

STALEY NEWS

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Here's a Date You'll Want to Keep

(or)
How To Kill Two Birds With
One Envelope

Some time before the war we purchased some very fancy advertising blotters to promote the sale of our superior laundry starches. Because we planned at the time to send the blotters out to our customers through the mail we also purchased enough specially printed envelopes to mail them all.

The provocative caption of "Here's a date you'll want to keep" referred not only to keeping a date with the Staley Company when it came time to order laundry starches again but also to the fact that the blotter carried the picture of a very attractive young lady in a bathing suit which—ah—fitted her very snugly indeed.

But, after we had sent out several thousand blotters, we came to the conclusion that we could do a better advertising job with them if we gave them to our salesmen to deliver personally. That would also save the cost of addressing and mailing them. But—we still had several thousand envelopes on hand and—since there's a war on—we didn't want to waste them.

But—about the time that all of this happened we ran out of the specially printed envelopes we had been using for sending out the Staley News so—here was a chance to do a better and more economical advertising job and to save paper (and to let the editor of the News save a little on his budget) all at one fell swoop.

So that accounts for the fancy envelope. It is just one of the dodges we are using to save paper. Some of the other paper saving ideas which we are now putting into practice are listed below.

Chip Board Is Gone

1. The kind of cardboard (chipboard if you want to be technical) that is used on the back of pads of forms can't be had now because ALL of the chipboard is being used to pack artillery shells and bombs. So we are saving and reusing chipboard
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Bonds For Bombs For Tokyo

Staley employees who are buying war bonds through the company's deduction plan are now contributing to their country's war effort at the rate of \$10,623.25 per month.

Which will make a yearly total of \$127,479.00.

If you add (as a fair estimate and to make it a round figure) \$376.75 as the monthly contribution of Staley employees who are buying bonds outside the company, that makes \$11,000.00 a month or \$132,000.00 a year and looks even better.

But we can raise that figure to more than \$155,000.00 a year any time we want to—any time that we are able to enlist the fifteen percent of our gang that are not now buying war bonds.

And we can raise it again—by \$21,000.00 a year, any time that we all increase our subscription just \$1.00 a month.

We are doing a job now and doing fairly well at it

It is within our power to do that job much better by trying just a little harder.

Let's buy too many bonds too fast and wipe out forever the slogan of, "Too little and too late".

Let's buy a few bombs for dear old Tokyo.

How Much Are We Earning?

We Won't Know Until Congress
Passes A Tax Bill

The story of our earnings for the first quarter of 1942 is difficult to tell for the excellent reason that we don't yet know it ourselves and won't until Congress makes up its mind on this year's tax rates.

But, even if we are not able to tell you exactly what our net earnings for the quarter were, we can give you some of the facts upon which the final figure will be based.

Income, Earnings and Taxes
Are Up

Our gross income (the total amount of money received from the sale of our products) was nearly twice as large as during the first quarter of 1941.

Our gross earnings (before deducting taxes) were more than three times as large as they were last year but the taxes—well, that's why we don't yet know how much we have earned.

If we use the schedule which the Secretary of the Treasury has suggested to Congress, and which increases the income tax rate from the 31% which we paid last year to 55% and also ups the rates on excess profits to a maximum of 75%, we arrive at a total tax more than nine times as large as we paid for 1941's first quarter. If we deduct that amount from our gross profits we have left a sum about equal to the \$489,000.00 we earned in last year's first quarter.

But, as we said before, we don't know whether the tax rate will be higher than that or lower and we won't know until Congress passes a tax law.

We are sure of only one thing and that is that we hope Congress has the courage to set rates as high as Secretary Morgenthau suggests or higher. We'd like to make a gross profit this year of between five and ten million dollars and we'd like a tax law which would take all but about one and a half million of that in taxes. There is a time for making
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MORE ABOUT EARNINGS

(Continued from Page 1)

money but 1942 is not that time. 1942 is a time for waging war and all of our profits over a normal amount should go to the government.

This Is An Expensive War

This is the world's most expensive war and the Staley Company wants and expects to help pay for it. If Congress lacks the courage to pass a really tough tax bill we, and every other well managed company that has a job to do in connection with the war effort, will make more than an average amount of money. If the taxes are laid on heavily we will have the satisfaction of knowing that our strength and skill and wisdom have made the money that bought the arms with which our boys will hit the enemy.

