



[Alvin W. Boese Papers.](#)

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1/2/62

## Progress Report on Face Mask Program for Profit

On 10/16/61 a program for profit was initiated for Fairmont Face Mask manufacturing in 1962. The basis for measuring the progress of the program was established as follows: 2nd quarter 1961 mask cost versus actual mask costs during 1962. The 2nd quarter of 1961 was used as the basis for comparison because it represented the best cost experience to date. This program for profit identifies a 1962 savings of \$140,500 that would be realized from the manufacture of 11,000,000 masks. (Sales estimates for 1962 were established at a later date to be 6,000,000 medical masks and 6,000,000 industrial masks).

This program is composed of several phases described as follows:

### I. Cost Savings in Raw Materials

#### A. Reduction in impregnating resin usage

Target Date - 1-1-62  
Estimated Savings - \$8,500.00 (Savings based on a usage of 1 lb. of B-15 resin/250 masks molded. All other components will be reduced proportionally)  
2nd Quarter usage - 1 lb. B-15/167 masks molded  
4th Quarter usage - 1 lb. B-15/280 masks molded

Note: Because of an inventory adjustment in October, the reported usage of B-15 will be more than the actual usage of 1 lb. B-15/280 masks molded.

#### B. Reduction in fiber usage

Target Date - 1-1-62  
Estimated Savings - \$24,700.00 (Savings based on a usage of 1 lb of fiber/137 masks molded)  
2nd Quarter usage - 1 lb of fiber/98 masks molded  
4th Quarter usage - 1 lb of fiber/117 masks molded

Note: Further reduction in fiber usage is awaiting results of laboratory and field evaluations of the 70# ream weight and 21.0% resin masks. Initial laboratory evaluations have indicated that these lighter masks will meet specifications.

#### C. Change from braided elastic to bare rubber elastic.

Target Date - 1-1-62  
Estimated Savings - \$20,300.00 (Savings based on lower cost of bare rubber (\$.0013/mask) versus braided elastic (\$.0031/mask)

Note: Bare rubber elastic, which should result in an elastic cost of \$.0015/mask), has been used exclusively since August and this program initiated by the laboratory is substantially ahead of schedule. Some additional savings may be realized by a change from ribbed rubber to strip rubber.

#### D. Reduction in staple costs

Target Date - 3-1-62  
Estimated Savings - \$4,600.00 (Savings based on substituting wire in coil form used with Sarnac stitchers for Bostitch staples used with Bostitch staplers)

Note: Program for profit on staples is dependent on conversion of finishing machines to Sarnac staplers. Several hundred dollars savings in staples have been realized by using the prototype Sarnac for production. Sarnac program is estimated by Engineering to be completed by 3-1-62.

1/2/62

## II. Labor Cost Reduction

### A. Increase in Rando-Webber speed

Target Date - 2-1-62

Estimated Savings - \$4,500.00 (Savings based on increasing speed of webber from 66"/min. to 90"/min.)

Output would be 1955 masks molded/man hour

2nd Quarter Output - 1463 masks molded/man hour

4th Quarter Output - 1655 masks molded/man hour

Note: About 40% of the target has been achieved by reduced downtime and improved operator performance. The cost in capital investment necessary to achieve the target has now been estimated at \$10,000, so this program is being delayed pending an increase in the level of sales.

### B. Reduce labor cost by installing semi-automatic trimmer and by re-designing finishers with automatic elastic feed and Sarnac staplers.

#### B-1 Sarnac and automatic elastic feed improvements on finishers

Target Date - 3-1-62

Estimated Savings - \$21,000.00 (Savings based on an output of 560 good masks finished/man hour)

2nd Quarter Output - 400 masks per man hour

4th Quarter Output - 340 masks per man hour

Note: 4th Quarter Output - (Bostitch finishers only) 298 masks per man hour

Note: 4th Quarter Output - (Sarnac prototype finisher only) 492 masks per man hour

Note: The drop in output on the assembly machines from 2nd Quarter to 4th Quarter reflects a change in method of fastening elastic in a reverse manner. The changeover to the Sarnac staplers and the automatic elastic feed should put this operation on the target. This changeover should be complete by 3-1-62.

#### B-2 Semi automatic trimmer improvement

Target Date - 3-1-62

Estimated Savings - \$25,000.00 (Savings based on an output of 3750 trimmed masks/man hour)

2nd Quarter Output - 960 trimmed masks/man hour

4th Quarter Output - 2300 trimmed masks/man hour

Note: 4th Quarter Output - (Semi-automatic trimmer only) 3040 trimmed masks/man hour

Note: The laboratory group has completed the development of this trimmer ahead of schedule and the new incentive standard plus several minor methods improvements should bring this program on target shortly.

Note: The marked improvement in the factory operation shown by the above figures may be substantially overshadowed by a great deal of extraneous work performed during the 4th Quarter. This work consisted of experimental runs, special inspecting, repacking, relabeling, etc.

*R. I. Byhoffer*  
R. I. Byhoffer

cc: Aitken Owen  
Boese Searles  
Carey Walden  
Courtney Westberg  
David Wiese

A. J. Matt  
*A. J. Matt*  
1-3-62



# MINNESOTA MINING AND MANUFACTURING COMPANY

ST. PAUL, MINNESOTA

INTEROFFICE CORRESPONDENCE

SUBJECT:

January 8, 1962

Mr. Douglas W. Sturgeon  
Exhibit Manager  
National Safety Congress  
425 N. Michigan Avenue  
Chicago 11, Illinois

Dear Mr. Sturgeon:

During the 1961 National Safety Congress, our Graphic Products Division displayed their Thermofax Product line in Booth 173 and 174.

We also attended the show and were impressed with the registration, the activity and the interest shown by the delegates. Based on our experience, we are most interested in booth space this year for a new product line of filter masks marketed by our Retail Tape and Gift Wrap Division.

You will be hearing from our Thermofax people some time soon. In the meantime, would you please send to my attention the available booths, rentals and details for the 1962 National Safety Congress to be held the week of October 29.

Yours very truly,

Keith H. Tuggle  
Product Merchandiser

KHT:mmm

bcc:	A. W. Boese	42-2E
	E. L. Garrity	42-5W
	E. B. Moffet	42-2W
	R. J. May	42-2W
	C. A. Parsons	42-2E



MINUTES OF MEETING ON MOLDING BLANKETS  
Held January 10, 1962

Those present: R. I. Byhoffer  
P. H. Carey  
A. J. Matt  
W. M. Westberg  
Goodrich Representatives:  
Ralph Anderson  
Jack Kliner  
Jack Lemmer

cc: Those Present  
~~A. W. Boese~~  
H. R. Courtney  
D. J. David  
J. J. LaBuda  
N. E. Petersen

Mr. Byhoffer reported performance characteristics of the various blankets tried. The present rubber used is Neoprene #17ET39 - .0186". From January through April 1961 each blanket averaged 500 cycles. May was 460 cycles. October and November (ribbed mold) averaged 650 cycles ( $\pm 100$  cycles). All blankets are broken in on the former. Very few rupture at this point. Most get to production use.

The latest samples of rubber, submitted by Goodrich to evaluate for better release properties, were not durable enough. One piece broke on the blanket former, another broke on the molder after 22 cycles, another after 21 cycles.

A re-trial of the standard Scotchlite Neoprene formulation showed good release but resulted in a life of from 430-525 cycles.

The Goodrich people said that the type of dusting powder used in curing affects the surface properties. They suggested Fairmont try other release powders than zinc oxide.

