denied:

1

Current number of deferment requests granted:

8

UNCLASSIFIEDDuring Month of September

Number of deferment requests pending at Local Board level:	15
Number of deferment requests pending at Appeal Board level:	3
	<hr/> 18
Number of deferment requests denied by Local Boards	1
Number of deferments granted by Local Boards:	8
Number of Technical Graduates with over two years of deferments:	7
Number of Selective Service vulnerable Technical graduates enlisted:	1
Number of Selective Service vulnerable Technical graduates drafted:	1
Number of Technical Graduates called to active duty under ROTC:	1

Reservists Data

Number of active reservists:	48
Number of inactive reservists:	154
Number of employees in the National Guard:	15
	<hr/>
TOTAL	217

Reservists and National Guard members subject to drills, tours of duty, cruises, summer camp and/or weekly or monthly meeting: 58

SUGGESTION SYSTEM

See Chart 5 for Summary

WORKMEN'S COMPENSATION AND INSURANCEOperations:

Clifford T. Scofield - Claim No. 8001827 - Date of Injury: Indefinite;
Employer: General Electric Company; Nature of Injury: Alleged Loss of Hearing.

Mr. Scofield appealed to the Board of Industrial Insurance Appeals following rejection by the Department of Labor and Industries of his claim for loss of hearing allegedly due to exposure to excessive noise while employed in 190-building pump rooms. The Board ruled that some of Mr. Scofield's hearing loss resulted from prolonged noise exposure, that such hearing loss is an occupational disease and that the claim should be allowed. General Electric Company then appealed to the Superior Court for Benton County and the case has been set for trial beginning October 29, 1956. Mr. Gerald DeGarmo, of the Seattle law firm of Allen, DeGarmo and Leedy, represented General Electric Company at the hearings before the Board and will also handle the case at the Superior Court level.

Construction:

Well B. Patterson - Claim No. 9002493 - Date of Injury: June 21, 1948;
Employer: Atkinson & Jones; Nature of Injury: Tumor on Chest.

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Mr. Patterson appealed to the Board of Industrial Insurance Appeals following closure of his claim by the Department of Labor and Industries with no allowance for a permanent partial disability award. The claim has a long history, and has been before the Superior Court on two occasions. The first time the Superior Court held that an injury occurred in the course of Mr. Patterson's employment and the second time the Superior Court determined that Mr. Patterson was not entitled to time loss payments as a result of treatment at a "quack" cancer sanatorium in Missouri. At the last hearing, the Board Examiner sustained an objection to any medical testimony on the claimant's behalf pertaining to permanent partial disability as a result of the "quack" treatment, and the case went to the Board for an order substantially on the record, as made, to that point. The Board ruled in favor of the employer and the Department and Mr. Patterson then filed an appeal to the Superior Court for Benton County.

W. E. Taylor - Claim No. 9007629 - Date of Injury: Indefinite; Employer: V. S. Jenkins; Nature of Injury: Alleged Asbestosis.

Mrs. W. E. Taylor applied for a pension from the Department of Labor and Industries following the death of her husband. During his lifetime, Mr. Taylor had filed a claim for a condition described by him as, "a gradual decrease in lung power." After allowance of the widow's pension, General Electric appealed to the Board of Industrial Insurance Appeals on the basis that Mr. Taylor's employment at Hanford was not responsible for his death and, even if it were shown that the death resulted from exposure to asbestos and that his employment at Hanford contributed to his condition, the cost of the widow's pension should be apportioned among several employers and not charged entirely to the Hanford employer. A hearing on the case was held in Richland on September 17, 1956, for testimony on behalf of the employer and the matter was continued to a later date for presentation of medical testimony in support of the employer's case.

R. L. Jackson - Claim No. 9003438 - Date of Injury: December 23, 1948; Employer: Atkinson & Jones; Nature of Injury: Frostbite Both Hands.

Mr. Jackson appealed to the Board following closure of his claim with a permanent partial disability award of thirty-five percent for both hands at the wrist. His appeal alleged that he was entitled to at least fifty percent permanent partial disability in both hands. A hearing on the case was held in Seattle on September 18, 1956. At that time Dr. M. T. Dirstine testified that he thought the claim was properly closed with the thirty-five percent awards. All parties rested and the Board will enter an order based upon the evidence presented.

General:

A letter has been submitted to the Atomic Energy Commission, by General Electric Company, recommending that responsibility for a number of Workmen's Compensation claims and litigation arising out of the activities of construction contractors be assumed by the Commission. The letter also recommended that the Commission be responsible for future claims filed by employees of the J. A. Jones Construction Company and its sub-contractors.

UNCLASSIFIEDLife Insurance

Sixty-two requests for code information were received from insurance companies and investigation agencies and furnished during the month of September, 1956. The code information is supplied in accordance with a prearranged plan whereby employees of this project may be insured on the same basis as those working elsewhere.

Insurance Statistics

Claims reported to Department of Labor
and Industries

August - 1956	
<u>Long Forms</u>	<u>Short Forms</u>
35	360
September - 1956	
<u>Long Forms</u>	<u>Short Forms</u>
26	309

Total since September, 1946 - 34,214

Claims reported to Travelers Insurance Company

<u>August</u>	<u>September</u>
0	10*

*Of the claims reported to Travelers Insurance Company during the month of September, nine were for property damage and one included both property damage and bodily injury claims.

STENOGRAPHIC OPERATION

Two Stenographers and three Stenographer-Typists were assigned to the Stenographic Operation in September. Ten transfers were made to other operations and two additional transfers set up for early October. Due to reduced number of personnel, it was possible to make only 19 loan assignments during the month.

The work load in the operation office was heavy throughout the month, but it was possible to handle all assignments and to keep the work current. Assistance was given to the Mail Room, 164 hours, in preparation of numerous large plantwide mailings consisting in the main of reorganization information. Other larger assignments included 65 hours duplimat typing of Job Hazard Breakdowns for Fuels Preparation Department; 155 hours typing of maintenance card file for D Reactor Operation; 72 hours typing of inventories for R & U General Cost; and 30 hours typing of hospital inventories for R & U General Cost.

A total of 88 stenographic orders were handled against 65 cost codes for 83 individuals during the month.

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REPORT OF SUGGESTIONS RECEIVED AND ADOPTED, MONTH OF September

	REC.	Pend.	A/W	REJ.	AWDS.	Sav.	A	B	C	D	E	F	G	H	I
Community Operation															
Com. & Res. Prop.															
Maint. & Renovation															
Fire Dept.															
Police Dept.															
Electrical Dept.															
Water & Sewerage															
Public Library															
Pub. Wks. & Rec.	1	1													
Contract Adm. Operation	1			1											
Fin. Consol. Operation															
Prog. & Forecasts Op.															
S. S. Acctblty. Op.	1	1													
Prop. Mgmt. Op.															
Employee & Comm. Rel. Op.															
Pers. Practices Op.															
Sal. & Wage Adm. Op.															
Comm. & Pers. Dev. Op.															
Union Relations															
Security & Patrol Op.	7	7													
Financial Operation															
Gen. Cost Operation															
Data Processing Op.															
Gen. Acctg. Operation															
Office Fac. Operation	2	2													
Pers. Acctg. Operation															
Health & Safety Op.															
Indus. Med. Op.															
Indus. Hygiene Op.															
Clinic Adm. Operation															
Public Health Op.															
Purchasing & Stores Op.															
Stores Operation	1	1													
Purchasing Operation															
Trans. & Maint. Op.	2	2													
Utilities Operation	3	3													
From Central Sugg. Sys.	40	28		12											
Pending verification - not	6	6													
TOTALS recorded	64	51		13											

A - Under \$25

B - \$25 to \$50

C - \$51 to \$100

D - \$101 to \$200

E - \$201 to \$300

F - \$301 to \$400

G - \$401 to \$500

H - \$501 to \$1000

I - Over \$1000

January

February

March

April

May

June

Jul,

August

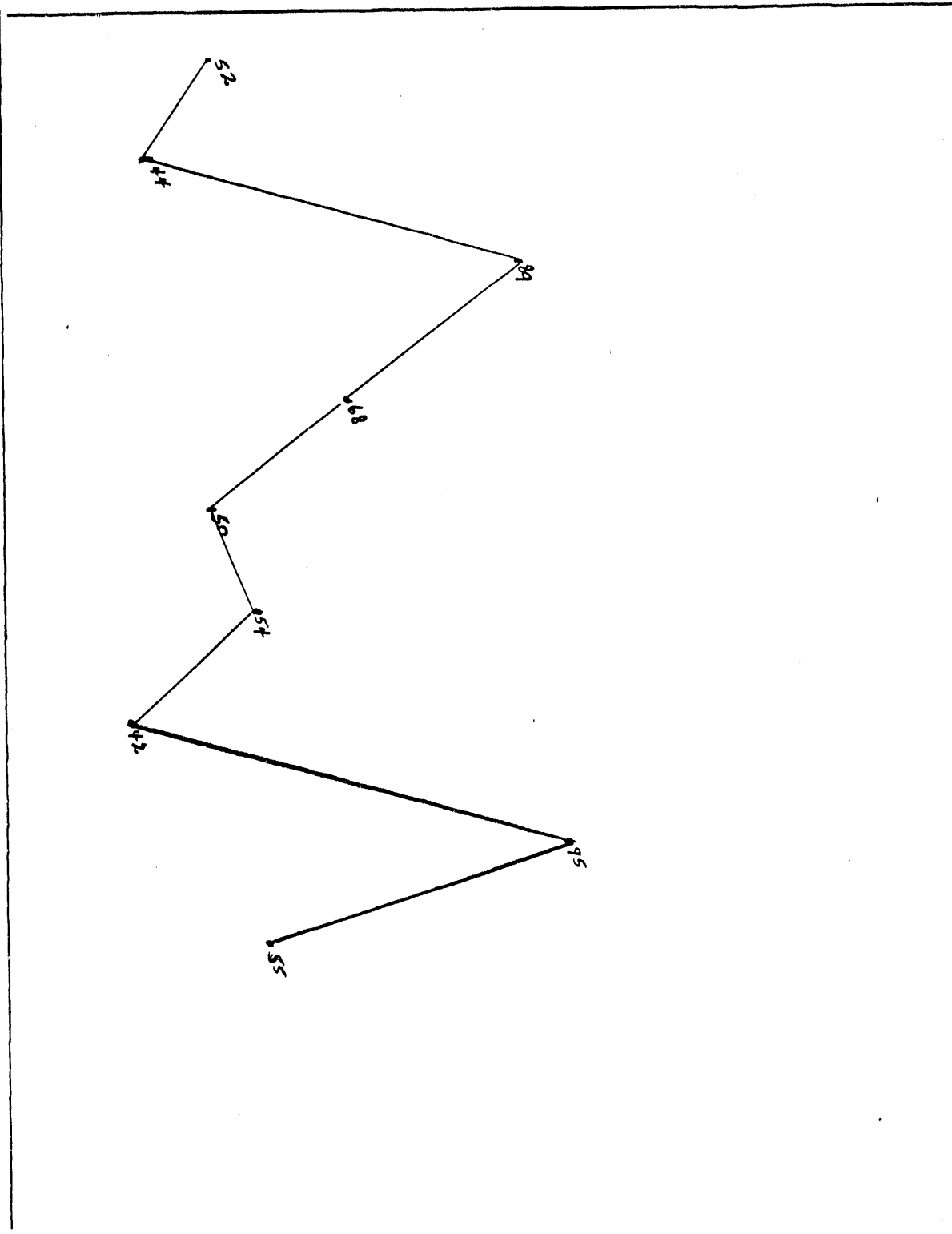
September

October

November

December

30 40 50 60 70 80 90 100 110 120 130 140



1956

O-F-F-E-R-S

M-A-D-E

T-O

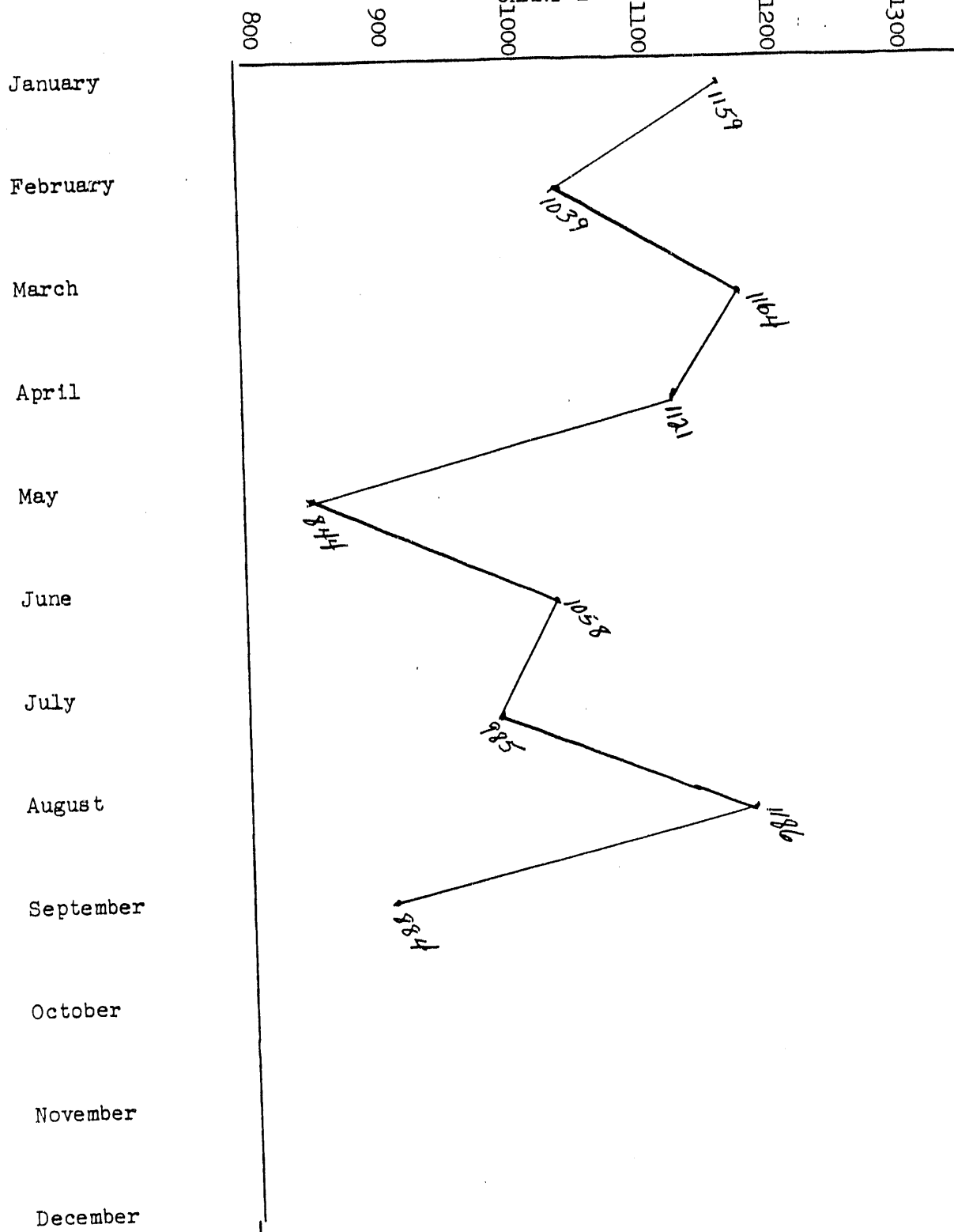
G-A-T-E

A-P-P-L-I-C-A-N-T-S

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HW 45988

CHART 2



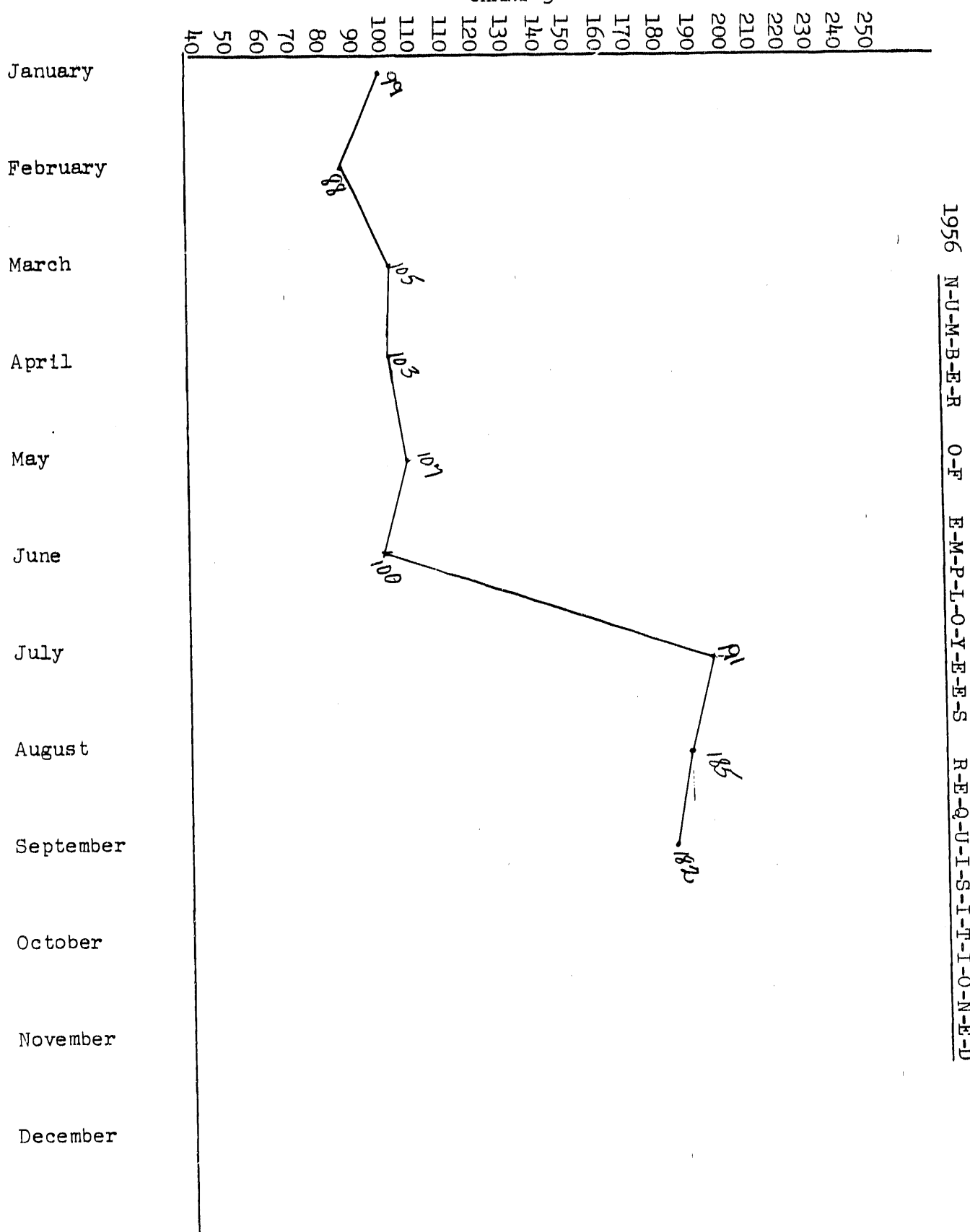
1956 A-P-P-L-I-C-A-T-I-O-N S I-N-T-E-R-V-I-E-W-E-D

