## StaleyNews

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# Plant completions, new products and acquisitions highlight preparations made in 1982 for long-term growth

In retrospect, the year just concluded might best be summed up as a year of progress in preparing for long-term growth at Staley. In spite of lower operating results, the company concluded a capital program unprecedented in terms of dollars, diversity and potential for the future.

Production of ethanol began at the New Loudon, Tennessee, corn wet milling plant, achieving designed capacity by year end; production also reached designed capacity at the new Des Moines, Iowa, soybean oil refinery; and construction was completed on the joint venture sunflower seed processing facility at Velva, North Dakota. Staley also acquired another corn refinery (Sagamore) in Lafayette, Indiana, as well as a facility at Van Buren, Arkansas, which will be used for the production of chemicals from carbohydrates, and purchased an interest in Bio-Technical Resources, Inc., a genetic engineering and bio-research firm. These expansions and acquisitions strengthen the company's position as a leader in the corn refining industry in terms of processing and technical capability and broaden Staley's agribusiness base.

Leading into the new year, the first quarter's results set the financial pace for the year when the company reported net earnings of \$16,508,000 or 73 cents a share on sales of \$393,054,000 for the period ending December 31, 1981. The totals compared with net earnings of \$32,700,000 or \$1.48 per share on sales of \$552,309,000 for the same period in 1980.

JANUARY-In spite of record snowfall for the month and an average temperature of -10° F., construction continued at Midwest Processing Company's plant for sunflower seed processing. . . . The deodorization process at the new Des Moines oil refinery was started up. . . . A new centrifuge for starch recovery in the wet processing area was installed at Houlton and waste extraction was relocated from that area. . . . At Decatur, a new rotary bean conditioner was placed in operation in the soybean plant, while on the corn side, steephouse modernization with new control room was completed and started up. . . . Monte Vista's roll dryer operators increased production 26 percent over November's "high" and also increased flash dryer output four percent over the old record made in December. "Hamaco 196" production for the month at the Colorado plant was up 14 percent over its last high mark made in April, 1980. . . . Adverse weather conditions slowed progress on the Loudon construction project, where the refinery was 53 percent complete with equipment installation and instrumentation activities on schedule. The mill and steep area were 51 percent complete; boiler house, with stack finished, 58 percent; and underground utilities and yard construction, 67 percent. Major mechanical equipment had been erected on the corn unloading facility and silos, which were 85 percent finished. Work on the waste treatment building was 53 percent complete and on the operations buildings, 87 percent. Work was geared toward late summer production of ethanol or power alcohol. . . . Norma Miller, export sales, service assistant, Decatur, was installed as president of the Staley Women's Club for 1982.... "The Financial Group," a new unit of Staley Commodities International, Inc., was formed with William A. DeRonne, Staley vice president, at its head. The group, with offices at the Chicago Board of Trade, specializes in commercial investment and hedging strategies with financial futures. . . . Winding up the month, Tom Wheatley, project manager, industrial manufacturing, Decatur, was re-elected chairman of the board of the Staley Employees Credit Union. . . . Mike Niehaus was named manager of Homan Grain and Feed at Altamont, Illinois, and Leroy Burgess, manager of Ging, Inc., Edgewood, Illinois. . . . (Continued on Page 3)

## Sweetener prices, milling conditions contribute to drop in earnings

The Staley Company reported on January 18 net earnings of \$2,689,000 or 10 cents a share on sales of \$366,908,000 for the first quarter ended December 31, 1982.

The totals compare with net earnings of \$16,508,000 or 73 cents a share on sales of \$393,054,000 for the same period last year.

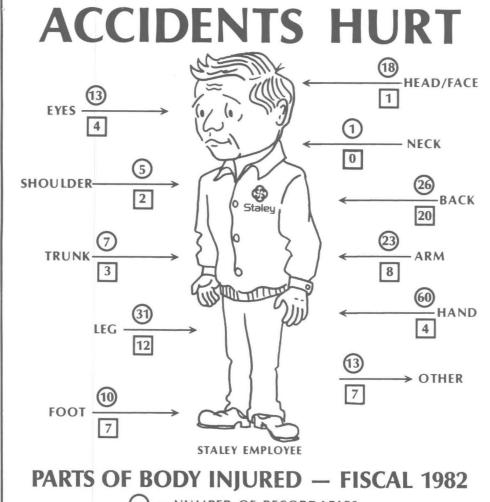
Staley Chairman Donald E. Nordlund said results reflected unfavorable pricing for corn sweeteners and a continuation of poor soybean milling conditions. He also noted that interest expense was \$7,691,000 higher and investment tax credits were \$7,785,000 lower for the quarter compared to the same period a year ago.

Nordlund said sales volumes of high fructose corn syrup and other corn sweeteners increased, reflecting additions to capacity, but prices were adversely influenced by competitive conditions in the corn refining industry. High fructose corn syrup is used as a nutritive sweetener replacement for sugar in beverages and processed foods.

Soybean processing remained depressed. However, Nordlund said there was slight improvement in the export meal market and in protein feeding by domestic poultry and livestock producers.

The company's international grain processing affiliates reported favorable results, although below those for the prior year.

For the remainder of fiscal 1983, operating results continue to depend largely on additional use of high fructose corn syrup by the soft drink industry, said the Staley chief executive. He added that the company is giving priority to securing expanded approvals from soft drink bottlers.



= NUMBER OF RECORDABLES

= NUMBER OF LOST TIME INJURIES

Accident rate up slightly--In spite of plant start-ups and new employees, the lost-time incident rate slipped up only one-tenth of a point in 1982. Back injuries again accounted for the most lost-time cases. Highlights of effective safety programs appear in a story beginning on page four.

## Paper explosion corralled; some records "iced," others sent to mine

"I mailed it. Didn't you receive it?"

"I seem to have misplaced the form."

Corporate records center employees hope to hear fewer of these excuses this year as the date for certification of records retention compliance rolls around. That date, by the way, is March 1.

Between now and then, each department is to certify that only necessary documents spelled out in the *Corporate Records Management Manual* are being retained in such work areas as desks, files, credenzas, shelves or area vaults. The "weeding out" procedure covers any documents created within or received from outside the company, such as letters, memorandums, schedules, papers, notebooks, contracts, drawings, charges, tapes or disk recordings, photographs, cards, ledgers, pamphlets, manuals, etc.

"Certification should be a relatively painless procedure this year," says Linda McCoy, manager of corporate records. "The first compliance a year ago was far more time consuming and difficult because years of records had to be sifted through and disposed of. Now, employees should be concerned with only the past year's accumulation."

The program's objective is to leave only active records in office files and to transfer semiactive and inactive records to lower-cost storage, where they can be preserved for the time needed to protect the assets and rights of the company. Thereafter, the documents will be disposed of in a uniform, legal and orderly manner to better utilize clerical efforts, floor space, filing equipment and storage facilities, according to Lee Crouse, director of corporate office services, author of the records program.

"It's costly to add filing units for unnecessary materials and to have employees thumbing through unused files for years," McCov added.

In the interest of economy and efficiency, records are assigned the shortest possible retention period that satisfies the business needs of company management and legal requirements. Once a year, all record storage facilities are purged of documents created or received in previous fiscal years that are no longer needed. It is the responsibility of each department manager to see that all documents retained in that area do not exceed time frames stated in the retention schedule.

#### Mound grows rapidly

The records management system was adopted two years ago to cope with a "sea of paper" engulfing the entire company. Ever-widening business ventures and federal and state requirements have created a need for numerous additional documents helping to kindle this paper explosion. To handle the growing mountain of paper, this system, consisting of policy and procedures, governs the retaining times for all records in the company.

Assessing the situation, McCoy says that a multitude of documents are produced annually by the company and about as many are received from outside organizations. "More are placed in file folders, tucked in a file drawer and stored but seldom if ever referred to again.

"It doesn't make good business sense to be inconvenienced by the unnecessary bulk of these documents and the unnecessary cost of storing useless paper. Our system allows business records to uniformly be (Continued on Page 2)

## **Stock sold**

The Staley Company on January 26 announced the public sale of 1.7 million shares of its common stock at a price of \$21 per share.

The shares were sold through a syndicate of underwriters managed by Dillon, Read,

Net proceeds will be used to reduce existing commercial paper and bank borrowings, according to the company.

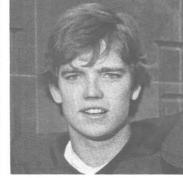




"Igloo"/P2



**Bowler/P6** 



Eason/P8

## Document storage placement dependent on value and frequency of use

(Continued from Page 1) disposed of just as soon as they outlive their usefulness."

Not long ago, this was not the case, according to Linda. Each department or business unit had its own holding periods for documents, some varying as much as five to 10 years for the same record. Actually, at least 80 percent of the staggering volume of paper kept by the company from four to 14 years could be disposed of after only three years and, perhaps, a tax audit.

#### Materials determine storage selection

The retention schedule is only concerned with the record copy of a document, not duplicates, which should be cleared out as soon as possible. Three types of storage facilities are available for documents to be saved, with placement depending on their value and frequency of use, says the manger of corporate records.

Beyond the active stage but still required documents may be stored in the corporate records center in the basement of Staley headquarters. Because this area is a vault and limited in area, only records often recalled or studied are left there. The area also serves as the office of McCoy, Judy Creamer, senior records management clerk, and Pam Roan, records/forms control clerk. Besides this facility, there are bunkers and a salt mine for storage purposes.