Mr. Byhoffer reported that we discard blankets for three reasons: rupture, poor release and excessive cockling. He also described the incidence of lengths of rubber that were defective.

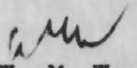
The rubber we are now using has a relatively high heat set, which results in permanent deformation to the mold configuration and the production of a cockled surface due to the ribs.

It was agreed that we probably need a high recovery, very stretchy rubber (at high temperatures). The recovery could be slow because our blankets have a waiting period between uses.

A discussion was held of the possibility of obtaining samples of uncured rubber that could be formed and cured.

Mr. Lemmer will inform us when we can enter requisitions for: 1) a length of uncured rubber (our present type) 9-10 inches wide 2) 25 yards of the special low set, stretchy rubber.

Written by:

  
W. M. Westberg  
Gift Wrap & Fabric Laboratory - 27-1  
WMW:seg

al Bore - 42-2E

cc: L. M. Lehr  
H. E. Petersen  
W. M. Westberg - 27-1  
L. J. Ahlen

January 11, 1962.

TO: J. J. LA BUDA

FROM: R. J. KLUG

For your information, the "Omaha Tests" have been completed and the following represents the bottom line figure for each type of mask:

	% efficiency
Single gauze	85.6
Double gauze	97.4
"3M" Brand Aseptex	97.3
"SCOTCH" Brand #540	98.97

Work will be initiated immediately to expedite the publication.

RJK:jf



*Handwritten signature/initials*

January 12, 1962

American Society of Safety Engineers  
5 North Wabash Avenue  
Chicago 2, Illinois

Attention Mr. A. C. Blackman, Managing Director

Dear Mr. Blackman:

Our company, in 1961, marketed a new type of disposable nuisance dust mask called 3M Brand #8200 Filter Mask. Our sales for 1961 were encouraging and would seem to indicate that our product and approach is acceptable and sound.

We regret, however, that our contacts with the Safety Engineers has been far too few. Our interest is in correcting this and so we contacted Mr. Harold Bostad, chairman of your local chapter for a national membership list. He referred our request to you for handling.

Briefly, our intention if you agree, would be to make an informative mailing with samples to your members on our new mask. In talking with our own safety people, their nature seems to be one of interest in new products for the safety field. Our mailings, therefore, would take the approach of an informative introduction to our product and we believe this would be of interest to your members.

Our mailings would be planned for some time in mid-March. May we hear from you in this regard at your convenience.

Yours very truly,

Keith H. Tuggle  
Product Merchandiser

KHT:mm

bcc: A. W. Boese 42-2E  
R. J. May 42-2W  
E. B. Moffet 42-2W  
C. A. Parsons 42-2E



# MINNESOTA MINING AND MANUFACTURING COMPANY

cc: W. A. Aitken  
A. W. Boese  
D. J. David  
R. I. Byhoffer  
A. J. Matt

42-2E  
42-2E  
Fairmont  
Fairmont  
Fairmont

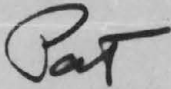
ST. PAUL, MINNESOTA  
INTEROFFICE CORRESPONDENCE  
SUBJECT:

January 11, 1962

TO: L. W. LEHR - MEDICAL PRODUCTS - 24-2  
FROM: P. H. CAREY - R.T. & G.W. LABORATORY - 27-1

The factory would like your permission to reduce the mask fiber weight to 70 pounds per ream. This weight is in line with the expected industrial mask weight. A part of the cost reduction program is also based upon this new weight. The next run is scheduled for January 15, 1962.

Please advise as soon as possible.



PHC:js

cc: A. W. Boese  
P. H. Carey  
H. R. Courtney  
J. W. Fowler  
J. J. LaBuda  
N. E. Petersen  
F. R. Owen  
L. J. Whalen

Improved Mask Molds

January 12, 1962

TO: W. M. WESTBERG - 27-1

FROM: L. W. LEHR - 24-2

Larry and Neil have both talked to me with regard to the filleted contour on the mask molds. This would appear to be an improvement which will help eliminate the itching problem. We are, therefore, in agreement with your suggestion for changing the molds to accomplish this.

LWL: jea

# MINNESOTA MINING AND MANUFACTURING COMPANY

cc: W. A. Aitken  
A. W. Boese, 42-2E  
D. J. David, Fairmont  
R. I. Syhoffer, Fairmont  
A. J. Matt, Fairmont  
J. J. LaBuda, 24-2  
N. E. Petersen, 24-2  
L. J. Whalen, 24-2  
W. M. Westberg, 27-1

ST. PAUL, MINNESOTA

INTEROFFICE CORRESPONDENCE

SUBJECT: **Experimental Masks**

January 16, 1962

TO: P. H. CAREY - R. T. & G. W. LABORATORY - 27-1

FROM: L. W. LEHR - MEDICAL PRODUCTS - 24-2

The question of fiber weight has been under discussion for sometime. You have raised the question again in your letter of January 11th. Neil Petersen and Walt Westberg have been in contact on this and have come to the conclusion that until this change has proven to be one which will not affect quality, the No. 1800 should remain as it is. I understand that initial test results on these experimental masks were inconsistent. We all realize the importance of cost reduction, but at the same time the greatest problem appears to be that of skin irritation with the No. 1800, particularly on nurses faces. This too, is under consideration by Neil and Walt.

LWL: jea



# MINNESOTA MINING AND MANUFACTURING COMPANY

ST. PAUL, MINNESOTA

INTEROFFICE CORRESPONDENCE

SUBJECT: #1800 Mask Quality Standards

cc: A. W. Boese - 42-2E  
P. H. Carey - 27-1  
H. R. Courtney - 27-1  
J. C. Dansereau - 24-2  
D. J. David - Fairmont  
J. J. LaBuda - 24-2  
A. J. Matt - Fairmont  
N. E. Petersen - 24-2  
T. E. Phillips - 42-2W  
L. J. Whalen - 24-2

TO: R. I. BYHOFFER - FAIRMONT

FROM: G. W. MILLER - GIFT WRAP & FABRIC LABORATORY - 27-1  
W. M. WESTBERG - GIFT WRAP & FABRIC LABORATORY - 27-1

A meeting was held to discuss the various quality aspects of (a) the #1800 lots that have been made and are now being sold, (b) the #1800 lots that are trimmed but unfinished, (c) the current #8500 production and (d) the proposed production of #1800.

The Medical Products people emphasized that in their opinion, the most serious customer complaint problem we have today is irritation from the edge of the mask. The pressure drop is a great improvement over the #8300 and the new elastic contributes to less face pressure and ease of putting the mask on.

A discussion of the results of the quality inspection of recent #8500's was held with a view to setting up new visual standards for the #1800. It was decided to operate from our present written standards and supplement these with new visual standards or descriptions. The various categories follow:

1. Hardware (nose clip and staple placement)

Present placement standards apply. No deviations allowed. No nose clip stamping slivers, or paint slivers allowed.

2. Dirt or Visible Contamination

None allowed.

3. Color

To stay within visual standards (dated 9-7-61) which have been approved and submitted to you.

4. Wrinkles

No worse than visual standard (dated 1-15-62) and submitted to you.

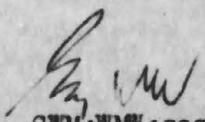
5. Edge Condition

- a) Fuzz - One isolated projecting fiber ~~OK~~; a bunch or noticeable group of single fibers not permitted.
- b) Trimming Sliver - An easily noticeable sliver not permitted.
- c) Stacking fuzzy due to inside foldover at staple; not permitted.