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UNCLASSIFIED
CHART 3

HW 45988



1956 N-U-M-B-E-R O-F E-M-P-L-O-Y-E-E-S R-E-Q-U-I-S-I-T-I-O-N-E-D

UNCLASSIFIED

CHART 4

January

February

March

April

May

June

July

August

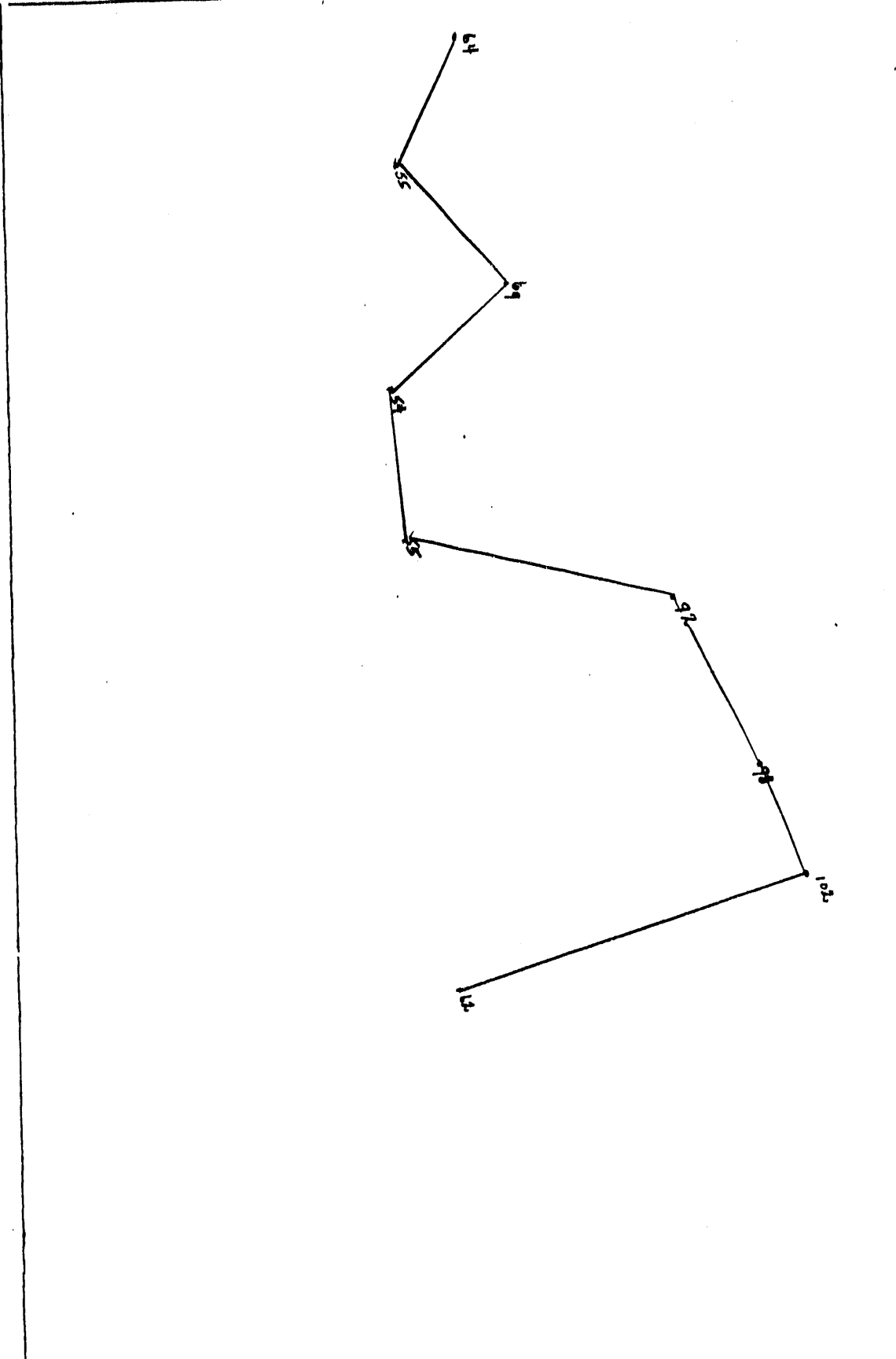
September

October

November

December

10 20 30 40 50 60 70 80 90 100 110 120



1956

N-O-N-T-E-C-H-N-I-C-A-L

A-D-D-I-T-I-O-N-S

COMMUNICATION AND PERSONNEL DEVELOPMENT OPERATION

The "10/50" Suggestion Plan promotional communication program conducted at Hanford through the GE NEWS, Management News Bulletin and other media has won top honors in Company-wide competition sponsored by the New York Office. HAPO was one of two first-place winners for the best promotional campaign designed to stimulate Suggestion Plan participation among employees. The Hanford entry has been forwarded by the New York Office to the National Association of Suggestion Systems as the General Electric Company entry in industry-wide competition. Last year Hanford won the NASS industry-wide first place award for its "Operation 4S" campaign.

Six Management News Bulletins were produced and distributed during the month. News items included announcement of the three per cent "Better Living" wage increase; information concerning registrations in the School of Nuclear Engineering; a change in Employee Purchase Plan procedure; the forthcoming Non-exempt Personnel Development Program; shutdown of a chemical separations facility; and establishment of a new plant-wide mail run service.

Arrangements were made for a series of weekly luncheons to be given by the Manager - Relations and Utilities for groups of R & U exempt employees. The purpose of the luncheons is to foster good personal relationships and flow of communication between members of Relations and Utilities management.

A new communication medium, consisting of a letter headed "At Your Service," was developed during the month. Its purpose is to carry information to the exempt employees in all HAPO departments and operations concerning the facilities and services offered by components of Relations and Utilities.

Intensive publicity was given in the GE NEWS to the second annual "Better Living" wage increase. Included were news stories and features in three consecutive issues regarding all of the highlights of the "Better Living" program. Also included was a double-page message to employees, headlined "Progress Report on the Better Living Program at Hanford," which reviewed the many benefits and advantages of "Better Living" as they apply locally to Hanford employees.

Health and Safety Operation stated its desire to resume publication of monthly health bulletins, and work was begun on preparation of the November bulletin, dealing with diabetes. A letter was prepared for the signature of the Manager - Health and Safety, addressed to all Employee Relations Managers, asking the number of copies desired by each HAPO component.

Following the reorganization, work on the development of the "Round Table Program" was resumed. The program is aimed at increasing the effectiveness of Round Table Meetings as a medium of communication between first-line supervisors and non-exempt employees, and providing a reliable and accurate flow of upward communication through all levels of management. The program is built around two main elements: (1) a monthly publication entitled "Round Table Roundup," carrying information for use by supervisors in meetings, and (2) the "Round Table Report," to be submitted by supervisors as a report of their meetings' effectiveness, together with such other information as the types of questions being asked by employees, prevalent rumors, etc. It is now expected that the "Round Table Program" will get under way in November.

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Work also continued in the development of the Management Conference on Communication, to be presented as a personal development course for Relations and Utilities management and interested members of management from other HAPO components. The Conference will cover such aspects as: Communication as a management function; the communication process; communication barriers; oral communication; upward communication; mass communication; fundamentals and folklore; long-range communication planning; and communication in plant community relations.

GE NEWS features printed in the interest of ironing out problem areas resulting from the reorganization included the following: (1) a full-page feature on the Hanford bus driver, designed to better acquaint passengers with transportation procedures and the problems of bus drivers; (2) two features on plant mail problems experienced in delivering mail to relocated personnel; and (3) a photo-feature on the proper handling and wearing of personnel meters.

Twenty-seven press releases were produced during the month. The breakdown by category, distribution and content was as follows:

<u>SUBJECT</u>		<u>DISTRIBUTION</u>	
Organization changes	1		
Employee benefits and pay	3	Hanford area	17
Employment services	4	West Coast	8
Richland	1	National	2
Utilities and public works	1		
Plant services	4	<u>CONTENT</u>	
Science series	1	Information	2
Technology and research	6	Pictures	4
Health, medicine and sanitation	4	Short	19
Good will	2	Long	1
		Feature	1

<u>Figures to Date</u>	<u>Local Releases</u>	<u>Regional</u>	<u>National</u>
1955	270	52	93
1956	261	106	33

Weekly reports from Schenectady indicate that Hanford is still providing the lion's share of national publicity about the Atomic Products Division and its activities. .Noted during the month of September were reports that Hanford stories will appear in FORTUNE, PARADE, and NEA columns throughout the country.

The first meeting of the Community Relations Council was held on September 10 to review the current community relations program and define the function of the Council. Additional meetings will be held on the fourth Thursday of each month.

Complete services were provided for a two-day visit of 45 members of the Atomic Power Development Associates during the month. Heretofore, arrangements had been made by other HAPO groups. A complete written program describing in detail all tour arrangements that will be available for such visits is in preparation. This will establish the alternatives that are available to our customers and should greatly simplify tour arrangements and result in better

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planned tours. The AEC has indicated that we can expect more touring groups between now and June than we have had during any previous year. Information already has been received that tours must be arranged for a university relations group, the Military Liaison Committee and a group of AEC officials from Washington.

A display featuring a simplified model of a Hanford type reactor and a "picture tour of Hanford" including thirty color transparencies has been completed through the combined efforts of Public Communication, Photography and Graphics Operations. The display or portions of it will be shown at Seattle, Yakima and Portland during the week of September 24, and considerable demand for other showings is expected. The display is educational and will promote public understanding and recognition of the Hanford operation. The reactor model is the first model of this type to be constructed by the Graphics Operation model shop.

Registrations for the Fall term in the General Electric School of Nuclear Engineering have increased 42% over the same period a year ago. The enrollment is double the registrations of two years ago, and is at the highest level in the 10-year history of the School. Total 1956 registrations number 737, as compared to 571 in 1955. The increased enrollment is primarily due to distribution of the course catalog to all employees, as compared to "selected" distribution in previous years; development of new courses; and continued interest by individuals in their own personal development. There is also an increased interest in registering courses for college credit for both graduate and college level studies.

Assignments in the Personnel Development Program for Nuclear Energy were as follows for the month of September:

Present Assignment

<u>Department and Operation</u>	<u>No. Assigned</u>
<u>Fuels Preparation Department</u>	
Manufacturing	5
Engineering	2
<u>Irradiation Processing Department</u>	
H Reactor	2
F Reactor	1
KE & KW Reactor	4
D & DR Reactor	3
Research and Engineering	17
Facilities Engineering	17
<u>Chemical Processing Department</u>	
Research and Engineering	1
Purex	2
Facilities Engineering	2
Redox	1

<u>Relations & Utilities Operation</u>	<u>No. Assigned</u>
Employee & Community Relations	2
Purchasing & Stores	1
Utilities	1
Financial	2
 <u>Hanford Laboratories Operation</u>	
Chemical Research & Development	12
Operations Research	1
Reactor & Fuels Research & Development	3
Physics & Instrument Research & Development	5
Biology Research	2
 <u>Construction Engineering Operation</u>	
Design Engineering	1
Construction	1
 Total	 88

Permanent Placement

During the report period there were five placements off the Program:

Hanford Laboratories/R&T Res. & Dev.	- 4
Chemical Processing/Res. & Engr.	- 1

Additions

There were four additions to the Program during the month of September.

Military Service

There were three losses to the armed forces during the month; two due to ROTC commitments and one enlistment.

Personnel development courses were discontinued during this month to allow for re-establishment of the training programs on a decentralized basis. Script material and training aids have been distributed to the new organization components to assist them in presenting their programs. Also, records of courses previously taken by personnel in the new departments were established.

Of the twenty courses previously presented, it was decided that four would be presented on a centralized basis. This decision was based on careful study and discussions with the training personnel of the new departments.

Hanford's two television programs, HANFORD SCIENCE FORUM AND INSIDE HANFORD, are being scheduled for a three-station network telecast following the summer time change. Filming of the TV film, AEC AIR PATROL, for INSIDE HANFORD has been completed, and work has been started on the TV film footage for AQUATIC BIOLOGY AT HANFORD and THE HANFORD TRANSPORTATION STORY. In slidefilm production, the summary edition of the mental health sound-slidefilm series,

UNDERSTANDING PEOPLE, will be reviewed in slide form by the Board of Directors of the Menninger Institute on October 12. The copyrighted material has been made available to General Electric Company, and the review will be helpful in planning work on the five succeeding editions.

At the request of the Superintendent, Richland Public Schools, the film HERE'S HANFORD was presented to new teachers, principals and administrative personnel, comprising an audience of about 75 people.

Showings of HAPO-produced films during the month were as follows:

<u>Name of Film</u>	<u>Audience - Place</u>	<u>No. Viewers</u>
Hands Across the Atom	Hanford Kiwanis Club - Richland	50
" " " "	Am. Soc. of Testing Materials - Los Angeles	100
" " " "	GM Technical Recruiters - Palo Alto	25
" " " "	HAPO Plant Showings - 3	69
Here's Hanford	GM Technical Recruiters - Palo Alto	25
" " " "	Richland Jr. Chamber of Commerce	25
" " " "	HAPO Orientation - 13 showings	72
Operation Sample	HAPO Plant Showings - 1	18
Operation Sample	Transportation Supervisors Club - Richland	40

Following is a breakdown of Graphics assignments during the month:

<u>Distribution of Graphics September Assignments</u>	<u>Percent</u>
Hanford Atomic Products Operation	2
Fuels Preparation	3
Irradiation Processing	17
Chemical Processing	9
Hanford Laboratories	32
Relations and Utilities	27
Construction Engineering	2
Atomic Energy Commission	8
	<u>100</u>

	<u>August</u>	<u>September</u>		
Total assignments completed	39	43		
Total assignments backlog	30	39		
			<u>Graphs or</u>	
			<u>Charts</u>	<u>Illustrations</u>
				<u>Other</u>
Report Material (Includes Technical Publications)	139	--	--	--
Technical or Scientific Illustrations	--	15	--	9
Mechanical Art (Flow charts, schematics, maps, etc. - not for publication)	10	--	--	32
Lecture Material (Includes plates for slides)	142	15	--	19
Posters	--	--	--	2
General (Posting of current data, assembly, revisions, etc.)	31	--	--	8
	<u>322</u>		<u>30</u>	<u>70</u>
Total plates completed - 422				

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A large volume of color photography was done in the production of 8 x 10" color transparencies for the GE display. 35mm color slides were produced in large quantities for the Audio-Visual Communication Operation, in the preparation of a sound slide film. A full week was consumed in the production of 3 $\frac{1}{4}$ x 4" color slides for the Business Review. Along with this color work other color slides, prints, and transparencies were produced for customer components throughout the plant.

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PHOTOGRAPHY OPERATION		R	I.	N	2	4	5	8	8½	11	16	3¼x4	35mm	35mm	16mm
MONTHLY REPORT, SEPT.		E	D.	E	X	X	X	X	X	X	X	SL	SL	SL	FILM
Q.		Q.	G.	G.	3	5	7	10	11	14	20	SL	SL	SL	FILM
3															
3000															
GENERAL MANAGER															
4000															
FUELS PREPARATION															
DEPARTMENT															
33															
5000															
IRRADIATION PROCESS-															
ING DEPARTMENT															
7 28															
6000															
CHEMICAL PROCESS-															
ING DEPARTMENT															
24															
7000															
HANFORD LABORATORIES															
OPERATION															
34															
8000															
RELATIONS AND															
UTILITIES															
170															
9000															
CONST. ENGINEERING															
12															
2900															
ATOMIC ENERGY COMM.															
170															
TOTALS															
18															

	SEPT.	AUGUST	JULY
TOTAL ASSIGNMENTS	256	317	295
TOTAL NEGATIVES	753	1,064	1,113
TOTAL PRINTS	11,555	25,964	17,795

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UNION RELATIONS

Organization and Personnel:

There were no changes in the Union Relations Organization during the month of September:

Number on Payroll	<u>Exempt</u>	<u>Non-exempt</u>	<u>Total</u>
Start of Month	2	1	3
End of Month	2	1	3
			<hr/>
Net Change			0

Summary:

On October 3, 1956, the Community Firemen (HAMTC) accepted an oral offer whereby they would have a salary program comparable to the other units.

The signing of the 1955 Pension and Insurance Agreement with the Union has been postponed pending a decision by management regarding whether isolation pay should be considered as normal straight-time earnings for purposes of administering the Insurance Plan.

The legal question concerning whether Patent Agreements are subject to collective bargaining continues and no further action has been taken to complete the signing of these Agreements throughout the plant.

Following an arbitration hearing on September 14, 1956, the Arbitrator (John S. Harlow) concurred with the Company that a disciplinary suspension of one-day to each of two Auto Mechanics was warranted.

Discussions are currently in progress with the Plumber Steamfitters concerning their pay grades. No change in pay grade is expected to result from the discussions.

Following the transfer of Kadlec Hospital on September 9, 1956, consideration has been given to the appropriate steps for effecting the elimination of the Kadlec Hospital bargaining unit even though two unit employees continued with G. E. in their former jobs.

On October 3, 1956, the Company orally offered the Community Firemen (HAMTC) a salary program comparable to other bargaining units on the plant. The Firemen accepted the offer and the Agreement will be signed by the parties as soon as the necessary documents are prepared.

The Firemen opened their Agreement on Salaries on August 3, 1956 following a cost-of-living increase to other bargaining units for which they were not eligible. Simultaneously management had concluded that the indefinite status concerning the disposal of the Community justified giving the Firemen the same type of salary program as the other bargaining units.

The first negotiating meeting with the Firemen occurred on September 26, 1956. No offer was made. The Company only listened and discussed the demands of the Firemen.

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Subsequent discussions with the A.E.C. resulted in their indicating their concurrence with the Company's recommendation to henceforth include the Firemen in salary program which would be similar to other bargaining unit employees. With this assurance from the A.E.C. the aforementioned offer was made to the Firemen.

The 1955 Pension and Insurance Agreement to be executed with the Union was approved by management and made ready for signing. However, the signing was postponed due to the consideration being given within the Company as to whether isolation pay be regarded as normal straight-time earnings for purposes of computing an employee's benefits and contributions under the Insurance Plan. The isolation pay matter must be negotiated with the Union if approved by management. The entire matter was being held in abeyance by Union Relations at the month's end.

No further action was taken to effect the execution of the revised Patent Agreements with the employees who have not yet signed such Agreements. The delay results from a legal question concerning whether the execution of these Agreements by the employees is a matter which is subject to collective bargaining with the Union. About 35% of the necessary signatures remain to be obtained.

On September 14, 1956, a case involving the appropriateness of a one-day disciplinary suspension for two Transportation Auto Mechanics was arbitrated in Richland. John S. Harlow was selected as the Arbitrator. Geo. Barr served as the Company Representative on the Arbitration Committee. After the hearing, the Arbitrator orally advised the Company that the Committee had voted two to one in favor of the Company's position that the discipline was appropriate in this instance. A written decision will be prepared by Mr. Harlow and directed to the Company in the near future.

On September 21, 1956, at the request of the Council, a meeting was held to discuss Plumber-Steamfitter pay rates. In addition to the Business Representative of the HAMTC and several Pipefitter Stewards, Rudell Beams, the Business Agent of the Pipefitters local Union was present.

The Company listened to the arguments presented by the Union but found no justification for considering an increase in the pay grades for Pipefitters. The meeting ended with an indication from the Union that they would like to discuss their position further at another meeting in the near future. The next meeting is scheduled to occur October 10, 1956.

When Kadlec Hospital was transferred to the Methodist Group on September 9, 1956, the bargaining unit of hospital employees was reduced to two Nurses Aides. One is in Industrial Medical and the other in Public Health. This matter has been discussed with the Business Representative of the BSEIU Union who is agreeable to taking such steps as are necessary to regard the entire bargaining unit as having been eliminated from the employ of the Company as a result of the transfer of the hospital. Union Relations is currently awaiting advice from Legal concerning this matter.

On September 18, 1956, Union Relations moved to Rooms 2426, 2427 and 2429 in the 703 Building. The Union Relations Conference Room is now located in Room 2421.

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A proposed OPG including a revised non-unit grievance procedure for use within the Relations and Utilities Operation was distributed to Level 3 Managers for comments. The response was favorable and at month's end the procedure had been approved and was being reproduced for distribution to supervision.

The first issue of a Union Relations - Information Letter was distributed to Relations and Utilities supervision during the month. Similar information letters will be published regularly within the operation in an effort to keep supervision currently informed regarding union relations matters of interest to them.

Procedures are being developed throughout the various union relations functions in the plant to provide an orderly method of processing jurisdictional agreements with the union. Such a procedure is necessary in order to accomplish uniformity in the administration of such procedures throughout the plant.

Grievance Statistics:

A total of three (3) grievances were received and three (3) Step II Grievance Meetings were held during the month. A breakdown of the Grievances received and processed follows:

	<u>HAMTC</u>	<u>HGU</u>	<u>BSEIU</u>	<u>Total Unit</u>	<u>Total Non-Unit</u>	<u>Total</u>
Received this Month	3	0	0	3	0	3
Step I						
Pending August 31	0	0	0	0	0	
Settled this month*	2	0	0	2	0	2
Pending September 30	0	0	0	0	0	
Step II						
Pending August 31	0	0	0	0	0	
Settled this month**	0	0	0	0	0	0
Pending September 30	1	0	0	1	0	
Arbitration						
Pending August 31	4	0	0	4	0	
Settled this month	1	0	0	1	0	1
Pending September 30	3	0	0	3	0	
Total Settled This Month	3	0	0	3	0	3

BY COMPONENT

	<u>Received This Mo.</u>	<u>Settled Step I* This Mo.</u>	<u>Settled Step II** This Mo.</u>
Empl.&Comm.Rel.Oper.			
Sec.& Patrol Oper.	2	2	0
Transp.& Maint.Oper.			
Bus & Rail Oper.	1	0	0
Total	3	2	0

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*Grievances brought to Step II prior to July 1, 1956, but never processed by the Union are, for the purpose of this report, considered settled at Step I.

*Grievances which the Union formally indicated their intention to submit to arbitration, but have taken no further action since July 1, 1956, are, for the purpose of this report, considered settled at Step II.

BY SUBJECT

Unit	Fin. This Mo.	E&C This Mo.	Util. This Mo.	P&S This Mo.	Tp.&Mt. This Mo.	Contr. This Mo.	Comm. This Mo.	H&S This Mo.
Overtime & Premium Rates	0	2	0	0	0	0	0	0
Misc.	0	0	0	0	1	0	0	0
Total	0	2	0	0	1	0	0	0

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SALARY AND WAGE ADMINISTRATION OPERATIONSurveys

All participants in the annual Northwest Area Wage Survey have been visited. Survey Data are being returned and compilation has begun. It is estimated that the final report will be issued between November 15 and December 1.

