

# STALEY NEWS

Vol. 7—Page 1

February 1, 1942

## To 63.5% of You!

**DON'T LOOK NOW BUT I THINK WE'RE IN A WAR!**

**MAYBE YOU'VE BEEN TOO BUSY TO READ THE PAPERS.**

**MAYBE YOU'RE SO SMUG ABOUT BEING PROPAGANDA PROOF THAT YOU STILL THINK THAT SOMEBODY IS KIDDING ABOUT THE WHOLE THING.**

**MAYBE YOU DON'T GIVE A DAMN. IT LOOKS LIKE IT.**

At any rate, you are not helping.

You are not buying defense bonds at the rate they must be bought.

Only 36.5% of us (little more than a third) have ponied up even a dollar a month. The assumption can easily be made that 63.5 of us don't think our country is worth a dollar or can't be trusted with the loan.

Sure you're going to pay more taxes. Of course you're going without new tires or cars. What of it? That's not enough. Your government needs money—NOW!

### BUY DEFENSE BONDS!

Elevator B is the only department in the plant that has 100% subscription.

Next best are # 16 Bldg. (92%), Millwrights (83%), # 19 Bldg. (83%), # 5 and 10 Bldg. (81%), # 48 Bldg. (78%), Yard (77%), Garage (63%), Elevator A (62%) and # 17 Bldg. (61%).

The second ten includes Soybean Expeller Room (60%), Corn Oil House (57%), Laboratory (50%), Watchmen (48%), Feed House (42%), Office Janitors and Cafeteria (42%), Shipping Inspectors (40%), Office and Foremen (39%), Boiler Room (34%), and the Sewing Room (33%).

If the name of your department is not among those listed above you look pretty silly. Even if it was you have a job to do. Elevator B can be pushed out of first place (by a bigger department) but Elevator B will always be the one that showed us how the job was to be done.

Start your dollars rolling in. We went from 19% last month to 36.5% this month but that's too slow. **THIS IS A WAR.**

Give me a chance next month to tell you that we have subscribed 100% to America's fight for freedom.

It's your fight. Don't take it lying down.

## Feed Goes To War Also

Because the need for starch, glucose and "SWEETOSE" is so great, we are going to grind every pound of corn that can be squeezed through our plant. That necessarily means

(Continued on page 2)

## DON'T TAKE THIS LYING DOWN . . .



While Americans are fighting and dying on foreign soil and in foreign waters, you are asked only for money.

**ENLIST YOUR DOLLARS FOR DEFENSE.**

Back those soldiers and sailors and marines and airmen who are fighting for their lives—and yours—with every dollar and dime you can spare.

Don't take this lying down.

## Accent on Production

Fact number one in our sales story for 1942 is that we will produce the starch, syrup, oil, soybean meal and feed our government needs in quantities limited only by the physical capacity of our plant and the energy and intelligence of our personnel from top to bottom.

Winning our war is the first consideration because, unless we do, nothing else will matter. So far as is possible, *within that limitation*, we will look after our long time best interests and try to plan for the post war period.

That means:

That the people who get preference on "SWEETOSE" orders will not be the Johnnies-come-lately who are now bouncing up and saying brightly, "What is this "SWEETOSE" I've been hearing so much about? I'll take a few cars of it tomorrow." No, we are most interested in the people who have helped us work out "SWEETOSE" formulae and who stayed with us in the early period when the going was a little less

smooth. Sure, we could make more money now on some of the temporary customers who want sugar extenders badly, but where would we be when the sugar shortage is over? We think we know where we'd be and we don't care to go.

Preference on other products too will be given to our steady customers and to those who give most promise of being steady customers after the war is over.

Exceptions will be made to this rule only when it is evident that the war effort demands them. Such exceptions have already put us out of the corn sugar and special syrup business which, although profitable, slowed production of materials more essential to the country.

## The Oil Refinery Addition Is Growing

By now there is a forest of good orange painted steel beams growing on the east side of the Oil Refinery and soon we'll have them covered with nice gray concrete and then we'll be getting somewhere.