It was decided to continue with the temporary visual quality sampling plan set up with you by Jerry Miller. This plan consists of inspecting at least a minimum of 200 masks daily from all machines for the types of defects discussed with you. The number and type of defect will be recorded by machine number and the defects saved for future evaluation by the Lab.

With the foregoing quality requirements, this plan will be followed for a period of 2 - 3 weeks after the beginning production of the #1800 Mask. At that time the inspection data and the defects will be reviewed to determine what quality levels can be economically maintained.

It was our understanding that the 80M trimmed #1800 Masks left over from the previous run will be finished and that at least the previous quality levels held.

  
GWM:WMW:seg



January 19, 1962

Headquarters  
U. S. Army Medical Research Laboratory  
Fort Knox, Kentucky

Attention Colonel T. A. Carilia, Colonel, MSC, Executive Officer

Dear Colonel Carilia;

Thank you for the information and your letter of January 10, 1962. We appreciate your sending to the USARIEM the six (6) face mask samples.

We will write to the commanding officer for additional help.

Sincerely,

Patrick H. Carey  
Technical Manager  
New Product Development

PHC:seg

bcc: R. J. Barghini - 27-1  
A. W. Boese - 42-2E  
H. R. Courtney - 27-1  
K. H. Tuggle - 42-2E  
W. M. Westberg - 27-1



cc: L. H. Anderson - 53-1  
✓ A. W. Boese - 42-2E  
H. R. Courtney - 27-1  
J. J. LaBuda - 24-2  
W. M. Westberg - 27-1

January 19, 1962

TO: A. T. KNUTSON - SALESMAN - ST. PAUL BRANCH - 53-1

FROM: P. H. CAREY - MANAGER - NEW PRODUCT DEVELOPMENT - 27-1

We are very concerned with your recent reports of irritation of nurses by the #1800 Mask. We would appreciate your finding us a person or persons who have been or are being irritated by the use of this mask. We would like to try several experimental models on them and also see if there are some techniques that can be used to eliminate this irritation of our present mask.

We appreciate very much, Andy, learning of these complaints since, as you know, most problems can be solved.

PHC:seg

# MINNESOTA MINING AND MANUFACTURING COMPANY

cc: A. W. Boese - 42-2E  
P. H. Carey - 27-1  
H. R. Courtney - 27-1  
D. J. David - Fairmont  
K. L. Coad - 42-3W  
R. J. Klug - 24-2  
J. J. LaBuda - 24-2  
A. J. Matt - Fairmont  
L. J. Whalen - 24-2

ST. PAUL, MINNESOTA

INTEROFFICE CORRESPONDENCE

SUBJECT: Bacteriological Evaluation  
of Cost Saving Masks

January 24, 1962

TO: N. E. PETERSEN - MEDICAL PRODUCTS - 24-2

FROM: W. M. WESTBERG - GIFT WRAP & FABRIC LABORATORY - 27-1

In confirmation of our recent phone conversations, I would like to inform you that I have arranged with the University Agricultural School to prepare 250 blood agar plates, prepared according to Bob Klug's instructions. They will be ready this week or the first part of next week. I will arrange to have them picked up. If I can help you in any way to set up box tests to evaluate the masks that have been submitted to you, please let me know.

Fairmont informs me that masks of the type that exhibited the plus 60% efficiency on the machine test have been prepared and will be in your hands very shortly for customer evaluation.

As you know, we are most anxious to get these experiments run, since the results will directly affect an important portion of our production program for profit.

WMW:seg



# MINNESOTA MINING AND MANUFACTURING COMPANY

cc: Stock Control Supervisors  
Automotive Trades Sales Managers  
Automotive Trades Regional Managers  
Industrial Trades Sales Managers  
Industrial Trades Regional Managers

A. W. Boese	42-2E
E. G. Charpentier	209-1S
E. L. Decker	42-2W
R. G. Heller	42-2W
W. J. Jansen	42-3W
D. J. Joyce	42-2W
R. J. May	42-2W
F. M. Metcalfe	2-1
E. B. Moffet	42-2W
C. A. Parsons	42-2E
G. J. Pyle	42-2W
C. A. Rommel	Fairmont
D. E. Speer	2-1E
J. W. West	42-2W
T. W. Wilson	42-1W

SAINT PAUL 6, MINNESOTA  
INTEROFFICE CORRESPONDENCE  
SUBJECT: #8500 Filter Mask

January 25, 1962

TO: ALL BRANCH OFFICE MANAGERS

FROM: KEITH H. TUGGLE : RT&GW DIVISION : 42-2E : ST. PAUL

National stock of #8200 Filter Masks is depleted to the point where introduction of our new #8500 Filter Mask is necessary at this time.

Your present stock orders in Fairmont will be filled with the new mask. Since each branch will run out at different times, it will be necessary to plan with the sales managers introduction of the mask in your individual areas when your #8200 stock is depleted.

Packing on the new #8500 will be the same as on the #8200 with 10 boxes of 50 to a master carton. Within a week, you should have price pages indicating a price increase on this new mask. In the meantime, this new price schedule is attached for your immediate information. Special note should be made that all industrial orders should continue to be written up by the box rather than unit as shown on the pages.

We expect that all selling brochures and envelope stuffers will be available for distribution in the next 30 days. Salesmen's samples of the new mask will be shipped direct to each sales manager for his handling.

Announcement to the Industrial and Automotive Trades people will be handled by each respective St. Paul sales group within the next few days.

*Keith*

KHT:mmm

Attachment



INDUSTRIAL

CONSUMER:

3M BRAND FILTER MASK #8500		NET PRICE PER UNIT*				
		1 Unit	5 Units	10 Units	15 Units	25 Units
PACKING		List Price	@	@	@	@
Per Unit	Per Case	Net	10%	15%	20%	25%
100	500	\$13.00	\$11.70	\$11.05	\$10.40	\$9.75

\*Unit is 100 Masks

WHOLESALE:

[illegible]

\*Unit is 100 Masks

# AUTOMOTIVE

CONSUMER:

NET PRICE PER BOX			
3M BRAND FILTER MASK #8500		1 Box	10 Box
PACKING		List Price	@
Per Box	Per Case	Net	10%
50	500	\$6.50	\$5.85

WHOLESALE:

3M BRAND FILTER MASK #8500		NET PRICE PER BOX					
		TO ALL CONSUMERS				TO DISTRIBUTORS	
No. of Boxes	1 Box List Price	10	20	30	50	10	20
Discount	Net	10%	15%	20%	25%	35%	40%
50 Masks (1 Box)	\$6.50	\$5.85	\$5.53	\$5.20	\$4.88	\$4.23	\$3.90
PACKING: 50 Masks Per Box - 10 Boxes Per Case							

cc: ✓ A. W. Boese  
R. J. May  
E. B. Moffet

42-2E  
42-2W  
42-2W ✓

January 25, 1962

*At this point  
I'm sure  
you'll know  
Do you agree?  
A. W. Boese  
yes ✓  
KAR*

TO: C. A. PARSONS

FROM: KEITH TUGGLE

This letter is to advise that we are currently shipping the #8500 Filter Mask on all branch orders.

With the introduction of this new mask construction, we are also announcing a price increase from 12¢ to 13¢ each.

We estimate that by February 15, all branches will be out of #8200 Filter Masks and will be shipping the new #8500 to our distributors.