Salary data were exchanged with the following firms: Union Carbide Nuclear Company, National Lead Company, Department of Geology and Mineral Industries - Oregon State, and the Goodyear Atomic Corporation.

Approval Requests

Two approval requests were prepared for transmittal to AEC by Contract Administration. One was concerned with an adjustment in Single Fixed Rates for exempt positions in industrial Fire Protection Operations in the three HAPO Departments. Pertinent revisions to the Salary Administration Manual were included. The other approval related to modifications in the salary rates for all exempt Fixed Rate positions at HAPO to reflect the 3% general increase effective October 1. Included was a provision to apply the 1.18% cost-of-living increase retroactive to August 1. Effective October 1, the Single Fixed Rates will include a 22.18% "adder."

Manual Revisions

Preparations were started on revisions to the Bargaining Unit and Non-Bargaining Unit Job Classification Manuals to reflect changes associated with the 3% general increase which becomes effective October 1. Similar changes in the HAPO Non-Exempt Master Salary Manual will be accomplished as quickly as possible.

Salary Administration Manual revisions associated with the September 1 reorganization are essentially complete. It is planned to issue the revised pages as soon as concurrence from the AEC is received to revise the rates for the Fixed Rate positions in the departmental Fire Protection Operations. Currently consideration is being given to the extent of distribution of the Manual.

Miscellaneous

All salary and wage record cards have been brought up to date to reflect the changes as a result of the September 1 reorganization. Personnel Accounting has been provided all information needed to prepare payrolls. Exempt salary administration personnel folders are in process of being brought up to date.

SECURITY AND PATROL OPERATIONClassified Document Status

<u>Material</u>	<u>Classification</u>			<u>Total</u>
	<u>Top Secret</u>	<u>Secret</u>	<u>Confidential</u>	
Documents	0	100	5	105
Prints	0	73	9	82
Drawing Schedules	0	2	0	2
Specifications	0	3	0	3
Tracings	0	0	0	0
Total	0	178	14	192

As of September 1, 1956, 193 classified documents chargeable to the General Electric Company, were reported as unaccounted for. During September, one document was located, reducing the total to 192.

Unaccounted for classified documents created by the Vitro Corporation (Kellex) under Sub-Contract G-48, which numbered approximately 450 in 1953, have now been reduced to 18. A report was submitted to the Hanford Operations Office, Atomic Energy Commission, on September 24, 1956, listing these unaccounted for documents, all of which are chargeable to Vitro Corporation personnel.

Administrative Security Infractions

During the month of September, there was a total of nine infractions, six open file violations and three cases of classified material found improperly stored.

Force Report

Employees of the Security and Patrol Operation totalled 458 as of September 30, 1956.

Security Education

231 security meetings were held and attended by 3,077 HAPO personnel.

100 copies of the poster with the security slogan "Careful-He's on the Party Line", furnished by the U. S. Department of Defense, were posted in the plant areas during September.

1,100 copies of the leaflet with the same slogan as on the poster listed above were distributed to personnel.

81 employees of the General Electric Company received the "Q" orientation talk, ten received the "L" orientation lecture, and 295 employees were given the termination interview by a representative of this Operation.

Eight articles concerning security appeared in the G. E. Works News.

Patrol Activities

Personnel searches	192	
Vehicle searches (approximately)	100,000	(all areas, all barricades)
Escorts	298	
Ambulance runs	11	
Practice mobilization plans	11	
Supervisor's Post contacts	1,830	
File check (by hours)	3,895	
Building check (by hours)	3,216	

Arrest Report (citations issued)

Illegal Parking	2
Improper Passing	1
Negligent Driving	1
No Driver's License	1
No Registration on Vehicle	1
Speeding	1
	<hr/>
Total	7

Warning Tickets Issued

30

Patrol Training

402 Security Patrolmen attended Round Table meetings, safety and security meetings during the month.

166 Security Patrolmen received Firearms Training during the same period.

Patrol Post Changes

There were no new patrol posts established during September.

Patrol posts discontinued during the same period:

1. September 8, 1956, 224-UA Construction Badge House, 200-W Area
2. September 24, 1956, 201-C Badge House, 200-E Area

Top Secret Clearances

Top Secret clearance was requested for 102 additional positions created as a result of the decentralization, and the clearances have been granted by the Atomic Energy Commission. In the near future, a complete review of Top Secret clearances will be made in order to reduce the number of clearances in this classification. It is an Atomic Energy Commission requirement that this type of clearance be held to an absolute minimum.

Pass and Badge Transactions

1. Badge Log Entries (includes additions, withdrawals, and terminations) 1,976
2. Identification Passes (total - all types of transactions) 311

Change of Status in Security Area

Effective September 24, 1956, the "exclusion" area status of the 201-C Area (Hot Semi-Works), 200-E Area, was downgraded to "limited" classification. Access to the 200-E Area will now suffice for security clearance to this facility.

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HANFORD ATOMIC PRODUCTS OPERATION

General Electric Company
Richland, Washington

REPORT OF VISITORS FOR PERIOD ENDING SEPTEMBER 30, 1956

<u>Name - Organization</u>	<u>Purpose of Visit</u>	<u>Person Contacted</u>	<u>Arrival</u>	<u>Departure</u>	<u>Restricted Data</u>	
					<u>Class.</u>	<u>Unclass. Areas</u>
MANAGEMENT						
I. Visitors to this Operation						
W. W. Beardslee General Electric Company Schenectady, New York	Attend Business Review of HAPO	W. E. Johnson	9-25-56	9-27-56	X	100-K 105-KW 200-E 202-A 300 303; 700
F. J. Borch General Electric Company New York, New York	Attend Business Review of HAPO	W. E. Johnson	9-25-56	9-26-56	X	100-K 105-KW 200-E 202-A 300 303; 700
F. E. Crever Knolls Atomic Power Lab. Schenectady, New York	Attend Business Review of HAPO	W. E. Johnson	9-25-56	9-26-56	X	100-K 105-KW 200-E 202-A 300 303; 700
H. S. Hansell, Jr. General Electric Company Washington, D. C.	Attend Business Review of HAPO	W. E. Johnson	9-25-56	9-26-56	X	100-K 105-KW 200-E 202-A 300 303; 700
C. W. LaPierre General Electric Company Schenectady, New York	Attend Business Review of HAPO	W. E. Johnson	9-25-56	9-26-56	X	100-K 105-KW 200-E 202-A 300 303; 700
J. D. Lockton General Electric Company Schenectady, New York	Attend Business Review of HAPO	W. E. Johnson	9-25-56	9-26-56	X	100-K 105-KW 200-E 202-A 300 303; 700
F. K. McCune General Electric Company Schenectady, New York	Attend Business Review of HAPO	W. E. Johnson	9-25-56	9-26-56	X	100-K 105-KW 200-E 202-A 300 303; 700

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- 2

Name - Organization	Purpose of Visit	Person Contacted	Arrival	Departure	Restricted Data	
					Class.	Unclass. Area
P. E. Mills General Electric Company Schenectady, New York	Attend Business Review of HAPO	W. E. Johnson	9-25-56	9-26-56	X	100-K 105-KW 200-E 202-A 300 303; 700
A. Pechukas General Electric Company Schenectady, New York	Attend Business Review of HAPO	W. E. Johnson	9-25-56	9-26-56	X	100-K 105-KW 200-E 202-A 300 303; 700
G. L. Phillippe General Electric Company Schenectady, New York	Attend Business Review of HAPO	W. E. Johnson	9-25-56	9-26-56	X	100-K 105-KW 200-E 202-A 300 303; 700
D. R. Shoults Aircraft Nuclear Propulsion Dept. Lockland, Ohio	Attend Business Review of HAPO	W. E. Johnson	9-25-56	9-26-56	X	100-K 105-KW 200-E 202-A 300 303; 700
C. G. Suits Research Laboratory Schenectady, New York	Attend Business Review of HAPO	W. E. Johnson	9-25-56	9-26-56	X	100-K 105-KW 200-E 202-A 300 303; 700
A. F. Vinson General Electric Company Schenectady, New York	Attend Business Review of HAPO	W. E. Johnson	9-25-56	9-27-56	X	100-K 105-KW 200-E 202-A 300 303; 700
G. White APE Department, General Electric Schenectady, New York	Attend Business Review of HAPO	W. E. Johnson	9-25-56	9-26-56	X	100-K 105-KW 200-E 202-A 300 303; 700
FUELS PREPARATION DEPARTMENT						
I. Visitation to this Operation						
C. E. Crumpton National Lead Company Ferrand, Ohio	Attend Metal Quality Working Committee Meeting	S. M. Gill	9-10-56	9-14-56	X	300 303
J. A. Fellows Mallinckrodt Chemical Works St. Louis, Missouri	Attend Metal Quality Working Committee Meeting	S. M. Gill	9-10-56	9-14-56	X	300 303

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Name - Organization

T. F. Fisher
Knolls Atomic Power Lab.
Schenectady, New York

A. E. Guay
National Lead Company
Fernald, Ohio

R. H. Lascheid
Bridgeport Brass Company
Bridgeport, Connecticut

C. E. Polson
National Lead Company
Fernald, Ohio

A. E. Ruehle
Mallinckrodt Chemical Works
St. Louis, Missouri

A. E. Schuetz
Bridgeport Brass Company
Bridgeport, Connecticut

II. Visits to other Installations

Z. E. Carey
to: Knolls Atomic Power Lab.
Schenectady, New York

Z. E. Carey
to: Aircraft Nuclear Propulsion
Cincinnati, Ohio

R. G. Post
to: Argonne National Lab.
Lemont, Illinois

Purpose of Visit

Discuss new metallo-
graphic techniques and
operating conditions in
the hot laboratory

Attend Metal Quality
Working Committee
Meeting

Liaison work as applies S. M. Gill
to contract with
Bridgeport Brass Co.

Attend Metal Quality
Working Committee
Meeting

Attend Metal Quality
Working Committee
Meeting

Liaison work as applies S. M. Gill
to contract with
Bridgeport Brass Co.

Attend meeting on
Measurements

Confer on approach
to measurement of
research and development
and radiation monitoring

Discuss fuels prepara-
tion problems

Person Contacted

I. D. Turner

S. M. Gill

S. M. Gill

S. M. Gill

S. M. Gill

S. M. Gill

D. Kerr

R. K. Dibble

J. F. Schuman

Arrival

9-24-56

9-10-56

9-18-56

9-10-56

9-11-56

9-18-56

9-11-56

9-14-56

9-23-56

Departure

9-24-56

9-14-56

9-21-56

9-14-56

9-14-56

9-19-56

9-13-56

9-14-56

10-6-56

Restricted Data	
Class.	Unclass.

X	300	XXX
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X	300	303
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X	300	XXX
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X	300	303
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X	300	303
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X	300	XXX
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X		
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X		
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X		
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UNCLASSIFIED

- 4

Restricted Data
Class. Unclass. Area

Name - Organization	Purpose of Visit	Person Contacted	Arrival	Departure	Class. Unclass. Area
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R. G. Post
to: Oak Ridge National Lab.
Oak Ridge, Tennessee

Attend Ceramic Fuels
Information Meeting

9-29-56 10-6-56 X

R. G. Post
to: National Lead Company
Fernald, Ohio

Discuss fuels
preparation problems

9-29-56 10-6-56 X

IRRADIATION PROCESSING DEPARTMENT

I. Visitors to this Operation

R. H. Fillnow
Bettis Atomic Power Division
Pittsburgh, Pennsylvania

Discuss program in
KEW loops and pre-
post study of alloy
fuels in HAPO reactors

9-19-56 9-20-56 X
100-D XXX
100-K 105-KE
100-H 105
300 303

A. Lagani, Jr.
Knolls Atomic Power Lab.
Schenectady, New York

Coordinate and review A. G. Blasewitz
coolant technology
tests on KAPL-120 loop
program

9-26-56 9-26-56 X
100-H 105
100-K 105-KE, F
300 XXX, 700

T. R. Neville, Jr.
Knolls Atomic Power Lab.
Schenectady, New York

Liaison work on KAPL- A. G. Blasewitz
120 loop program

2 3-56 1-1-57 X
100-D XXX
100-H 105
100-K 105-KE, K
300 303, 700

II. Visits to other Installations

J. M. Fox, Jr.
to: Oak Ridge National Lab.
Oak Ridge, Tennessee

Attend AEC Welding
Committee Meeting

9-23-56 9-26-56 X

W. E. Niemuth
to: Brookhaven National Lab.
Upton, Long Island, New York

Present paper at
resonance absorption
conference

9-23-56 9-25-56 X

R. Nilson
to: Brookhaven National Lab.
Upton, Long Island, New York

Present paper at
resonance absorption
conference

9-23-56 9-25-56 X

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HW 45900

Name - Organization

Purpose of Visit

Arrival

Departure

Restricted Data
Class. Unclass. Areas

CHEMICAL PROCESSING DEPARTMENT

I. Visitors to this Operation

H. C. Anderson
Rocky Flats Laboratory
Dow Chemical Company
Boulder, Colorado

Consultation on
analytical procedures

K. M. Harmon
R. E. Smith

9-24-56

9-28-56

X

200-E 202-A
200-W 231, Redox,
234, 235
300 XXX; 700

J. C. Biery
Rocky Flats Laboratory
Dow Chemical Company
Boulder, Colorado

Consultation on pro-
duction and process
development

R. B. Richards
R. E. Smith

9-24-56

9-26-56

X

200-E 202-A
200-W 231, Redox,
234, 235
300 XXX; 700

F. J. Linck, Jr.
Rocky Flats Laboratory
Dow Chemical Company
Boulder, Colorado

Consultation on pro-
duction and process
development

R. B. Richards
R. E. Smith

9-24-56

9-26-56

X

200-E 202-A
200-W 231, Redox,
234, 235
300 XXX; 700

R. H. Miller
Rocky Flats Laboratory
Dow Chemical Company
Boulder, Colorado

Technical discussion
on product quality

R. B. Richards
R. E. Smith
K. M. Harmon
O. F. Hill

9-17-56

9-19-56

X

200-E 202-A
200-W 231, 234,
235
300 XXX

E. Vejvoda
Rocky Flats Laboratory
Dow Chemical Company
Boulder, Colorado

Consultation on
analytical procedures

K. M. Harmon
R. E. Smith

9-24-56

9-28-56

X

200-E 202-A
200-W 231, Redox,
234, 235
300 XXX; 700

II. Visits to other Installations

W. G. Browne
to: Rocky Flats Laboratory
Dow Chemical Company
Boulder, Colorado

Observe receipt and
inspection of specially
fabricated plutonium
parts from HAPD

9-5-56

9-7-56

X

G. C. Carroll
to: Atomic Energy of Canada Ltd.
Chalk River, Ontario

Discuss feasibility
of HAPD recovery
of Chalk River products

9-6-56

9-7-56

X

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Name - Organization	Purpose of Visit	Person Contacted	Arrival	Departure	Restricted Data	
					Class.	Unclass.
B. A. Chandler to: Aircraft Nuclear Propulsion Project Cincinnati, Ohio	Employment interview	J. A. Conley L. W. Brittingham	9-19-56	9-19-56	X	
B. F. Judson to: E. I. du Pont de Nemours Savannah River Plant Augusta, Georgia	Discuss development status of separations processes	R. I. Martens	9-17-56	9-18-56	X	
B. F. Judson to: Union Carbide Nuclear Co. Oak Ridge, Tennessee	Discuss development status of separations processes	F. Bruce	9-19-56	9-21-56	X	
R. J. Kofoed to: Rocky Flats Laboratory Dow Chemical Company Boulder, Colorado	Discuss analytical techniques for plutonium product	H. C. Anderson	9-10-56	9-14-56	X	
W. N. Mobley to: Rocky Flats Laboratory Dow Chemical Company Boulder, Colorado	Discuss product quality problems and weapons data	F. H. Langell	9-12-56	9-13-56	X	
W. N. Mobley to: Los Alamos Scientific Lab. Los Alamos, New Mexico	Discuss product quality problems and weapons data	M. Roy	9-12-56	9-13-56	X	
A. M. Platt to: Knolls Atomic Power Lab. Schenectady, New York	Discuss development status of separations processes	H. W. Alter	9-17-56	9-18-56	X	
A. M. Platt to: Union Carbide Nuclear Co. Oak Ridge, Tennessee	Discuss development status of separations processes	F. Bruce	9-19-56	9-21-56	X	
R. B. Richards Rocky Flats Laboratory Dow Chemical Company Boulder, Colorado	Discuss product quality problems and weapons data	F. H. Langell	9-12-56	9-13-56	X	

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HW 4528

Name - Organization	Purpose of Visit	Person Contacted	Arrival	Departure	Restricted Data	
					Class.	Unclass. Areas
W. H. Swift to: U. S. Atomic Energy Comm. Grand Junction, Colorado	Observe testing of continuous ion ex- change unit at Pilot Plant	C. MacArthur	9-17-56	9-18-56	X	
R. E. Tomlinson to: E. I. du Pont de Nemours Savannah River Plant Augusta, Georgia	Discuss development status of separations processes	R. I. Martens	9-17-56	9-18-56	X	
R. E. Tomlinson to: Union Carbide Nuclear Co. Oak Ridge, Tennessee	Discuss development status of separations processes	F. Bruce	9-19-56	9-21-56	X	
R. E. Tomlinson to: U. S. Atomic Energy Comm. Washington, D. C.	Discuss development status of separations processes	S. B. White	9-20-56	9-21-56	X	
HANFORD LABORATORIES OPERATION						
I. Visitors to this Operation						
H. C. Anderson Rocky Flats Laboratory Dow Chemical Company Boulder, Colorado	Discuss analytical problems	R. J. Brouns F. M. Smith	9-24-56	9-25-56	X	300- XXX
H. W. Alter Knolls Atomic Power Lab. Schenectady, New York	Analytical discussion about Project CAD	A. C. Leaf R. J. Brouns R. E. Connally	9-18-56	9-21-56	X	300 XXX
W. P. Armstrong Mallinckrodt Chemical Works St. Louis, Missouri	Discuss corrosion problems and nitric acid. Inspect recircu- lation test loop	V. R. Cooper L. P. Hipp G. A. Rohrmann	9-11-56	9-13-56	X	100-D XXX 100-K 105-KE 200-E 202-A 200-W 221-U, Redox 300 XXX

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Name - Organization	Purpose of Visit	Person Contacted	Arrival	Departure	Restricted Data	
					Class.	Unclass. Areas
B. L. Bailey Great Lakes Carbon Company Niagara Falls, New York	Technical discussion on graphite develop- ment	M. Lewis W. A. Snyder	9-27-56	9-27-56	X	300 XXX
J. C. Biery Rocky Flats Laboratory Dow Chemical Company Boulder, Colorado	Solvent extraction and metal reduction technology	R. G. Geier E. E. Voiland W. R. DeHollander E. J. Wheelwright	9-24-56	9-26-56	X	200-W 234, 235 300 XXX
F. L. Brown Argonne National Laboratory Lemont, Illinois	Discuss ANL research and effects of irradi- ation to materials	J. J. Cadwell L. D. Turner	9-17-56	9-21-56	X	300 XXX
T. F. Fisher Knolls Atomic Power Lab. Schenectady, New York	Discuss metallo- graphy of radiated materials		9-24-56	9-24-56	X	300 XXX
M. J. Fortenbery Union Carbide Nuclear Company Oak Ridge, Tennessee	Review development and operational data and obtain design crit- eria for uranium oxide continuous calciner	R. G. Geier	9-24-56	9-27-56	X	100-K 105-KW 200-E 202-A 200-W 221-U, Redox 300 303
T. J. E. Glasson Knolls Atomic Power Lab. Schenectady, New York	Discuss organic coolant technology and irradiation programs	J. M. Atwood	9-17-56	9-17-56	X	100-D XXX 100-K 105-KE 300 XXX
C. O. Herrala Radiation Laboratory University of California Livermore, California	Learn electro-forming and plating techniques	O. J. Wick	9-28-56	9-28-56	X	200-W 231, 235 234, 235 300 XXX
G. K. Jasty Union Carbide Nuclear Company Oak Ridge, Tennessee	Review development and operational data and obtain design crit- eria for uranium oxide continuous calciner	R. G. Geier	9-24-56	9-27-56	X	100-K 105-KW 200-E 202-A 200-W 221-U, Redox 300 303

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Name - Organization

J. J. Kurtz
Union Carbide Nuclear Company
Oak Ridge, Tennessee

A. Lagani, Jr.
Knolls Atomic Power Lab.
Schenectady, New York

F. J. Linck, Jr.
Rocky Flats Laboratory
Dow Chemical Company
Boulder, Colorado

C. L. McClelland
Central Intelligence Agency
Washington, D. C.

L. R. Martin
Detroit-Edison Company
Detroit, Michigan

D. R. Miller
U. S. Atomic Energy Commission
Washington, D. C.

J. B. Newkirk
General Electric Company
Schenectady, New York

V. J. Nolan
National Carbon Company
Cleveland, Ohio

D. L. Northrup
U. S. Air Force
Washington, D. C.

Purpose of Visit

Review development
and operational data
and obtain design crit-
eria for uranium oxide
continuous calciner