The tank situation, about which we wept last month, looks more hopeful. We've classified the tanks into five groups according to their necessity. Group A (without which we couldn't operate) will be obtained. Groups B and C (almost essential, necessary if we operate efficiently at full volume) look probable. Groups D and E (not absolutely necessary but desirable) probably won't be obtained.

(Continued on page 2)

## Club House Closed

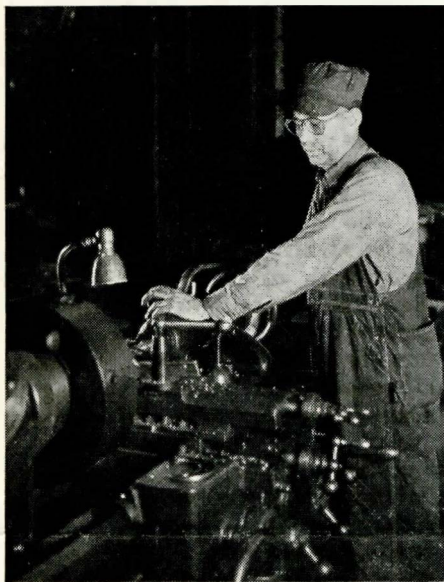
Because our Club House is the second story of our Pumping Station, because an interruption of service at the Pumping Station would shut down our plant at once and because our plant must not be down one hour unnecessarily we are taking no chances.

The Club House will be closed to everyone except employees on duty for the duration of the war. No parties of any kind will be permitted there. This is a very small sacrifice and we're sure you'll understand its necessity.

## Know Your

# Staley Safety

## C O D E



**4. WEAR GOGGLES WHEN CHIPPING, GRINDING OR DRILLING BRICK, CONCRETE, METAL OR ANY SUBSTANCE LIKELY TO GET INTO YOUR EYES AND WHEN OPERATING A MACHINE WHICH MAY THROW CHIPS. WEAR GOGGLES WHEN HANDLING CHEMICALS.**

• *Both acids and alkalis burn deep and quickly.*

• *Plenty of cool water quickly applied is the best treatment for chemicals in the eyes or on the skin. Wash well and go to First Aid at once.*

• *Take care of your eyes.*

## MORE ABOUT FEED

(Continued from page 1)

that we'll also make more gluten feed and oil meal than ever before. Under ordinary conditions that would probably mean that we'd have the devil's own time selling so much feed. But not now. The U. S. Department of Agriculture is asking for more milk and more meat from American farmers to feed not only our people and our army but the civilian populations and armies of most of our allies. That means now that the per animal intake of feed has increased and that a large increase in animal population is on the way. So the war, which has necessitated our all out production of other corn products, is also providing a market for our feed.

## MORE ABOUT OIL REFINING

(Continued from page 1)

When the construction is finished (your guess on the date is as good as anyone's) we will have 50% more refining capacity than we now have. That will mean more soy oil capacity and will reduce the amount of crude soy oil that we must sell. For a long time we've had to buy crude corn oil because the demand for refined corn oil was more than we could meet with crude oil from our corn grind and we'll probably continue that practice. Refined soy oil, however, is the product the government is most interested in and we'll do our bit in producing it when our equipment is ready.



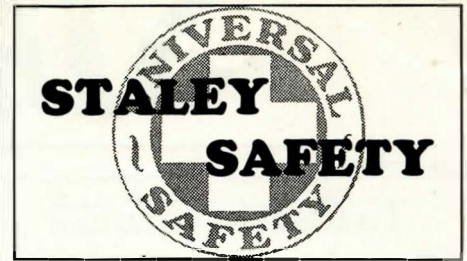
Coal (with hotter heat units than Brazil Block and low ash) delivered to your home for \$5.50 per ton. Brazil Block, \$6.50 per ton delivered. Kindling hauled, reasonable rates. Call H. (for Henry) Buckley at 2-8416 or 2464 E. Garfield.

A three piece overstuffed living room suite for sale. Good condition. Will sell two pieces if desired. Also 9x12 rug, taupe and blue. Cleaned. See J. K. Ball, Refinery or call at 2136 N. Union St.