Documents less frequently called for but still occasionally required may be boxed and sent to bunkers called "igloos" near Illiopolis, Illinois, about 20 minutes west of Decatur. Staley leases three of these indestructible, water-tight facilities, which housed ammunition supplies during World War II. Documents are easily retrieved from them with runs made out there nearly every day - rain, sleet or hail.

The company's vital records are "salted away" in microfilmed form in an active salt mine in Kansas. Such documents assure continuity of operations regardless of any disaster that could befall Staley.

Physical security in the mine is provided primarily by nature – the temperature is 68 degrees and the relative humidity, in the lower 50 percent range, is natural with dehumidification installed for microfilm storage. Security is further enhanced by storage holding areas being 650 feet beneath the earth's surface and gained only by means of a vertical shaft monitored on closed circuit television.

Records stored in the mine are always accessible. These documents are as close to Staley as the telephone through the use of facsimile transmission or by certified mail.

The igloos, used for storage 15½ years, are above-ground bunkers with concrete walls nearly two feet thick. Therein, boxes, arranged on floor-to-ceiling shelves, number more than 6,000. These structures are water tight and have critter and varmint control to help insure preservation of materials placed there for safe keeping. Until recently, flashlights provided the only illumination, but generators have been installed in two of them and electricity in the other, allowing records personnel to store or retrieve information much easier. (Balancing on a ladder with a large beam tucked under an arm while lifting 50-pound boxes is difficult at best, McCoy acknowledges.)

Only partially modernized, the bunkers are unheated so trips are well organized to minimize time spent within during the winter. Only once in 15 years have they not been able to retrieve materials. That occasion was a year ago when roads were not plowed well enough to allow their vehicle to pass.

#### Documents' journeys choreographed

Documents have specified storage times. This means that some are moved from one facility to another before reaching their expiration date. Place of storage reflects frequency of use. For instance, ledgers are stored in the central records vault at head-quarters for about eight years or until they have been audited. Then they are sent to the igloos and at maturity in 20 years, they will be microfilmed, after which the original ledger is destroyed.

When a document's life expires, a destruction notice is circulated for comments and









Linda McCoy and Judy Creamer work with documents stored at an igloo, the exterior of which is also shown, while Pam Roan microfilms a large blueprint.

approvals, going to the tax department for sign off if tax audits have been completed. Then the corporate controller acknowledges that all audits (both federal and state) are complete. The legal department also determines if there is any outstanding litigation involving the material. If the document has met all legal obligations and management's needs, it becomes a prime candidate for destruction, says the manager of corporate records.

Depending on the nature of the material, it may be shredded if confidential, taken to the landfill where 99 percent of the records go or burned. This past summer, corporate records personnel pulled out-dated records stored in the bunkers for destruction, thereby reducing the volume by over 2,000 boxes and approximately 1,200 binders.

Because of the great number of boxes disposed of, they also inventoried the remainder stored there and found their system worked well. All boxes were checked to be sure that records itemized their contents accurately. "They matched with what we said was stored there," said Creamer. "Errors after 15 years could have been a disaster."

"Records management has been changing in recent years," says Linda. "Little attention was paid to records for many years as long as employees had space for them. More and more filing cabinets were piled into departments. However, for legal reasons greater emphasis began being placed on records in the 1970s and their ready access.

Misfiling can cost the company from \$75 to \$80 apiece, making the system by which records are kept very important. To improve filing practices, a seminar on filing systems was presented to Decatur employees by Richland Community College faculty this past year and proved to be worthwhile. But McCoy and her co-workers can provide filing surveys to help update filing systems or implement new ones to better handle specific needs.

"Many systems die with their originator when he or she leaves or retires," McCoy said. "Training a successor is much easier if the filing system is recognizable and workable."

Anyone who would like to have a filing survey conducted or learn more about the various systems, should contact McCoy. Besides a survey, she can provide a company manual entitled *Filing Reference Guide*.

#### Time study made of documents

Developing the retention schedule, Crouse,

assisted by McCoy, consulted the Federal Register to learn the government's requirements and looked over state and federal regulations to determine how long documents needed to be held and then had each department complete a form on the length of time it would require access to a given document. More than 8,000 forms were completed on documents. These were categorized and reviewed by 40 employees to set time limits on their existence.

The records management committee currently includes Bob Scott, vice president and general counsel, law division; Bob Schwanke, group vice president, finance; Lee Crouse and Linda McCoy. They have set guidelines for records being kept, indicating how long they should be held in the department and then either destroyed or moved to another form of storage for their duration. If records should be retained longer than times specified in the Corporate Records Management Manual and this extension can be justified, the committee will adjust the retention schedule. Such deviation requests should be made at the time of certification, according to McCoy.

Central records provides sturdy boxes for materials headed for storage. Directions for preparing documents to be stored are found in the records manual, including how they are to be inventoried. When boxes reach central records, they are each given a number which is catalogued and by which they will be traced in the future.

#### Shrinking documents reduces load

Micrographics, handled by central records, have made a giant step forward in recent years because of the great volume of paper, says McCoy. Handling most of the company's microfilming is Pam Roan, who has worked in that department 12½ years.

Microfilming is reserved for items that will be kept seven years or longer since the process is too expensive for documents that will be discarded in a few years. A reel of film costs about \$18. If sheets are uniform, some 4,000 images can be taken of 8½-by-11-inch paper on 100 feet of film.

Already Staley has hundreds of reels of microfilm with more made recently since the retention schedule was placed in effect. The amount of microfilming will increase as more vital records are identified and prepared for storage in the salt mine, Pam pointed out.

Preparation slows the microfilming process. All staples and paper clips must be removed and the papers turned in the same direction. More than one percent error on a microfilming job means that the materials will have to

be filmed again. "Therefore, our degree of accuracy is high," says McCoy. "We use a silver film that has a 100-year life expectancy. Duplicates also have a lengthy life."

Pam works with both a rotary 16mm camera and a planetary 35mm microfilming camera for large books that can't be run through a rotary process. Norma Knop, engineering data clerk, assists with the filming of large engineering blueprints, which are stored on aperture cards. The original stays in central records and a copy is filed in corporate engineering.

To help read materials reduced to such a small form, the records center is equipped with a reader/printer by which documents can be brought up to almost original size. Copies of this material can then be made for reference purposes. Pam can print fiche, aperture cards or reel film. Because of the cost of postage, many firms are sending data in fiche form now. Although it would be costly to print a book recorded on microfiche, it could be done, says Roan. Generally, though, information is just read on site at the records center.

When records are mentioned, most people think in terms of a file drawer or cabinet. The gals in the records center talk in terms of thousands of boxes and thousands of reels of microfilm. They are talking cubic feet rather than linear feet in a filing drawer. And out of this mass of paper they are able to extract exactly what is required in good time. Central records personnel can put their hand on the right box in short order since an inventory card of every box, file drawer, or shelf verifies location of the record. It's a matter of being familiar with a very good filing system.

There's nothing routine about their work. Each day brings new challenges. Some items require special handling in storage, such as photographs. They must find special receptacles which will preserve these documents before sending them to an igloo.

And unusual as it may seem, nothing they handle is their own. As Linda points out, "We are the last ones to hold a record, no matter to whom it belongs."

## **Staley News**

The "Staley News" is published monthly for Staley employees and retirees by Corporate Public Relations, Decatur.

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### New or remodeled facilities, start-ups, production runs make headlines

(Continued from Page 1)

FEBRUARY--Des Moines oil refinery made its first deodorized oil shipment. . . . Staley's refined oil division was among exhibitors at SNAXPO '82 in Las Vegas where samples of snack dips made with Staley oils and protein products were handed out to conventioneers. . . . On the 8th, the board of directors named two new vice presidents, who retained their former positions: Leland B. Miller, vice president and treasurer, and Robert L. Schwanke, vice president and controller. . . . Directors also declared a regular quarterly dividend of 20 cents per share of common stock and the usual dividend of 94 cents a share on the company's \$3.75 preference stock. . . . Four directors were re-elected for three-year terms on the board at the stockholders' meeting the 8th - Nathan Kessler, vice president, technical; Robert M. Powers, president and chief operating officer; Robert K. Schell, financial consultant and Francis H. Wagner, vice president. . . .The following day, the company announced an agreement to purchase a 40 percent interest in Bio-Technical Resources, Inc. of Manitowoc, Wisconsin, which specializes in fermentation technology and bio-engineering with increasing emphasis in genetic engineering. . . . Dr. Charles Kraut was named product manager of Gunther Products. . . . New windows were placed in 111 building, Decatur, while installation progressed on a fume scrubber in the modernization and expansion of that facility in which Vico products are produced. . . . The new centrifuge at Houlton was started up. . . . Murtaugh completed four years without a reportable accident the 13th. . . . Flash dryer production at Monte Vista was increased four percent over January's record. Production of "Nalcolyte 110 A" increased 27 percent over the last "high" set in July, 1980. . . Most major areas on the Loudon project were working on sub-system completion schedules. Weather conditions improved but continued to adversely affect construction progress. Nevertheless, progress in a couple of areas was noteworthy. The alcohol complex reached 61 percent completion and the second two distillation columns were set on the 22nd within 18 hours of their arrival. The control room of the waste treatment facility was ready for computer installation when it arrived on the 19th. That facility was 71 percent complete. . . .