Discuss analytical
work on program KAPL-
120 loop

Solvent extraction
and metal reduction
technology

Analytical discussion
about Project CAD

Discuss radiation
protection and auto-
radiographic methods
and procedures

Analytical discussion
about Project CAD

Discuss X-ray diffrac-
tion and metallography

Technical discussion
on graphite develop-
ment

Analytical discussion
about Projects CAD
and Bluenose

Person Contacted

R. G. Geier

H. J. Anderson
R. T. Ko
D. M. Robertson

R. G. Geier
E. E. Vdiland
W. R. DeHollander
E. J. Wheelwright

A. C. Leaf
R. J. Brouns
R. E. Connally

A. R. Keene
H. A. Kornberg
D. E. Warner

A. C. Leaf
R. J. Brouns
R. E. Connally

J. J. Cadwell

M. Lewis
W. A. Snyder

A. C. Leaf

R. J. Brouns
R. E. Connally
C. E. Bennett

Restricted Data
Class. Unclass. Areas

9-24-56 9-27-56 X 100-K 105-KW
200-E 202-A
200-W 221-U, Redox
300 303

9-26-56 9-26-56 X 300 XXX

9-24-56 9-26-56 X 200-W 234, 235
300 XXX

9-18-56 9-19-56 X 300 XXX

9-4-56 9-5-56 X 100-F XXX
300 XXX

9-18-56 9-19-56 X 300 XXX

9-17-56 9-17-56 X 300 XXX

9-10-56 9-10-56 X 300 XXX

9-18-56 9-19-56 X 300 XXX

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HW 45908

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Name - Organization	Purpose of Visit	Person Contacted	Arrival	Departure	Restricted Data	
					Class.	Unclass. Areas
S. H. Paine Argonne National Laboratory Lemont, Illinois	Discuss ANL research and effects of irradiation to materials	J. J. Cadwell L. D. Turner	9-17-56	9-21-56	X	300 XXX
J. H. Patterson Argonne National Laboratory Lemont, Illinois	Analytical discussion about Project CAD	A. C. Leaf R. J. Brouns R. E. Connally	9-18-56	9-19-56	X	300 XXX
F. S. Patton Union Carbide Nuclear Company Oak Ridge, Tennessee	Review development and operational data and obtain design criteria for uranium oxide continuous calciner	R. G. Geier	9-24-56	9-27-56	X	100-K 105-KW 200-E 202-A 200-W 221-U, Redox 300 303
W. Singlevich U. S. Air Force Washington, D. C.	Analytical discussion about Project CAD	A. C. Leaf R. J. Brouns R. E. Connally	9-18-56	9-19-56	X	300 XXX
C. H. Spalaris General Electric Company San Jose, California	Consultation on welding in an inert atmosphere	D. C. Kaulitz	9-19-56	9-20-56		X 300 XXX
A. T. Storr Mallinckrodt Chemical Works St. Louis, Missouri	Inspect recirculation test loop and corrosion studies on nitric acid and oxide	L. P. Bupp V. R. Cooper C. A. Rhormann	9-11-56	9-13-56	X	100-D XXX 100-K 105-KE 200-E 202-A 200-W 221-U, Redox 300 XXX
M. H. Studier Argonne National Laboratory Lemont, Illinois	Analytical discussion about Project CAD	A. C. Leaf R. J. Brouns R. E. Connally	9-18-56	9-19-56	X	300 XXX
C. V. Theis U. S. Atomic Energy Commission Washington, D. C.	Discuss Columbia River channeling and dispersion of effluent	L. K. Bustad R. F. Foster	9-7-56	9-7-56		X 100-F XXX
R. C. Thorburn General Electric Company San Jose, California	Discuss radiation protection procedures	A. R. Keene	9-27-56	9-28-56		X 300 303

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HW 45988

Name - Organization	Purpose of Visit	Person Contacted	Arrival	Departure	Restricted Data	
					Class.	Unclass. Areas
R. J. Anicetti to: Westinghouse Atomic Power Pittsburgh, Pennsylvania	Discussion on oxides	J. Belle	9-27-56	9-28-56	X	
J. A. Berberet to: Los Alamos Scientific Lab. Los Alamos, New Mexico	Discuss critical mass experiments	H. C. Paxton	9-10-56	9-11-56	X	
J. A. Berberet to: Rocky Flats Laboratory Dow Chemical Company Boulder, Colorado	Discuss critical mass experiments	C. L. Schuske	9-11-56	9-12-56	X	
J. A. Berberet to: Union Carbide Nuclear Co. Oak Ridge, Tennessee	Discuss critical mass experiments	A. D. Callihan	9-12-56	9-14-56	X	
L. P. Bupp to: Argonne National Lab. Lemont, Illinois	Reactor Handbook discussion	S. McLain H. O. Monson	9-19-56	9-20-56	X	
L. L. Burger to: Oak Ridge National Lab. Oak Ridge, Tennessee	Discuss research on organo phosphorus com-W. H. Baldwin pounds and radiation C. J. Hochanadel chemistry	E. H. Taylor	9-13-56	9-14-56	X	
E. D. Clayton to: Los Alamos Scientific Lab. Los Alamos, New Mexico	Discuss critical mass experiments	H. C. Paxton	9-10-56	9-11-56	X	
E. D. Clayton to: Rocky Flats Laboratory Dow Chemical Company Boulder, Colorado	Discuss critical mass experiments	C. L. Schuske	9-11-56	9-12-56	X	
E. D. Clayton to: Union Carbide Nuclear Co. Oak Ridge, Tennessee	Discuss critical mass experiments	A. D. Callihan	9-12-56	9-14-56	X	
V. R. Cooper to: U. S. Atomic Energy Comm. Washington, D. C.	Attend discussion on processing of indus- S. B. White trial reactor fuel elements S. G. English		9-20-56	9-21-56	X	

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HW 45588

Name - Organization	Purpose of Visit	Person Contacted	Arrival	Departure	Restricted Data	
					Class.	Unclass.
M. V. Davis to: Brookhaven National Lab. Upton, Long Island, New York	Attend discussion on resonance capture of neutrons	J. Chernick	9-23-56	9-24-56	X	
E. A. Evans to: Westinghouse Atomic Power Pittsburgh, Pennsylvania	Discussion on oxides	J. Belle	9-27-56	9-28-56	X	
T. F. Evans to: U. S. Atomic Energy Comm. Grand Junction, Colorado	Observe start-up of Higgings moving bed ion-exchange unit	C. MacArthur	9-17-56	9-21-56	X	
J. F. Fletcher to: Phillips Petroleum Co. Material Test Reactor Idaho Falls, Idaho	Installation of experiment in Material Test Reactor	H. T. Watanabe	9-24-56	9-29-56	X	
M. D. Freshley to: Radiation Laboratory University of California Livermore, California	Discuss Hanford Assistance Program	W. Ramsey D. Sewell	9-12-56	9-14-56	X	
R. M. Fryar to: Atomic Energy of Canada Ltd. Chalk River, Ontario	Discuss heavy water reactors	W. B. Lewis	9-20-56	9-21-56	X	
R. M. Fryar to: Canadian General Electric Co. Toronto, Ontario	Discuss heavy water reactors	I. S. McRae	9-24-56	9-25-56	X	
J. J. Fuquay to: Kirtland Air Force Base Weapons Center, New Mexico	Confer on atmospheric Special diffusion and fallout phenomena	D. A. Baker	9-5-56	9-5-56	X	
D. P. Granquist to: Atomics International Canoga Park, California	Consultation on radiation damage, heat transfer, and apparatus design	E. L. Colichman C. A. Trilling	9-27-56	9-27-56	X	

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HW 15988

Restricted Data
Class. Unclass. Areas

Name - Organization	Purpose of Visit	Person Contacted	Arrival	Departure	Restricted Data Class. Unclass. Areas
H. T. Hahn to: Los Alamos Scientific Lab. Los Alamos, New Mexico	Discuss plutonium separations processes	R. D. Baker	9-10-56	9-12-56	X
J. W. Healy to: National Reactor Test Station Idaho Falls, Idaho	Attend AEC Bio-Medical V. Beard Director's meeting	W. Claus	9-26-56	9-28-56	X
O. F. Hill to: U. S. Atomic Energy Comm. Washington, D. C.	Attend meeting on processing of industrial reactor fuel elements	S. B. White S. G. English	9-20-56	9-21-56	X
J. L. Jaech to: Phillips Petroleum Co. Idaho Falls, Idaho	Consultation on Pro- ject Bluenose	F. P. Vance	9-6-56	9-7-56	X
B. Kavin to: University of Rochester Rochester, New York	Discuss problems of isotope deposition and removal from experimental animals	Dr. Stannard Dr. Rothstein	9-4-56	9-7-56	X
W. S. Kelly to: Atomics International Canoga Park, California	Consultation on Hot Laboratory operations	J. M. Davis	9-18-56	9-20-56	X
H. A. Kornberg to: National Reactor Test Station Idaho Falls, Idaho	Attend Bio-Medical Director's meeting	G. V. Beard W. Claus	9-26-56	9-28-56	X
H. Neumann to: Brookhaven National Lab. Upton, Long Island, New York	Attend Resonance Absorption meeting and discuss water moderated lattices	H. J. Kouts	9-24-56	9-28-56	X
W. J. Ozeroff to: U. S. Atomic Energy Comm. Washington, D. C.	Discuss reactor safeguards	C. K. Beck	9-11-56	9-13-56	X

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~~RESTRICTED DATA~~

Restricted Data
Class. Unclass. Areas

Purpose of Visit Person Contacted

Arrival Departure

Name - Organization

9-27-56 9-28-56 X

W. E. Roake
to: Westinghouse Atomic Power
Pittsburgh, Pennsylvania

Discussion on oxides J. Belle

C. A. Rohrmann
to: Knolls Atomic Power Lab.
Schenectady, New York

9-17-56 9-18-56 X

Development status
of advance technology
in separations and
waste processing D. H. Ahmann
H. W. Alter
J. K. Davison

C. A. Rohrmann
to: Oak Ridge National Lab.
Oak Ridge, Tennessee

9-19-56 9-20-56 X

Development status of F. L. Culler
advance technology in
separations and waste
processing

C. A. Rohrmann
to: Argonne National Lab.
Lemont, Illinois

9-20-56 9-21-56 X

Development status of S. Lawroski
advance technology
in separations and
waste processing

G. W. Stuart
to: Argonne National Lab.
Lemont, Illinois

9-13-56 9-14-56 X

Discuss reactor
calculations B. I. Spinrad

G. W. Stuart
to: E. I. du Pont de Nemours
Savannah River Plant
Augusta, Georgia

9-17-56 9-18-56 X

Discuss reactor
calculations D. S. St. John

G. W. Stuart
to: Brookhaven National Lab.
Upton, Long Island, New York

9-24-56 9-25-56 X

Attend Resonance
Absorption meeting and
discuss reactor calcu-
lations J. Chernick

G. W. Stuart
to: Knolls Atomic Power Lab.
Schenectady, New York

9-26-56 9-26-56 X

Discuss reactor
calculations J. B. Sampson

I. D. Thomas
to: Radiation Laboratory
University of California
Livermore, California

9-12-56 9-14-56 X

Discuss Hanford
Assistance Program W. Ramsey
D. Sewell

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Name - Organization	Purpose of Visit	Person Contacted	Arrival	Departure	Restricted Data	
					Class.	Unclass.
R. C. Thompson to: National Reactor Test Station Idaho Falls, Idaho	Attend Bio-Medical Director's Meeting	G. V. Beard W. Claus	9-26-56	9-28-56	X	
J. R. Triplett to: Brookhaven National Lab. Upton, Long Island, New York	Discuss reactor problems and attend Resonance Absorption Meeting	J. Chernick	9-24-56	9-25-56	X	
W. B. Welhermiller to: Rocky Flats Laboratory Dow Chemical Company Boulder, Colorado	Assist in inspection of Pit 65	E. J. Walko	9-5-56	9-7-56	X	
O. J. Wick to: Radiation Laboratory University of California Livermore, California	Discuss Hanford Assistance Program	W. Ramsey D. Sewell	9-12-56	9-14-56	X	
O. J. Wick to: Atomic Energy of Canada Ltd. reactors Chalk River, Ontario	Discuss heavy water reactors	W. B. Lewis	9-20-56	9-21-56	X	
O. J. Wick to: Canadian General Electric Co. reactors Toronto, Ontario	Discuss heavy water reactors	I. S. McRae	9-24-56	9-25-56	X	

RELATIONS AND UTILITIES OPERATION

I. Visitors to this Operation

E. L. Van Nostrand, Jr. Knolls Atomic Power Lab. Schenectady, New York	Inspection about medical management of radiation installa- tion problems	W. D. Norwood P. A. Fuqua	9-20-56	9-21-56	X	100-F XXX; 100-H XX 100-K 105-K KW 200-E 202-A 200-W KEDCX 300 3C3
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II. Visits to other Installations

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Name - Organization	Purpose of Visit	Person Contacted	Arrival	Departure	Restricted Data Areas	
					Class.	Unclass.
P. A. Fuqua to: U. S. Atomic Energy Comm. Idaho Falls, Idaho	Attend Bio-Medical Director's meeting	R. E. Albert	9-26-56	9-28-56	X	
J. J. Tagen to: General Electric Co. Idaho Falls, Idaho	Conference regarding Northwest Area Wage Survey	J. H. Julien	9-20-56	9-21-56	X	
J. J. Tagen to: Phillips Petroleum Co. Idaho Falls, Idaho	Conference regarding Northwest Area Wage Survey	W. W. Rives	9-20-56	9-21-56	X	
J. J. Tagen to: Westinghouse Electric Idaho Falls, Idaho	Conference regarding Northwest Area Wage Survey	H. W. Hosford	9-20-56	9-21-56	X	
CONSTRUCTION ENGINEERING OPERATION						
I. Visits to other Installations						
W. K. Alexander to: Material Test Reactor Phillips Petroleum Company Idaho Falls, Idaho	Discuss design of ETR facilities	R. R. Neidner R. J. Nertney	9-17-56	9-18-56	X	
C. O. Clemetson to: Material Test Reactor Phillips Petroleum Company Idaho Falls, Idaho	Review design require- ments of ETR facilities	R. Neidner R. J. Nertney	9-17-56	9-18-56	X	
L. C. Koke to: Material Test Reactor Phillips Petroleum Company Idaho Falls, Idaho	Review design require- ments of ETR facilities	R. Neidner R. J. Nertney	9-17-56	9-18-56	X	
E. B. LaVelle to: Oak Ridge National Lab. Oak Ridge, Tennessee	Attend AEC Committee meeting	E. C. Miller	9-25-56	9-27-56	X	

Name - Organization

Purpose of Visit

Person Contacted

Arrival

Departure

Restricted Data

Class.

Unclass.

Areas

OFFICIAL USE ONLY

UNCLASSIFIED

UNCLASSIFIED

OFFICIAL USE ONLY

Name - Organization	Purpose of Visit	Person Contacted	Arrival	Departure	Restricted Data	
					Class.	Unclass.
A. A. Maupin to: Material Test Reactor Phillips Petroleum Company Idaho Falls, Idaho	Review design require-ments of ETR facilities	R. J. Nertney	9-17-56	9-18-56	X	
L. T. Pedersen to: Material Test Reactor Phillips Petroleum Company Idaho Falls, Idaho	Review design require-ments of ETR facilities	R. J. Nertney	9-17-56	9-18-56	X	

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A. A. Maupin
to: Material Test Reactor
Phillips Petroleum Company
Idaho Falls, Idaho

L. T. Pedersen
to: Material Test Reactor
Phillips Petroleum Company
Idaho Falls, Idaho

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ECR- 53

RELATIONS AND UTILITIES OPERATIONFINANCIAL OPERATION MONTHLY REPORT

September, 1956

The FY 1957 Revised Budget allocation which was prepared by the Accounting Task Force for Relations and Utilities Level 3 components, was reviewed and adjusted to more adequately cover anticipated costs. Quarterly breakdowns of the budget are being made for September cost reports. Preliminary work has been started on the Midyear Budget Review.

Actual costs for July and August of the former Employee and Public Relations Department were recasted to conform to the new Organization. The recast was submitted to Contract Administration Operation in order that costs could be transferred to other Departments.

Kadlec Hospital was transferred to the Methodists at midnight September 9, 1956. Open Hospital accounts receivable aggregated \$79,968.35, of which \$71,362.29 represented open accounts to be collected by General Electric Company, and \$8,606.06 was the balance of in-patient accounts at the date of transfer and which were given to the Methodist. Accounts receivable ledger cards, and other necessary documents were transferred from Kadlec Hospital to the 703 building, and collection work is now being performed in conjunction with other accounts receivable.

Inventory of Kadlec Hospital has been reconciled with the exception of disposition of missing capital equipment. The Hospital is the first major Community asset to be charged to Community Donation-Non-Fund account.

Contract No. SA-15 with Kadlec Methodist Hospital was received during the month. This is an interim contract, in the amount of \$20 000, for services to be rendered to General Electric Company Industrial Medical Operation. This interim contract will be replaced with a formal contract which is now in process.

A total of 438 lots of equipment and spare parts, with an acquisition value of \$1 102 537, was sold at public auction on September 24, 1956. Total revenue received from this sale amounted to \$261 670, representing a 24% return on acquisition value. The sale started at 9:10 A.M., and ended at 3:40 P.M. The recording of financial activity and handling of cash was accomplished by the invoice clerks and cashiers without error.

The Business Training Course fall classwork program began on Monday, September 10, 1956, with a final enrollment of 79 students.

Beginning ledger account balances as of September 1, 1956 were established in the books of the new components, and details were forwarded to the respective Departments in support of these amounts.

Much time and effort was expended to revise the current operating procedure and 702 programs in conjunction with the reorganization. This effort was coordinated with the customers so that the changes made would produce the reports required by the customers. Some of the procedures, such as time card processing, were revised to meet the needs arising from changes in location. Almost all programs for the 702 were revised to provide for the new cost and organization codes. The various master files (Work Orders, Vehicles, Store Orders, Office Machines, and Payroll) were revised to reflect the new organization codes.

Work was started on the conversion of a major phase of the plant personnel exposure record processing from manual methods to the 702. This phase involves the processing of approximately 4000 film badge readings daily, and updating individual exposure histories. Personnel exposures will be accumulated on three bases: calendar year to date, twelve months period to date, and HAPO experience to date. Daily reports will be issued showing all individuals exceeding certain limits of exposure, and the procedure will permit inventory of any individual's history on demand. Exposure to beta and gamma radiation, both detected by the film badge, will be recorded separately. An important by-product of the procedure will be a complete record of all area and building access authorizations.

During the month, Chief of Records and Service Branch, A.E.C., reviewed all printing work performed by the G.E. Print Shop since April, 1956. This review was made in conformance with A.E.C., letter of March 20, 1956, to assure that the policy of advance approval of certain classes of printing, including use of color and illustrations were being complied with. All jobs were approved, with one minor exception. The one exception was based on a mis-interpretation of the A.E.C. letter, and involved the use of two colors serving a functional need.

Internal and Postal mail volume remained normal during the month. The percentage of mis-addressed and incomplete addresses and changes and revisions to the mail boards reached an all time high. Mail studies are now in progress and all mail runs are in the process of complete revision and re-scheduling. A new run was added to the outer area schedules, effective October 1, 1956, with a carrier leaving the 703 building at 5:30 P.M. and returning with the outer area mail at approximately 9:00 P.M. The schedules of this run are only tentative and will be revised as experience is accumulated.

Construction Projects approved this month are as follows:

IR 212	Ground Stabilization and Drainage - Central Stores	\$14 000
CA 701	Replacement and Modernization of Plant Radio System Building	24 300

Project Proposals currently being circulated for approval are as follows:

Chemical Storage Building - Central Stores	\$86 000
Gas Cylinder Storage Dock - Central Stores	52 000
Improvements to Richland Public Library	50 000

Payment of the following subcontractors billings are being deferred pending negotiation of new contracts of prices. They are Supply Contracts No. SO-2, International Business Machines Corporation - \$114 838; No. SO-5, The Lummus Company - \$127 681; No. SO-7, Aluminum Company of America - \$6 230; Special Agreement No. SA-15, Kadlec Methodist Hospital - \$5 317, and Special Agreement No. G-65 with Phillips Petroleum Company at Arco, Idaho - \$11 227.

Interest income amounting to \$86 508 was received in September on Collateral Funds in the custody of the Travelers Insurance Company amounting to \$10 500 000. These funds are invested in Series B 2% USA Treasury notes. Interest received covered the period from March 1 through August 31, 1956.