See Robert Root, 812 E. Grand or phone 2-2416 for a 4 door, 8 cylinder Deluxe 1939 Pontiac Sedan with four new tires.

A two piece living room suit, good condition, \$20.00 takes it. Also one big leather rocking chair and a gasoline motor for washing machine (used two months) for \$20.00. Get in touch with Miles Lee at the Expeller Room or 2524 E. Prairie.

For Rent: Two nicely furnished sleeping rooms, reasonable. Call 2-6948 or call at 1235 W. Wood St.



One third of one per cent of all Staley employees in Decatur suffered lost time injuries in 1941 and the injured men and women lost an average of nineteen days each. Subtracting the average amount of compensation which they received from the average amount of wages they lost indicates that they suffered an average loss of about \$50.00 in earnings. That doesn't take into account the pain of the injury or the restless days in the hospital or the worrying done by the injured man and his family.

Let's say it another way. If 1942 has as bad a record as 1941, you're still pretty safe. There's only one chance in 300 that you will be injured and maybe you won't mind paying \$50.00 for the experience. If you're willing to take the chance and can afford it you probably won't be too much interested in safety this year. But—if you don't want to risk your life and limb and if \$50.00 (it may be a great deal more) means something to you, you'd better be interested. Accidents are preventable and you are the man that can prevent them. Let's be up and doing. There's a lot to gain if we win and a lot to lose if we don't.

\* \* \*

As the war progresses it becomes increasingly evident that the products our plant makes are necessary to our country's war effort. Accidents have, thus far, been the cause of four times as much delay in war production as have strikes. We need every pound of product that this plant can produce and there won't be any excuses handy if your unsafe practices result in an accident that reduces or stops production even for an hour.

\* \* \*

We are doing a better job of wearing goggles on chipping, grinding, drilling and machining jobs in the plant and the number of injuries from those sources has been reduced. Let's turn our attention now to using goggles when handling acids and caustic. That lack cost us six lost time injuries in 1941.

Published Monthly  
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 For The Employees of  
**THE A. E. STALEY  
 MANUFACTURING COMPANY**  
 DECATUR, ILLINOIS  
 W. G. Reynolds, Manager of Personnel  
 Roy Rollins, Editor

## Your Income Tax

by R. S. BASS

You must file an Income Tax Return this year (even if you have no tax to pay) if you were single and had an income of \$750 or more during 1941 or married (and living with your spouse) and had an income of \$1,500 or more. Your earnings for 1941 will be reported to you on the stub of your February 5th check, if you are on an hourly basis, or January 31st check, if you are on monthly basis.

Before you start filling out your Return, you must decide which form to use and, if you are married, in what manner you and your wife are going to file your Returns. The following forms are provided for individuals this year:

1. Form 1040 for general use. Must be used by individuals engaged in a profession or business, or reporting gain or loss on sales of property;

2. Form 1040A which is referred to as the "Optional" or "simplified" form and is new this year.

About two weeks ago charts showing this Optional Form and how to prepare it were posted on the bulletin boards in both the plant and the office.

### Who May Use The Optional Form?

Individuals having gross incomes of \$3,000 or less if derived solely from salaries, wages, dividends, interests, rents, annuities, and royalties.

The use of the new form is optional. The intent was to provide new taxpayers, many of whom will file returns this year for the first time, with a simple computation table and a short form for reporting. It was further intended that such taxpayers be saved the necessity of using the regular longer form.

The inducement in the simplification program was the announcement that the tax computed on each level of income, as shown in the schedule represented an "average" 10% reduction in the tax which would be payable if the long form computation

were used. This average reduction is supposed to compensate for the fact that deductions and credits are not allowed, the income being taxed at its gross amount.

### Rules and Restrictions Covering Optional or Simplified Form

1. Your income must not exceed \$3,000 and must be from the sources stated above.

2. No deductions or credits against income are allowed.

3. Your personal exemption and credit for dependents is determined by your status at the close of the year.

4. Your election to use the optional form, or the long form is *final* for each year. (You can change your mind next year if you wish.)