KHT:mmm



# MINNESOTA MINING AND MANUFACTURING COMPANY

ST. PAUL, MINNESOTA

INTEROFFICE CORRESPONDENCE

SUBJECT:

*Walt Walker's  
Thygeson  
Al Breal*

January 31, 1962

TO: MR. A. W. BOESE - 42-2E

FROM: MR. F. J. SCULLY - 42-2W

Dear Al:

For your information the following is taken from Andy Knutson's field letter for the week of December 4:

St. Mary's Hospital  
Duluth, Minnesota  
Mr. Carl Halvorson, PA

Learned that the No. 1800 Mask was found to be unsatisfactory because of irritation to the skin. Some nurses found that the mask produced redness and small blisters on the face. They refused to wear the masks. They felt that the irritation was due to roughness on edges and inside of the masks. They did report that they are definitely easier to breathe through and cooler to wear.

They like and are using No. 1210 Drapes. Still testing Incise Drapes.

No change in regard to No. 530 Surgical Tape - using for special cases (skin allergies) - passing added cost on to patients. Presented Printed Tapes for hospital. Will discuss with central supply room supervisor."

*FJS*  
FJS:bb



cc: G. M. Wiese

January 31, 1962

TO: A. H. REDPATH - VICE-PRESIDENT - R.T. & G.W. DIVISION  
FROM: A. W. BOESE - NON-WOVEN PRODUCTS MANAGER - R.T. & G.W. DIVISION

Confirming our brief conversation of today, it seems that our selling agreement with Industrial is one and one-half per cent of the man's time. As you know, we have agreed with Abrasive Division for one-half per cent of their man's time on the selling of masks.

This is just a reminder that you were going to see Ed Decker to see if we could make the same agreement with them; namely, in light of current conditions, we pay only one-half of one per cent of their salesman's time on selling masks.

AWB:js

cc: A. W. Boese - 42-2E  
H. R. Courtney - 27-1  
W. M. Kramer - 42-4E  
W. M. Westberg - 27-1  
G. M. Wiese - 42-4E

February 1, 1962

TO: J. A. SEARLES - COST ACCOUNTING - 42-4E

FROM: P. H. CAREY - G.W. & F. LAB. - MANAGER - NEW PRODUCT DEVELOPMENT - 27-1

In 1961 Mr. Kramer prepared a cost estimate sheet on face mask operation for our use. We found it very useful during the year. We would like to continue to have it published in 1962. We feel the report has value in light of the emphasis on cost reduction in the factory and the laboratory program on its behalf.

Please have Mr. Courtney's name added to the copy list and remove, if you desire, Mr. Redpath's name.

PHC:seg



# MINNESOTA MINING AND MANUFACTURING COMPANY

cc: A. W. Boese, 42-2E  
W. P. Erickson, 42-2W  
L. A. Gilbertson, 42-2W  
R. J. May, 42-2W  
E. B. Moffet, 42-2W

ST PAUL, MINNESOTA

INTEROFFICE CORRESPONDENCE

SUBJECT: National Safety Congress

February 2, 1962

TO: K. H. TUGGLE

FROM: C. A. PARSONS

With regard to your letter of January 8th to the National Safety Congress, when you hear from them and get the detailed information concerning the October show, please turn the registration and show information over to Lloyd Gilbertson for handling.

As you know, the Sales Promotion Department has responsibility for handling of trade shows. I would suggest you get together with Lloyd to discuss plans for the show as soon as possible.

*Par*  
CAP:ca



# MINNESOTA MINING AND MANUFACTURING COMPANY

ST. PAUL, MINNESOTA

INTEROFFICE CORRESPONDENCE

cc: A. W. Boese 42-2E  
P. H. Carey 27-1  
C. A. Parsons 42-2E  
G. J. Pyle 42-2W  
W. M. Westberg 27-1

SUBJECT: Fallout Family First Aid  
Kits #8200 Filter Mask

February 2, 1962

TO: C. W. MC CRACKEN : CHICAGO

FROM: KEITH H. TUGGLE : RT&GW DIVISION : 42-2E : ST. PAUL

Dear Charlie:

On December 18 we wrote to you on the above subject. I believe the account was located in the Rockford, Illinois area.

We are quite anxious to know the results of your salesman's call on them and if our product has application here. May we hear from you.

*Keith*

KHT:mmm

# MINNESOTA MINING AND MANUFACTURING COMPANY

ST. PAUL, MINNESOTA

INTEROFFICE CORRESPONDENCE

SUBJECT:

cc: A. W. Boese 42-2E  
P. H. Carey 27-1  
A. L. Birch Wash. D.C.  
J. Friskey 42-2W  
E. B. Moffet 42-2W  
C. A. Parsons 42-2E  
F. C. Warner Wash. D.C.

February 2, 1962

TO: R. H. LAMB : WASHINGTON, D. C.

FROM: KEITH TUGGLE : RT&GW DIVISION : 42-2E : ST. PAUL

Dear Bob:

Was very interested in your letter to John Friskey and the interest shown on our Filter Mask in your contacts within the Government to date.

If you remember, we wrote earlier expressing our interest in coming to Washington to make some contacts to obtain certain information.

You will be advised very soon by John of the introduction of our new #8500 Filter Mask. With this introduction and other potential products we are working on in our laboratory, we feel that our trip to Washington should be made as soon as possible. We, therefore, propose a trip during either the week of February 19 or the week of February 26, which ever would fit your schedule the best.

At this time, let me briefly outline our objectives during this week and see how you think the timing would be to accomplish them.

1. Pittsburgh - We will probably fly here on Sunday evening, see the Bureau of Mines on Monday morning and arrive in Washington sometime early that afternoon.
2. Washington
  - a. Government Safety Approval Group - Believed to be part of Department of Commerce. Discuss the approval of our mask for all government installations.
  - b. U. S. Army Chemical Corps - Mr. G. L. Feazell, Safety Director. Discuss our bacteriological, radiological and chemical mask.
  - c. Office of Civilian Defense - Part of Department of Defense. Discuss use of our mask as fallout protection or use in a survival kit.
  - d. Department of Agriculture - Mr. E. D. Burgess, Director of Plant Pest Control Division, Agricultural Research Service, USDA (South building of Agriculture Group). Discuss approval of our mask for general agricultural uses.
  - e. Pure Food and Drug Department - Possible application of our mask in some of their regulations to manufacture.
  - f. U.S. Public Health Department - Interested in obtaining their approval of our mask for proposed resale unit.

- g. Post Office Department - Mr. Herb Block, Bureau of Personnel (Uniform Committee). Discuss our all-weather mask for letter carriers. Also discuss listing of #8500 in Post Office Bulletin #20090 for general nuisance dust use.
3. Natick, Massachusetts - Headquarters Army Quartermaster Research and Development Command. Discuss approval of our #8500 mask and all-weather mask.

Bob, would hope that during this same week we could make any other calls which you might have in mind in relation to our Filter Mask program.

That's about it--what do you think?

Keith

KHT:mm



# Industrial Marketing

# News Letter

NO. 185

BY THE INDUSTRIAL MARKETING DEPARTMENT • TAPE DIVISION

PRICE INFORMATION • TAPE DATA • NEW PRODUCTS • MARKET TRENDS • SALES IDEAS • SALES PROMOTIONS • SALES LEADS • SALES RESULTS

February 2, 1962

ALL INDUSTRIAL TAPE BRANCH SALES MANAGERS, SUPERVISORS & SALESMEN  
ALL INDUSTRIAL TAPE REGIONAL MANAGERS

N E W

" F L I P - O N " M A S K

Production on the 8200 Filter Mask has been discontinued. A brand new mask is rolling off the lines. It is called the 8500. A mask three ways superior to the 8200.