MARCH-Robert K. Scott joined the company as vice president and general counsel.... Staley concluded acquisition of a 35,000-bushel-per-day Lafayette, Indiana, corn refining plant from Anheuser-Busch Companies, Inc. on the 9th. . . . The new telephone system, Sta-Net, went into effect the 15th....Governor James Thompson selected Dr. Ed Goldberg to serve on the Illinois Governor's Council on Health and Fitness....In Decatur, 99 building employees set two extruder records on the 21st, establishing a new "Mira-Tex" 50-pound bag production mark and also a new single-day "high" for that product. . . . David J. Keefe joined Staley Commodities International, Inc., as vice president, specializing in international commodity trading. . . . Modernization of 111 building, Decatur, continued with gunnite sprayed on the exterior, while construction of a bulk material handling system got under way....Plans for the three bulk syrup stations (in Cocoa, Florida; Butner, North Carolina; and Westboro, Massachusetts) were approved. . . . At Decatur, a new ion exchange plant was started up in the syrup refinery. Production of "K5-143," for warp size applications began in Decatur, where at 20 building bag compactors were installed to handle waste bags, which are bundled and sold to paper companies. . . . Work on Loudon picked up with milder weather. Pipe installation was a week ahead of schedule at the refinery, on which construction was 71 percent complete. The computer was received, set and made hot in the same week at the mill and steep, then 72 percent complete. The boiler house, with its first three systems turned over as scheduled the 25th, was 76 percent complete. The control room and computer installation were finished in the alcohol facility, which overall was at the 69 percent mark. . . . The grind at Monte Vista reached an all-time high for a month, up nine percent over December's record grind. Flash dryer production at the potato plant was 15 percent ahead of February's record production. . . . At the new Des Moines refinery, 11,000,000 pounds of deodorized oil were produced. . . . Staley reported net earnings of \$15,398,000 or 67 cents per share on sales of \$405,350,000 for the second quarter ended the 31st. The totals compared with net earnings of \$27,824,000 or \$1.25 per share on sales of \$532,281,000 for the same period in '81....

APRIL--Morrisville began implementing a Predictive Maintenance Program for critical plant equipment to detect, analyze and correct problems before a failure. . . . A regular quarterly dividend of 20 cents per common share was declared along with the regular dividend of 94 cents per share on the company's \$3.75 preference stock. . . . Two truckloads of "Gold-n-Soft" margarine arrived in Decatur for employee sales not only at headquarters but also at nearby Staley plants and elevators. . . . New production marks were recorded the 13th in specialty feeds, Decatur, with third-shift setting a production "high" of 104 tons for a 17 percent increase over the previous mark for both blocks and "Sweetcane." They also had a record day's production of 299 tons plus a record loading of 29 trucks. . . . The hydrogenation process at the new Des Moines oil refinery was started up. . . . On the 15th and 16th, the Red Cross Bloodmobile held its annual Decatur plant visit dedicated to the memory of Shelley Heiland, Staley retiree and long-time Red Cross volunteer. . . . Mid-month, 285 employees were honored at the 35th annual service awards program in Decatur. . . . J. Bruce Kelly and John Roland were named national account executives for sweetener sales. . . . After weeks of training, Joe Empen, manager, Gunther Products, and Larry Avery, research chemist, took part in and finished the grueling Boston Marathon. . . . The Decatur oil refinery passed the two-year mark without a lost-timer, a feat celebrated with cake and coffee on all shifts, and employees continued the untarnished performance throughout the year. . . . The Staley gardens, dating back to the Great Depression, were staked out on the 26th. . . . New carbon filter additions and revisions were started up in Decatur's syrup refinery. . . . Again, Monte Vista employees turned on the "steam" and increased production six percent over the January "high" on the roll dryers. Production stayed in this range throughout the remainder of the year. Flash dryer production was up 13 percent over the March "high".... At Loudon, more facilities neared completion with the refinery computer room turned over to Staley and the refinery itself, 82 percent complete; mill and steep also, 82 percent; boiler house, 83 percent with six systems turned over to Staley; and alcohol facilities at 79 percent. . . . And new records were set on the textured protein product line in Decatur's 99 building, with manufacturing up 30 percent over previous "highs". . . .

MAY--At Decatur, the major portion of the grind increase was completed as well as the syrup product mix realignment, meeting increased demands for regular syrup and "Isosweet 100" for summer business. A new evaporator in the syrup refinery was started up as well....The previous production record at Morrisville for "Staleydex 130" was exceeded by 13.7 percent. . . . Staley/Decatur riders again captured the industrial trophy by bringing in \$6,330 for the Macon County chapter of the American Cancer Society's Bike-A-Thon, of which Tom Doxsie, supervisor, transportation equipment, administration, industrial products, was co-chairman. . . . On the 27th, processing of sunflower seeds and production of sunflower oil began at the new Midwest Processing plant in Velva, signaling Staley's entry into the sunflower processing business. . . . The cooling tower/product cooler system was started up at 111 building, Decatur. . . . At Loudon, the corn unloading facility and silos were ready for operation and turned over to Staley. Other areas close to the completion mark were waste treatment at 94 percent complete; cooling towers, 90 percent; operations building, 97 percent. . . . Monte Vista flash dryer production was up two percent for the month over April's previous "high"....Duwayne Williams, mechanic, pipe shop, Decatur, was the grand-prize winner of a four-day trip for two at the conclusion of the Decatur plant's year-long safety contest. . . . Dennis Hickman became general manager of Livergood Grain. . . .

JUNE--With start-up scheduled for late August, Loudon's facilities were rapidly moving toward completion. The refinery had 28 of its 44 subsystems turned over to Staley and the structure as a whole was 93 percent complete; the mill and steep were 96 percent ready; boiler house, 95 percent with all three boilers fire-tested on gas; feedhouse, 91 percent; alcohol, 95 percent; waste treatment, 99 percent with all effluent now being routed through that facility to the city plant. . . . Ethanol marketing opened six terminals in Florida and



Staley joins board--Members of the board of Bio-Technical Resources, Inc., in which Staley has a 40 percent interest, are, from left, Nat Kessler, Staley vice president; Mike Sfat, BTR president; his wife, Pat; Bob Powers, Staley president; and Jim Doncheck, BTR executive vice president.

Alabama to establish sales prior to Loudon start-up. . . . Mid-month, Charles J. Strycula was named vice president of sales at Re-Mi Foods, Inc. . . . The company had a booth and delegates at the Institute of Food Technology Exposition in Las Vegas. . . . Larry Hawthorne, buyer, construction, corporate purchasing, was named chairman of the Staley Technical Society for 1982-83....This was a record month for the Decatur syrup refinery, setting new "highs" for bushels processed and a new production mark for "Isosweet 100" output. With the start-up this spring of the ion exchange plant, the carbon filter improvements and a new evaporator in the syrup refinery, expanded Isosweet 100 production on 1-line was possible in June, three months ahead of schedule. . . . Decatur also set a record grind on the 25th for a single day, up 1.6 percent above the previous "high" of October 11, 1981, and for the month, the grind was also a record, exceeding the previous one set in May of 1981 by 1.03 percent. . . . The company reported net earnings of \$15,794,000 or 70 cents per share on sales of \$404,041,000 for the third quarter ended the 30th. The totals compared with net earnings of \$24,576,000 or \$1.10 a share on sales of \$465,308,000 for the same period in 1981....

JULY-Pell Netherland B.V. was named Staley's exclusive representative for sales of feed ingredients in selected European markets. . . . Once again, Staley/Decatur took their annual Cub/Cardinal baseball trip to St. Louis on the 3rd....Directors declared a regular quarterly dividend of 20 cents per common share and approved the regular dividend of 94 cents per share on the company's \$3.75 preference stock. . . . Dr. Edwin E. Goldberg was appointed vice president and medical director. . . . As of the 31st, Vico/ Chicago operated a year without a lost-time accident -- a record maintained throughout the calendar year. . . . In the 111 building modernization and expansion at Decatur for Vico products, the bulk handling system was started up, major electrical renovations were completed and the acid heating system was put in service. . . . Morrisville employees exceeded the previous grind record by four percent, the previous total syrup production record by 19 percent and the previous "Isosweet 5500" production record by 76 percent. A new monthly record for the lowest energy use per bushel "through put" was established this month for Morrisville. . . . From May through this month, Staley/Lafayette had the highest three-month grind total ever. . . New signs and a coat of paint spruced up Gregg Foods' Garden Grove plant. . . . A new Vico "Meat Pattie Seasoning" was introduced. . . . Again, employees at Monte Vista pushed up their flash dryer production one percent over May's "high"; from February to this month, increased "Sta Lok 500" production seven percent and from April 'til July, increased "Sta Lok 442" production three percent. . . .