Detailed reports for the Financial Operation appear on succeeding pages as follows:

Summary of Cash Disbursements, Receipts and Advances	F-4
Auditing	F-5
Business Training	F-5 through F-6
General Cost	F-6
Data Processing	F-7 through F-10
General Accounting	F-10 through F-14
Office Facilities	F-14 through F-17
Personnel Accounting	F-17 through F-18
Procedures	F-18 through F-19
Measurements	F-19
Personnel and Organization	F-19

SUMMARY OF CASH DISBURSEMENTS
RECEIPTS AND ADVANCES

A summary of cash disbursements and receipts (excluding advances by the Atomic Energy Commission of \$6 400 000 for September and \$7 500 000 for August) for the months of September and August, 1956 is shown below:

<u>Disbursements</u>	<u>September</u>	<u>August</u>
Payrolls (Net)	\$3 128 906	\$3 734 753
Materials and Freight	1 249 347	1 824 031
Payroll Taxes	824 407	729 740
Payments to Subcontractors	471 119	642 284
Group Insurance Premium	232 040	233 024
United States Savings Bonds	146 985	339 056
Travel Advances to Employees	63 814	61 214
Pension Plan - Employees' Portion	87 360	46 899
All Other	199 043	178 414
 Total	 <u>6 403 021</u>	 <u>7 789 415</u>
 <u>Receipts</u>		
Rent	103 110	109 229
Electricity	47 909	53 981
Telephone	53 148	56 114
Sales to AEC Cost-Type Contractors	39 655	77 953
Hospital	34 923	49 922
Sundry Accounts Receivable	293 949	36 722
Refund of Travel Advances to Employees	6 349	11 219
Bus Fares	7 987	8 507
Refunds from Vendors	2 055	6 245
Other	11 893	8 430
 Total	 <u>600 978</u>	 <u>418 322</u>
 Net Disbursements	 <u>\$5 802 043</u>	 <u>\$7 371 093</u>

Outstanding advances as of September 30 and August 31, 1956 were as follows:

	<u>September</u>	<u>August</u>
Cash in Bank - Contract Accounts	\$2 843 769	\$2 245 812
Cash in Bank - Salary Accounts	<u>20 000</u>	<u>20 000</u>
 Total	 <u>\$2 863 769</u>	 <u>\$2 265 812</u>

AUDITING

A schedule was prepared of audits to be made during the period October 1, 1956 through August 31, 1957.

During the month reviews were made of the following:

1. Physical inventory of medical general supplies which were transferred to the Methodist Board of Trustees.
2. Settlement proposal submitted by Struthers Wells Corporation on cancelled purchase order HW 71956.
3. Controls, procedures and records established under the reorganization for management of capital assets and cash disbursements.

At month-end, audits and reviews were being continued on the following:

1. Auction sale PSA - 2 - 56.
2. Electrical usage and billings for non-occupied units of the Spokane and Bauer-Day housing projects.

BUSINESS TRAINING

The Business Training Course fall classwork program began on Monday, September 10, 1956. The final enrollment of 79 is greater than either of the two previous semesters. Five courses are being given with two of the courses requiring two sections each. Following is a list of the courses being given, and also the respective Instructor and Grader:

<u>Course</u>	<u>Instructor</u>	<u>Grader</u>
Financial Analysis	W. S. Roe	B. M. Dobbs
Treasury Services, Section 1	P. D. Lee	W. E. Bridges
Treasury Services, Section 2	W. Sale	W. E. Bridges
Product Cost	R. M. Watkins	M. J. Smith
Auditing, Section 1	J. C. Reddy	J. Christensen
Auditing, Section 2	J. P. Holmes	J. Christensen
Budgets and Measurements	K. G. Grimm	B. M. Dobbs

Mr. John Long, an enrollee in the Business Training Course at the Commercial and Industrial Air Conditioning Department, Bloomfield, New Jersey, was transferred to the Relations and Utilities Operation, Financial Operation, effective September 17, 1956.

BUSINESS TRAINING (continued)

Mr. Philip Longo, a Business Training Course recruit, reported for work on September 24, 1956, and was assigned to Personnel Accounting, Relations and Utilities Operation.

GENERAL COST

During the month of September a considerable amount of effort was devoted to establishing cost routines and procedures, and in allocating the FY 1957 Budget to the new Organizations.

Actual costs for July and August of the former Employee and Public Relations Department were recasted to conform to the new Organization. The recast was submitted to Contract Administration Operation in order that costs could be transferred to other Departments.

Recasted costs for Transportation, Utilities and Community were received and will be reported on September operating cost reports.

New liquidation procedures and assessment basis have been developed for distributing costs of the Relations and Utilities Operation. These new rates are being used for the first time and will require some adjustment after we have acquired operating experience on the basis of the new organization.

A considerable amount of time was devoted to changing cost codes on active source documents in Purchasing, Receiving, Accounts Payable, Telephone, Duplicating, Printing and Computing.

The FY 1957 Revised Budget allocation which was prepared by the Accounting Task Force for Relations and Utilities Level 3 components, was reviewed and adjusted to more adequately cover anticipated costs. Quarterly breakdowns of the budget are being made for September cost reports. Preliminary work has been started on the Midyear Budget Review.

Several non-routine cost analysis have been made in regard to Unassignable Transportation cost, area delivery of general supplies, handling costs of zirconium, costs of the September 24 auction sale, and determination of an Economic Order Quantity (EOQ) for inventories.

The final report on the physical inventory of special materials (excluding Graphite) was issued. An overall shortage of \$302 or .08% of book value was disclosed. Approval was received from the Atomic Energy Commission to forego the physical inventory of Graphite until 1957.

Field work in connection with the physical inventory of service trucks in the custody of Community Operations and Transportation and Maintenance Operations were started. The physical inventory is scheduled for October.

DATA PROCESSINGGENERAL

Much time and effort was expended to revise the current operating procedure and 702 programs in conjunction with the reorganization. This effort was coordinated with the customers so that the changes made would produce the reports as required by the customers. Some of the procedures, such as time card processing, were revised to meet the needs arising from changes in location. Almost all programs for the 702 were revised to provide for the new cost and organization codes. The various master files (Work Orders, Vehicles, Store Orders, Office Machines, and Payroll) were revised to reflect the new organization codes. In addition, numerous special reports were prepared to show employees by new and old organizations. For one of the special requests, 80 copies covering six different reports were prepared, showing all employees at HAPO. This work was in addition to the normal work load of the Data Processing Operation.

The IBM 650 Magnetic Drum Data Processing Machine was turned over to the Data Processing Machine Operation on September 11. The computer will be used primarily for scientific and engineering calculations, with the customers doing most of their own programming. The second customer training course to be conducted by our group is scheduled for October 1.

An 083 Sorter was delivered recently, replacing two 082 Sorters. The new machine sorts cards at a rate of 1000 per minute. One of the 082 Sorters has been transferred to the Production Scheduling group at 100-H, with the other scheduled for return to IBM. The 101 Statistical Sorter is also being returned. Since the conversion of Classified Files to the 702 EDPM, there has been a sharp reduction in utilization on the 101.

The classified files procedure has been running successfully on the 702 for about three months. During this period, an average of 2200 transactions have been processed each day, and some 2000 inventories of individual holdings made. Despite the extensive use of the daily business 702 programs, an unusual case was recently encountered which caused this program to fail, indicating the enormous complexity of the program. The situation was readily corrected.

Work was started on the conversion of a major phase of the plant personnel exposure record processing from manual methods to the 702. This phase involves the processing of approximately 4000 film badge readings daily, and updating individual exposure histories. Personnel exposures will be accumulated on three bases: calendar year to date, twelve months period to date, and HAPO experience to date. Daily reports will be issued showing all individuals exceeding certain limits of exposure, and the procedure will permit inventory of any individual's history on demand. Exposure to beta and gamma radiation, both detected by the film badge, will be recorded separately. An important by-product of the procedure will be a complete record of all area and building access authorizations.

Calculations of the resonance escape probability of a Hanford lattice, and of heavy isotope buildup in a graphite moderated reactor were completed this month. The calculations required approximately 25 hours 702 time. The results will be presented by HAPO physicists at a meeting on resonance escape probability at Brookhaven, September 24-28.

APPLICATIONS AND PROCEDURES

W. C. McGee of Applications and Procedures attended the 1956 convention of the Association for Computing Machinery in Los Angeles, August 27-29.

Reorganization changes to the monthly payroll programs were completed. Programs requiring changes were the file maintenance, calculation and check writing programs. In addition, procedures were developed for supplying new organization codes, and developing internal control totals for new organization components. Data for these changes were supplied by Personnel Accounting.

Weekly payroll was run this month under the new organization. A few additional corrections were required to insure proper processing. A change in the calculation of insurance to reflect isolation pay is now being programmed. The new calculation will be effective W/E October 7, subject to union agreement.

Processing of weekly time cards will be altered under the new organization, to allow the various cost groups to review salary distribution data on the back of the time card before the time cards are sent to Data Processing. In this manner, the time delay in transporting the cards back to the decentralized cost groups will be eliminated.

A sizeable number of special reports were prepared to assist various personnel accounting groups in the new organization. These include:

- (a) A list of both exempt and non-exempt employees in each major component, with space provided for noting payroll and benefit plans records on interdepartmental transfers;
- (b) A list of year-to-date earnings of all employees at the time of reorganization, and a record of the transfer for the employee's folder;
- (c) A list of employees with Dupont annuities pending in each department;
- (d) An alphabetic listing of exempt employees in each department, and a salary review report using new organization data;
- (e) A frequency distribution by months of service for the Fuels Preparation Department.

The weekly payroll force report, cost precode list, area location report, and bargaining unit statistics were converted this month from punched-card procedures to the 702.

Reorganization changes to all cost data and report programs have been completed. Testing of the principal file maintenance program is continuing, with parallel runs being made for the various types of cost weeks.

Listings of all property accounting records on magnetic tape have been made and distributed. These listings are being reviewed to purify the data, so that a property catalog can be prepared.

Special procedures were written for the preparation of monthly Purchasing and Stores liquidation reports. Detail logic flow charts for the spare parts description file procedure were completed, and coding is in progress. Actual production of 884 tapes

on the spare parts file was started during the last week of the month. Negotiation on the general stores procedure is still in progress.

Programming has been started on the merging of the HAPO master file and the supplement file in the Classified Files procedure. This program is necessary for continuous operation of the files procedure, and is of major magnitude. Several minor changes were made to existing files programs to improve routine processing.

Proof-listing of the Blueprint Files index has been halted while files personnel evaluate a proposed film-sort system for the files. Such a system would require easy access to the index, and may therefore affect the organization of the index.

Master records of weather data for 1953, 1954, and 1955 have been edited and placed on magnetic tape, and seven different types of tables have been prepared from these data. The tables are in the form of frequency distributions, with wind speed and temperature gradient being the principle variables. Data for 1951 and 1952 are presently being edited and placed on tape.

Work continues on the slug rupture analysis for Operations Research and Synthesis Operation. Master listings and frequency distributions prepared on the 702 have been examined. Further programs have been requested and written in detail. The mathematical programs, now in the debugging stage, will calculate probabilities of survivorship to various exposures and fit statistical curves to the calculated points. A preceding pass will insert information in the master record and create separate analysis groups.

Programming for the TBI limits revision was completed during the month; coding is in progress. A tagging system has been designed to cope with the problem of bad data often submitted for processing. Data that are illegible or lacking in essential parts will be tagged by the keypunch operator. This tag will prevent 702 processing of the bad data, and an indication of this fact will be made on the output report. In this manner, it is hoped to reduce the frequency with which data of this type are submitted.

July and August data for the Power and Exposure Study were processed during the month. Manual editing of inactive tube charge data has been eliminated by inserting into the program an internal 702 editing system. Coding and programming of the power and exposure distribution are 25 percent complete.

A program was written to calculate a tube flow coefficient for each tube in B-Reactor. The coefficient will serve as a measure of film buildup in the tube. Input information consists of the most recent TBI master tape and the panellit calibration deck for B-Reactor.

Calculations of the resonance escape probability of a Hanford lattice, and of heavy isotope buildup in a graphite moderated reactor were completed this month. The calculations required approximately 25 hours 702 time. The results were presented by HAPO physicists at a meeting on resonance escape probability at Brookhaven, September 24-28. Initial investigation of the resonance escape probability calculation shows extremely good agreement between calculated and theoretical values. Since the basic formulation differs in several respects from commonly accepted facts, this close agreement seems to substantiate the unorthodox assumptions made. In addition, it appears that in future runs approximations can be used for some expressions, resulting in a substantial reduction in machine time.

APPLICATIONS AND PROCEDURES (continued)

Work continued on the problem of estimating concentrations of various isotopes in the reactor effluent. Readings were converted to units of curies per megawatt day and a program was written which will calculate the correlation between isotopes.

The following 702 production runs of scientific calculations were made:

- (1) Multi-region P-3 approximation - 5 three-region cases.
- (2) I & E calculation - 46 cases for two customers.
- (3) I & E economic study - 5 cases.
- (4) Critical Dimension calculation - 9 cases.

GENERAL ACCOUNTINGAccounts Payable

The volume of work processed during the month was normal, 4 207 vouchers amounting to \$3 247 377 being recorded during September. Cash discount earned during the month amounted to \$5 107 with a calendar year to date total of \$71 797.

Active contracts handled by Accounts Payable, excluding requirements contracts, numbered forty-four (44), and contract commitments at month end amounted to \$423 004. Payments under these contracts during September amounted to \$9 542.

Contract No. SA-15 with Kadlec Methodist Hospital was received during the month. This is an interim contract, in the amount of \$20 000, for services to be rendered to General Electric Company Industrial Medical Operation. This interim contract will be replaced with a formal contract which is now in process.

Consultant Agreement No. 146 with Hugh H. Russell, Appraiser, was dropped from the active status due to completion.

Payment of the following subcontractors billings are being deferred pending negotiation of new contracts or prices. They are Supply Contracts No. SO-2, International Business Machines Corporation - \$144 838; No. SO-5, The Lummus Company - \$127 681; No. SO-7, Aluminum Company of America - \$6 230; Special Agreement No. SA-15, Kadlec Methodist Hospital - \$5 317, and Special Agreement No. G-65 with Phillips Petroleum Company at Arco, Idaho - \$11 227.

Following is a resumé of Accounts Payable statistics for August and September:

Accounts Payable:

	September	August
Balance beginning of month	\$ 524 402	\$ 687 086
Vouchers entered	3 247 377	3 546 678
Cash Receipts	2 055	6 245
	\$ 3 773 834	\$ 4 240 009
Less: Vouchers Paid	3 127 164	3 715 607
Balance at end of month	\$ 646 670	\$ 524 402

Accounts Payable (continued)

Number of vouchers recorded	4 207	4 625
Number of checks issued	3 007	2 717
Number of freight bills paid	1 306	1 603
Amount of freight bills paid	\$ 254 555	\$ 295 580
Number of purchase orders received	1 547	2 805
Amount of purchase orders received	\$1 006 276	\$1 936 689
Amount of cash discount earned	\$ 5 107	\$ 7 240

Accounts Receivable

The gross accounts receivable balance at September 30, 1956, amounted to \$283 444 an increase of \$16 317 over the balance of \$267 127 at August 31, 1956. Increases were reflected in all major accounts, excluding Kadlec Hospital which decreased \$33 870 during the month, and which for the most part, offset increases in other accounts. The balance of AEC cost-type contractors increased \$32 413 due to an unusually high amount billed to other contractors and upon which collections should be forthcoming in October. Variations in other accounts are primarily due to normal fluctuation between amounts billed and collections received. Changes to all receivable accounts are included in the statistics portion of this report.

Kadlec Hospital was transferred to the Methodists at midnight September 9, 1956. Open Hospital accounts receivable aggregated \$79,968.35, of which \$71,362.29 represented open accounts to be collected by General Electric Company, and \$8,606.06 was the balance of in-patient accounts at the date of transfer and which were given to the Methodist. Accounts receivable ledger cards, and other necessary documents were transferred from Kadlec Hospital to the 703 building, and collection work is now being performed in conjunction with other accounts receivable.

Due to change in procedure in preparing the exempt payroll, whereby it is now segregated in Departments, considerable work was required of accounts receivable during the month to segregate rent and dormitory accountability controls, and in balancing amounts submitted for deduction with amounts actually deducted from payroll. Our control work is complete, and for the most part the procedure is now firm.

Delinquent notices were mailed to 806 telephone subscribers during the month, and the service of 13 subscribers was suspended due to non-payment of bills. During the month 318 delinquent notices and 109 final notices were mailed to electricity customers. The service of one electricity customer was suspended due to non-payment. The names of 41 tenants occupying Government housing were furnished the Community Section for serving of eviction notices due to non-payment of rentals. All accounts were cleared prior to referral to the United States Attorney for eviction action.

Accounts receivable statistics are summarized as follows on the succeeding page:

Accounts Receivable (continued)

<u>Account</u>	<u>Balance 8-31-56</u>	<u>Net Charges</u>	<u>Collec- tions</u>	<u>Balance 9-30-56</u>	<u>Active Accounts</u>
AEC Cost-Type Contractors	\$ 40 113	\$ 72 068	\$ 39 655	\$ 72 526	35
Kadlec Hospital	84 690	14 253	48 123	50 820	686
Sundry	42 189-a)	296 351-b)	294 014-b)	44 526	418
Rents	40 338	370 885	367 855	43 368	6 573
Electricity	28 820	57 052	48 605	37 267	3 630
Telephone	28 480	57 895	54 270	32 105	6 913
Safety Shoes	1 461	2 837	2 330	1 968	289
Loans to Employees	1 036	13	185	864	4
Sub-total	\$267 127	<u>\$871 354</u>	<u>\$855 037</u>	\$283 444	<u>18 548</u>
Reserve for Bad Debts	(35 330)			(36 788)	
General Ledger Balance	<u>\$231 797</u>			<u>\$246 656</u>	

(a- Includes Equipment Sales to Facilities account, \$16 403, transferred to Sundry effective September 1, 1956.

(b- Includes net proceeds, \$261 670, of Excess Equipment sale on September 24, 1956.

General Ledger

Beginning ledger account balances as of September 1, 1956 were established in the books of the new components this month, and details have been forwarded to the respective Departments in support of these amounts. The second class invoice procedure was placed into effect on September 1, 1956 for billings between Departments, and approximately 300 invoices were processed in September.

Considerable time was spent this month in training new personnel within the organization and in assisting and training several ledger employees in other Departments.

Property Accounting

Inventory of Kadlec Hospital has been reconciled with the exception of disposition of missing capital equipment. The Hospital is the first major Community asset to be charged to Community Donation-Non-Fund account.

Posting the activity of over 300 items was processed during the month. Most of this activity was due to the excessing of vehicles, heavy equipment and office equipment.

During the month, transfers from the 1770 account "Construction Equipment Held by AEC Request" to In Service and other accounts totalled \$262 715.

A schedule for depreciation accrual and assessment was established based on the asset balance at September 1, 1956. The accrual and allocation of depreciation expense was projected through June 30, 1957, thereby establishing the budget for

Property Accounting (continued)

this period. The accrual for September totalled \$486 000 of which \$199 000 was assessed to the five other components at HAP0. A study is being initiated to determine the most appropriate basis for use in assessing depreciation expense.

Charges to Construction Work in Progress in September totalled \$2 093. This amount does not include the cost booked by Construction Engineering.

Charges to Equipment Work in Progress amounted to \$76 300 during the month. There were no transfers from this account to plant accounts.

Construction Projects approved this month are as follows:

IR 212	Ground Stabilization and Drainage - Central Stores	\$14 000
CA 701	Replacement and Modernization of Plant Radio System Building	24 300

Project Proposals currently being circulated for approval are as follows:

Chemical Storage Building - Central Stores	\$86 000
Gas Cylinder Storage Dock - Central Stores	52 000
Improvements to Richland Public Library	50 000

Treasury Operations

Travel and living and conference expense reports processed during September aggregated 83, and represented a gross expenditure of \$11 287 which may be summarized as follows:

Travel and living expense billed to the Commission	\$ 9 591
Conference expense	847
Transfers to Accounts Receivable	762
Travel and living expense variation	87
Total	<u>\$11 287</u>

Interest income amounting to \$86 508 was received in September on Collateral Funds in the custody of the Travelers Insurance Company amounting to \$10 500 000. These funds are invested in Series B 2% USA Treasury notes. Interest received covered the period from March 1 through August 31, 1956.

A total of 438 lots of equipment and spare parts, with an acquisition value of \$1 102 537, was sold at public auction on September 24, 1956. Total revenue received from this sale amounted to \$261 670, representing a 24% return on acquisition value. The sale started at 9:10 A.M., and ended at 3:40 P.M. During the first 3 1/2 hours the auctioneers sold 350 items, an average of 100 items per hour. The recording of financial activity and handling of cash was accomplished by the invoice clerks and cashiers without error.

Issuance of Relations and Utilities Operation organization and policy guides is approximately 80% complete.