5. Joint returns of husband and wife may be filed on this form only if their combined incomes do not exceed \$3,000.

6. If husband and wife, living together, file separate returns each is treated as a single person (exemption \$750) and division of the entire marital exemption, at will, as permitted on the long form, is not allowed. This prohibition extends also to instances where only one member of the family files on the short form.

## We Change With The Times

In normal times the order of importance of our various sources of income usually runs: Industrial Sales first, Soybean Products second, Oil Refinery Products third, Package Products fourth, and Export fifth.

But, as you may have noticed, the last three years have not been normal. The change in importance of our sources of income in those years is shown in the following table.

	1939	1940	1941
1st—	Industrials	Industrials	Industrials
2nd—	Soy Prod.	Export	Export
3rd—	Export	Oil Ref.	Oil Ref.
4th—	Oil Ref.	Soy Prod.	Package
5th—	Package	Package	Soy Prod.

This year will probably help the position of soybean production because so much fat and oil will be needed by our war effort. Package products may also step up because of the threatened sugar shortage.

But, in any case, here is additional evidence of the value of our diversified activities. As the country's needs and demands change we can step from one foot to another and satisfy them. That means business insurance for our company and job insurance for us.



The Electrical Shop, having worked 1291 days (as of 2-28-42) without a lost time injury, is now the possessor of the best Safety record ever made by a Staley mechanical department. The next best record is owned by the Pipe Shop which went 1248 days without a lost timer.

\* \* \*

Total man-hours worked by Staley people rose in 1941 (for the fifth consecutive year) and so did average rate of pay per hour. The recent wage increase and present business prospects indicate that both will probably be still higher in 1942.

\* \* \*

Manila rope is another item now on the priority forbidden list for us. Only those who have ratings of A-1-j or better may purchase it. We'll have to use Java Sisal rope (about 80% the strength of Manila) and, when that is gone, Mexican Sisal (which is even weaker). Take care of your ropes. They've got to last.

\* \* \*

The average length of time it takes us to process a bushel of corn is about four days. For a bushel of soybeans the elapsed time is about ninety minutes between unloading the beans at Elevator B and loading the finished meal out at the Soybean Warehouse and sending the oil to the Refinery.

# Staley Fact Finder No. 1

Any manufacturer who expects to survive in a competitive world (no matter whether the competition comes from Hitler or another manufacturer) must fight a constant battle to better the quality and performance of his product and to lower its cost.

Facts are the first necessity in that battle and finding out those facts for the Staley Company is the biggest job our Control Laboratory has. To get them they pick up samples (in some cases once an hour, in some only once a day) of material going through the process or being used in it. Those samples go back to the Laboratory for analysis and the facts tell us what to do next.

For example, we need to know a great deal about the moisture content of our raw materials and finished products. As the "Kernel" once told you, it doesn't mean much to say that we are grinding 50,000 bushels of corn a day unless you know the moisture content of the corn being ground. If it is 15.5% moisture corn it will yield 2,366,000 lb. of dry substance. If the moisture is up to 18% it will yield only 2,246,000 lb. It's easy to see that we must know the moisture of corn going into the process in order to tell how much finished product we should get out of it. The difference between what we *should* get and what we *do* get tells us how much we lost in processing.

Moistures in finished products must be carefully controlled too. If they are too high on starches we are not giving our customers fair weights. If they are too high on feed the shipment may spoil enroute. If they are too low on bagged starch or soybean meal those products can easily pick up enough moisture from the atmosphere to swell and burst their bags. In any case the customer wants to know what he is buying and we must be able to tell him.

## Control Starts At The First Step

Suppose we take a look at laboratory control in the first steps of our process. The steeped corn goes first into the degerminating (Foods) mills where we tear the kernel apart to get the germ out. The germ, as you'll remember, contains oil and, therefore, floats up and out when the ground corn is mixed with a large amount of

water at 8° Baume and sent through the separators. We need to know how good a job the mills and separators are doing because loss of germs means loss of oil and oil is the most valuable single part of the corn kernel. So the laboratory takes a sample of the materials which has gone through the Foods mills and the separators, washes out the starch, gluten and fine particles and puts the sample into a salt solution.