I T ' S S T R O N G E R

The face of the 8500 is corrugated. This added strength resists collapsing in use and withstands handling during removal and re-application better than the old mask.

I T O F F E R S

G R E A T E R C O M F O R T

The 8500 is flanged on the face contact area and has a soft rubber, elastic strap. These two improvements reduce face pressure. In addition, the corrugation contributes to easier breathing. The combination of these things results in comfort, never before thought possible, for the nuisance mask wearers.

G R E A T E R

F I L T E R I N G E F F I C I E N C Y

Experience to date indicates that, due to the corrugated design and the resulting greater filtering surface, filtering efficiency is increased noticeably. Since the function of the mask is to protect the respiratory system, this becomes a real important must.

**MINNESOTA MINING AND MANUFACTURING COMPANY**

... WHERE RESEARCH IS THE KEY TO TOMORROW



Your sales manager will be sending you samples of the new 8500 within the next week or so. Due to the fact that there is a wide variation in 8200 mask inventories, both at the branch and distributor level, it will be up to you and your branch manager to work out the introductory program.

The new price pages are being printed and will be sent to you as soon as they are available. There will be no mailings to your distributors. It will be your responsibility to handle this on a personal basis.

This improved mask is slightly more expensive to produce than the 8200 and this is reflected in a slight increase in the price. The new consumer and distributor prices are attached.

Hundreds of industrial users have found the 3M face mask to be very superior to anything they have tried. The attached reports may prove useful to you in locating potential mask users.

G. J. Pyle  
Sales Promotion Manager  
Marketing Department

GJP:lb

Att.

cc: R. W. Adam - 42-2W  
A. W. Boese - 42-2E  
E. L. Decker - 42-2W  
D. J. Joyce - 42-2W  
E. B. Moffet - 42-2W  
R. W. Mueller - 42-2W  
C. A. Parsons - 42-2E  
A. H. Redpath - 42-2W  
K. H. Tuggle - 42-2E  
J. W. West - 42-2W  
Industrial Marketing Department

From Keith Tuggle letter dated  
1/25/62

X-5055

INDUSTRIAL

CONSUMER:

3M BRAND FILTER MASK #8500 PACKING Per Unit Per Case		NET PRICE PER UNIT*				
		1 Unit	5 Units	10 Units	15 Units	25 Units
		List Price	@	@	@	@
		Net	10%	15%	20%	25%
100	500	\$13.00	\$11.70	\$11.05	\$10.40	\$9.75

\* Unit is 100 Masks

WHOLESALE:

3M BRAND FILTER MASK #8500		NET PRICE PER UNIT*					
		TO ALL CONSUMERS				TO DISTRIBUTORS	
No. of Units	1 Unit List Price	5	10	15	25	5	10
Discount	Net	10%	15%	20%	25%	35%	40%
100 Masks (1 Unit)	\$13.00	\$11.70	\$11.05	\$10.40	\$9.75	\$8.45	\$7.80
PACKING: 100 Masks Per Unit - 5 Units Per Case							

\* Unit is 100 Masks



## R E P O R T S

### J. N. DICK - Salesman - CLEVELAND

"I received an order for 500 #8200 face masks from Thompson Ramo Wooldridge to be used as a face mask in the grinding of titanium. Besides providing more comfort than the Martindale mask, one of the important sales benefits of our mask was that it does not burn as readily as does the gauze pad in the Martindale. This is vital since many sparks are encountered when grinding titanium."

### R. B. PALMA - Salesman - ST. LOUIS

"This report concerns our recent discussion on the subject at our Annual Sales Meeting. As I mentioned at the time, I have an account, Mangelsdorf Seed Co., who wishes to be established as a 3M distributor. This company covers a four state area - Missouri, Illinois, Kansas and Arkansas. In this area they have 15 salesmen and 1500 dealers. What they plan to do is repackage our masks in poly-bags with five masks per bag. This pack will retail at their dealers, from .80¢ to .89¢ each. The idea behind this is that they feel the individual farmer and small grain elevator operators will be more likely to purchase the mask in small quantities of 10 or 15 masks than a full unit of 100."

### R. C. HERSHEY - Salesman - ATLANTA

"While working over a chrome plating tank, workmen must use a respirator for protection against fumes. They are working back and forth and, because the respirator is cumbersome, they remove it when not actually working over the tank. They also wear rubber gloves for protection and consequently, they transfer acid from the gloves to the face everytime they remove the respirator. This causes more lost time, because the acid must be washed off the face.

"This account was introduced to the #8200 Mask two months ago and in this period of time, they have become avid boosters of the mask, using sizeable quantities. The workmen leave the masks on whether they are working over the tank or not; sometimes, leaving them on for periods up to two hours and hardly notice that they are wearing them. They will use 15 (50 pack) boxes per month.

"The plating foreman advises that they were losing approximately two man hours per day (at \$2.50 each) or \$1200 per year due to lost time involved with the disadvantages of the respirators mentioned previously. Using our masks at the rate mentioned, the annual cost will be approximately \$800, or annual saving of \$400.

"I might add that they are now a more confirmed believer in 3M, utilizing our Abrasives, #236 Masking, #470 and the new Y-9053, as well as the #8200 Filter Mask."

K. C. STARRETT - Salesman - BOSTON

"Mr. Gene Grillo, Safety and Hygiene Director at the North Andover, Massachusetts Plant, has run several lab tests on our new mask and found it to be superior to any that they have previously evaluated. As a result, all Western Electric Plants were notified through their Chicago Office and it has been assigned an R-M (raw material) number in their product catalog.

"This now means that any Western Electric Plant in the United States will requisition filter masks by this number which in turn will be our #8200 when it is decoded at their purchasing department. Our mask will displace the "Martindale" which previously was assigned the R-M number for filter masks."

R. E. HOLLER - Salesman - CLEVELAND

"The Homes Leather Company of Curwansville, Pennsylvania, removes the hair from hides by immersing them in soaking pits. The hides are removed from the soaking pits and when dried the hair is blown away by a system of blowers.

"At this point the air is contaminated with small hair fragments and dust residue. The 8200 filter mask has been very successful because it not only does a good job of filtration, but is more comfortable for the men to wear and allows them to talk while wearing the masks."

R. E. HOLLER - Salesman - CLEVELAND

"The Rockwell Manufacturing Company of DuBois, Pennsylvania, has a powdered metal department in this plant where they make metal parts from powdered copper and iron. These powders are fused by a special process to form a solid metal. During the process there is a great deal of the powdered metal in the air. Rockwell tested one 8200 Filter Mask and found them to be more acceptable to the workers because they were more comfortable to wear and did a good job of filtering the powdered metal.



February 13, 1962

Mr. Robert Alg, Safety Director  
Dugway Proving Grounds  
Dugway, Utah

Dear Mr. Alg:

Our sales representative in Washington has been in contact with Mr. G. L. Feazell concerning our new disposable #8500 Filter Mask for use against non-toxic dust or paint spray particles.

Mr. Feazell has suggested that I send you a sample box for your evaluation. We will appreciate hearing from you after your testing is completed.

