STALEY NEWS

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Plant Protection is Your Job Now

In peacetime we depend upon the preventive measures taken by our engineers, our fire chief and our safety director to protect us from the danger of breakdowns, fires and accidental injuries but there is always the comforting knowledge that if something should slip our insurance will keep the loss low enough that we will not be put out of business because of it.

Insurance Won't Help in Wartime

In wartime most of the comfort goes out of the knowledge that we have insurance.

In the first place, the products that we are making are essential and they are needed *now*. No amount of money can make a pound of starch until the money is converted into starch making equipment. While that conversion is going on precious hours and days of productive time will be wasted and *cannot* be replaced.

Second, when it comes to buying machines and equipment today, money is much less important than a high priority rating and is worthless without it.

Third, even *with* the priority rating we'd be taking badly needed metals away from the production of armaments if we used them to rebuild our plant after our lack of care had damaged it.

We Need Pounds of Prevention

So protection, which was humane and economical and highly desirable from every standpoint before the war, is *absolutely essential* today. If we are to win this war (and we *will*), our plant and every other plant in America must conserve and protect its productive facilities. Increased capacity is no good unless that capacity is in working order.

If we at Staley's are to *continue in business* we must conserve and protect our plant and its equipment. And that *is not* a job that can be done by any one man or group of men. For the duration of this war *every* Staley employee must help.

We have fingerprinted everyone

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Buy Your Bonds Through the Deduction Plan

Recently our Financial Department sent a questionnaire to the 321 Staley people who were not yet buying War Bonds through our payroll deduction plan and asked them how come. They received back a variety of answers (including a number of subscription cards) and some of the answers were that the individual in question was buying bonds outside the company and saw no reason to subscribe through the company. Mr. Bass submitted this answer to the Treasury Department and received in reply the letter below. The letter is worth your reading because it represents the attitude that our government has toward the whole problem of War Bond purchases.

Treasury Department

War Savings Staff

August 20, 1942

Dear Mr. Bass:

The question has come up recently as to why people should participate in a Payroll Savings Plan rather than buy their bonds direct from the banks, credit unions and other issuing agents.

First of all let me point out that the Payroll Savings Plan was designed as a completely automatic plan of regular savings to be invested in War Bonds as a caution against future needs.

Second, the workers of this country, regardless of whether they are on hourly wage or weekly salary, receive by far the largest proportion of the national income.

If the Treasury Department can reach all wage earners in the country and persuade them all to regularly invest 10% of their wages through the Payroll Savings Plan, we will have a direct check on the amount which will be invested every month in War Bonds through this Plan and will then be free to make other plans to raise the balance of our quotas

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Staley Whistle to be Used as Blackout Warning

Every Staley employee (and the neighbors too) should know that the Staley whistle will be one of the factory whistles used as a blackout or air raid warning.

The local Office of Civilian Defense has asked us to blow the whistle in short blasts for two minutes time upon receipt of a signal from their Control Center and they further ask that when you hear the whistle you shall do the following things:

1. Use your own common sense.

2. If you do not have blackout curtains (and few people do in this community) extinguish ALL the lights in your home and buildings when the alert is sounded. If away from home leave lights turned out or make arrangements to have them extinguished promptly if a warning sounds.

3. All members of the family should congregate in a single central room (or the room with the fewest windows) and should stay there until the "All Clear" signal is sounded.

4. Avoid unnecessary phone calls. Keep calm; do not run or get panicky.

5. Dogs must be tied or muzzled for the protection of Air Raid Wardens and other patrolmen.

6. When the "All Clear" is sounded you may resume your normal activities.

The Wardens have been asked to obtain a record of the members of your family to assist in a check-up should disaster hit our community. Your cooperation in their activities will be appreciated by your Government and by the people of this community.

Safety Training Course to be Given at Millikin

Because the war has caused an increase in industrial accidents large enough to constitute one of the lar-

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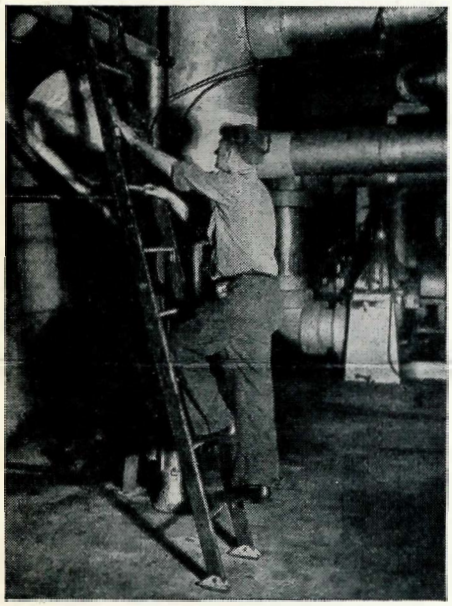
Have You Seen Harry's Lens?