Know Your**Staley Safety****C O D E**

6. USE YOUR RESPIRATOR ALL OF THE TIME YOU ARE EXPOSED IF YOU ARE ON A JOB WHICH REQUIRES THE USE OF A RESPIRATOR.

- *Keep your respirator clean and it will keep your lungs clean.*
- *Warm water and soap are the best cleansers for the face piece.*

MORE ABOUT PAPER

(Continued from Page 1)

from the back of pads of forms and we have quit using it on the back of pads of scratchpaper.

Paper Sizes Are Restricted

2. Paper, which has long been available in many different sized sheets, will be manufactured in three sizes only for the duration of the war and we are redesigning our forms and advertising material so it can be cut out of the available sized sheets without waste. Usual practice in advertising has been to make the layout whatever size seemed best and then cut the paper to fit it. That's all over now. We cut the paper and make the advertising fit it.

3. Wherever possible forms and other printed materials are being reduced in size.

4. We are not stocking any special finishes, weights or colors of paper. We must restrict our requirements to standard sheets in order to be able to secure the necessary amounts. If and when paper is rationed this will be more important than ever.

We Use Them Again

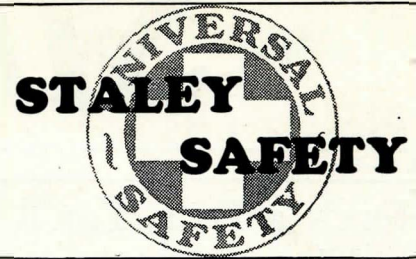
5. Wrappers taken from incoming reams of paper or other large packages are saved and reused on outgoing mail. Boxes sturdy enough to be mailed without wrapping are no longer wrapped for mailing.

6. All forms printed on one side of the paper only are returned to the print shop after they have been used and cut up into scratch pads so that the other side of the paper can be used. Where possible, new forms are being printed on both sides of the paper and everyone is being urged to write reports and letters on both sides and to leave narrow margins.

7. Adding machine rolls are rolled up as used and when the complete roll is used up it is removed from the machine and rewound so that the other side of the paper may be used.

8. (And most important) We no longer regard paper as something too cheap to be saved. It is very distinctly something too dear to be wasted and that means not only in the office but also in the plant where cartons, labels, paper bags, tape, etc., are used in great quantities.

We need our paper for the simple reason that you have to have it to run a business (especially in war time) and we are going to do everything we can to save it and safeguard our supply. You can help.

*By Mylo Roberts*

In wartime "Safety as usual" is not enough.

This means simply that we can not afford *any* unsafe habits. We must not take any chances.

First, because every injury causes loss of productive time when production is more important than ever before.

Second, increased production and fast-changing conditions present new hazards and old hazards are more liable to be overlooked.

For instance, with only one eight-hour shutdown every three weeks, the boys in the mechanical departments have much to do and not much time to do it. So—unless they are on their toes (protected by Safety Shoes) somebody is liable to get hurt. Happily, they have been doing such a swell job that they have had no lost time injuries during shutdowns this year.

Men in the other departments must also be alert. Under our present production schedule machinery is running under full load. Inspection can not be made as often as before. It's up to them to see that everything runs smoothly.

Fans must be watched to see that they don't vibrate. Bearings must be kept oiled so that they don't burn out. Breakdowns will slow production and may cause an injury.

In all this hustle and bustle, don't forget your Safety Code. Plan your work so that you don't have to run. Don't forget your goggles. Don't begrudge the time it takes to inspect equipment and tools.

This idea of more and better safe practices applies outside as well as inside the plant. A man injured driving to work is as much of a loss to production as one man in the plant. Every one must assist in cutting down accidents that cost our country man power and money.

Safety as usual is no longer good enough.

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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

Highlights of a Recent Talk By Mr. E. K. Scheiter

"Industry is undergoing an economic revolution. Each major industry in the United States has been, or is being, fitted into the war efforts or curtailed because it cannot be an effective tool in winning the war."

We Need More Fats and Oils

"Until recently most of us haven't given much thought to fats and oils, but it is a tremendous industry which has become particularly involved and complicated due to the international situation. For several years, and up through 1940, the United States consumed about 9,000,000,000 lbs. of vegetable and animal fats and oils. During 1941 the consumption went up to 10,500,000,000 lbs."