## "Sinkers" and "Floaters"

If the mills have not done a perfect job of separating germs from the rest of the corn the analyst finds a few germs with large particles of starch attached to them lying on the bottom of the container. We call them "sinkers" because the starch particles were too heavy to allow the germs to float out of the top of the separators and we lost them because of a poor milling job.

If the Baume of the separators was not exactly right or the separators not perfectly operated they may find other germs which were cleanly separated but which did not float out as they should have. We call them "floaters" and we are no happier to meet them than we were the sinkers because they too represent a loss of germs.

Let's follow along in the Mill House. The big job done there is the separation of "mill starch" (starch and gluten combined) from the other parts of the kernel and we need to do that well. Starch in the feed is a big loss to the processor and small gain to the feeder.

## Second Milling

After the corn is degerminated it is washed through reels (to remove the large percentage of free starch) and sent to the Buhr mills to be ground fine. The object of grinding again is to free additional starch and the Laboratory samples and analyzes material coming from the mills to see how much starch is still sticking to the bran. If there is too much we can change the weight of the upper stone, redress the face of the stones, change the way they cut or regulate the amount going through the mill.

When the mill starch is pumped to the Table House the Laboratory is still interested. In the interests of

getting a good separation of starch from gluten, mill starch flowing onto the table should be about 6.4° Baume, the temperature must not be too high (or the flow will cut channels and not distribute evenly) or too low (poor separation) and the sulfur content must be high enough to prevent fermentation. After the tables we must check again to see how much starch is left in the gluten and how much gluten is left in the starch.

In the American Filter Building we need to know how good a job the filters are doing so we sample the insoluble salts which the filters should take out to find out if they are carrying starch away with them and the filtered starch to see if all the insoluble salts came out. It's also necessary to check sulfur content again and, if it is down, to add a little.

On the Proctor Schwartz driers and in the kilns we check starches moistures continually because the Starch Grind and Packing House need to know them before they process, pack and load out the products. We check too for foreign material that may have gotten in somewhere along the line and then, of course, we check once more after the cars are loaded just to be doubly sure that we haven't made an error. That last check is the Laboratory's number two job and we lack space to tell you about it this time.

## The Control Lab. Is Our Eyes

The Control Laboratory is our process fact finder. Upon the accuracy of its sampling and analysis depend many of the decisions we make every day about changing or modifying our manufacturing methods. It serves as eyes for our process foremen and superintendents who couldn't, by any other means, find out the facts that they must know if they are to operate the plant intelligently and efficiently. We are pretty proud that we have been able to do a job which the experts told us couldn't be done and that is to operate an analytical laboratory with men recruited from the plant who had not had formal training in chemistry and who picked up their knowledge on the job and from correspondence schools or extension courses while they were working.

# A Report To The Reader

On The Staley News Questionnaire

We've closed the book on Staley News questionnaires and here is the auditor's report.

We had a total return of 18.7% of the number sent out. That would indicate that close to one out of five who received questionnaires returned them. People who know about such things tell us that that is a pretty fair batting average.

Question number one is whether that 18.7% is a truly representative sample. Frankly, we don't know. Saying that it is probably flatters the News more than it deserves. Saying that it isn't leaves open every possibility from guessing that all who didn't answer dislike the News to guessing that they all like it. Maybe we can compromise and guess that non-returned were about 50-50. That would mean that about 70% of those who receive the News read it and about 60% like it.

## The Figures

The results said:

That of the total number who answered,

94% Read the News	5% Do not	1% Didn't say
70% Family reads it too	19% Family doesn't	11% " "
85% On the whole, like it	8% Don't	7% " "
85% Liked process articles	4% Didn't	11% " "
78% Liked articles on Credit Union, hospitalization and Fellowship Club	10% "	12% " "
78% Liked the Safety Column	10% "	12% " "
77% Liked Sales articles	10% "	13% " "
74% Liked "The Kernel Says"	7% "	19% " "
75% Liked articles on earnings	12% "	13% " "
59% Liked the sports column	24% "	17% " "

Half of those who sent back their questionnaires wrote some sort of a comment on the bottom of them and a summary of the high points of those comments shows that fifty-eight people want more articles on processing and new equipment, twenty-nine thought the paper was, "O.K. as it is" or "should be larger or appear more often" and five said it was a waste of paper or money or both. Fifteen wanted more about safety (Safety Director, please note), thirteen more about the Fellowship Club, ten more about sales and nine more about the Credit Union. On sports and earnings the comments were nearly a standoff with nine wanting more about sports and eight wanting less. Other comments called for stories about men in the plant, the hospitalization plan, the effect of the war on the company, jokes, keeping the buildings clean and Staley men in the army and navy.