AUGUST--More than 1,000 area residents turned out for the dedication of Midwest Processing Company's plant in Velva, North Dakota. . . . The company purchased a plant from Diamond Shamrock Corp. in Van Buren, Arkansas, the 12th, for Staley's first commercial production of chemicals from carbohydrates based on technology developed by Staley researchers in Decatur. . . . Major rebuilding of the extractor at Frankfort began the 23rd....The new Loudon corn plant was started up on the 27th and the first day's operation was above the 30,000-bushel grind rate. . . . A new "Textured Procon 8000 Series" for Mexican style foods and meatless entrees was introduced.... A new sulfuric acid tank was installed at 116 building, a new wet scrubber, added to the bag dumping station at 16 building and structural work, completed on the bridge from 20 to 26 buildings in Decatur. . . . Flash dryer production at Monte Vista this month was the highest ever recorded, up 11 percent over July, when the last record was made. From January to August, the production on "Sta Jel 141" oil well drilling mud starch increased 16 percent. . . . Bob Jelks, son of Bob, repairman, 1 building, Decatur, was named outstanding male athlete on the Staley Decatur track and field team this year. . . . And Frank Smith became manager of ethanol

SEPTEMBER-Alcohol was initially shipped from the Loudon plant on the 13th, marking the beginning of a continuous movement of tank cars and tank trucks to the Southeast markets. . . . The first batch of "Acetylated Tapioca Starch" was made and flash dried at Houlton....New controls on the boiler at Frankfort were installed....The company's first powdered carbon regeneration unit was placed in service in Decatur's syrup refinery, introducing new technology.... Muskogee "Sta-Pro" production set a record, up 20 percent. . . . An annual production record for total deodorized oil increased by seven percent this fiscal year at Decatur, including an increase of 26 percent in hydrogenated oil production. The six months records were also surpassed by like amounts, while the single monthly record for hydrogenated oil output was exceeded by 11.9 percent during this month. . . . Staley Day activities for 2,200 employees, retirees and family members in the Midwest were held the 11th in Champaign. . . . Supervisors and union representatives in Decatur began day-long training seminars to acquaint them more thoroughly with chemical dependencies (both alcohol and drug) and how to handle those problems among employees. . . . More than 5,000 employees and their families from the Decatur plant enjoyed a picnic on the 19th at Nelson Park. . . . The nationwide strike of railroad engineers did not curtail production at Staley plants. . . . "Gold-n-Soft" was again made available to employees in the Midwest this month. . . . Flu shots were administered in Decatur. . . . Sixty years ago the 30th, A. E. Staley Sr., generally recognized as the founder of soybean processing in this country, opened the first soybean expeller plant in Decatur. . . . The Staley Company received a plaque from the Decatur Chapter of Frontiers International, Inc. for sponsoring the Decatur Staley Track Club and Tonyan Goin, daughter of Sam, converter A operator, 16 building, Decatur, for her participation in track. She has continued as an outstanding runner at Millikin University. . . . And finally, the company reported net earnings of \$62,612,000 or \$2.75 a share on sales of \$1.6 billion for the year ended the 30th. The totals compared with net earnings of \$105,821,000 or \$4.75 a share on sales of \$2.0 billion for the previous year. . . .

(Continued on Page 7)

## Lost-time accidents rise slightly while new production facilities are added

"With the flurry of activities and a number of inexperienced personnel engaged in start-up procedures at two new plants and another manufacturing facility added on top of that, Staley employees turned in a rather impressive safety year." Explaining, Bruce Hendrix, corporate loss control engineer, said, "We were able to hold our lost-time incident rate virtually in check with 1981's 1.5 rate slipping to 1.6 over that very busy period."

During fiscal 1982, Staley started up its Des Moines oil refinery and the Loudon corn wet milling plant while adding the Sagamore corn refining facility in Lafayette, Indiana, to its manufacturing roster.

"This could well have been a very disappointing safety year," Hendrix noted, "since start-ups typically lend themselves to accidents with the unusually long periods of work involving some new employees unfamiliar with equipment and procedures."

Employees at Fostoria, Frankfort, Gregg Foods/Garden Grove and Re-Mi Foods completed that 12-month period in fiscal 1982 without a lost timer, while those at Vico/Chicago, Murtaugh, Indianapolis and the Chicago warehouse completed two, six, seven and eight years respectively since their last lost-time injury. In addition, employees at the Des Moines soybean mill, Gregg/Portland and the corporate offices and research, Decatur, enjoyed lost-time reductions of 30 to 50 percent.

Overall, Staley employees suffered 207 recordable injuries and 68 lost timers, up from 183 and 58 respectively in 1981. This slight increase in accidents edged the incident rate on recordables up from 4.8 in '81 to 5.0 this past year and nudged the losttime rate up only a tenth of a point.

A comparison of manufacturing locations outside of Decatur showed that the Industrial Products Group, which added Loudon and Sagamore to its manufacturing sites, had the lowest incident rates for both recordables and lost-time injuries per 200,000 employee hours worked during fiscal 1982. That group's incident rate on recordables dropped from 6.6 in 1981 to 6.2 last year, while the rate on lost timers was up slightly, going from 1.3 to 2.0 in the last fiscal year.

Second in performance was the Agriproducts Group which gained the new refinery last year. Agriproducts had an 8.0 incident rate on recordables, up from 5.6 in 1981, and a rate of 5.3 versus 4.4 in 1981 on lost-time injuries.

The Food and Specialty Products Group ranked third, although both recordable and lost-time incident rates dropped in fiscal 1982. The recordable rate decreased from 14.4 in '81 to 10.8 and the lost-time figure went down from 9.1 in 1981 to 7.1

For the third year, hand injuries were the most frequently suffered recordables, while back injuries accounted for the most losttime cases. Lost-time categories of eye, head and face, back, trunk, arm, leg, foot and "other" injuries were up over the respective number of injuries in 1981. However, lost-time hand injuries were greatly reduced, dropping 74 percent and recordable trunk injuries dropped 30 percent.

Let's look at some of the programs that produced positive results during 1982.

Good safety images are found even in older plants such as Fostoria which opened its doors as a soybean expeller plant in 1939 and a sister plant at Frankfort, running since 1946. Both of them have untarnished safety records this year, and in fact, Fostoria completed two full years with no lost-time injuries on December 1 and Frankfort is aiming at that mark on March 23, 1983.

According to Bob Dixon, plant superintendent at Fostoria, "Our plant has very conscientious and self-policing employees among the hourly and supervisory staff. They watch out for one another. When any safety questions or hazards arise, they are turned over to employees serving on the safety committee. A serious problem will be investigated with maintenance brought in to correct it immediately."

Over the past year, the Fostoria plant focused on improving employee attitudes. "We met with preparation room personnel and elevator employees and discussed

problems in both areas, attempting to improve work environments. Through this means of communication," Dixon said, "we found that employees had some production and equipment problems, some of which were safety related. One of the more surprising items coming to our attention was that of sins sheering on machinery. When they sheered, the pins became projectiles. Operators working by machines easily could have been injured. With this knowledge, we installed retaining shields over the pins."

Both Fostoria and Frankfort put all of their employees to work on maintenance shutdowns, cleaning and replacing equipment. Production personnel help on maintenance at these times and are assigned unfamiliar duties. "Therefore, prior to shutdowns, we hold safety sessions to discuss the hazards they will encounter while working in unfamiliar territory. There is a right and a wrong approach to any job," said Dixon.

Speaking of Frankfort's safety program, Garry Saathoff, plant superintendent, says, "Employees must think safety and have dedication to safety awareness for any program to work.

"We have good participation and involvement on our safety committee, with representatives from maintenance, shipping and production who are rotated every six months, eventually allowing everyone to take part on the committee. Currently Herb Gates, production superintendent, is chairman of the committee.

Whenever possible, Saathoff takes the opportunity to discuss safety right along with production or maintenance topics to boost safety awareness. And awareness is enhanced, he believes, by annual safety gifts to underscore the fact that it pays to work safely. At six-month intervals, Frankfort also has six drawings for a variety of safety items. Saathoff believes a safety reminder in the way of an award pays off.

"If our employees don't dedicate themselves to working safely, then we'll pay more insurance claims or workmen's compensation as well as trying to replace their work skills and knowledge on the job while they recover from an injury.

"As far as I'm concerned, Frankfort employees are very loyal to the Staley cause. They are dedicated to their work and take pride in their plant and job. This all makes my work easier," said Saathoff.

Whenever Garry sees slips, falls or cuts on the first aid report, he takes that opportunity to remind employees that somewhere in all the minor first-aid scrapes there's a reportable or lost timer just waiting to happen. "And they'll 'slip' in on us if we aren't always on guard."

#### Positive efforts rewarded

New to industrial products this past year is the Sagamore plant in Lafayette, Indiana, where the safety record has been nearly perfect for many years. . .until fiscal 1982.

"The record can be much better: It usually is," says Joe Lift, safety supervisor. "With the changes being made in our operation, some accidents slipped in. Five recordables and three lost timers occurred during fiscal 1982 since Sagamore joined the company.

"In normal years, we think our safety program is effective," says Lift. "During our most recent promotion, we posted accidents of the previous month for the benefit of the employees. Those who entered the monthly safety contest for drawings of such awards as knives, grill sets, etc., had to write up ways in which these accidents could have been avoided or prevented. This forced employees to think about even the most minor scrapes," he said, "thereby keeping safety awareness out in front. Any major or recordable accident was discussed promptly in the daily news sheet, 'What's News,' to keep employees informed about safety." In addition, posters, strategically placed around the plant, were frequently changed, keeping the safety messages coming.

In the new year, emphasis has shifted to rewarding employees for their positive efforts in a new promotion called "Safety is the name of the game." "We're building this program around a sports theme, emphasizing that winning requires team effort. No one individual can win unless the team works and plays safely," said Lift.

At the program's beginning, every employee's name was entered in a "Wheel of Fortune," a drawing cage, from which a name will be drawn quarterly for a major prize that escalates in value as the year progresses safely. "Employees can win additional tickets by working and playing safely. On a monthly basis, if there has been no OSHA recordable, every name again will be added to the cage, doubling chances of winning. However, any department in which a recordable occurs will not have names submitted for that period," the safety supervisor said.

Additional tickets are gained for safe acts on the job or by submitting a safety suggestion that's implemented. "Employees never lose in this promotion as long as they work and play safely," Lift emphasized. "If there's a lost-time accident, though, the promotion will revert to the beginning with only one ticket per person in the cage and the prizes deflated in value."

To keep hammering away at the safety picture, a number of programs were undertaken last year at Staley/Lafayette, which was able to pare recordables in half (9 in '82 versus 17 in '81) but had one more lost-time injury (four versus three in '81).