"The U. S. has been importing about 1,500,000 lbs. of oil and oil-bearing materials a year. 90% of these came from countries now under the control of the Japs, or from areas where they control the sea lanes. It would not be a serious problem if we merely had to ration ourselves to, let's say, 80% or 85% of our 1941 consumption, but England, Canada, Russia, depend largely upon us for their fats and oils because their supply has been cut off to a much greater extent than ours."

"Our own consumption last year was 10,500,000,000 lbs. Our loss in imports was 1,500,000. Our allies will want at least 2,000,000,000 lbs. over the amounts we previously exported to them so, if we produced the same amount of fats and oils as last year and took care of our allies, we would have left only 7,000,000,000 lbs. to supply a demand for 12,000,000,000 lbs. We have sugar and tire rationing and it is my opinion that we will have rationing of fats and oils before another year rolls around."

"The Staley Company is an important producer of oils and fats, and we have been asked to sit in on conferences where decisions were being reached as to what to do about the

oil shortage. It was obvious that in a situation of this kind soybeans would loom large. They can be raised in large quantities at a profit to the farmer, and their oil is versatile in that it is a food as well as a satisfactory substitute in paints, varnishes and floor coverings."

"The Department of Agriculture first decided upon a quota of 7,000,000 acres of soybeans for 1942, compared with 5,300,000 acres raised in 1941. Immediately the industry was asked if such a volume could be processed. As a result of conferences, the Government sent a man out to see how much could be processed by operating the soybean industry 365 days a year."

"He made a report that it could be done, but that it would be a tight squeeze. There might be a carry-over of uncrushed beans. Almost before this report was delivered the fats and oils situation became so acute that the goal for 1942 was raised to 9,000,000 acres. Two questions must be answered. How are these beans to be processed and what disposition can be made of this tremendous amount of meal?"

"And — when we are geared to produce twelve, fourteen or even fifteen billion pounds of oil annually, what will happen to the oil producing capacity when the war is over?"

"The first step is that all inefficient mills will pass out of the picture," — "Certain it is, that if we solve our war problems, we are creating others which will plague us in time to come and which must be solved some day."

"The last thing the Government wants to do is to authorize the construction of new plants. The shortage of material is so acute that no plants or additions will be authorized."

"With the tremendous increase in agricultural crops, we will probably face the greatest traffic jam this country has ever seen. It is quite possible that priorities will be required on freight car shipments."

The Tin Situation

"In our war effort we have paid the price for our lack of industrial planning. For example, when the tin shortage loomed, few people had any idea of what the world tin situation was."

"Some of you may know that the world's production of tin has averaged about 232,000 long tons and that the U. S. used 75,000 tons in 1940. During the last quarter of 1941 we

stepped up to a rate of 120,000 tons annually."

"During 1940 and 1941 we imported about 250,000 tons. This resulted in a stock pile at the end of 1941 of about 100,000 tons. In addition to that we have 25,000 tons of tin in ore in Texas where a new smelter is being built to convert ore from Bolivia."

"At the present time, at our 1940 rate of consumption, we have 16½ months' supply of tin in the U. S."

"The first step in conservation was to classify all products that had been sold in tin. Our products were placed in the second highest group. As essential food suppliers we are entitled to receive in 1942 tin plate to the extent of our 1940 usage. However, this tin plate may be delivered to us only in the form of 5 and 10 lbs. cans."

"The national effort is in high gear now, because every day for many months problems have been solved and the list of things yet to be done is getting shorter. I don't see a great deal ahead of us in the next five years except blood, sweat, and tears. People must learn how to work. People who think they have been working must establish new standards of performance. Individuals are going to have to work harder, and more efficiently, not because their employer wants them to, or because the government commands it, but because everyone is going to feel ashamed of himself for not making a greater contribution to the effort that is trying to save his freedom."

And After The War?

"If the forces that are being marshalled to win this war can be converted to a peace-time economy, then I truly believe that there will be employment and a better standard of living for all. Everyone who wishes to participate in the better days which we hope lie ahead should get the satisfaction of earning his share, rather than letting George do it."



Brazil Block @ \$6.50 delivered, Hawthorne Lump @ \$5.00, and Eastern Kentucky @ \$8.45. Call Henry Buckley at 2-8416 or 2464 E. Garfield.

Furnace grates for a 28" Wards Furnace, used only 1 year; also a 75 lb. oak ice box in excellent condition. See John Monico at 619 S. Maffit.

Turn Out That Light! Stop That Leak!