While taking some pictures out in the plant recently Harry Seitz, our photographer, lost or mislaid a part of one of his special lenses. It is of no value without the other part of the lens but the thing that bothers Harry is that the other part is of little value without the missing lens. The toughest part of all is that the war makes it impossible to replace the lens. If you are fortunate enough to find it (it is about 2 inches in diameter and is enclosed with a metal rim bearing the word REAR) you will add $10.00 to your pocketbook and a great deal to Harry's peace of mind.

Know Your

Staley Safety

CODE



11. NEVER USE A STRAIGHT LADDER UNLESS: (1) IT IS EQUIPPED WITH SAFETY FEET OR, (2) IT HAS HOOKS AT THE TOP OR, (3) IT IS SECURELY FASTENED IN PLACE AND CANNOT SLIDE OR TIP OVER.

- *Stand your ladder against the wall at a Safe angle. The bottom should be one-fourth of the ladder's length from the wall.*

MORE ABOUT BONDS

(Continued from page 1)

which, as you know, is a billion dollars a month for the entire United States.

Let me stress the fact that it is only through such an automatic plan that we have an accurate check on what sales can be expected each and every month, whereas if we depend on sales through issuing agents when, as and if the individuals in question feel the urge to buy bonds, we will not be in a position to say how much will be received each month.

War is a business the same as that conducted by the Staley Manufacturing Company except that in war lives are at stake. Those four and one-half million young men must be protected and we can only protect them by buying the equipment they need in exactly the same manner as your firm buys the equipment your employees need to produce the items which you manufacture. Only when we can know definitely how much income we are receiving to purchase these materials of war can we properly protect those young men who are fighting to protect us.

I sincerely trust that all of the Staley employees will see this letter and understand the reasons why we ask them to sign up on a regular weekly or monthly deduction plan.

Sincerely yours,
JOHN H. READ
Deputy Administrator.

Don't Dial 6 Unless You Mean It!

When you dial 6 on a Staley phone you set off the Fire Alarm in the Engine Room and in the Garage. If there *is* a fire you get an instant response and the Fire Department is on its way in a matter of seconds. However, if there *isn't* a fire, you have still caused Garage and Engine Room employees to drop everything and make a mad dash for the phone. Lately that has been happening once or twice on every eight hour shift. Mostly it is caused by people who want outside numbers beginning with 6 and who have forgotten to dial 9 first to get an outside line. Be careful when you dial the phone. Someday we'll cry, "Wolf!" and the wolf will be there.

UNIVERSAL STALEY SAFETY

By Mylo Roberts

So far this year we have had 37 lost time injuries accounting for 1089 days of lost time. This is 8712 actual man hours of work lost. We can't afford that.

The injured man loses his time on the job, his pay, and the time he should have for recreation. The company loses the services of an experienced man. The nation loses valuable manpower, which it needs to conserve and use to the best advantage.

The following portion of a statement by Donald Nelson shows the seriousness of such losses.

"While our country is engaged in the greatest productive drive in its history, the record shows that its strength is being sapped by the consequences of sheer waste—that is, by accidents to men and women in industry. Think of it: 480 million precious man days of industrial labor lost last year by reason of accidents—and the figure is going up."

Of course, ours is a small part of this total. BUT, that can be said of *every other* plant. The only way this loss can be cut is for every plant, *including ours*, to reduce *its own* injuries.

This is a job for all of us. It means providing necessary guards, *and keeping them on.* It means that each one must do his share in keeping our buildings clean, because an unclean building is an unsafe building. It means reporting all injuries immediately. The least excusable lost time injury is the one resulting from infection for lack of prompt First Aid.

A long list of safety practices could be made—too long to list here. However, there are three short rules which will take care of everything.

1. Learn the safe way to do every job—then always do it that way.

2. Be sure the equipment you use is safely built and maintained.

3. Accept your share of responsibility for the safety of others.

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

A Plan for Payment of Insurance Premiums for Staley Employees in the Armed Services

Effective immediately, the company is planning to reimburse those of its employees now in the armed services for premiums paid by them for National Service Life Insurance on amounts of insurance equivalent to that carried with our Group Life Insurance Plan.