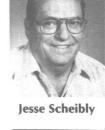
"First and foremost, all employees attended a review of the Safety Training Observation Program (STOP), which gives them information about recognizing unsafe acts and provides cards on which to report them," said Ron Rechkemmer, personnel administrator, who heads up the safety program. "One of the reasons for focusing on STOP is that the originator of the program, DuPont, has a low accident incident rate.

"Beyond STOP, our Safety Task Force, comprising representatives from every area in the plant, initiated programs to hold (Continued on Page 5)

## Joining the leisure life . . .



**Jack Livergood** 





**Robert Swift** 



**Dean Wadkins** 



James Bean





**Raymond Wells** 



Adam Wilkie Jr.



Jane Darling



**Ed Ecklund** 



**James Creek** 



Orlin Dellinger



Paul Imel



Ken Schuman



**Donald Hoots** 



John Huddleston





Jose Siller

Kenneth Stubblefield

RAYMOND WELLS, lead loader, 47 build-

ing, Decatur ADAM WILKIE JR., senior mechanic, electric shop, 77 building, Decatur

#### Effective January 1, 1983

JAMES CREEK, flash drier operator, 9 building, Decatur ORLIN DELLINGER, laborer, soybean milling, agriproducts, Frankfort BARTON GHARRETT, power systems operator, 2 building, Decatur LYLE HASTINGS, cleaner, 52 building, Decatur DONALD HOOTS, 75 building operator,

JOHN HUDDLESTON, production supervisor, soybean milling, agriproducts,

Frankfort GLENN HUTTON, evaporator operator, 5 &

10 building, Decatur
JUANITA KOPETZ, sewing room operator, 64 building, Decatur IOSE SILLER, laborer, soybean milling, agriproducts, Frankfort

KENNETH STUBBLEFIELD, shipping clerk, 17 building, Decatur

Effective October 1, 1982

JACK LIVERGOOD, president, Livergood Grain Co.

#### Effective November 1, 1982

JESSE SCHEIBLY, service driver, transfer, 77 building, Decatur

#### Effective December 1, 1982

JAMES BEAN, garage supervisor, maintenance, manufacturing, industrial products, Decatur

ROBERT CARNEY, extraction operator, soybean milling, agriproducts, Frankfort JANE DARLING, master files coordinator, administration, industrial products, Decatur EDWARD ECKLUND, rebuilding and fabrication specialist, maintenance, manufacturing, industrial products, Decatur

SYLVESTER GRAVES, building operator, 6 building, Decatur ROBERT HATHAWAY, senior research

chemist, advanced research and develop-

ment, research, Decatur PAUL IMEL, maintenance equipment specialist, maintenance, manufacturing,

industrial products, Decatur LEE OWENS, stock/sampling clerk, 60 building, Decatur

KENNETH SCHUMAN, technical supervisor, dry starch, manufacturing, industrial products, Decatur ROBERT SWIFT, production supervisor,

protein, food and specialty products,

DEAN WADKINS, trackmobile operator, transfer, 77 building, Decatur



Edward A. Horrigan, Jr., chairman and chief executive officer of the R. J. Reynolds Tobacco Company, presents a copy of the new history book, "4-H: An American Idea, 1900-1980" to Illinois volunteer, Kenneth Moser, during a national 4-H recognition meeting in Washington, D. C. Looking on is Diane Leisman, executive assistant for Congressman Edward R. Madigan, R-II.

## Moser delegate at national 4-H meet

A 4-H volunteer many years, Kenneth Moser represented Illinois at the first 4-H Salute to Excellence program held in Washington, D.C. He was one of 52 outstanding volunteers in that organization selected from each state, the District of Columbia and Puerto Rico to attend this week-long recognition and training forum supported by R. J. Reynolds Industries, Inc.

Moser, group manager, starch processing, research, at Staley/Decatur, has more than 10 years of experience as a 4-H volunteer, serving as organizational, project and resource leaders, county 4-H and Youth Council committeeman and chairman of the Macon County Executive Council. Most recently, Ken was chairman of a group of concerned citizens working to pass a local referendum to increase support for the Cooperative Extension Service.

Out of nominations made by the 102 county extension offices in Illinois, Moser was selected for this honor and was one of only six men attending the meeting. Speculating on his selection, Ken said the state may have wanted someone out of the private sector who has served many years in 4-H programs. Knowing that more volunteers will be needed to fill a gap created by a decrease in federal funding of programs, he is charged with helping the state to up-grade its 4-H volunteer effort and to get more volunteers on the organization's rolls.

Delegates received training in management, interpersonal relationships, communications skills, the legislative process and creative techniques for expanding 4-H locally. Moser will now work with 4-H leadership in Illinois to create a proposal for an incentive grant of \$1,000 provided by RJR to implement efforts to involve more volunteers in 4-H.

Keynote speaker at the conference Representative Kika de la Garza of Texas, chairman of the House Committee on Agriculture, called upon the volunteers to continue their effective and positive work in helping youngsters understand their responsibility for making the democratic system work. "Our system is one big wheel with 230 million spokes, each as important as the other," he said. "You have a vital role in making sure that 4-H's head, heart, hands and health are not squandered, but are effectively and positively used to keep our nation great."

Moser said the program helped him gain greater understanding of 4-H nationally. Conducted by the U. S. Department of Agriculture, State Land-Grant universities, state and local extension staff and nearly 600,000 volunteers, 4-H is open to all youngsters with most participants between ages nine and 19. This organization is no longer agriculturally oriented, although agriculture is still a very important part of 4-H. Project materials cover a wide variety of topics, including many of interest to urban youngsters like small engine repair, rocketry and arts and crafts.

Sharing ideas and techniques with other volunteers was one of the most exciting parts of the program, according to Moser.

He said, "The needs of the states vary widely, and the solutions for these needs are often quite unique. A general trend of adjusting the program to fit the needs of today's volunteers was apparent. If a volunteer cannot find enough time to organize and lead a local club, serving as a project leader in an area of personal interest and expertise might be the answer.

Anyone interested in learning more about becoming involved as a 4-H member or volunteer leader should contact his or her county Cooperative Extension Service or drop Ken a note at Staley/Decatur.

## **Good driving nets honors for Gregg**

Drivers of Gregg Foods Inc./Portland were the honored guests at the first annual Safety Recognition Dinner sponsored by Rollins Trucking Company on December 12, 1982. Dick Hughes, distribution manager, was presented with a plaque denoting the 14 years of outstanding accident-free driving compiled by three employees.

Contributing to the milestone are Ron Stillwell, who has driven with an accident-free record seven years; John Wilde, four years and Mike Guerra, three years. Together, they have logged a total of 1,350,000 accident-free miles. Each employee was individually recognized with certificates, patches and pins.

Beside the high caliber of his drivers, Hughes attributes this success to the safety consciousness of his department. "My responsibility as a manager does not end as that truck drives away from our dock," says Dick. "We feel it is important to keep in touch with the drivers throughout their routes. It's stressed that if a driver needs extra time due to weather conditions, etc., he takes it rather than unnecessarily pushing his luck.

"And once a month, we hold a safety meeting at which equipment status, anticipated weather conditions and various safety topics are discussed. We try to keep safety up front in our drivers' minds."

#### Worth noting . . .

Dick Brandon, controller of the Frankfort soybean mill, has just completed a second three-year term on the Clinton County (Indiana) Chamber of Commerce board of directors. This past year, he served as secretary of the board.

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Among the 152 golfers participating in the Frozen Open New Year's Day at Nelson Park, Decatur, Zeb Eaton, senior mechanic in the round house, tied for third with a 36. Gus Cowgill, senior mechanic in the instrument and control shop, and Gene Starbody, foreman, yards, grounds and track, tied for fourth with 37s.

## Awards part of many safety programs

(Continued from Page 4)

employees' interest on safety. An awards program for 1982 featured monthly and quarterly awards for safe job performance with \$25 given monthly at random to a member of each team who had worked without a serious or lost-time injury. Then, quarterly awards (fire extinguisher, first aid kit, lantern) were presented to an entire team remaining accident free.

"Other task force activities in '82 involved installing a bulletin board on which to post safety-related news. The group published its meeting minutes, always spotlighting yearly anniversaries of employees who had perfect safety slates since joining the company. To boost awareness, signs and posters were placed around the plant, office and maintenance areas.

"During January and February of 1983, employees were quizzed on the 'Safety Code Book.' Of 10 randomly selected to take part in the weekly quiz, two who answered questions on the code correctly were presented \$10 prizes. By means of this vehicle, the task force hoped to encourage employees to review the code.

A recent addition to Sagamore is a safety scoreboard which keeps track of the number of days since a lost timer and also incorporates a stoplight. The light burns green until an OSHA recordable, when it is changed to amber for five days. In the event of a lost-time accident, the red light will burn five days, thereby making employees aware of safety mishaps and "hyping" safety awareness.

"Currently, the Safety Task Force is updating safety policies and programs among which is one for respirators," said Rechkemmer. "Every employee will receive a copy of the policy followed by training. The group also is looking into up-dating the major disaster plan, for which there will be drills, as well as revamping the fire brigade, designed to help control an incipient-stage fire."

In the future, Rechkemmer says the task force expects more involvement from employees for ideas to promote safety awareness by having each major area in the plant develop a program to be used for one quarter. In this way, the group is spreading the responsibility for these programs and forcing employees to think about safety.

#### Measuring up

To judge or evaluate whether safety programs are effective, industrial product plants are using a 10-point check list developed by Warren Trask, vice president, manufacturing, Industrial Products Group. The "Elements of a Sound Safety Program" include vehicles to train new employees; provide an audit of skill level and necessary retraining; determine cause and potential corrective action for all serious injuries and near misses; insure satisfactory operating conditions of safety equipment; determine presence of unsafe or unhealthy conditions in operating areas; and insure detection of a serious incidence of unsafe acts or behavior and adherence to safety procedures.