Treasury Operations (continued)

Cash statistics for the month of September, along with the previous month's figures are shown below:

	<u>September</u>	<u>August</u>
Advances from AEC		
Balance at beginning of month	\$2 265 812	\$2 136 905
Advances received from AEC	6 400 000	7 500 000
Other cash receipts	600 978	418 322
	9 266 790	10 055 227
Less disbursements	6 403 021	7 789 415
Balance at end of month	<u>\$2 863 769</u>	<u>\$2 265 812</u>
Advances requested for subsequent month	<u>\$6 000 000</u>	<u>\$6 400 000</u>

OFFICE FACILITIESFORMS CONTROL

During the period 33 orders for forms were eliminated by substituting existing forms or data. Copy requirements for these orders would have been 28,622 forms.

Meetings were held with Office Procedures and Personnel Practices personnel of all components to review personnel record forms. Agreement was reached whereby all components will use the same forms. Seven forms were placed in Stores Stock to be used by all components.

<u>Department</u>	<u>September</u> <u>No. of Orders</u>	<u>No. of Forms</u>
HAPO	68	726 225
Fuels Preparation Department	23	39 825
Irradiation Processing Department	81	312 250
Chemical Processing Department	89	98 045
Hanford Laboratories Operation	48	134 625
Relations and Utilities Operation	139	1 883 905
Construction Engineering Operation	20	54 900
Total	468	3 252 775

MAIL AND ADDRESSOGRAPH OPERATION

Internal and Postal mail volume remained normal during the month. Internal weight load increased to a very high point and does not reflect in the mail count. The percentage of mis-addressed and incomplete addresses and changes and revisions to the mail board reached an all time high. Mail studies are now in progress and all mail runs are in the process of complete revision and re-scheduling. A new run was added to the outer area schedules, effective October 1, 1956, with a carrier leaving the 703 Building at 5:30 P.M. and returning with the outer area mail at approximately 9:00 P.M. The schedules of this run are only tentative and will be revised as experience is accumulated.

MAIL AND ADDRESSOGRAPH OPERATION (continued)

Special assignments were numerous and varied, during the past period. Two hundred and eighty individual assignments, most of them with assistance from the Stenographic Operation were completed. Approximately twelve thousand (12,000) plates were cut in addressograph and nine thousand (9,000) plates were corrected.

<u>Types and pieces of Mail Handled</u>	<u>September</u>	<u>August</u>
Internal	3 760 100	5 939 029
Postal	71 474	113 064
Special	1 587	2 258
Registered (Internal)	1 277	9 394
	<u>3 834 438</u>	<u>6 063 745</u>
Total Postage Used	\$2,588.10	\$3,843.40
Total Teletypes Handled	2,120	2,950
Total Store Orders Handled	526	850

<u>Addressograph</u>	<u>September</u>	<u>August</u>
Addressograph Impressions	168 957	235 679
Sheets Collated	408 386	232 289

OFFICE EQUIPMENT

The number of issue and receipts during the month was triple a routine month's volume.

There are shortages of warehouse stock on executive and secretarial desks, tables, and some types of chairs existing at this reporting date. It is anticipated that some relief to this problem will be obtained during the next four weeks by thoroughly checking offices for surplus items not specifically assigned to an employee.

An Appropriation Request has been issued to cover our FY-57 desk, table, bookcase and stationery supply cabinet requirement.

Inventory account 93 balance of expense office furniture was \$14 070 at the end of August 30, 1956, or an average of 4.6 month's supply on hand.

Lunch room furniture purchased for Project 613-A was received and delivered to 224-U Building.

The following is a detailed tabulation of pieces of furniture handled during the month:

	<u>Received</u>		<u>Issued</u>	
	<u>In Plant</u>	<u>P. O.</u>	<u>In Plant</u>	<u>Salvage</u>
Bookcase	0	1	3	0
Blackboard	0	1	0	0
Card File	6	0	12	0
Cabinets	33	0	88	0

OFFICE EQUIPMENT (continued)

	<u>Received</u>		<u>Issued</u>	
	<u>In Plant</u>	<u>P. O.</u>	<u>In Plant</u>	<u>Salvage</u>
Chair	149	64	320	7
Costumers	11	9	16	0
Daveno	1	0	2	4
Desk	58	18	93	1
Tables	29	16	55	1
Misc.	<u>24</u>	<u>266</u>	<u>385</u>	<u>87</u>
Total	311	375	974	109

There is a small back-log of requests for calculators and electric typewriters at this date. Re-distribution of these machines will be made to assign equipment where there is a greater need which should eliminate the back-log.

The cost code conversion of office machines has been completed. Some errors are expected and steps will be taken to rectify these during the month of October.

There were a total of 4080 machines in service and stock at month's end reporting date. Sixty machines were transferred to Kadlec Methodist Hospital.

OFFICE MACHINE MAINTENANCE

During the month, a representative from the Commercial Controls Corporation spent a day and a half giving maintenance instruction on Flexowriters. Three mechanics from the Office Machine Repair Shop and six Instrument mechanics took part in this session. The Instrument mechanics represented each of the 100 areas.

Several new machines were demonstrated in the 722-C shop. The companies represented were I.B.M. and the Ralph C. Coxhead Company.

PRINTING UNIT AND DUPLICATING OPERATIONDuplicating

Schedules were worked out with the various Cost Supervisors, having responsibility for making up Duplimat masters of Cost reports. The schedules were met by each operation and finished copies were delivered by Duplicating to each Component as scheduled.

During the month, a trial installation was made of a Model 350 A.B. Dick Off-set Duplicator, in 703 Building, Duplicating room. Demonstration of this machine indicates certain advantages over the Model 1250 Multilith machines now in use.

Duplicating volume may be summarized as follows:

	<u>September</u>	<u>August</u>
Orders Received	1 007	4 380
Orders Completed	1 151	4 267
Orders On Hand	75	138
Offset Plates	5 585	20 542
Offset Copies	398 189	1 427 475

Duplicating (continued)

	<u>September</u>	<u>August</u>
Verifax Masters	3 799	5 254
Verifax Copies	14 806	16 203
Ditto Masters	60	242
Ditto Copies	1 461	3 910
Xerox Plates	594	2 107
Copies Duplicated	415 050	1 452 036

Printing

During the month, Chief of Records and Service Branch, A.E.C., reviewed all printing work performed by the G.E. Print Shop since April, 1956. This review was made in conformance with A.E.C. letter of March 20, 1956, to assure that the policy of advance approval of certain classes of printing, including use of color and illustrations were being complied with. All jobs were approved, with one minor exception. The one exception was based on a mis-interpretation of A.E.C. letter and involved the use of two colors serving a functional need, use thereof would have been approved by them according to the report covering the review.

On September 25th, a Coxhead-Liner photo copying machine was delivered and installed in the Print Shop. This unit will provide fast and less expensive service of photo copy strips for chart heading, titles, and visual aid material to Forms Control, Graphics and Employee Communications.

One large order was handled, requiring 40 masters and 3000 copies each for a total of 120,000 copies. Thirty-three formal documents were completed during the month. Nineteen orders for 12,800 pre-printed duplimat masters were completed.

<u>Work-Completed</u>	<u>September</u>	<u>August</u>
Orders Received	298	583
Orders Completed	328	510
Average Orders on Hand	91.2	91.2
Copies Printed	725 613	1 798 418
Vacuum Frame Plated Masked	366	621
Negatives Processed	522	818
Photo Copy Prepared	180	374
Litho Plates Processed	325	718

PERSONNEL ACCOUNTING

The principal activities of the Personnel Accounting Operation during the month of September centered around the decentralizing of Personnel Accounting records and controls and the training of personnel for the new Personnel Accounting Operations. Payrolls were actually decentralized as of September 1, and six weekly payrolls were prepared during the month, as well as six monthly payrolls. However, employees of Personnel Accounting Operations remained centralized until after the close of September payrolls.

PERSONNEL ACCOUNTING (continued)

Several meetings of Personnel Accounting managers were held during the month to discuss mutual problems relating to the decentralizing of payrolls. Managers of Personnel Accounting were supplied with copies of all instructions and procedures pertaining to the operation of the Personnel Accounting function.

Statistics

<u>Number of Relations and Utilities Employees</u>	<u>Total</u>	<u>Monthly Payroll</u>	<u>Weekly Payroll</u>
<u>Changes During Month</u>			
Employees on Payroll at Beginning of month.			
Additions and Transfers In			
Removals and Transfers Out			
Transfers from Weekly to Monthly Payroll			
Transfers from Monthly to Weekly Payroll			
Employees on Payroll at End of Month	<u>2 553</u>	<u>449</u>	<u>2 104</u>
	<u>September</u>	<u>August</u>	
	<u>Amount</u>	<u>Amount</u>	
<u>Overtime Payments During Month</u>			
Weekly Paid Employees	\$21 071 -a)		
Monthly Paid Employees	<u>4 223</u>		
Total	<u>\$25 294</u>		
	<u>September</u>	<u>August</u>	
<u>Gross Payroll Paid During Month</u>			
Relations and Utilities	\$928 655 -a)		

Not readily available

Not available

(a- Payments to weekly paid employees are for three week period.

PROCEDURES

A complete procedural study of Accounts Payable, General Accounting Operation, was begun on September 6, 1956. Progress to date is as follows:

- (a) Discussed purpose and intent of study with manager of Financial Operation and General Accounting Operation.
- (b) Studied existing Accounts Payable Procedures Manual.
- (c) Reviewed all available previous studies which included Accounts Payable functions as all, or a significant part, of the study.
- (d) Talked with managers of Purchasing, Stores, and Traffic to get a background of their relations with Accounts Payable.
- (e) Discussed at length the present methods of processing paperwork with the Accounts Payable supervisor.
- (f) Started interviewing clerical employees performing each phase of the detailed work in Accounts Payable.

PROCEDURES (continued)

Scale Layout Drawings of office space to be occupied in the 4th wing of 703 building were prepared for components of General Accounting Operation and Personnel Accounting Operation.

MEASUREMENTS

Reports of objectives, programs and goals for each level component have been completed, reviewed with the level 3 manager concerned, and submitted to the Manager - Relations and Utilities.

Work is progressing, on establishing standards or criteria for comparison with future performance. Presently this work is mainly related to the employee relations areas.

FINANCIAL OPERATION PERSONNEL AND ORGANIZATIONSEPTEMBER, 1956

<u>Personnel at Month-End</u>	<u>Current Month</u>	<u>Prior Month</u>
General	6	Not Available
General Accounting	55	
General Cost	27	
Personnel Accounting	20	
Office Facilities	72	
Auditing	2	
Computing Operations	<u>61</u>	
Total	<u><u>243</u></u>	

RELATIONS AND UTILITIES OPERATION
Health and Safety Operation
September 1956

Personnel Changes

Change of Kadlec Hospital from General Electric to Methodist operation resulted in a decrease in personnel from 218 to 79. Long range planning resulted in placement of most long term employees without serious consequence to hospital operation.

Visits

Dr. Fuqua attended a general meeting for physicians for AEC directed projects at the National Reactor Testing Operation at ARCO, Idaho, September 26-28 and presented a paper covering the treatment being given for a case of internal deposition of plutonium in an employee.

Six industrial physicians attended the annual meeting of the Northwest Association of Occupational Medicine in Portland, September 9 and two of these attended the Third Annual Industrial Health Conference at Portland, September 10 and 11. Dr. Norwood presented a paper at the latter session.

Four industrial hygienists attended the first annual meeting of the Northwest Local Section of the American Association of Industrial Hygienists at Portland, September 9th. Mr. C. P. Skillern was elected president and the next annual meeting of this group will be held in Richland.

Dr. J. C. Conant, psychologist, attended the annual meeting of the American Psychological Association in Chicago. He then visited the Western Electric Company in Chicago, the Caterpillar Tractor Company in Peoria, and The Menninger Foundation in Topeka. He then attended the annual meeting of General Electric Psychologists in New York and spent a day at the Crotonville School. Purpose of the trip was to secure first-hand information to be helpful in developing our mental health program at HAPO.

Dr. G. A. Whipple, University of Rochester and Dr. L. R. Martin of Detroit Edison, visited us to discuss industrial medical and industrial hygiene problems.

Transfer of Kadlec Hospital and move of Industrial Medical Facilities.

On September 10, 1956, Kadlec Hospital was transferred to the Board of Hospitals and Homes of the Methodist Church, along with the Medical-Dental Building and the Public Health Building. The name of the hospital was changed to Kadlec Methodist Hospital.

On September 8, 1956 the facilities of the Industrial Medical services were moved from the hospital to the Medical-Dental Building, space being rented by the Methodists to Health and Safety. Agreements have been made with the Methodists for space rental in this building at the rate of \$3.00 per square foot, including janitorial and utility services and normal maintenance of the premises, and for space in the Public Health Building at \$2.50 per square foot for rentable office space. The latter includes the same services as those supplied by the landlord in the Medical-Dental Building.

A contract has been completed with the Methodists whereby laboratory, x-ray, pharmacy, physical therapy and bacteriological laboratory services will be supplied to General Electric as required.

With the transfer of the hospital to the Methodists, 122 employees were given layoff for lack of work. All but about six or eight of these remained with the hospital. There are now seventy-nine employees on the Health and Safety roll.

Health and Safety Operation
September 1956

Coincidental with the reorganization, the 700 Area First Aid Station was closed and the service formerly provided there is now available in the Industrial Clinic, Medical-Dental Building.

Industrial Medicine

Treatment has been continued in the Bayne plutonium deposition case and present calculations indicate deposition of from 10-15 times MPL. Another case was treated after a plutonium solution flew into the mouth apparently while manipulating a plutonium solution container in 231 Building. Decontamination of the mouth and treatment directed at increased excretion were carried out in Kadlec Hospital and the teeth were decontaminated in the Richland Dental Clinic.

Industrial Hygiene

The Industrial Hygiene Operation was transferred to Health and Safety from Radiological Science on September 1, but the operating facilities did not go with the transfer of personnel.

The following action has been taken on the move of the Industrial Hygiene laboratory from 329 Building to 271-B Building. Estimates have been made and work orders written for the modification of the existing laboratory on the third floor of 271-B and installing the necessary office space for five members and one secretary. The overall estimate, including transportation of present laboratory and office furnishings from 329 Building is about \$5100.

Action to date includes vacating two of the three present laboratories in 329 Building. (One operating laboratory will be maintained in 329 Building until the 271-B facility is functioning.) Materials for the construction of offices which will be undertaken first (estimated completion date around first week in October) are understood to be on hand and the laboratory modification will follow as soon as possible thereafter.

Safety and Fire Prevention

There were no serious accidents or disabling injuries reported during the month for the Relations and Utilities Operation. No fires were reported in the Relations and Utilities Operation.

The number of medical treatment cases is lower than usual but this may be due to the confusion as to where the injury reports are to be sent.

Housekeeping and accident prevention committees are being organized in all departments. Safety and fire conditions in the 700 Area are improving rapidly. Relations and Utilities Accident Prevention Standards are being developed.

Public Health

Polio vaccinations will be given in the schools during October if a survey now being conducted indicates the need and interest of community residents in such a program. A study of the polio vaccination level among preschool children is also under way. The plan is to conduct an extensive vaccination program in order to attain a high proportion of "protected" children. Reducing the susceptible population will help avert the possibility of epidemic outbreaks.

An "open house" meeting was held with school officials in order to acquaint them with the policies and programs of the Public Health Operation. Staff members report that the administrators were impressed with the scope of activities, and appeared to perceive the value of the total program.

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Health and Safety Operation
September 1956

Work has begun on another series of "Health Messages" for release early this fall. The coordinated program presents brief weekly messages on four radio stations, three TV stations and two newspapers. Topics for the fall series are: Colds, Illness in Children, Overweight, Better Breakfast, and Back-Fence Medical Advice. All school cafeteria personnel will receive a two-day course of instruction in food sanitation. Following the course, manuals will be distributed and examinations will be given. Permits will be issued to all who pass the examinations.

HS-3

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Health and Safety Operation
September 1956

Industrial Medical Services

Dispensary visits decreased from 6,146 to 4,270. There were no disabling injuries. The number of examinations decreased from 1,040 to 774. This drop was partly due to the moving of industrial medical facilities from Kadlec Hospital to the Medical Dental Building, September 9th.

Two information meetings were held for industrial physicians.

Treatment has been continued in the Bayne plutonium deposition case and present calculations indicate deposition of from 10-15 times MPL.

Another case was treated after a plutonium solution flew into the mouth apparently while manipulating a plutonium solution container in 231 Building. Decontamination of the mouth and treatment directed at increased excretion was carried out in Kadlec Hospital and the teeth were decontaminated in the Richland Dental Clinic.

Dr. Fuqua attended a general meeting for AEC installations physicians held at ARCO September 26, 27 and 28th, at the request of the AEC and discussed treatment of the Bayne case.

Six industrial physicians attended the meeting of the Northwest Industrial Medical Association held in Portland, Sunday, September 9 and two stayed over for the meeting of the Pacific Northwest Industrial Health Conference.

Health topic bulletins for all employees will be distributed to each department each month.

In the 300 Area a re-evaluation is being made of possible and potential exposures to mercury.

The Riste case, where it is alleged that failure to disclose chest x-ray findings aggravated an existing condition, is scheduled for Franklin County Superior Court October 24-26.

The Scofield hearing loss case alleged to be a result of exposure to noise will be heard before a Benton County jury October 29.

Health and Safety Operation
September 1956

	Aug.	Sept.	Year to Date
<u>Industrial Medical Services (Continued)</u>			
<u>Physical Examinations</u>			
Operations	75	50	633
Pre-employment	39	19	153
Rehire	229	135	2568
Annual	95	32	480
Interim	27	31	223
AEC	158	127	1431
Re-examination and recheck	185	213	991
Termination	808	607	6479
Sub-total			
<u>Contractors</u>	0	0	6
Annuals	121	94	654
Pre-employment	111	73	410
Recheck	0	0	225
Termination and Transfer	0	0	259
Interim	232	167	1554
Sub-total	1040	774	8033
Total Physical Examinations			
<u>Laboratory Examinations-Clinical</u>		259	
Operations		97	
Contractors		356	
Total Clinical Laboratory Examinations			
<u>X-Ray</u>		173	
Operations		101	
Contractors		274	
Total X-Ray Examinations			
Electrocardiographs		53	
Physical Therapy Cases Referred		41	
<u>First Aid Treatments</u>			
Operations	501	312	3983
New Occupational Cases	1679	1229	13931
Occupational Case Retreatments	3614	2573	30880
Non-occupational Treatments	5794	4114	48794
Sub-total			
<u>Construction</u>			
New Occupational Cases	90	41	307
Occupational Case Retreatments	227	94	774
Non-occupational Treatments	35	21	148
Sub-total	352	156	1229
Total First Aid Treatments	6146	4270	50023

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Health and Safety Operation
September 1956

<u>Industrial Medical Services (Continued)</u>	<u>Aug.</u>	<u>Sept.</u>	<u>Year to Date</u>
<u>Disabling Injuries</u>			
General Electric	1	0	9
Contractors	0	0	0
Total	1	0	9
 <u>Nurse Visits</u>			
Calls made	2	0	5
Employee Personal Illness	2	0	4
Absent due to illness in family	0	0	0
Not at home when call was made	0	0	1

HS-6

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Health and Safety Operation
September 1956

Clinic Administration

A total of 122 employees were given layoff for lack of work (R.O.F.), all but about eight of whom remained with the hospital as employees of the Methodists. A letter from the Manager. Personnel Practices was sent to each of the employees in layoff status briefly outlining the provisions of the Employee Benefit plans and explaining their rights under layoff status. Letters were also sent to each individual in this category regarding his or her insurance and specifying what the amount of his premium payments would be and how they should be paid in order to keep the insurance policy in force.

During the weeks ending August 26 and September 9, 1956, complete inventories of the hospital were taken, including items in Central Stores which were stocked exclusively for the hospital. All equipment, supplies and buildings, including the Public Health Building and the Medical-Dental Building (but not including the equipment in the two latter buildings) except equipment and supplies required for Health and Safety was transferred to the Methodists. A three-month supply of stores items was set aside in Stores for the Methodists.

On September 13, 1956, a formal combined presentation and dedication service was held on the front lawn of the hospital at which time the deed to the hospital, Public Health and Medical-Dental Buildings was presented to the Board of Hospitals and Homes of the Methodist Church, and the hospital was re-named Kadlec Methodist Hospital.

Industrial Hygiene

The operation was transferred on September 1 from the Radiological Science Department to the Health and Safety Operation of the Relations and Utilities Operation.

A followup study was made of NO_2 and HNO_3 concentrations in the pot room of the Metal Recovery Building, 224U. Correction of previously reported control deficiencies reduced operators' exposures below the maximum allowable concentration of 5 ppm during normal operation. Additional correction is needed to control occasional pressurization of pots that creates seriously high concentrations in the workroom atmosphere.

Modifications, for stack sampling, were made in the prototype NO_2 monitor which was fabricated recently for more accurate evaluations of atmospheric contamination. This instrument, which is believed to be the only one of its type in the country, is also adaptable to workroom and environmental studies. Monitoring of stack emissions of a new separations stack showed concentrations up to 400 ppm NO_2 . The instrument is presently operating at another separations stack.

Study of the "additive metal" content of the Columbia River and reactor cooling water, as related to a drinking water hazard, was terminated. Latest measurements showed that concentrations decreased following passage through the reactors followed by an increase before discharge to the river. No hazard to humans has been found to date.