Yours very truly,

Keith H. Tuggle  
Product Merchandiser

KHT:mm

bcc: A. Birch  
J. A. Friskey  
A. W. Boese  
R. H. Lamb  
C. A. Parsons

Washington D. C.  
42-2W  
42-2E  
Washington D. C.  
42-2E

# MINNESOTA MINING AND MANUFACTURING COMPANY

cc: R. W. Adam - 42-2W  
A. W. Boese - 42-2E  
E. L. Decker - 42-2W  
D. J. Joyce - 42-2W  
E. B. Moffet - 42-2W  
R. W. Mueller - 42-2W  
C. A. Parsons - 42-2E  
A. H. Redpath - 42-2W  
K. H. Tuggle - 42-2E  
J. W. West - 42-2W  
Industrial Marketing Dept.

SAINT PAUL 6, MINNESOTA  
INTEROFFICE CORRESPONDENCE  
SUBJECT: #8500 Filter Mask

February 13, 1962

TO: ALL INDUSTRIAL TAPE BRANCH SALES MANAGERS, SUPERVISORS & SALESMEN  
ALL INDUSTRIAL TAPE REGIONAL MANAGERS

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As a follow up to our Marketing News Letter #185, here is some additional ammunition to help you promote filter masks.

Please note that Warren Kurtz has supplied a list of Safety and Hygiene Engineers for the various Western Electric locations and he has indicated that you should immediately contact the person in the Western Electric Plant in your territory.

W. B. KURTZ - Salesman - RIDGEFIELD

Warren Kurtz, who handles Western Electric's headquarters in New York has presented our #8200 Filter Mask for approval to Mr. F. X. Worden, who is their Industrial Hygiene Coordinator. Warren has succeeded in getting him to endorse our Filter Mask and he will make a statement on the plus features of our product indicating the headquarter approval in the next Western Electric Hygiene bulletin.

He has also given Warren authorization for our salesmen to contact their safety and hygiene engineers in order to advise them of headquarter approval. Should they have any questions they may refer them to Mr. Worden.

Western Electric has assigned part number RM 676623 to the #8200 Filter Mask. We are attaching a list of their safety and hygiene engineers at their various locations. We would suggest that you send these out on a national basis indicating Mr. Worden's approval.

<u>Name</u>	<u>Dept.</u>	<u>Location</u>	<u>Area Code</u>	<u>Phone</u>	<u>Ext.</u>
R. W. Steinmetz (Bob)	4420	Allentown	215	HE 3-7581	2274
W. S. Simon (Bill)	8913	Baltimore	301	OR 5-9000	412
J. T. Murray (Jack)	319	Buffalo	716	TR 6-2500	454
R. D. Woodland (Ralph)	326	Columbus	614	BE 7-3211	2454
C. W. Wyman (Charlie)	7329	Hawthorne	312	LA 1-5000	3885
P. Brucato (Pete)	7329	Hawthorne	312	LA 1-5000	3885

<u>Name</u>	<u>Dept.</u>	<u>Location</u>	<u>Area Code</u>	<u>Phone</u>	<u>Ext.</u>
R. H. Brown (Bob)	7329	Hawthorne	312	LA 1-5000	3839
H. R. Christy (Russ)	364	Indianapolis	317	FL 6-8811	634
A. G. Widner (Gene)	8150	Kansas City	816	LA 4-2535	318
G. D. Ware (George)	8265	Kearny	201	MI 2-7700	3188
J. C. Henning (John)	4240	Laureldale	215	WA 9-9411	445
G. P. Grillo (Gene)	124	Merrimack Valley	617	MU 6-0600	3536
E. J. St.Amand	252	North Carolina	919	ST 8-1211	2213
P. L. Wood (Pete)	324	Oklahoma	405	WH 7-3311	2686
J. F. Schanbacker (John)	734	Omaha	402	391-5000	2522

T. E. VARNUM - Salesman - ATLANTA

Customer: E. V. Webb Tobacco - Kinston, North Carolina  
Kinston Tobacco - Kinston, North Carolina  
Bohannon Tobacco - Kinston, North Carolina  
Austin Carolina Tobacco - Kinston, North Carolina  
R. J. Reynolds Tobacco Co. - Winston-Salem, No. Carolina

The above companies have accepted and are using the #8200 Filter Mask. Tobacco dust is very irritating to workers' eyes, nose and throat and because of this, the mask has been a life saver to some workers.

R. G. BENDING - Salesman - CLEVELAND

Customer: Ohio Blenders Inc. - Toledo, Ohio  
Business: Alfalfa Meal

The workers working around the alfalfa bins and bag filling area were having difficulty finding a comfortable and effective filter mask. These areas are extremely dusty and up until the introduction of the #8200 filter mask some were using the Martindale mask as well as other types of washable type mask, but these were both more costly and not as efficient. As a result they were very anxious to try the #8200 filter mask and because of a more comfortable and disposable type mask they have given us a trial order for 100 and since then, they have reordered several times.

T. J. CASSIDY - Salesman - DETROIT

Customer: Herman Miller Furniture - Zeeland  
Business: Contemporary Furniture

The #8200 Filter Mask is used for finishing operations and nuisance dust.



This account had difficulty in keeping masks serviceable and in some cases even getting their men to use them. 8200 has proved to be more convenient and more acceptable to the workers. One of the major points was the fact that when they needed a new one they had it complete without taking time etc. to assemble. 8200 has enabled management, at this account, to convince other departments to use this mask where in the past they had refused. The volume is not great but constant and they are well aware of another service we have provided. This is a very competitive account on all products and this has helped.

R. B. PALMA - Salesman - ST. LOUIS

I recently contacted seven accounts who had purchased the 8200 mask about one month ago. Listed below are the accounts and the results of the call backs.

Floyd's Service (Electroplating Co. uses masks for certain grinding operations). Account is having good results. Main advantage is the comfort for the men. Account reordered one box.

Industrial Engineering & Equipment Co. (Makes Electrical Heating Units. Using mask in spray booth). Account will reorder. Plant superintendent mentioned that the men will wear this mask over any other because of comfort.

American Silver Plating Co. (Electroplating Co. uses mask for brass and copper grinding). Having very good results, men like mask over other type previously used. Account will reorder when they are out of stock.

Wells Iron Works & Supply. (Steel structures). This account uses the mask for both paint spraying and grinding operations. Main advantage of mask is its lightweight and comfort. Account will reorder.

Theiss Plating Corp. (Electroplating Co.). Account uses mask for grinding of copper and brass items. Men are using mask over others because of its comfort. They will reorder.

St. Louis Carbon Co. (Coal and by-products). Account is using mask when they compress tin cans into black metal. Although this operation will not go into full swing until the spring, advance tests have proven to the account that this mask will solve their dust problem. This account has good potential as they have several plants handling this operation. They will reorder.

Kisco Boiler. This account is using the mask for paint spraying. Our mask has proven to be very satisfactory and the account would reorder.

J. N. TODDY - Salesman - DETROIT

Customer: Wm. Gallgher Company - Fenton, Michigan

3M filter mask plays an important role in making up a complete survival kit. These kits are produced by the Wm. Gallgher Co., Fenton, Michigan. In these times it is no secret that most people are preparing for what they hope and pray never comes about. Fall Out shelters are being manufactured at a rapid pace and like these shelters, so are fall out survival kits. The contents of these kits range from dehydrated food

tablets to canned water. It was Wm. Gallgher Co.'s feeling that their survival kits would not be complete without including our #8200 filter mask as an extra safety feature. The initial order was for 2 cases.