In addition, a means should exist to determine and respond to concerns or complaints of workers regarding safety; identify potential safety hazards in new processes or equipment installations; provide follow-up on maintenance requests to correct safety or chemical exposure problems; and maintain the basic safety awareness of operating personnel.

Through December, 1982, Vico/Chicago employees had worked 29 months without a lost-time injury. "They are reaping the benefits of having an experienced, stable work force who adhere to safe working practices," said Grant Smith, manager, Vico Products.

"Making the job somewhat easier," added Hasmukh K. Patel, plant manager, "Vico has close working relationships due to its smaller size. Nonetheless, the employees have strived to keep that record rolling, particularly during the winter when we have worked over time to fill orders for seasonally large accounts, such as stuffing mixes, soups and bases."

"They have been working toward an all-time production record as well as the safety mark," Smith said. "Busy and tired, employees have had to remain alert and more aware of their tasks and environment to avoid accidents. We've been working on that aspect, too, with frequent safety reminders. Helping the situation along," Smith said, "has been peer pressure, definitely a positive factor on safety performance."

#### Informed work force pitches in

"After mechanical problems have been alleviated, the most important factor in compiling a good safety record is employee attitude. We have been working on improving attitudes and morale at Garden Grove in every way possible," says Bob Coston, division manager at that Gregg Foods' location.

Employees have attended informational meetings twice a month, covering not only local production and safety information but also news about earnings and the impact of problems on the company or its recent successes. Very importantly, the employees have come to realize that their presence every day is important to the success of the Garden Grove operation. "This was not always the case," says Coston. "Some didn't understand that days taken off here and there created production and morale problems. Absenteeism was a problem. . .our safety record was not nearly as good. . . and our plant was not as productive as it is today.

"Our safety program is the responsibility of Melissa DeHart, safety and sanitation supervisor who also doubles as a quality control technician, and a very active safety committee. To spread the responsibility eventually to all employees, membership on the committee is rotated among production, warehouse and maintenance personnel every six months."

DeHart and the committee have developed ways to keep safety foremost in employees' minds and to give them a personal incentive to work safely -- a two-step combination that seems to be working.

The plant passed 15 months without a lost-time injury on December 16 and had only two reportables during the fiscal year, a great improvement over 1981, when the plant chalked up four lost timers and seven recordables.

"Interest in safety programs has been recharged frequently with promotions changed every six months," said DeHart. "Employees last year were divided into seven teams competing for prizes based on safety and adherence to safety rules." Violations reported to Melissa counted against a team's record. She completed an investigation on each complaint and discussed it with the violator to make certain that person was aware of the hazards of the activity. Weekly, she updated a chart, which, at a glance, told the fortune or misfortune of teams and individuals -- a gold star, no violations; a red one, a violation; and a black star, an accident.

With proceeds from selling scrap cardboard, Garden Grove, in fiscal '82, built up a "pot," which was divided among teams with perfect safety records and no violations every quarter. At the half-year point, each member of a team without an accident or violation received a safety-oriented award such as a smoke detector. At year's end, from among those who continued to work with an unblemished safety record, names were drawn for major prizes.

The winners were Bich Hoang, production worker, who won the grand prize of a weekend for two in San Francisco; Lola Gonzales, fork truck driver, first-place winner of a Panasonic stereo cassette player; John Eteaki, production worker, second-place winner, who received a Weber kettle grill; Ignacio Cruz, labeler, third-place winner, was presented an electronic digital scale; and Isabel Orozco, production worker, fourth place, who received an emergency highway kit.

"The first promotion in '83," says DeHart, "has the men pitted against the women for safety-related gifts on an individual basis. The end of March, the committee will hold a 'mini' safety contest to select a safety slogan and poster. The winner will receive a dinner for two at an exotic restaurant."

"A good safety record is largely the result of people's attitudes and attitudes are largely a result of morale. Therefore, a good safety record can best be achieved by employees

(Continued on Page 6)

## '82 was year of building foundation for future growth of Staley Company



Events around the company during 1982 are pictured including construction projects, plant start-ups and dedications, the annual meeting, service awards program and activities for the entire family.

## Safety to focus on "unsafe acts"

(Continued from Page 5)

who feel good about themselves, about their jobs and about the product they manufacture," says Coston. "We believe that by keeping our employees informed about the company as a whole and our operation specifically, they feel more a part of the company and take greater pride in their jobs. It all filters down in how they perform their day-to-day work."

And the safety performance last year seems to bear Coston out.

#### Progress noted elsewhere

Worthy of mentioning is the Decatur oil refinery's string of days worked safely, extending nearly three years without a lost timer. If all goes well, that mark will be reached in April.

Commenting, Mike Pulliam, production superintendent, said, "Our primary goal is to keep everybody safe. We have improved our safety record by involving all employees and listening to their suggestions. It's understood that if a situation can be corrected, it will be done because we want the refinery to be safe."

Housekeeping receives high priority at the refinery, which is cleaned daily, is equipped with good machinery and has a much improved appearance. Employees are proud of their building, production and safety accomplishments. "It's taken diligent work with no let up, though," said Pulliam. "And our safety rules are enforced to the letter: They are not just guidelines."

Also improving their safety performance has been the Des Moines soybean mill, where lost-time accidents were cut nearly in half.

"We're gaining on problems," said Chuck Hagood, plant superintendent. He's a staunch believer that safety goes along with good housekeeping. After his arrival at the soybean mill in 1979, Hagood established their number one priority as safety and the second, as housekeeping.

"Safety is a matter of attitude. If you have to walk through a pile of meal," said Chuck, "your work will reflect that incident. In addition to whittling away at the safety problems and housekeeping, we have also focused on absenteeism."

Most of the turnaround can be credited to the efforts of Dale Marks' safety committee, according to Hagood. "They have done an outstanding job, demonstrated by the great reduction in accidents." Marks, senior production supervisor in plant operations, has watched out for hazards. Committee members, serving six-month terms, bring in safety ideas along with pinpointing areas where improvements are necessary.

"One of the largest contributors to the plant's improved safety record is employee longevity," said Marks. "Between 1978 and '79, employee turnover was quite heavy. With experience, they're gaining an awareness and maturity on the job. Their suggestions for a safer environment are investigated and handled promptly."

Looking toward 1983, Bruce Hendrix, loss control engineer, said, "Our goal this year is to once again turn the trend toward improved safety performances in the areas where we lost ground this past year. We have made significant improvement in recent years and just slipped a little this past year. We want to get back on the track and begin making dramatic in-roads on our incident rates. There's plenty of room for improvement if we cite the DuPont Corporation's record. That company has a 0.12 incident rate in lost-time injuries, while the Staley Company's is 1.6."

Accidents are caused by either unsafe conditions or unsafe acts. "In the past, great strides in safety have been made by correcting the unsafe conditions. Now our attention will turn to the unsafe acts," said the loss control engineer.

"More safety training will help accomplish this goal. We will emphasize more education for everyone from hourly employees to superintendents and managers on the hazards involved and the proper procedures to tackle jobs. All jobs can be done safely --some require more attention and care than others.

"In addition, some employees take precautions that others don't in part because they are unaware of the proper manner in which to perform a task. Besides know-how and observance of safety rules and regulations, an employee must devote total attention to the work at hand, keeping his or her mind on the job."

Already the loss control department has produced a new grain elevator safety training program and more are on the way. All in all, 1983 promises to be one of stepped-up safety training and awareness programs around the Staley Company.

## Organizational changes lead in to '83 On the move around the company ...

(Continued from Page 3)

OCTOBER--Bob Schwanke became group vice president, finance, the 1st, succeeding Gil Bieger, who retired. In a related move, Ralph Wagner was named corporate controller, replacing Schwanke. . . . Also on that date, separate sweetener, starch and ethanol business units were formed to provide increased management focus on these important components of the corn wet milling complex. To head the new business units, in each case as vice president and general manager, were named Larry Cunningham for starch; Wayne Martin, sweetener; and Bob Schwandt, ethanol. . . . A new seven percent "PHOS Block" was initially produced in Decatur's specialty feeds department on the 5th. . . . Employees at Morrisville exceeded the previous single-day syrup production record. . . . Excavation began the week of the 10th for the waste feed system at Morrisville. . . . Murtaugh employees set an all-time production record, an increase of 15 percent over the previous "high" set in March of 1981. Additional office space and a new laboratory for quality control were completed at that facility. . . . Illinois Fitness Day on the 6th included some 151 Decatur employees who took a 20-minute walk. . . . Bob Mustell was named director of operations in the starch business unit....United Way campaigns around the country were boosted by the generosity of Staley employees, many giving fair shares. Phil St. Clair, vice president, Agriproducts Group, was associate chairman of the Decatur community drive. . . . Staley Technical Society opened its 1982-83 season the 21st with Ray Stanhope, group vice president, administration and government relations, speaking on "The Impact of Foreign Trade Policy on Staley"....Ron McCoy was promoted to director of operations and Michael A. Prosser to director of marketing in the sweetener business unit. . . . An exhibit of industrial, commercial and portrait photography by the late Lee R. Jeske began the 25th at Kirkland Fine Arts Center, Decatur. Lee served as manager of visual communications from 1963 until his death, February 11, 1981....For the week of the 24th, Loudon corn plant hit a new production "high" for alcohol produced per day and a new daily grind of 58,000 bushels. . . . The monthly record for winterized corn oil output at Decatur was exceeded by 8.1 percent this month. . . . Densification equipment was installed on No. 3 flash in Decatur's 26 building. . . . New 525,000bushel grain storage buildings were constructed at Ging's Cowden and Farina, Illinois, locations and were both filled at harvest. . . .