## The Editor Talks Back

There was one small class of comments we'd like to talk about.

Added to the ten people who wanted fewer stories about earnings were five whose comments can be summed up in the words of the one of them who said he'd like fewer articles about, "What a tough time the company has or expects to have."

This is not an apology for an attitude but an attempt to explain it. When profits and wages have increased as they have in the past two years it may seem that we are guilty of undue pessimism or that we are unnecessarily crying, "Wolf," when we point out that profits may not *always* be good or that wages might sometime come down.

Not so. It is much more important that we, and you, spend more time and thought in examining the unpleasant possibilities of any situation than we spend on the pleasant ones. It is only human for us to enjoy good times and to hope that they'll get better but—experience dictates that they don't always do so.

We have suffered nationally from the disease of hoping for the best and not preparing for the worst to the point of sacrificing the lives of American soldiers and sailors in both our oceans and we'll sacrifice many more lives before we get out of our trouble. We did not examine closely enough the unpleasant possibilities and think about how to deal with them if they got worse. The sad comment of, "Too little and too late," means just that.

As a company and as a group of people associated in a common enterprise we must not make that mistake. We must look our horse in the mouth whether he is a gift or whether we worked to get him. He may be a perfectly good horse but we need to know, we need to be skeptical of good fortune in order to hold onto it. You wouldn't feel very well toward the general who said the war was going very well after one day's battle and then lost his whole army the next day.

When our efforts result in success and increased earnings for all of us let's be glad but let's remember that the only thing that is constant is change. Let's be looking ahead so that when a cold wind blows we'll have a warm coat ready for it. Summer changes into winter just as inevitably as winter into summer.

## MORE ABOUT QUESTIONNAIRE

from page 5

### What You Did To The Paper

As to the effect of the questionnaire on the paper itself, we've made up our mind on several things.

The Sports Grits column will no longer be a regular feature and we'll only run stories on Staley athletic teams or events when they are really newsworthy.

The Kernel was popular enough that we're going to dust him off and put him back in regular circulation. He's been getting the go-by every now and again.

Because the stories on processing and new equipment proved the most popular feature in the paper they are hereby installed as a regular feature. If you have any subjects you'd especially like an article on, we'd be glad to hear from you again. We've about decided to hit a few more of the high spots in the plant and then start back at the beginning (Elevator A) and go through the plant a department at a time.

### Vox Pop

Here are some sample comments which you may enjoy:

"I'd like more about new equipment, new products, why we do some of the things we do."

"I'd like fewer about equipment and processes as the company has plenty well paid employees to take care of their interests."

"The Safety column should keep on raising the Devil with men who do not have safety shoes. Because of them they cause some serious dents in our safety record."

"I'd like fewer stories about how comfortable safety shoes are."

"Your style of writing—presents facts in an interesting manner."

"I'd like more news but fewer non-understandable details."

"I'd like more about safety as that is something we all need."

"I'd like less about safety. You are taking up too much space with this."

"I'd like fewer stories about company profit and loss statements."

"I'd like a report on company earnings each month."

"It's O.K. as it is and well balanced. Wish the Editor was too."

On the whole, as we said last month, we enjoyed reading your comments; the cons as well as the pros. What we say now is don't quit talking. Tell us what you like and what you dislike. We'll be listening.

### HELP FOR THE TAXED

If you need help in filling out your income tax return, or if there is any point on which you would like more information, remember that the Department of Internal Revenue has offices in the second floor of the Post Office Building and will be glad to help you solve your problems.

# BUY BONDS

# WORK SAFELY