C. E. STANEK - Salesman - CLEVELAND

Customer: Louis Marx Toy Company - Glendale, West Virginia  
Business: Manufacture of toys

Louis Marx Toy Company is the manufacturer of a line of toy trucks. These trucks receive a coat of metalized paint which must be sprayed on. The trucks are carried on a conveyor line through an automatic spray booth where this painting takes place. A workman is stationed inside this spray booth to touch up hard to get at corners and places that the automatic spray has missed. Here-to-fore he wore an older bulky type filter mask. It was heavy and hot and made him uncomfortable thereby increasing the difficulty of his task. I left several samples of the 8200 filter mask with the purchasing department to pass along for trial. The men that work in the spray booth area liked them very well, as a result I received an order from this company through Clarke Paper Company for 1000, #8200 filter masks. Louis Marx is now a satisfied 8200 filter mask user.

G. J. Pyle  
Sales Promotion Manager  
Marketing Department

GJP:lb

A.W. BOESE 42-2E



February 13, 1962

Mr. Fitzhugh, Safety Director  
Pine Bluff Arsenal  
Pine Bluff, Arkansas

Dear Mr. Fitzhugh:

Our sales representative in Washington has been in contact with Mr. G. L. Feazell concerning our new disposable #8500 Filter Mask for use against non-toxic dust or paint spray particles.

Mr. Feazell has suggested that I send you a sample box for your evaluation. We will appreciate hearing from you after your testing is completed.

Yours very truly,

Keith H. Tuggle  
Product Merchandiser

KHT:mm

bcc: A. Birch	Washington, D. C.
J. A. Friskey	42-2W
A. W. Boese	42-2E
R. H. Lamb	Washington, D. C.
C. A. Parsons	42-2E

# MINNESOTA MINING AND MANUFACTURING COMPANY

ST. PAUL, MINNESOTA

INTEROFFICE CORRESPONDENCE

SUBJECT: #1800 Mask Quality Standards

February 14, 1962

cc: A. W. Boese - 42-2E  
P. H. Carey - 27-1  
H. R. Courtney - 27-1  
J. C. Dansereau - 24-2  
D. J. David - Fairmont  
J. J. LaBuda - 24-2  
A. J. Matt - Fairmont  
N. E. Petersen - 24-2  
T. E. Phillips - 42-2W  
L. J. Whalen - 24-2  
W. M. Westberg - 27-1

TO: R. I. BYHOFFER - FAIRMONT

FROM: G. W. MILLER - GIFT WRAP & FABRIC LABORATORY - 27-1

Reference: Memo from G. Miller and W. Westberg to R. Byhoffer dated 1-17-62.

As was indicated in the above memo an inspection was set up to determine the visual defect level in our present run of #1800 masks. The standards which were followed were these as outlined in the same memo. The data and the defects have been reviewed for the past four weeks and the results are as follows:

Table I. - Visual Inspection Results - Weekly Basis

	1st Week	2nd Week	3rd Week	4th Week
Defect - ss	1,800	1,750	2,050	2,050
Light Web	0.00%	0.057%	0.00%	0.00%
Dirt- Foreign Matter	0.10%	0.17%	0.049%	0.15%
Delamination at Staple	2.77%	1.60%	2.14%	2.24%
Delamination Edge of Mask	3.95%	0.69%	0.59%	0.78%
Trimming Slivers	2.33%	1.43%	0.78%	1.36%
Nose Piece Alignment	3.78%	1.03%	0.68%	0.54%
Staple Alignment	0.55%	0.40%	0.09%	0.05%
Short Tails	1.11%	0.46%	0.10%	0.29%
% Total	14.59%	5.84%	4.43%	5.42%

The above chart covers the period between January 15, 1962 through February 9, 1962. As the above data indicates the process is leveling out at approximately 4-6% visual defects.

The defect samples were reviewed and segregated into two levels, Major and Minor defects. The major defects being defined as those which would be readily noticed and the minor defects defined as those which were not readily noticed. The minor defects amounted to approximately 22% of the total defects.

Table II. - Visual Inspection Results - Daily Basis

<u>Prod. Date</u>	<u>Sample Size</u>	<u>No. Defects Found</u>	<u>%</u>
1-15	350	96	27.0
1-16	400	68	17.0
1-17	350	36	10.3
1-18	350	33	9.4
1-19	350	21	6.0
1-22	300	24	8.0
1-23	350	24	6.9
1-24	350	17	4.9
1-25	400	21	5.3
1-26	350	16	4.6
1-29	350	12	3.4
1-30	350	22	6.3
1-31	350	17	5.0
2-1	350	17	5.0
2-2	350	12	3.4
2-3	300	13	4.3
2-5	350	21	6.0
2-6	350	16	4.6
2-7	300	17	5.7
2-8	350	18	5.1
2-9	350	18	5.1
2-10	350	21	6.0

If we were to establish a 4% A.Q.L. (acceptable quality level), sample size = 350, acceptance No. = 22, for the defects as listed in Table I. we would have accepted each day's production during the last two weeks. Two days would have been rejected during the 2nd week and 4 of the 5 days' production would have been rejected during the first week.

If we were to establish a 5% A.Q.L., sample size = 350, acceptance No. = 27, only the first 4 days of production would have been rejected.

The next step will be to set up a meeting with Medical Products personnel to discuss the defects found in the sampling and to arrive at some kind of an acceptable quality level.

Conclusions: If we were to consider the last two weeks of production as representative you would be able to live with a 4.0% A.Q.L. for visual defects without a great deal of 100% sorting. However, if we were able to control the trimming defect and delamination at staple defects a little more closely the A.Q.L. would be more realistic from a production viewpoint.

GWM:seg



# MINNESOTA MINING AND MANUFACTURING COMPANY

cc: G. J. Pyle  
J. L. Rendall  
C. B. Sampair

ST. PAUL, MINNESOTA  
INTEROFFICE CORRESPONDENCE  
SUBJECT:

February 15, 1962

## NOTICE OF MEETING CHANGE

(Replaces Notice and Agenda Dated 2-12-62)

R. W. ADAM	42-2W	G. W. ENGDAHL	24-2
W. A. AITKEN	42-2E	L. W. LEHR	24-2
L. M. BERLIN	42-2W	R. J. MAY	42-2W
<del>A. W. BOESE</del>	42-2E	R. W. MUELLER	42-2W
J. E. CORBIN	24-2	A. H. REDPATH	42-2W
E. L. DECKER	42-2W	J. A. SEARLES	42-4E
A. L. DONALDSON	42-2W		

Mr. Mueller has requested Planning Committee Meetings to be held Thursday, February 22. The schedule for these meetings, to be held in the 3M Suite of the Lowry Hotel, will be as follows:

8:30 - 12:30	Joint Retail-Industrial Division Planning Committee Meeting
1:30 - 3:30	Retail Division Planning Committee Meeting

Please plan to attend those meetings with which you are concerned. A tentative agenda is attached.

*AND*  
A. L. Donaldson  
Manager - New Products  
Industrial Tape Division

*awb.*  
A. W. Boese  
Non-Woven Products Manager  
Retail Tape & Gift Wrap Division

/lp

TENTATIVE AGENDA  
PLANNING COMMITTEE MEETINGS

February 22, 1962

8:30 - 12:30

Joint Retail-Industrial Division Planning  
Committee Meeting

*Horeshoes  
10,000,000 U.S.  
80,000,000 World wide*

*gloves to go along with  
weather marks  
to prevent fogging  
low static level*

I. Polypyrrolidone Polymer and Film Possibilities

- a. Brief review of this program *Paints*
- b. Review of polymer and film properties by Dr. J. L. Rendall
- c. Discussion of the possible advantages of these materials being used in the *Tape* Division's products

II. Review of Long Range Strategy Concerning Paklon

- a. What should be our overall plan?
- b. Why is this plan advantageous or necessary?
- c. When and how should it be implemented?