NOVEMBER--Loudon demonstrated alcohol designed capacity by mid-month and team coordinators were selected. The 50 new tank cars for ethanol were fully utilized. . . . The Des Moines oil refinery achieved consistent designed capacity rates for all processes and had its best month to date. . . . "Tender Jel" starch production was being transferred to Houlton.... The modernization and expansion of Vico/Decatur operations in 111 building were completed, providing expanded production of soy sauce, HVPs, and Protein Insecticide Bait. . . . Fred Hettinger of Staley/Lafayette captured the handicap title, the men's top scratch honor and men's high game at the Russ Dash Singles Tournament held in Decatur the 7th. Nopie McEvoy, benefits specialist, Decatur, was the women's top scratch bowler and Janet Cushing, supervisor, inventory and customer information, industrial products, Decatur, bowled the women's high game. . . . The board of directors elected Robert L. Schwanke a director on the 9th.... A regular quarterly dividend of 20 cents a share was declared along with the usual 93 cents dividend on the company's \$3.75 preference stock. . . . At Houlton, drum dryer production rates for the month were up 20 percent for hundred weights produced over the previous month. The highest production rate produced on a single drum was achieved in November by second-shift operators, up 31 percent over the previous "high".... "The Kernel & the Bean," a chronicle of the company's first 75 years, was published... Employees at Morrisville exceeded their record for no recordable accidents this month. . . . Gregg Foods of Portland held a three-day management conference at which Staley personnel and managers from Gregg's Portland and Garden Grove plants discussed accomplishments in '82, set '83 goals and held training sessions. . . . All employees at Houlton have been divided into teams competing in a safety contest this year. As of the 30th, teams two and three, representing more than 66 percent of the total plant work force, had worked 336 days without a lost-time accident. . . . Suzanne Montgomery, secretary, export sales, agriproducts, Decatur, has been elected to head the Staley Women's Club for

DECEMBER--Bulk syrup stations have provided between 25 and 30 percent of the sweetener shipments to customers. Facilities currently owned by the company are in Chicago and Indianapolis with three new ones scheduled for service in '83 located in Florida, Massachusetts and North Carolina. . . . At Gregg Foods' Garden Grove plant, new production records were set on almost every line during the year. The soft margarine line was rebuilt and the employees have achieved a year without a lost-time accident for the very first time through incentive programs and improved employee morale. . . . During the year, an expansion was completed and became fully operational at Gunther Products, Galesburg, allowing Gunther to use bulk soybean flakes and manufacture specialty isolates for internal conversion to whipping agents and new functional isolates. The addition also provides a pilot facility for the protein division's future expansion. . . . At Morrisville, the starch department has operated more than five years and the warehouse department, more than three years without suffering lost-time accidents. . . . The Morrisville plant set the lowest energy use per bushel "through put" in its history -11.4 percent less than in 1981 and 4.4 percent less than the previous record. . . . For the fiscal year through December, Loudon had no lost-time accidents, noteworthy in view of many new employees and start-up activities at that location. . . . The high production record on Vico HVP seasonings was exceeded by five percent. . . . At Gregg Foods, Portland, employees set new production records of 3,475 cases of "Gold-n-Soft" margarine per shift. Production efficiency rose from 65 percent in 1981 to 98 percent over the course of '82. . . . The Portland plant continues to expand with additional warehouse space and sales offices. A new high-speed, quarter-pound margarine line was installed, increasing that line's output by 162 percent to 65 pounds per minute. New, efficient syrup and oil lines were also installed. Computerized coding systems are in operation on both margarine and mayonnaise lines. . . .

Over the year, industrial products' rolling stock greatly increased with 100 jumbo hopper cars added to move corn from the Midwest to Loudon and another 100 of them coming in early '83; 50 new 30,000-gallon tank cars for Loudon's ethanol production and another 30 jumbo syrup cars, replacing old regular tank cars on which the leases had expired. . . . On the 23rd, Frankfort passed 21 months without a lost-timer. . . . Since Loudon's start-up, new production and sales records were achieved every month and the plant achieved designed capacity by year-end. Ethanol terminals were expanded to 16, covering Florida, Alabama, South Carolina, Michigan and Indiana. Six new terminals were established in Tennessee for January opening. . . . At Staley/Lafayette, employees met production goals every month of the year and increased high fructose corn syrup production by 21 percent. Serious injury incidents were reduced by 60 percent, out-of-specification sweetener was reduced by one-half to an all-time low. And Staley/Lafayette's employees gave excellent support to the Loudon plant's start-up. . . . Significant gains were accomplished at Morrisville and efforts will continue to sufficiently improve the condition of the plant's most critical equipment to allow them to be included in the Predictive Maintenance Program undertaken in April. At Decatur, modernization was completed on 16 building's locker facilities and a new locker room and office complex (93 building) for Decatur's oil refinery was occupied. . . . A REECO unit was placed in service on a feed dryer in Decatur to reduce odor and blue haze. . . . Murtaugh employees completed eight years without a lost-time accident. . . . Carl Moore, research scientist, received the Research Achievement Award for his "innovative, creative and productive research efforts" over his 22 years with the company. . . . Portland's safety program is having a positive influence, evidenced by the dramatic decrease in the plant's accident rates. The number of injuries as well as the number of actual days lost due to injury decreased by 68 percent this year. . . . The medical department at Decatur presented three first aid classes training 22 employees; 11 cardiopulmonary resuscitation classes for 91 and 27 hearing conservation classes for 350. . . . Staley/Decatur provided an air rescue net to the Army National Guard and procedures were established with Governor



**Craig Robertson** 





Jean Blair







**Margaret Farrell** 



William Bomball



**Larry Cullen** 





Ron Harrison



**Steve Hines** 



Ashwin Madia



**Bob Moore** 



John Nichols



**Mike Patrick** 



Mike Prosser



**Bill Schoettle** 

#### **AGRIPRODUCTS**

CRAIG ROBERTSON, from staff chemical engineer, to associate process engineer, manufacturing, Decatur

#### **CORPORATE**

JEAN BLAIR, from auditor, to senior operations auditor, auditing, finance, Decatur

WILLIAM BOMBALL, from senior research chemist, to laboratory manager, process design, chemicals from carbohydrates, research, Decatur

LARRY CULLEN, from systems maintenance analyst, to senior business systems designer, corporate information systems, finance, Decatur

JUDY GRIEVE, from office messenger, corporate office services, to secretary to the assistant treasurer, finance, Decatur WILLIAM JORDAN, from assistant

building supervisor, storekeeper, 63 building, to shift foreman, pilot plant, chemicals from carbohydrates, research, Decatur ASHWIN MADIA, from senior research microbiologist, to laboratory manager, bio-

technology, advanced research and development, research, Decatur ROBERT MOORE, from supervisor, to manager, loss control engineering, finance,

MARTIN SEIDMAN, from group manager, bioresources utilization, to section manager, advanced research and development, research, Decatur

#### **INDUSTRIAL**

ROBERT BUSHNELL, from shift foreman, to syrup refinery supervisor, manufacturing,

JUDIE DAYS, from office messenger, corporate office services, corporate finance, to secretary, starch, sales and marketing,

MARGARET FARRELL, from customer service technician, to starch control specialist, manufacturing, Lafayette

MATHEW FILLER, from territory manager, to area manager, starch, sales and marketing, Simsbury, Connecticut

RONALD HARRISON, from energy engineer, to senior energy engineer, manufacturing, Decatur

STEVE HINES, from management trainee, industrial relations, corporate administration, to marketing specialist, sweeteners, sales and marketing, Decatur

JOHN NICHOLS, from international sales manager, protein, food and specialty products, to marketing manager, high fructose corn syrup, sweeteners, sales and marketing,

KENNETH OBUSZEWSKI, from process engineer, technical, Decatur, to senior maintenance engineer, manufacturing,

JANET PALMER, from secretary, sweetener marketing, to secretary to the vice president and general manger, starch, sales and marketing, Decatur

MICHAEL PATRICK, from process engineer, to senior process engineer, technical, manufacturing, Decatur

MICHAEL PROSSER, from midwest sales manager, sweeteners, Chicago, to director of marketing, sweeteners, sales and marketing,

WILLIAM SCHOETTLE, from marketing manager, high fructose corn syrup, to midwest sales manager, sweeteners, sales and marketing, Chicago

BILL TETLEY, from superintendent, starch, warehouse, to operations manager, manufacturing, Morrisville

LAWRENCE THOMAS, from training coordinator, to personnel administrator, manufacturing, Loudon

## Worth noting among Staley children

At the conclusion of the Eastern Illinois Baseball League's 50th season, Bill Elliott received two individual awards -- the Ralph Halberstadt batting trophy and the most valuable player. Bill, son of Dale, senior supervisor, syrup, shipping, manufacturing, industrial products, Decatur, led the league's hitters with a .452 average. In selecting the MVP, a commissioner commented that "It was unanimous. This player not only won the league hitting title, but he hit the most home runs (9), drove in the most runs (40), and was first in several other categories!" (He led the league in doubles with 10, was 38-for-84 and scored 27 runs.) The Thomasboro Indians, for whom Elliott plays

first base, was league champion with a 22-4 record, ending up five games ahead of their strongest rivals.