In response to a report of eye fatigue in certain laboratory workers who are required to observe continuously the drying of samples by infra red lamps, a study of light brightness and contrast was made. The ASA recommended maximum for brightness is 678 foot lamberts. Measurements showed that the brightness of the white porcelain sample platform ranged from 1900 to 2700 foot lamberts, dependent on the lamp distance. It was found that if asbestos paper treated with KMnO_4 and FeSO_4

Health and Safety Operation
September 1956

was placed on the porcelain base, the dark surface reduced the brightness to 360-620 foot lamberts. As this is a plantwide laboratory operation, a report of findings is to be issued to all HAPO laboratory supervision.

Assistance was given to the Workmen's Compensation Operation involving an occupational disease claim of asbestosis filed against the General Electric Company. The deceased was a former employee of sub-contractor V. S. Jenkins. Toxicological data were compiled to correlate with the findings of a previous dust exposure study conducted by Industrial Hygiene. Testimony was given as an expert witness at the hearing.

Safety and Fire Prevention

There were no serious accidents or fires during the month. Considerable time was used in getting acquainted with new areas and getting accident and fire prevention committees established. Transportation's Safety and Housekeeping inspection was broadened to include the 700 area maintenance operation. A marked improvement has been made in the 700 area.

Some difficulty has been experienced in getting injury reports to the proper safety office. If employees knew their suffix number this problem would be practically eliminated. Five Safety meetings and one New Employee Orientation meeting were held during the month. The last of a series of training meetings for bus drivers in the use of First Aid fire extinguishers was held.

Fire prevention literature was circulated to all Operations for use during the Fire Prevention month of October. The fire protection service to the Priest Rapids Electrical Distribution Station has been discontinued. All fire extinguishers have been transferred to a Priest Rapids Dam Company.

The annual overhaul of sprinkler systems has gotten under way. Work is continuing on Accident Prevention Standards and informative bulletins.

Operations Injury Statistics - September

Disabling Injury	0
Employee Hours of Exposure	345,250
Disabling Injury Frequency	0
Disabling Injury Severity	0
Total Days Lost	0
Medical Treatment Injury	41
Medical Treatment Frequency	1.87

Community Injury Statistics - September

	Sept.	Aug.	Year to date	Comp. Period '55	Comp. Period '54
Disabling Injuries	0	0	0	0	1
Employee Hrs. of Exposure	62,798	79,912	702,924	837,989	909,590
Disabling Injury Freq.	0.00	0.00	0.00	0.00	1.10
Disabling Injury Severity	0	0	0	0	60
Total Days Lost	0	0	0	0	51
Medical Treat. Injuries	8	12	149	231	203
Medical Treat. Frequency	1.27	1.63	2.12	2.76	2.23

Health and Safety Operation
September 1956

Public Health

Communicable disease incidence continued low with only 29 cases reported. There were no polio cases during the month and only two cases for the year-to-date, a lower rate than we have experienced in the past five years.

Field nursing visits were lower by 22%. Chief areas of service which accounted for this reduction were maternal and infant and preschool visits.

The health officer attended a State Health Officers meeting in Seattle. The health educator attended the Governor's Safety Conference at the invitation of Governor Langlie to serve on the Home Safety Committee. A conference on family service was attended by one of the social service counselors.

Polio vaccinations will be given in the schools during October, if a survey now being conducted indicates the need and interest of community residents in such a program. A study of the polio vaccination level among preschool children is also under way.

The plan is to conduct an extensive vaccination program in order to attain a high proportion of "protected" children. Reducing the susceptible population will help avert the possibility of epidemic outbreaks.

An "open house" meeting was held with school officials in order to acquaint them with the policies and programs of the Public Health Operation. Staff members report that the administrators were impressed with the scope of activities and appeared to perceive the value of the total program.

Work has begun on another series of "Health Messages" for release early this fall. The coordinated program presents brief weekly messages on four radio stations, three TV stations, and two newspapers. Topics for the fall series are Colds, Illness in Children, Overweight, Better Breakfast, and Back-Fence Medical Advice.

School cafeteria personnel were given a two-day program of instruction in food sanitation. Manuals were distributed and a schedule set for giving examinations to workers at each school. Food service workers' permits will be issued upon successful completion of the written examinations.

During September, 101 families or individuals were active with the social service counselors. Of these 14 were newly admitted to the service. There were 29 situations closed where counseling had been completed, leaving 72 situations carried over to October.

The counselors held 259 interviews with the persons involved in these situations. The focus of 26 interviews was on marital difficulties, 96 interviews concerned misunderstanding in the parent-child relationships, 68 interviews were with children and adolescents in an effort to understand their problem behavior and prevent the possibility of delinquency or other neurotic symptoms from developing, 48 interviews were with adults surrounded by individual adjustment difficulties and 11 interviews presented a variety of problems.

With the reopening of school, referrals from that source will increase applications. It will be necessary to evaluate the work load carefully in order to provide the best possible service in the time available.

Health and Safety Operation
September 1956

Public Health (Continued)	<u>Aug.</u>	<u>Sept.</u>	<u>Year to Date</u>
<u>Education</u>			
Pamphlets distributed	18,599	500	94,993
News Releases	8	10	88
Staff Meetings	6	5	38
Classes	0	0	92
Attendance	0	0	1,585
Lectures & Talks	5	12	69
Attendance	184	232	3,064
Films Shown	1	51	143
Attendance	20	1,887	4,999
Community Conferences & Meetings	5	15	122
Radio Broadcasts	0	0	39
TV Broadcasts	0	0	36
 <u>Immunizations</u>			
Diphtheria Completed	0	0	18
Diphtheria Booster	2	0	956
DPT Booster	0	0	355
Smallpox	2	0	1,918
DT Completed	1	0	160
DT Booster	0	0	4
Typhoid	2	0	3
Typhoid Booster	0	0	1
Tuberculin Test	23	14	260
Immune Globulin	0	0	558
Other	0	0	13
Tetanus	1	0	133
Tetanus Booster	0	0	1
 <u>Social Service</u>			
Cases carried over	83	87	634
Cases admitted	21	14	192
Cases closed	17	29	161
Remaining case load	87	72	665
Activities:			
Out of office	1	3	36
Office Interviews	272	256	2,188
Conferences	29	56	448
Meetings	53	45	420
 <u>Sanitation</u>			
Inspections made	101	116	721
Conferences held	48	71	310

Health and Safety Operation
September 1956

Public Health (Continued)	Aug.	Sept.	Year to Date
<u>Communicable Diseases</u>	3	0	231
Chickenpox	0	1	1
Encephalitis (Equine)	0	0	2
Erysipelas	0	0	4
Food Poisoning	12	4	104
German Measles	0	1	6
Impetigo	0	0	4
Infectious Hepatitis	3	5	722
Measles	2	0	90
Mumps	2	0	2
Poliomyelitis	1	0	7
Pinkeye	0	6	11
Ringworm	1	6	33
Roseola	1	2	54
Scarlet Fever	0	1	24
Strep. Infection (Throat)	0	0	2
Thrush	0	0	2
Tuberculosis	0	3	83
Whooping Cough	25	29	1,382
Total			
Total No. Nursing Field Visits	287	224	3,037
Total No. Nursing Office Visits	32	40	211

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UTILITIES OPERATION

September, 1956

I. RESPONSIBILITY

The September 1, 1956, reorganization of HAPO assigned the responsibility for the following functions to this Operation: 1) The operation and maintenance of the Plant electrical transmission and distribution systems; 2) The operation and maintenance of the Plant telephone system; 3) The operation and maintenance of the Richland Community telephone system; 4) The maintenance and control of all HAPO radio equipment.

II. ACHIEVEMENT

A. Operating Experience

Power and Communication Statistics (See last page for details)

Plant Power Contract

Probable time of September maximum demand.12:30 - 1:00 a.m., 9-16-1956		
Telemetered maximum demand for September.....	191,000	KW
Probable billing demand for September.....	191,000	KW
Probable energy consumption for September.....	115,728	MWH
Actual BPA metered maximum demand for August.....	190,601	KW
Actual billing demand for August.....	190,601	KW
Actual energy consumption for August.....	124,260	MWH
Average monthly energy consumption-2 months of		
Fiscal Year '57.....	122,597	MWH
Cost of purchased electricity for August.....	\$278,634	
Actual cost of purchased electricity for 2 months		
of Fiscal Year '57.....	\$556,392	

* * * *

A total of 1,690 telephone service orders were issued during the month, of which 1,155 were written for Plant operations and 535 for Community operations.

The third Plant telephone directory supplement, listing 1,023 new and changed telephone numbers, is scheduled for distribution on October 3.

* * * *

A faulty loading coil on one of the trunking cables between the BY Station and the White Bluffs Exchange was found to be the cause of intermittent cross-talk. Upon checking and balancing this cable, maintenance men discovered a defective seal in the coil case through which moisture entered and condensed during the night, then vaporized clearing the lines during the day.

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HW-45988

A. Operating Experience Cont'd.

At the request of the AEC, two standby circuits were established between the Pasco long-distance test board and the 1171 Building parking lot where they are connected to teletype equipment installed in the Civil Defense trailer. Jack and plug wiring connections were also provided on two other circuits at Staging Area Number Four, at Whitstran, to permit ready activation of the equipment at this location.

* * * *

Electricians of the Radio Maintenance Operation provided public address and tape recording services for the following activities: The Kadlec Hospital turnover ceremony on September 13; the touring Nuclear Study group on September 14 and 15; the excess automotive auction on September 24.

B. Equipment Experience

Maintenance electricians inspected and overhauled the emergency and normal transformers supplying the 327 Building during a scheduled outage in the 300 Area on September 22. The need for preventive maintenance on these transformers was indicated early in the month when water was discovered in the oil of a similar 300 Area transformer.

* * * *

A scheduled five year major overhaul of 230 kv oil circuit breaker Number 326, in the 151-B Substation, was made. It was found in good condition, requiring only minor maintenance and adjustment.

Taking advantage of the 100-B shutdown, Operation electricians also changed out two bushings of breaker Number 325, on which a previous series of routine Doble tests had detected an excessive trend of insulation deterioration. During the installation of these bushings, abnormal burns and pitting of contacts on two interrupter units was discovered. These spots were photographed for consultation with the equipment manufacturer, and then dressed down to insure better contact. It is very probable that the damage resulted from arcing during the staged 230 kv fault tests of September 29, 1955.

C. Improvement Experience

A new type of telephone cable splicing sleeve, "Scotch-Cast," was test-installed and found to be very satisfactory. The sleeve employs pre-fabricated aluminum casings and thermoplastic resins for joining plastic sheath cable to lead sheath cable where the conventional molten lead splice cannot be used.

* * * *

Operation engineers will direct full load heat run tests on the No. 3 transformers and connected cables in both the 151-B and 151-D Substations to determine the operational margin of these under full CG-558 loads, particularly during high ambient temperature days.

D. Events Influencing Costs

Overtime hours expended were 5.5 per cent of the total available hours.

Attendance for the month was 98.6 per cent.

E. Plant Development and Expansion

CG-558 - 100-B Area: Operation electricians de-energized the four 2,500 kva transformers which had been placed in service in 1943 to supply the 190-B pump motors. The transformers are being removed by Minor Construction forces and upon 100-B start up the new 13.8 kv motors will be supplied directly from the 151-B Substation bus.

CG-558 - 100-F Area: The new switchgear was placed in its permanent position in the 151-F Substation by Operation electricians.

CG-558 - 100-D Area: Minor Construction forces are in the process of installing the new 31,250 kva G-E transformer at the 151-D Substation.

ITE Circuit Breaker Company workmen have been at 151-D for a week re-taping over 200 faulty joints on the 13.8 kv new ITE switchgear. They will complete the job in another two weeks.

* * * *

CA-586 - Third 230 KV Line: At 11:30 p.m., September 18, the line was energized for testing. As this section had never been operated previously at its nominal voltage of 230 kv, it was desirable to gradually increase voltage to the full range. Arrangements were made with BPA to isolate one of its Midway-Grand Coulee lines and one generator at Grand Coulee. Voltage was gradually built up and held at 255 kv for 15 minutes; then returned to 230 kv and the line left to "soak" the balance of the night. Tests were successful and, after phasing checks, the line was closed into the 230 kv loop at 10:48 a.m., September 19.

Linemen of this Operation installed the in-line steel tower at the line end, near Gable Mountain, on September 26. A seventeen hour extended critical W power condition for all areas except 100-B, 100-C, and 100-KW was established and work was completed in 13 hours with no adverse effect upon production.

Two additional jobs remain to complete the project. Current transformers will be installed on the "K" breakers for bus differential relay protection and the wave trap for the carrier relaying device will be re-located at the "K" Areas tap.

* * * *

IR 206 - Additional 51 Pair Cable - WB Exchange to 100-H: The AEC will authorize the necessary funds to provide for purchase of 101 pair cable to be installed as the 51 pair originally proposed will be inadequate.

U-3
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HW-45988

I. ORGANIZATION AND PERSONNEL

A. Organization

Under the September 1, 1956, HAPO reorganization, the former Electrical Utility Section and the Telephone Sub-Section were combined to form the Utilities Operation. Component operations reporting to the Manager are: 1) Electrical System and Substation Operation; 2) Electrical Line Maintenance Operation; 3) Electrical System Planning Operation; 4) Plant Telephone and Radio Operation; 5) Community Telephone Operation.

B. Force Summary

	Beginning	Ending	Net
Exempt Personnel	29	29	0
Dispatchers	5	5	0
Electricians	11	11	0
Linemen	21	21	0
Substation Operators	33	33	0
Wire Chief	1	1	0
Telephone Servicemen	36	34	-2
Electricians - Radio	5	5	0
Telephone Operators	17	14	-3
Secretarial - Clerical	15	16	+1
Draftsmen	<u>2</u>	<u>2</u>	<u>0</u>
	175	171	-4

C. Safety Experience

No disabling injuries occurred during the month, five medical treatment injuries were reported.

* * * *

An improved leveling device for extension ladders was installed and tested. The Safety Engineers approved the unit which permits quick, safe adjustment to lock the ladder firmly in vertical position regardless of the irregularity of the terrain. Community Telephone service truck ladders will be equipped with the devices.

D. Radiation Experience

No incidents were reported during the month.

E. Personnel Activities

L. H Reagan, Superintendent of the Community Telephone Operation, was interviewed at Syracuse by the G. E. Electronics Division relative to an opening there. The interview was mutually satisfactory and it appears that his transfer may be effected after the sale of the Community Telephone Operation.

* * * *

III. ORGANIZATION AND PERSONNEL

E. Personnel Activities Cont'd.

O. Mageehon and A. A. Maxwell met with AEC and BPA representatives on September 21 and approved the revisions in HAPO-BPA operating procedures necessitated by the addition of the third 230 kv line.

O. Mageehon
Manager,
UTILITIES OPERATION

O Mageehon:btz

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HW-45988

UTILITIES OPERATION

POWER STATISTICS
FOR MONTH ENDING SEPTEMBER 30, 1956

	ENERGY - MW HRS.		MAXIMUM DEMAND-KW		LOAD FACTOR-%	
	Last Month	This Month	Last Month	This Month	Last Month	This Month
230 KV System						
A-2 Out (100-B)	28090	25990	47800	48600	79.0	74.3
A-4 Out (100-D)	18430	17920	32600	32500	76.0	76.6
A-5 Out (100-H)	9180	9430	16300	16500	75.7	79.4
A-6 Out (100-F)	8050	7190	13500	13200	80.1	75.7
A-7 Out (100-KW)	24336	23472	39500	39000	82.8	83.6
A-8 Out (200 Area)	6980	6920	11100	11100	84.5	86.6
A-9 Out (100-KH)	24336	21024	41000	41500	79.8	70.4
TOTAL OUT	119402	111946	201800*	202400*	--	--
MIDWAY IN	121740	113180	187200	187200	87.4	84.0
115 KV System (300 Area)						
BB3-S4 Out	2472	2376	4320	4320	76.9	76.4
115-66 KV System						
B7-S10 Out (W. Bluffs)	168	165	630	665	35.9	34.5
Hanford Out (7200 V.)	22	24	--	--	--	--
Hanford In	171	172	900	900	25.5	26.5
Project Total In	124383	115728	192420*	192420*	--	--

* Denotes Non-Coincidental Demand

Average Power Factor - 230 KV System 87.7

TELEPHONE-RADIO STATISTICS
AS OF SEPTEMBER 20, 1956

Telephone Exchange	Exchange Lines			Change from Last Month
	Installed	In Service	Unassigned	
100 K-C-B	300	258	42	/ 33
White Bluffs	500	424	76	/ 10
200 E-W	600	545	55	/ 41
300	600	559	41	/ 57
Hanford	50	14	36	0
700	1230	951	279	/ 113
Richland	4022	3736	286	/ 20
North Richland	600	13	587	0
Radio Stations	In Service	Change From Last Month	Change From Last Year	
Fixed Stations	36	/ 2	/ 2	
Mobile Stations	160	- 1	/ 6	

PURCHASING AND STORES OPERATIONSEPTEMBER, 1956AchievementSTATISTICS

	<u>July</u>	<u>August</u>	<u>September</u>	<u>FY 1957 Average</u>
<u>Purchasing</u>				
Emergency req'n recd	294	266	202	254
Average per day	14	11.5	10.6	12.1
Purchase orders placed				
Number	2,365	2,287	1,768	2,140
Value	\$1,521,159	\$1,757,653	\$ 1,492,510	\$1,590,441
<u>Stores</u>				
General Supplies				
No. of store orders	23,647	28,985	32,390	28,341
Value of issues	\$ 254,554	\$ 356,273	\$ 282,367	\$ 297,731
Spare Parts				
No. of store orders	974	1,206	1,302	1,161
Value of issues	\$ 105,075	\$ 114,477	\$ 116,249	\$ 111,934
<u>Traffic</u>				
Savings freight bill audit	\$ 2,612	\$ 1,566	\$ 3,857	\$ 2,678
No. freight bills approved	1,118	1,595	1,377	1,363
Amount	\$ 187,403	\$ 290,581	\$ 260,335	\$ 246,106
Carload shipments received	587	846	765	733
Tonnage report				
Tons recd-common carrier	34,866	54,851	53,500	47,739
Total cost	\$ 270,738	\$ 301,405	\$ 272,733	\$ 281,625
Average cost per ton	\$ 7.765	\$ 5.495	\$ 5.098	\$ 5.899

Monthly review of Anhydrous Ammonia freight charges for determination of General Chemical Company's Nitric Acid contract billing revealed that Shell Chemical Company was not absorbing switching charges at Willbridge. The Union Pacific Railroad was advised that shipments from Willbridge were not competitive with Tacoma shipments, and as a result published a thru rate eliminating this switching charge effective January 4, 1956. General Chemical Company has revised their billing for March and April accordingly, reducing total Nitric Acid charges by \$1,028.31.

Achievement - Contd.

During the month a new numbering system for printed stationery and record forms was developed and will serve as a Stores stock number, and in addition identify the organizational component in which the form is used. New form numbers will consist of nine digits, for example: 54-8100-001. The first two digits denote inventory class followed by a four digit stock number, which, for identification, actually is the user's cost code with the final three digits being the form serial number. Forms having a general application throughout HAPO will be assigned a 3000 series stock number

A physical inventory of medical supplies stores at the Kadlec Hospital in preparation for transfer of these supplies from Stores Operation inventory to the new management of this facility was completed September 7, 1956. As of 9-23-56 inventory valued at \$23,842.58 had been transferred to the hospital.

Roof repairs on Building 1166, covered by project CA-670, have been completed during the month and accepted both by the landlord and the Commission.

The second auction sale (P.S.-A-2-56) was conducted on September 24, 1956. Listed below are statistics relative to the sale:

	<u>Acquisition Value</u>	<u>Sales Return</u>	<u>% Return</u>
Light automotive equipment	\$ 458,478.00	\$122, 255.00	26.7
Minor Construction	391,173.07	121,430.00	31.0
Heavy Duty Equipment	<u>250,317.34</u>	<u>18,160.00</u>	<u>07.3</u>
Total	<u>\$1,099,968.51</u>	<u>\$261,845.00</u>	<u>21.6</u>
Number inspections by public			
Automotive equipment	1,460		
Automotive parts	<u>118</u>	1,578	
Number registered bidders		849	
Number successful bidders		149	

The large number of inspection registrations can be attributed to the extensive paid advertising and news releases carried in 20 leading newspapers on the Pacific Coast. Approximately 1100 people attended the auction sale held in the Community House in Richland.

Since Stores Operation assumed responsibility for disposing of surplus, salvage and scrap property on April 1, 1956, the total revenue from the sales has amounted to \$771,460.63.

"Community" General Manager's no accident safety awards were distributed on schedule September 7, 1956. Award number 3 (gas cans) was back ordered and will be delivered when received.

The 12 to 8 shift in Spare Parts Warehousing, which has been operating in the 2101 Building since last March, was discontinued as of September 17, 1956.

Achievement - Contd.