Briefly, if an employee carried $1,000, $2,000, or $3,000 of protection in our group program at the time he entered the service, we will reimburse him for premiums now being paid by him to the U. S. Veterans' Bureau for equivalent amounts of National Service Life Insurance. The maximum amount of life insurance for which we will reimburse any employee is $3,000 of protection. The minimum is $1,000.

In order to obtain such reimbursement checks, each employee in the service must secure and send to the Personnel Department a *certificate signed by the Commissioned Officer in charge of his service record and containing the following information:*

1. Amount of National Service Life Insurance applied for.
2. Date this insurance became effective.
3. Amount of monthly premium per $1,000 of insurance.

We have already written to all of our boys in the service and given them a choice of several ways of arranging for the payments.

MORE ABOUT SAFETY COURSE

(Continued from page 1)

gest factors delaying war production the United States Office of Education is sponsoring a nation-wide program of industrial safety training. In Decatur the course will be offered at Millikin University two nights a week starting on September 14th and continuing for sixteen weeks. The course will be a systematic survey of industrial accident prevention ways and means and practical examples which can be applied in any plant will be stressed.

The course is open to any responsible industrial employee and it should be noted that women in industry are invited to take part in it. There is no tuition fee and the only cost to students will be a charge of $5.25 for text books and literature. Neither the student nor his company will be under any obligation except to help reduce accidents.

It is believed that a certain Roy Rollins will teach the course at Millikin but it is believed that the text material is so good that this will not be a serious obstacle to the success of the course.

If you are interested you may register at Millikin University on September 9th, 10th and 11th or see Roy Rollins before that time.

MORE ABOUT PLANT PROTECTION

(Continued from page 1)

and made picture badges to identify the people who have a right to be in the plant. We have increased the personnel of our watchman department and taken steps to check more carefully on every person and every piece of material that comes in or goes out of the plant. We have increased the number of supervisors in the watchman department so that we can do a better job of guarding the plant and a better job of fire prevention at the same time. We have laid down dozens of new rules which are an inconvenience to most of us but which are essential because of the size of our plant and the complex nature of our operations. We will probably need still more equipment and men and rules as we go on but, necessary though they are, those things WILL NOT PROTECT OUR PLANT WITHOUT YOUR HELP.

Your company and your country needs everyone's hands and eyes and ears and brains if we are to do a real job of protection. It isn't necessary to tell you that the saboteur is selected for his job because of his brains and ability. You know that. It is desirable, however, to remind you that his brains and ability will avail him nothing against two thousand people who are determined to make him fail; a chain without a weak link.

It is true that the responsibility for protecting our plant falls first on our executives and on the people whom they have selected to handle the details of the job, but that does not mean that you have no part in it.

You and I and our country need this plant and its products. If it is shut down or slowed down by avoidable accidents or waste or neglect or sabotage, no money can replace the loss or make up the lost production.

Your job and mine is to do a better job than we have ever done before of preventing accidents and waste and to keep our eyes and ears open so that we may report to the proper authorities any evidence of the types of treason that we call sabotage, espionage and sedition.

We Americans like to be soft in peacetime but we've got to be tough during wartime so that we can safely go back to being soft afterward.

John Davidson has an upright piano for sale for $5.00. His address is 1334 E. Lawrence. (John says this is a good buy for a beginner but doesn't say whether he means a beginner on the piano or a beginner at bargaining with a Davidson.)

* * *

See Roberts for bargains in Safety Shoes. One pair of brown oxfords, size 9½D, worn only one day and one pair of black oxfords, size 8½C, worn four days. Both substantially discounted from the regular price. He also has some odd sizes (new shoes, regular prices) which you may be glad to know about. There is a pair of rubber shoes, size 11E, a pair of ventilated black oxfords, size 8E, a pair of black shoes, size 10½C and a pair of black oxfords, size 11C. Dash right up to the Safety Office and have one.

* * *

Mrs. Charles J. Younger has a new pair of overalls and jacket which Charlie purchased shortly before his death and which were never worn. She will sell them at a discount. They are double duty, size 42. Her address is 432 E. King St.

* * *

Call 8867 or at 328 N. Edward St. for a self sharpening, one year old lawn mower which has been used very little for $7.00. Also a pair of 16" hunting boots, size 10E which have been worn only once.

* * *

For sale at half price (or will trade for play pen and auto seat) one Teeterbabe in good condition. Call at 1637 E. Decatur or phone 2-0871.

* * *

For Sale, 2 tires and 1 tube (6.00-16). Fair condition. Call at 2105 E. Lawrence or see Delmus Williams.