State tournament bound are Tony Brummet of Decatur, along with his four bowling teammates who captured the Boys' Prep League in Decatur. Members of the Pin Stabbers from the Eldorado Bowl, they won the city title by a 24-pin margin with a total of 2,471 pins. Tony, a fifth grader at Dennis School, is a son of Richard, extraction operator, 101 building, Decatur.

Thompson for approval of immediate response upon request. . . . During the 12 months, every employee at Monte Vista completed the S.T.O.P. program to increase safety awareness. . . . And around the country, Staley offices and plants celebrated the holidays not only among themselves but also by bringing the Yuletide spirit to those in need through generous gifts of food and toys. . . .

## December-January awardees totaled 1,215 years of service at Staley



George Jones Jr.



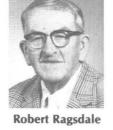
Norma Knop





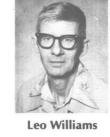








John Reynolds





Vern Wilson



**Clark Lewis** 



William Woodworth



Jim Friesner

**Charles Bowles** 



**Charles Geisen** 



Robert Schnell



Virgil Will



Marvin Zinn

GEORGE JONES JR., extruder operator, 20 building, Decatur GEORGE WILLIAMS, senior mechanic, machine shop, 77 building, Decatur

#### 35 Years

NORMA KNOP, engineering data clerk, engineering services, corporate engineering, CLARK LEWIS, building operator, 116 building, Decatur WILLIAM WOODWORTH, senior draftsman, protein, food and specialty products, Decatur

25 Years FORREST BODINE, rigger leadman, riggers, 77 building, Decatur CHARLES BOWLES, process operator I, 5 building, Decatur RONALD CRANE, senior mechanic, round house, 77 building, Decatur ELOISE EASTERLING, supervisor, data input operations, corporate information systems, corporate finance, Decatur JIM FRIESNER, manager, customer service, sweetener products, administration, industrial products, Decatur

CHARLES GEISEN, assistant director of sweetener sales, sales and marketing, industrial products, Decatur

ROBERT RAGSDALE, process supportman, 9 building, Decatur

JOHN REYNOLDS, senior mechanic, pipe shop, 77 building, Decatur ROBERT SCHNELL, principle process

engineer, chemicals from carbohydrates, industrial products, Decatur VIRGIL WILL, instrument engineering

manager, engineering services, corporate engineering/purchasing, Decatur LEO WILLIAMS, senior production

supervisor, soybean milling, agriproducts, Des Moines VERN WILSON, drier operator, 12 building,

MARVIN ZINN, area manager, dry milling,

manufacturing, industrial products, Loudon

#### 20 Years

ROBERT MCCOURT, supervisor, power, utilities, manufacturing, industrial products,

LAWRENCE MICHAUD, maintenance A-11 leadman, manufacturing, industrial products,

E. WILLIAM TETLEY, operations manager, manufacturing, industrial products,

EDWIN ZALE, territory manager, starch, sales and marketing, industrial products, Chelmsford, Massachusetts

#### 15 Years

LEE DELHAUTE, director of accounting, control, industrial products, Decatur FLOYD EADS, senior mechanic, pipe shop, 77 building, Decatur

ALBERT FRIEL, dextrin leadman, manufacturing, industrial products, Houlton JEROME GESKE, senior laboratory manager, advanced research and development, research, Decatur

JAMES HEMORE, wet room leadman, manufacturing, industrial products, Houlton RONNIE HOY, dryer operator, 9 building, Decatur

GENE MARQUIS, carbon operator, 5 building, Decatur

EUGENE MCCORDIC, maintenance A-11 leadman, manufacturing, industrial products,

LOWELL MCDONALD, 22 building operator, Decatur

FREDERIC MCKINNEY, designer, project engineering, corporate engineering, Decatur DOUGLAS MERRITT, boiler leadman, manufacturing, industrial products, Houlton ROOSEVELT PHILLIPS, elevator operator, soybean milling, agriproducts, Des Moines M. JACKIE RIEDMAN, library assistant/

receptionist, research, Decatur CLARENCE SANDERS, process supportman, 5 building, Decatur

GARY SHEUMAKER, designer, project engineering, corporate engineering/purchasing, Decatur

JAMES SLADE III, supervisor, production, control, scheduling, dry starch, manufacturing, industrial products, Decatur ROGÉR VAN DOREN, senior mechanic, pipe shop, 77 building, Decatur RICHARD WILLIAMS, production man-

ager, protein, food and specialty products, Decatur IOHN BURKHOUSE, maintenance me-

chanic, manufacturing, industrial products, JOHN BYRD, commodity handler, manufacturing, industrial products, Sagamore GORDON NORTHRUP, lab analyst, manufacturing, industrial products, Sagamore

#### 10 Years

DAVID BREEN, area manager, sweeteners, sales and marketing, industrial products,

Westlake, Ohio RODNEY DIXON, janitor, 60 building, Decatur

PAUL DOOLEN, plant chemist, manufacturing, industrial products, Houlton STEPHEN FIFIELD, packer palletizer, 47 building, Decatur

ROBERT MORR, rail coordinator, manufacturing services, industrial products, Decatur DONALD OLDHAM, production superintendent, food extraction, protein, food and specialty products, Decatur

ARNOLD PATTERSON, Staport loader-2, manufacturing, industrial products, Morrisville

SHIRLEY RAY, senior purchasing clerk, purchasing, corporate engineering/purchasing, Decatur

JAY SMITH, building operator, 99 building,

RENELDA SMITH, loss control/claims clerk, financial, corporate finance, Decatur GLENN STECKLEY JR., process service operator manufacturing industrial products, Morrisville

WILLIAM SWEENEY, office janitor, 62 building, Decatur

DAVID WILBER, 108A operator, 99 building, Decatur

MICHAEL SCHUMM, meal room packer/ sewer/trucker, soybean milling, agriproducts,

#### 5 Years

Decatur

STEVEN BOWMAN, senior business systems designer, corporate information systems, corporate finance, Decatur C. TIMOTHY BRIAN, building cleaner, 28

building, Decatur TERRI BROWN, helper, 29 building,

MARK BRUMMETT, technician, wet milling, manufacturing, industrial products, Lafayette

EDISON COLE, business systems designer, corporate information systems, corporate finance, Decatur

SHERI DEBOSE, buyer, fabrication, purchasing, corporate engineering/purchasing, Decatur

ROBERT DIXON, plant superintendent, soybean milling, agriproducts, Fostoria KEVIN DOOLIN, cleaner, 1 building, Decatur

JANET DOSS, commodities accounting clerk, control, agriproducts, Decatur STEPHEN EASTEP, analyst, 29 building, Decatur

ALFRED EDWARDS, utility loader, 75 building, Decatur

PAUL EVANS, pellet operator, manufacturing, industrial products, Morrisville MICKY FOUST, technician, refinery, manufacturing, industrial products, Lafayette KEVIN GREBIEN, process supportman, 99 building, Decatur

ROBERT HARNER, technician, utilities, manufacturing, industrial products,

Lafayette RODNEY HARTMAN, helper, 29 building, Decatur DOUGLAS HARVEY, building cleaner, 28

building, Decatur MICHAEL HASTY, technician, wet milling, manufacturing, industrial products,

Lafavette WILLIAM HOLLOWAY JR., helper, 29 building, Decatur LARRY HUBRICH, Westfalia operator, 29

building, Decatur ALLAN HUSKEY, utility trucker, 99 building, Decatur JAMES JARRETT, stenciller cleaner, 20

building, Decatur BARBARA JOHNSON, utility operator, 16 building, Decatur

JOE KERNS, plant personnel manager, manufacturing, industrial products, Decatur CHARLES KERWIN, shift repairman, 1 building, Decatur

DAVID LEEDY, switch crew, soybean milling, agriproducts, Des Moines ROBERT LEWIS, foreman, Gregg Foods, food and specialty products, Portland LLOYD LICHTI, quality assurance manager, manufacturing, industrial products,

Lafavette ARCHIE MARINER, laborer, 62 building,

KATHLEEN MCREYNOLDS, senior payables clerk, corporate control, corporate finance, Decatur ROBERT MOODY, cleaner, 75 building,

TERRY PADEN, gateman, 40 building, Decatur



A. E. Staley Mfg. Co. 2200 E. Eldorado St. Decatur, IL. 62521

Address Correction Requested

building, Decatur JACK SPARKS, technician, wet milling, manufacturing, industrial products, Lafayette

CRAIG SMITH, stenciller cleaner, 20

PHILLIP SPARKS, expeller/flaking operator, 11 building, Decatur

JACK STURGILL, process supportman, 5 building, Decatur TIMOTHY TARTER, technician, refinery,

industrial products, manufacturing, Lafayette GARY TOWNE, associate management

accountant, control, industrial products, Decatur

STEPHEN TYUS, analyst, 99 building, Decatur

DALBERT VICKERS, business systems designer, corporate information systems, corporate finance, Decatur

JAY WHICKER, Westfalia operator, 29 building, Decatur

### **Scholarship to Eason**

Tony Eason, an All-American candidate at quarterback for the University of Illinois, is the 1982 recipient of the George S. Halas Scholarship. The award is presented annually by Staley to a member of the University of Illinois football squad who exhibits both outstanding academic and athletic achievement.

Eason's selection was made by Dwight Eddleman, executive director for the university's Grants-in-Aid program, which administers the scholarship.

Staley initiated the Halas Scholarship fund in 1977 in honor of Mr. Halas' contribution to both the company and to the game of football. A National Football League player, coach and owner since the league's inception, Halas was graduated from the University of Illinois prior to organizing the Decatur Staleys, forerunner of the presentday Chicago Bears. He is one of four former Staley employees enshrined in the Pro Football Hall of Fame.

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