On September 17, 1956 steps were taken to effect the direct receiving by General Supplies Warehousing personnel, instead of Receiving and Operations Shipping personnel, of incoming shipments from the General Services Administration. A General Supplies Warehousing employee trained in checking freight from the common carrier truck will deliver the material to the proper location in the warehouse and will prepare the receiving report documenting the material received. Reproduction of receiving report copies will be accomplished by the methods now used by the Receiving, Clerical and Records group. Reporting of overages, shortages, and damaged material will be accomplished by following current procedures. Full responsibility for carrying out the new procedure was transferred to the General Supplies Warehousing operation September 28, 1956. The purpose of the change is to eliminate the double handling of this type of shipment and effect a savings in handling time and costs.

Procurement of fuel oil for 100-KE and 100-KW was delayed because of market shortage and in establishing a source of supply. After placement of order on 8-22-56, with Union Oil Company, this vendor has delivered a full two months' supply of oil, with cooperation of Fleetway Transportation Company, in only five weeks.

Preliminary investigations were made concerning availability and lead time on critical equipment required for Project CG-691. The proposed completion date necessitated fast action in developing information on platinum-lined Inconel tubes, fluorinator assemblies, calciner screw conveyors, and rotary drum vacuum filters. The appraisal showed that 5-1/2 months from order date would be required on the limiting items.

Experimental orders on caps and cansHarvey Aluminum

The entire order of 111,000 caps have all been canned, and an additional 6 to 7 months will be required for complete production evaluation. The second shipment of 4,600 cans was received September 26. These cans are now being checked dimensionally.

Hunter Douglas

A total of 36,400 caps have been received and the balance of 63,600 is being produced at the rate of about 9,000 per week. The 1200 cans which were pile-tested were discharged September 27. Results will be available in about two weeks and if satisfactory, vendor will be requested to complete order.

Reynolds Metals Company

Reynolds Metals Company has promised a definite decision as to their future intentions on both experimental cap and can orders by week of October 8, 1956.

Procurement of equipment and material from off-site excess stocks resulted in a savings to HAPO of \$13,034.32 and since March 1954, \$1,086,176.86 has been saved.

Achievement - Contd.Contract RO-30 for Sodium Dichromate

Effective November 1, 1956, the price of this material in bags, fibre drums and liquid in tank cars will increase \$.75 cwt., an increase of 6.1%. It has been recommended to both the Irradiation Processing Department and the Chemical Processing Department that as much material as storage will permit be ordered for shipment prior to November 1, to take advantage of current contract prices.

ProjectsCG-558, Reactor Plant Modification for Increased Production 100-F & 100-H Areas

As of September 30, 1956, there are 21 open purchase orders and no unplaced requisitions against this project. The Titeflex order for connectors still remains the critical order. Vendor still maintains delivery of Item 1 and 2 on 10-20-56 and Items 3 and 4 on 10-23-56 to be firm. Best estimate is that shipment will start on 11-1-56 and be completed in one month. A December 1 date for final delivery will meet project schedules.

CG-621, Redox Contamination Control Facilities "E" Cell Ozonization

Eleven open orders are on the "Critical items status report" with 8 scheduled to be completed on or before 11-1-56. The balance of 3 orders are being handled by off-site liaison representatives, as follows:

H6V-857 - Start of fabrication depends upon receipt of heads from Colorado Fuel & Iron, scheduled for shipment the last week in September. Vendor promises complete fabrication and shipment 90 days from start, scheduled now for first week in January, 1957. This order was affected by the steel strike.

H6V-4792 - Vendor will have sufficient material to start fabrication in late November, with delivery in late February. This order was affected by the steel strike.

H6V-10713 - Vendor has all orders placed for materials and should meet his shipping promise of March, 1957. This order was affected by the steel strike.

CG-647, Back-up Radioiodine Removal Facilities, Purex.

Thirty-one purchase orders are being carried on the status report, together with one unplaced requisition. The material situation on critical vessel orders is being handled by the off-site liaison representatives. It appears that all required dates will be met.

CG-648, Auxiliary Radioiodine Removal & Nitric Acid Recoveries - Redox.

Eighteen purchase orders are being carried on the status report, which indicates that all orders are scheduled for shipment as required, or better than required, with one exception--H6V-10705, which was affected by the steel strike. The heads on the order are the holdup. This vessel may be a month late.

Achievement - Contd.CG-676, Fuel Element Pilot Plant - Semi-Works.

Thirty-one purchase orders, together with three unplaced requisitions are being carried on the status reports. All orders are scheduled well within required dates, with the exception of the induction electric furnaces on HA-56-3861, Ajax Engineering Company. A directive request has been sent to AEC and on to Washington, but indications are that no directive will be issued. Estimated plantsite date is approximately 3-1-57.

Contracts executed during the month

No. 142 - Supplement No. 1

Consultant: Warren J. Kaufman
 Service: Disposal of Radioactive Wastes
 Price: \$80 per day for services rendered; transportation and subsistence
 Term: 7-8-56 to 7-7-57

L-5

Seller: Kadlec Methodist Hospital
 Lease for: Medical Dental Building
 Price: \$0.25 per sq.ft. per month - 4,415.73 sq.ft.
 Term: 9-10 to 9-30-56 and month to month thereafter.

L-6

Seller: Kadlec Methodist Hospital
 Lease for: Public Health Building
 Price: \$0.2083 per sq.ft. per month - 3,907.25 sq.ft.
 Term: 9-10 to 9-30-56 and month to month thereafter.

SO-11

Seller: Speer Carbon Company
 Material: Pilot plant lot of graphite
 Quantity: Approximately 1500 pounds

Letter Order SA-15

Seller: Kadlec Methodist Hospital
 Price: Not to exceed 20,000
 Service: Hospital Services for Industrial Medicine
 Term: Until definitive contract is negotiated, with time limit to 10-15-56.

Organization and Personnel

<u>Force Summary</u>	<u>Ex.</u>	<u>N.E.</u>	<u>Total</u>
August 21, 1956	60	226	286
September 30, 1956	58	212	270

UNCLASSIFIEDTRANSPORTATION & MAINTENANCE OPERATION
MONTHLY REPORT
September 1956

As a part of the HAPO reorganization on September 1, 1956 the Transportation Section of the Manufacturing Department became the Transportation and Maintenance Operation of the Relations and Utilities Operation. The existing components of the Transportation Section stayed intact. New components are 1) the 200-W Laundry Operation which was formerly the Laundry Unit in the Radiation Monitoring Sub-Section of the Separations Section, and 2) the Power and Maintenance Operation which was formerly the Administration Area Maintenance Sub-Section of the Auxiliary Operations and Plant Protection Section. These additions resulted in a personnel increase from 487 to 659; however, a number of reductions were accomplished during the month and the force at September 30 totaled 646.

Further analysis of service station operation in the 700, 1100, and 300 Areas led to the revamping of operating schedules to require two less Pump Attendants. Customers were advised in advance of the change which was effective on Sept. 3. This follows an earlier reduction of one employee in January 1955.

Through a continuing study it has been determined that Track Maintenance forces can be reduced by eight people, or 15%. This accomplishment stems from several years of effective maintenance and rehabilitative effort which has brought the trackage up to the desired standards. It is contemplated that this condition can be maintained by the continuation of progressive programming and scheduling of work which has led to more efficient use of equipment and greater productivity from manpower. This follows an earlier reduction of two people in January 1955, whereas active track miles have increased from 139 to 154.

At the time the Richland Bus System was discontinued on June 30, 1956 the four drivers were retained for the Plant Bus System because of the heavy vacation period. These four people have since been worked into the regular complement through an equal number of reductions by retirements and downgrades resulting from medical restrictions.

A requisition has been issued for one additional Plumber Steamfitter Journeyman for the Power and Maintenance Operation to provide sufficient coverage during the winter months. Additional manpower will probably be required in the coming months by the 200-W Laundry Operation due to the pile modification program in the 100 Areas. The Bus Operation will also require some additional people and/or increased overtime because of a greater number of area personnel due to the reorganization and heavier patronage during the winter months.

Transportation Section gross costs for the first two months of FY 1957 totaled \$687,646 and were \$20,028 under the budget; Laundry Unit totaled \$109,879 and was \$12,295 over the budget; Administration Area Maintenance Sub-Section totaled \$149,961 and was \$5,670 under the budget. This indicates over-all expenditures of \$13,403 less than the budget; however, July was low by this amount or more. Due to the personnel reductions previously mentioned it appears that budgeted manpower will be adequate and possibly exceed actual requirements. Nevertheless, material costs and other factors point to some upward revision in the FY 1957 Midyear Budget Review.

UNCLASSIFIED

TM-1

Transportation inventories totaled \$206,934 at the end of August compared to the FY 1957 Budget of \$244,000. Excess clearings included railroad track materials of \$7,959 and repair parts for White buses, etc. of \$13,341. Caption 8 (Motor Vehicle Parts) totals \$87,794 compared to the goal of \$101,093. Caption 9 (Heavy Mobile and Construction Equipment Parts) totals \$30,969 compared to the goal of \$26,939. Purchases were up as had been anticipated following a number of low months.

Transportation Section gross operating costs for the first eight months of CY 1956 totaled \$2,737,942 and were \$63,245 or 2.36% over the same period in CY 1955. The following indicates comparative costs by major service functions:

<u>Function</u>	<u>CY 1956</u> <u>1st 8 mos.</u>	<u>CY 1955</u> <u>1st 8 mos.</u>	<u>% of Change</u>
HW Rail System	\$ 522,769	\$ 483,042	+ 8.22 %
HW Bus System	950,517	911,810	+ 4.25 %
HW Light Equipment Fleet	387,120	425,495	- 9.02 %
HW Heavy Equipment Fleet	443,984	397,981	+ 11.56 %
HW Road System	81,917	76,163	+ 7.55 %

The reorganization required considerable administrative effort in matters relating to organization and finance such as new suffixes, code changes, property assignments, cost systems, authorizations, delegations of authority, etc.

Recommended actions evolving from Disabling Injury No. 56-115 have been completed. Special traffic control measures at thirty-two designated railroad crossings were provided at a cost of \$11,900. The installation of oscillating lights and new type horns on the eight Plant owned locomotives approximated \$16,600.

The Transportation Section had operated 320 days at the end of August since the last disabling injury. Medical Treatment injuries for the first eight months of CY 1956 were down 48% over a year ago. Safety efforts have been further intensified since the reorganization. This drive is due in part to sub-standard conditions in the 700 Area and a number of incidents recently which were potentially serious.

Overtime hours for the second quarter were within the control level of 1.5% although requirements were unusually high during September due to 669 reorganization office moves into and out of the Administration Area. Such moves in the 700 Area have been completed with the exception of some Financial personnel who cannot be relocated until Payroll Operations are decentralized. Twelve office bays in the upper second wing of the 703 Building were assigned to the Commission to satisfy requirements for additional space. Ground floor of W-21 will be assigned to J. A. Jones procurement personnel as soon as 703 Building space can be cleared for Accounts Payable. Present indications are that W-17 Building will no longer be required for housing Administration Area office personnel.

Cooler weather has made it necessary to reactivate the steam mains leading to apartments, dormitories, offices, and commercial buildings. This work is approximately 75% complete.

Shipment of 469 lineal feet of movable partition was received on September 6. Purchase order for approximately 1,300 lineal feet of additional partitioning was cleared by the Commission on September 26. Receipt of this shipment is anticipated on or about December 10.

Changes in landlord responsibilities included 1) the transfer of Buildings 747 and 717-B and the Meteorology Tower to the Hanford Laboratories Operation and 2) the assignment of 1716-H Office and Garage Facilities, 2701-M Guard Station (standby), 2713-W Transportation Garage, 2724-W Laundry, and 300 Area Service Station Facility to the Transportation and Maintenance Operation.

Roads, walks, and paved areas in the 300 Area, 100 Areas, and 200 Areas were assigned to the three product departments by OPG 8.1. The Transportation and Maintenance Operation has made a written offer to assume the responsibility for maintenance activities in the same manner that they have been performed in the past. This was based on the knowledge that the road work within and outside of the production areas can best be performed by one group due to the more effective utilization of skilled manpower and specialized equipment. Another important factor is that this Operation performs allied services utilizing the same manpower and equipment thus providing greater operating flexibility and attendant economy for all customers than could otherwise be attained. Verbal acceptance of the proposal has been received for each area and work is proceeding without interruption.

All organizations responsible for automotive and heavy construction type equipment have been contacted to confirm the re-allocated assignments. New questionnaires for justification purposes are to be prepared for each vehicle. Approximately 30 light equipment vehicles have been removed from Motor Pools in the 700, 300, 100-H, and 200-W Areas for reassignment to the new departments.

The equipment inventory was inadequate to supply the estimated requirements of the Irradiation Processing Department at the time of reorganization. Therefore, it was decided to provide an Intra-100 Area Shuttle Service on a thirty day trial basis to allow sufficient time to determine actual needs. Inasmuch as patronage has been very light, all concerned have concluded that the shuttle service should be discontinued on October 5.

The thirty White buses in Civil Defense service have been transferred from the HOO Reserve Pool to the HAPO fleet. This action was at the request of the Commission and future maintenance of the equipment will be charged to an AEC work order. Equipment remaining in the HOO Reserve Pool is being prepared for long term storage. This phase is about 75% complete and the Pool Yard has been cleaned, leveled, and treated with a weed control chemical.

Revision of the air raid siren controls will be started shortly after October 1 with completion expected within about three weeks. These revisions will simplify the control system, prevent the possibility of accidental start-up resulting from short circuits, improve communications between siren towers and airport, release six telephone cable pairs and a number of batteries and chargers, and reduce line testing and maintenance. During the change-over period there will be no means of communicating between airport and siren towers, and sirens cannot be activated from airport controls. Airport supervision have been supplied with names and home telephone numbers of craft personnel experienced in testing and operation of the sirens. In the event of an emergency these people will be called out to manually operate the sirens. The airport will also notify power house to blow whistles.

Routine maintenance of railroad trackage and associated activities required 6,273 man-hours. Began the application of a soil sterilizing chemical on the 154-mile Plant railroad. Earlier plans to spray only 50% of the system were dropped when excessive weed growth necessitated full coverage.

The Plant Bus System transported 2.01% more passengers in September than in August. The following recapitulation indicates the volume of service rendered:

Total Passengers	173,669
Revenue - Bus Fares	\$ 8,683.44
Earnings - Transit Advertising (August)	\$ 175.36
Bus Trips	6,750
Bus Miles - Passenger Carrying	212,798
Passenger Miles	6,043,675

Off Plant chauffeured automobile trips (Company business and/or official visitors) totaled 123 which were rendered to the following locations:

AEC Airport	1
Benton City, Washington	5
Grandview, Washington	4
Hinkle, Oregon	11
Kennewick, Washington	27
Pasco, Washington	37
Pendleton, Oregon	14
Prosser, Washington	5
Spokane, Washington	1
Sunnyside, Washington	3
West Richland, Washington	11
Yakima, Washington	4

Special transportation and associated services were provided during the month for 1) prospective Excess Equipment buyers, 2) representatives of the Atomic Power Development Associates, and 3) General Electric Officials for the Business Review.

Completed two trips to Seattle, Washington for the Commission in transporting display material to the Seattle and Yakima Fairs.

Commercial rail traffic during September decreased 10.6% over August. The following recapitulation indicates the distribution of commercial cars handled:

<u>Cars Handled</u>	<u>-</u>	<u>Loads In</u>	<u>Empties In</u>	<u>Loads Out</u>	<u>Empties Out</u>
General Electric Co.		849	15	15	769
U. S. Army		78	0	0	61
Anning Johnson Co.		2	0	0	0
Dukes Electric Co.		1	0	0	0
Morrison-Knudsen		2	0	0	1
Royal Co.		<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
Total		933	15	15	832

Railroad process service during September increased 83.5% over August which was below normal due to production difficulties.

Railroad car movements consisting of process, commercial and special service totaled 2355 in September compared to 2194 in August, 1469 in July, 1935 in June, 2092 in May, 2548 in April, 2163 in March, 2635 in February and 2278 in January.

Completed the replacement of wheels on locomotive 39-3731. This unit was returned to service on September 11 and locomotive 39-3732 was removed for wheel replacement. This will complete the program.

The following tabulation indicates in gallons the volume of fuel distribution during September:

	<u>Gasoline</u>	<u>Diesel Fuel</u>	<u>50 Cetane</u>	<u>Kerosene</u>	<u>White Gas</u>
Stock at Start of Month	66,265	23,235	14,800	8,610	362
Received During Month	85,674	13,645	20,355	0	0
Disbursed During Month	84,124	16,375	30,805	1,900	180
Stock at End of Month	67,815	20,505	4,350	6,710	182

The following tabulation indicates the volume of equipment maintenance activities during September by types of service and number of jobs:

Motor Overhauls	33
Class A Inspections and Repairs	58
Class B Inspections and Lubrications	963
Weekly Inspections - Fuel Trucks & Off Plant Vehicle	99
Semimonthly Inspections - Buses	230
Front End Alignment and Wheel Balance	111
Routine Maintenance Repairs and Service Calls	1781
Body Repairs	63
Tire Repairs	461
Wash Jobs	297
Monthly Inspections - Railroad Rolling Stock	2
Total	<u>4,098</u>

The following tabulation indicates the number of HO mileage vehicles in service during August and the utilization of each type:

<u>Code</u>	<u>Type</u>	<u>No. of Units</u>	<u>Total Mileage</u>
1A	Sedans	344	575,202
1B	Buses	160	248,604
1C	Pickups	423	271,374
1D	Panel, Carryall, Sta. Wagon	203	153,340
1G	Jeeps	2	914
1H	Power Wagons	49	19,245
68 Series	Trucks	<u>197</u>	<u>112,964</u>
		1,378	1,381,643

the winterizing of all HO equipment on September 17. Water cooled units are being refilled with antifreeze solution and the program should be completed by October 29.

Special emphasis was placed on a drive to prepare the area bus fleet for winter operation and included:

- 1) Checking generators, their removal and rebuilding when required and the adjusting of voltage regulators
- 2) Checking and adjusting heater diversion valves
- 3) Lubrication of heater motors
- 4) Checking defroster attachments
- 5) Tightening and adjusting heater fan drive belts
- 6) Replacement of damaged entrance door seals
- 7) Removal and cleaning of all Kim Hotstart water heaters
- 8) Checking and replacement of water heater wiring and junction boxes, as required
- 9) Replacement of air filter bags in heater fresh air scoops
- 10) Checking and replacement of all hose connections when required

The FY 1957 seal coating program for the Plant Road System has been completed with the treating of approximately 36 miles in September requiring 3,500 cubic yards of mineral aggregate, 95,000 gallons of liquid asphalt, and 1,226 man-hours.

Maintenance of Plant roads and the production of mineral aggregate and pre-mix materials required 528 man-hours.

The following tabulation indicates in tons the volume of asphaltic material handled during September:

	<u>MC 3</u>	<u>MC 5</u>	<u>Bitumuls RS-2</u>
Stock at Start of Month	.11	10.39	None
Received During Month	0	0	381.82
Used During Month	0	0	381.82
Stock at End of Month	.11	10.39	None

The following tabulation indicates the volume of mineral aggregate and pre-mix handled during September:

	<u>Pre-Mix 1/4" to 0 Tons</u>	<u>Pre-Mix 3/4" to 0 Tons</u>	<u>Chips 1/2" Cu.Yd.</u>	<u>Chips 5/8" Cu.Yd.</u>	<u>Crushed Rock 1/4" Cu.Yd.</u>	<u>Crushed Rock 3/4" Cu.Yd.</u>
Stock at Start of Month	734	1,034	895	4,535	66	1,416
Made During Month	0	0	0	0	0	0
Used During Month	59	539	0	3,317	0	34
Stock at End of Month	675	495	895	1,218	66	1,382

The quantity of steam generated at the 784 Plant during September was 31.4% less than a year ago. The following is a summary for the month:

Coal Consumed	425.75	Tons
Steam Generated	6,062.7	M. Lbs.
Steam Leaving Plant	5,108.3	M. Lbs.
Steam Delivered	3,164.3	M. Lbs.
Total Water Softened	998,100	Gallons
Total Soft Water Sent to Hospital	141,600	Gallons
Total Soft Water Sent to 784 Building	856,500	Gallons

The volume of laundry work increased significantly during the latter part of September due to Project CG 558 which will be in progress for several months in the 100 Areas. The following is a summary for the month:

Laundry

Pounds Delivered	316,237
Pounds Rewashed	<u>6,361</u>
Total Dry Weight	322,598

Mask Cleaning Station

Masks Disbursed	11,165
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Linen Service

Blue Coveralls	8,005
Welder Coveralls	<u>111</u>
Lab Coats	37
Towels	2,511
Rags	2 bags - 60 lb.
Aprons	415
Gloves	1 bag - 30 lb.
Canvas Boots	4
Dust Mops	4
Boiler Suits	5
Shower Curtains	<u>2</u>
Total Pieces	11,097

END

**DATE
FILMED**

6 / 30 / 92