Mr. Moore's Idea

Led to Kellys, Sweetlands, Vallezs, Americans and Olivers

You'll remember that we told you last month about a man named Moore who thought he might be able to overcome the disadvantages (batch processing, high labor cost, excessive weight, etc.) of plate and frame filter presses.

Well, he did it all right. He made a rectangular frame of pipe, perforated the top surface of the bottom pipe with small holes, covered the frame with filter cloth, hooked up the piping to a vacuum pump and lowered the frame into a tank of material to be filtered. And it worked.

When the vacuum was turned on the filtrate (water to be filtered out) was pulled through the cloth and out through the pipes and a cake of solid material collected on the outside of the cloth. When the cake had built up so thick that the vacuum couldn't pull any more water through it, the whole leaf was hoisted out of the tank and swung over a trough where the cake was to be collected. The vacuum was shut off and compressed air turned into the frame to blow and break the cake off and the leaf was ready to go back into the tank for another collection.

Moore Just Got Over the First Hump

Moore overcame the batch processing objection by having a number of leaves in service and he overcame the need for tremendous weights and pressures and he reduced maintenance and labor costs and he had hit upon a new and valuable principle but, like most inventions, his filter was clumsy. The leaves had to be lifted out of the tank one at a time with a hoist and their vacuum and compressed air connections were bunglesome to handle and the operation took up a great deal of floor space.

So a number of engineers started out to make better use of the leaf principle and the first result of their labor was the Kelly press (which we use on starch in No. 16 Building). The Kelly is a cylinder with several leaves fastened in a vertical position on a frame which runs in and out of the cylinder on a track. To operate it you run the frame inside, close the end of the cylinder and force the slurry to be filtered into it under pressure. When the leaves are covered with cake you force wash water into the cylinder and through the cake and then open the cylinder, run the frame out and blow the cake off. It saves space and does a better job than the Moore but is still a batch process and its results are not always uniform.

Sweetlands Were Next

The next development was the Sweetland press (which we use in No. 21 Building) and its great advantage over the Kelly was that the cake could be sluiced off without opening the press and that it allows a better job of cake washing. In the Sweetland the leaves are disk shaped and are suspended inside a cylinder about the size of the Kelly. To open the press, (for inspection, cleaning or repairs) the bottom half is unbolted and swung back.

And Then Olivers and Americans

After the Sweetland came the Oliver rotary continuous filter (1906) and the American. The American retained the leaf principle but made the leaves into disks which rotated on a horizontal axis with the bottom half under the surface of the liquid to be filtered. Piping was so arranged that the immersed section was under vacuum to pick up the cake and a section at the top was under pressure to break the cake off and cause it to fall outside the tank. The Oliver works essentially the same way except that it makes use of a large perforated wooden drum instead of disks to carry the filter cloth. These filters, being continuous, got away from the batch filtering process entirely and that is one of the reasons they are so useful in our process. Another reason is that it is comparatively easy to wash the cake on them with sprays of clean hot water and we must do an especially good job of washing salts, sugar and other foreign materials out of starches going to the Refinery.

Sometimes We Give the Filter a Helper

Filtering is not quite so simple as we have necessarily made it sound in so short an article and one of the facts you may like to put in your book is that filter cloth is seldom the actual filtering medium. With some materials the first coat of solids which are filtered out do the filtering job for the rest and with some we must use a filter aid—usually filter-cel, an earth made up of the skeletons of millions of microscopic animals called diatoms. The filter aid may be mixed with the material to be filtered or used to precoat the cloth but in either case its job is to form a porous screen of hard incompressible material which will stop the solids and pass the liquid. Without it some types of material will clog the holes in the filter cloth before a cake of any depth can be built up.

When you consider that every pound of product we make goes through at least one kind of filter and some products go through several, you can see that filtering is pretty important in our scheme of things. We're glad that Mr. Moore thought up that vacuum filter idea and that some other folks improved it to the point of producing continuous rotary filters but sometimes we think we'd appreciate a few more handy answers on the whole problem of filtering. If you happen to have any up your sleeve we'd be glad to hear about them.

Hospital Service Plan Membership Rolls Reopen

May Enroll From September 3 Through September 10

On Thursday, September 3, the Hospital Service Plan will be opened again to receive new members from the Staley employee group. Application cards and information may be secured at the Credit Union or Personnel Offices. No applications will be received after 4:30 p. m. on September 10.

More than 825 Staley employees are now members of the plan which assures the employee and each enrolled dependent member of his family 21 days of hospital care each certificate year at a moderate cost for monthly dues.

During this enrollment period only new members may be enrolled. The addition of dependent members of families can only be accomplished on the anniversary date of the employee's original application for membership.