III. Di-Noc Chemical Arts - A Report on its Product and Sales Capabilities

IV. Plastic Horeshoe Program

V. Where Can We Get Growth?

How can we further implement and emphasize growth programs?

VI. Business and Product Lines which can be Developed from our Tape Product Base

12:00

VII. 3M Foam Products and Opportunities

- a. Status
- b. Industrial Opportunities
- c. Retail Opportunities


Mr. Pyle will be available during this part of the meeting to present specific information regarding our foam program and to answer questions.

1:30

Retail Division Planning Committee Meeting

- I. Medical Products
- II. PVC Film Programs for Retail Tape
- III. Art and Craft Materials
  - a. Present status
  - b. Program
  - c. New products
- IV. Masks
  - a. Present status - industrial
  - b. Temperature Control Mask

We ask that each of you gather information from your area of responsibility concerning the items on the agenda. If anyone has additional items he would like to see placed on the agenda, please contact A. L. Donaldson or A. W. Boese so that these can be brought to Mr. Mueller's attention.

  
\_\_\_\_\_  
A. L. Donaldson  
Manager - New Products  
Industrial Tape Division

  
\_\_\_\_\_  
A. W. Boese  
Non-Woven Products Manager  
Retail Tape and Gift Wrap Division



bcc: ✓ A. W. Boese  
P. H. Carey  
E. G. Chambers 21-2W  
C. A. Parsons  
Rc.C. Wands  
W. M. Westberg

February 16, 1962

Mr. H. W. Speicher, Administrator  
Industrial Hygiene  
Westinghouse Electric Corporation  
East Pittsburgh, Pennsylvania

Dear Mr. Speicher:

This letter is intended to further explain our plans as briefly mentioned in Ralph Wands' letter of February 14.

Mr. Pat Carey, of our Laboratory, and I plan on being in Pittsburgh on Monday, March 5, to discuss our mask with the Bureau of Mines people. If it would be convenient for you, we would like a chance to also discuss our new 3M Brand #8500 Filter Mask with you at that time. We will call you upon our arrival to arrange an appointment.

We very much appreciated your comments in your letter to Ralph Wands, and look forward to our discussion on March 5.

Very truly yours,

K. H. Tuggle  
Product Merchandiser

KHT:js

# MINNESOTA MINING AND MANUFACTURING COMPANY

ST. PAUL, MINNESOTA

cc: C. B. Sampair

INTEROFFICE CORRESPONDENCE

SUBJECT: Planning Committee Meeting  
February 22, 1962

February 20, 1962

A. W. BOESE - 42-2E

J. E. CORBIN - 24-2

L. W. LEHR - 24-2

R. J. MAY - 42-2W

R. W. MUELLER - 42-2W

A. H. REDPATH - 42-2W

It will be more convenient if the order of the agenda is changed for the separate Retail Planning Committee Meeting.

The Medical Product session will be the last scheduled discussion for the day.



A. L. Donaldson  
42-2W

ALD:lp

2/22/62

I want to cover this in detail with you

~~\$ 100,000~~

1. Coat from water satn on materials

\$ 100,000 to get into film  
Corbin & Redpath

With a flexible material all decorative  
media in a room can be ~~as~~ integrated with  
wood textures & patterns (it will conform easily)

It also fits the new structural buildings  
that are being considered

It follows the Japanese influence in  
architecture particularly for luxury homes

Corbin's window treatment

Swissman's decorative materials

Wood veneer tape

Di-noc printing

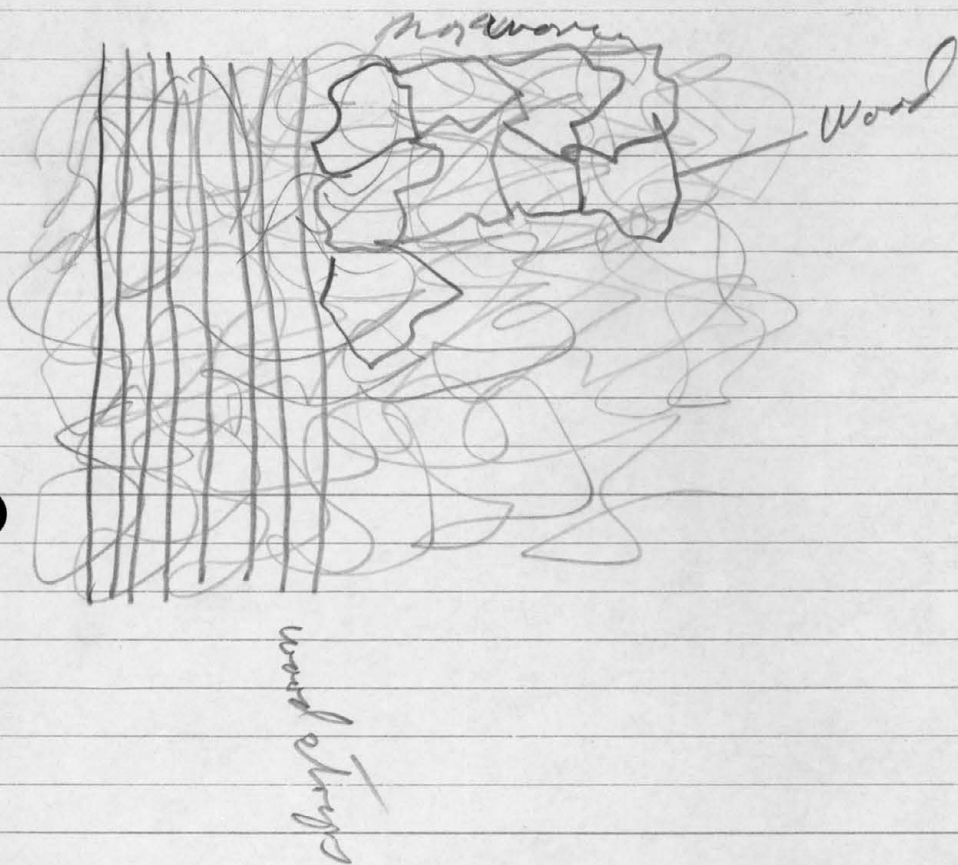
Mix of medias for wall finish, e wood  
non woven reinforcement for flexible veneer



2/20/62

Non woven reinforced material

To get flexibility cut thru wood in strips or  
odd shapes to get 2 or 3 squared flexibility





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Interoffice Correspondence January 27, 1964

Subject: Weather Mask Sales Service

TO: R. J. BARGHINI - GIFT WRAP & FABRIC LABORATORY - 27-1

FROM: P. H. CAREY - TECHNICAL MANAGER - NEW PRODUCTS - 27-1

Enclosed is a rough copy of a proposed specification for the Weather Mask. Please review it with Merchandising and Factory. Please obtain from L. Neuenfeldt and J. Miller an estimate of the time required for quality control to complete the testing requirements as specified for likely order or lot sizes from the government. The quality time required may be an added cost on this type of order and cost accounting should be aware of this possible cost increase.

After review, possible modifications and approval by Merchandising, Laboratory and Factory, please have it published for use by Merchandising.

PHC:seg

Enc.

cc: A. W. Boese - 220-8W  
H. R. Courtney - 27-1  
D. J. David - Fairmont  
K. J. Richardson - 220-13E