Waste is always expensive but now, when all facilities are overloaded, the cost is less important than the effects on productive capacity. With our Boiler Room, Engine Room and Pumping Station all operating above their rated capacity, the sum of a number of small wastes can interfere seriously with production. One 100 watt lamp burning through a whole day uses enough power to mill a bushel of soybeans. You can see what happens to us when 500 watt and 750 watt lamps are left burning unnecessarily.

For some time we have been operating to the limit of our steam generating capacity and that, of course, decides our electrical generating capacity. Every added demand for steam, power, water or compressed air intensifies an already critical situation. With the completion of the Oil Refinery addition and other increased production demands, we are no longer able to carry our load and we'll have to buy power at a considerable increase in cost. Purchased power is not a complete solution either. The utilities are in about the same condition as we are, so that our demand will have to be strictly limited, with curtailment a future possibility. Everyone of us can help to obtain maximum production by eliminating waste in our own departments.

We Are Wasting Power

A surprising amount of electricity can be saved by turning out unnecessary lights. We don't want necessary lights turned out, but outside lights should be turned off at daybreak and many interior areas get enough daylight to eliminate lights which are often kept burning. Lights can be turned off day and night in unused areas, or a few used instead of many. In many cases it is practical to substitute small lamps for large ones.

Another possibility is in shutting down idle machinery. A conveyor, fan or other equipment that is used only for short periods should be shut down when not in use.

And Steam

Usually, waste of steam from leaks is quite noticeable and every one should be alert to report leaky steam pipes or valves.

Some steam wastes are not so noticeable as leaks. Uncovered steam lines can waste lots of steam in a month, as well as increasing our discomfort from heat in the summer-time.

When kiln drying operations are completed, the fans should be immediately shut down, the steam valves closed and the bleeders opened. In starting up the bleeders should not be forgotten, but closed as soon as enough pressure is built up to operate the traps.

Steam is often wasted when the weather turns warm by opening the windows instead of shutting off the heat. In the past few days inspection has disclosed a number of heaters operating with large outside doors open beside them.

And Air

Compressed air takes considerable power to supply and is subject to many of the same types of waste as steam. Leaks on air lines are not always as conspicuous as on steam lines and therefore should be watched more carefully. A good time to locate compressed air leaks is

when a department is shut down and the sound of the leaks can be detected.

While it is justifiable to use air lances to clean dirt out of inaccessible parts of machinery, this use should be limited to places that can be cleaned in no other way. Using compressed air for general cleaning on machinery usually results in merely blowing it to some other part of the machine. *The use of air for sweeping floors is against our rules and a tremendous waste.*

And Water

Every effort should be made to conserve water, as already with lake temperatures of only 60°, we are approaching the capacity of our river main and pumping station. We will not be able to maintain production in the syrup refinery and oil refinery unless water is carefully conserved.

By far the biggest loss of water is due to running condenser down leg temperatures lower than necessary. Every attempt should be made to operate condenser down legs with as high a temperature as possible and still maintain the necessary vacuum. Excessive use of water often occurs where it is used for cooling purposes. *It is easy to open a valve and let it run.*

In order to illustrate the magnitude of apparently small leaks, here are some tables showing the quantities of steam, air and water lost through different sized orifices and the total cost per month of such losses. However, serious as the dollar waste may be, the fact that waste loses production makes these losses far more serious than a dollar sign can indicate.

Steam Lost Per Month Through Orifices of Different Sizes—150 Lbs. Gage Pressure

Size Orifice	Lbs. Steam Per Month	Cost Per Month Steam at 30c per 1,000 lbs.
1/32"	4,800	\$ 1.44
1/8"	98,000	22.50
1/4"	300,000	90.00
1/2"	1,200,000	360.00

Quantities of Air Lost Per Month Through Orifices of Different Sizes—100 Lbs. Gage Pressure

Size Orifice	1,000 Cu. Ft. Per Month	Cost Per Month @ 2.5c per 1,000 Cu. Ft.
1/32"	70	\$ 1.75
1/8"	1,090	27.25
1/4"	4,450	111.25
1/2"	17,800	495.00

Quantities of Water Lost Per Month Through Orifices of Different Sizes—50 Lbs. Gage Pressure

Size Orifice	1,000 Gals. Water Per Month	Cost Per Month Water at 6c per 1,000 Gals.
1/16"	25.2	\$ 1.51
1/8"	142.5	8.55
1/4"	570.	34.80
1/2"	2280.	136.80