

Memorandum

DATE: 18 May 1984

FROM: Water Plant Operator Foreman

TO: All Water Treatment Personnel

SUBJ: Unloading of bulk supplies; receipts for

1. Problems are still arising with the unloading of chemical bulk supplies such as lime, and salt. Truck drivers are informing operators and other personnel that the weigh station is closed; that they are not getting weight certificates from the weigh station, etc.
2. Commencing immediately you will not unload a truck of salt or lime unless you have in your possession a weight certificate from the weigh station located aboard Camp Lejeune. The certificate is titled "WEIGHT CERTIFICATE (MCBCL 4600/2)".
3. This WEIGHT CERTIFICATE (Copy) will be sent to Bldg. 670 as soon as possible for record keeping.
4. If the truck driver does not have a weight certificate as listed above, YOU WILL NOT LET HIM UNLOAD. You will inform the driver of this and ask him to wait. You will then call 5988, 1081 or 2069 and inform the Leader of the situation. The Leader will then call the weigh station, Phone No. 1778 giving the weigh master the truck number that is trying to unload and ascertain if in fact he has weighed in. The Leader will then call you back and tell you if it is all right to unload the truck. The Leader will then log in the appropriate information in the Check-in book located on the desk at Bldg. 670.
5. Personnel will then log in all information on Plant Log Sheets; this includes truck number, time in and time out, and date and material received.
6. This has become necessary to preclude paying for bulk supplies we do not receive. Since all personnel have been notified of this before, disciplinary action may be recommended for failure to carry out these instructions.

  
B. M. FRAZELLE II

