

Elsner Communication Newsletter

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ELSNER™

— PURPOSE BUILT PRECISION —



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Safety Talk

Hazard Communication Plan – SDS Sheets

Chemicals play an important role at home, work, and play. They include corrosives, solvents, flammables, combustible materials, and other chemical substances. They all can be potentially dangerous, but they need not be harmful when they are handled, stored, and disposed of safely.

You can protect yourself against chemical hazards. Possible solutions include:

- Read container labels, safety data sheets (SDSs), and safe work instructions before handling the chemical. They will list safe handling procedures.
- Always add acids to water to prevent boiling over or splashing.
- Use appropriate personal protection equipment (PPE) when working with chemicals.
- Make sure the PPE fits properly and that you know how to use it. Inspect all PPE prior to use.
- When using respirators, make sure you use the correct canister for the particular chemical and replace it when necessary.
- Know the location of and how to use the eyewash station and spill control stations/materials.
- Never put your bare hands into any chemical; use the proper glove.
- Always wash your hands before eating and after.

ELSNER's SDSs are located in the first aid room located next to the CNC programming office.



Quality Talk

Joe Despines

I hope everyone has adjusted to the new micrometer sign-out system. This will help us keep accountability of those tools – ensuring success for us all. All of the I.D. mics are now in the MSC cabinets. Please bring any issues with the measuring equipment to my attention.

June's reports show a total of 824 parts being made. This is not counting the parts we made that were sent directly to the assembly floor. Typically, those parts do not go through my inspection process but rather through your "First, Middle, Last" process. Those parts only go through my process by way of the SQDC logs when they have a quality issue found at the time of assembly.

Please keep in mind when parts have quality issues at the time of assembly, it can affect our delivery times. The assembler may have to remove that part – perhaps from the assembly it is attached to or the assemblies that are attached to it. This could very easily account for days or even weeks of downtime, reassembly, and a schedule jam up on the machine tool that must rework that part.

In many cases a scrap at the machine tool, although not good, is better than a rework. The word 'scrap' can sometimes have more of a negative connotation compared to the word 'rework.' However, rework affects so many other operations and is usually more expensive.

On occasion, things will get past us and that is where we should be helping one another. If you see an issue with a part, let the station before you know as it might be able to be corrected sooner rather than later. By doing so, you are contributing to the teamwork that our customers might not see but ultimately feel the effects of. Remember, teamwork makes us stronger and more reliable.



MACHINE SHOP News

Derek Roth

Employee Updates:

- Frank Gallardo started Monday, July 20. He is training on the Daewoo Mills for second shift.
- Christopher Robinson starts Monday, July 27. He will be training on the Manual/Clausing Mills for second shift.

Shop:

- 63500 SRD – We will start breaking this down next week. We need to clear the area at large parts staging, until shipped.
- The G3s from 81000: 86500 has shipped. 82700 is being tested now.
- Two G3s from stock 85000, 85300, and 85500 will be moved from the build area to the run-in area this week.
- Thank you everyone for getting the parts ready for 81000 and 85000 for their assembly start dates!
- Two G3s from stock 86000, 86300, and 82500 are scheduled to start at assembly on July 27. They will most likely start this week.

Thanks to everyone, we have 100% manufactured parts ready for assembly!

- Traveler/Print Notice: As discussed with Crissy, remember that when receiving a job with the PINK travelers, only run the quantity for the related traveler. Any questions, please ask.
- If you have a trash can that is in from the main aisle, please move to the aisle at the end of the day. The cleaning company is not responsible for this. Caleb will be going through the shop each day. There are days when we cannot get all the trash, so everyone's help will be greatly appreciated!
- Please keep up with the SQDC boards. These are reviewed each week.
- OEE – As discussed in our group meetings, I will start getting with each of you running a CNC machine, to review the results of your work center's OEE. I have started with a few machines but soon will be updating all machines weekly.

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- Skip would like to have all tooling need requests turned in by Friday, July 31.

Machines:

- Clausing Mill 472 has been worked on a few times but is running well now.
- Keep check of your machine maintenance due date. We need to keep up on these as much as possible.

ASSEMBLY News

Ed Kline

Assembly Floor Changes:

- We have successfully completed the FAT for the first EMF and APB machines. We will begin disassembly later this week and next to ship to the customer.
- ISI is in its final testing and debugging days. We should be preparing to disassemble and start shipping in the next 2 weeks.
- ISI #2 is starting to come together. We have all the pieces in place and are preparing to finalize wiring and robotics. We will then assemble the guarding around the machine.
- We have shipped the USN ENR-1000 machine. We have had some complications during set up. Thanks to Bob Murren for stepping in to assist.
- We have the next two ENR-G3 machines in position for startup and debug. The assembly team did an awesome job and worked through many challenges to get them moved. We are still missing a key component to finish them, but it should be here by next week.
- The Elsner Trim Saw is assembled. We are working through some electrical and pneumatic changes.

Shipments:

- Pacon ENR-G3 shipped on July 10. Kevin will be going tomorrow to install it.
- USN ENR-1000 machine shipped and was installed.

CONTINUOUS IMPROVEMENT News

Andrew Trostle

- The Continuous Improvement Team would like to thank everyone who submitted ideas for the month of July.
- The ideas cookout was held to celebrate the ideas already submitted.
 - The savings that resulted from your ideas paid for the lunch and will continue to pay for more lunches and activities in the future!
- If you are interested in being a part of a solution to a suggestion on the ideas board or have input for one, please share this with Morgan, Andy, or your supervisor, so you can be included in the discussion.
- New CI Team Goals:
 - The CI team is here to help with all our projects.
 - The team's primary focus is to teach us to use the tools to define/measure and improve our processes.
 - SQDC and the Ideas Program are where we get our projects.
 - Root cause and corrective actions are how we fix our problems.
 - Preventative actions and leveraging lessons learned are how we fix problems before they occur.
- All the activities the CI team does should save money or allow us to celebrate when we have saved money as a team! Please continue your support and ask for help as needed.



The winners of the Ideas Program participation gift card drawing for the month of July are:

Jake Roth and Crissy Stambaugh

Please see Morgan for your prize.

ALL SHOP News

Charlie Slayton

Updates in Manufacturing:

- The structure of the jobs in Epicor has been changed.
 - Training will commence in August, so you know what to expect.
- The schedules for machine builds are being pulled in.
 - Our supply chain is being asked to supply us with more parts faster.
 - We are attempting to build 32 machines in 12 months or less.

SALES News

Jay Roth

Machine Sales:

- ENR demand continues at an incredible pace. We have now sold 34 ENR-Series machines since mid-April when the COVID situation started to impact our lives.
- We continue to receive repeat orders from longtime customers like National Towelette, Premier Care, Guy & O'Neill, and REBEL Converting.
- New companies also continue to join our customer list from longtime targets such as 2XL and newcomers such as Tranzonic, MicroCare, MBS Medical and, the latest, HANUL – a leader in wipes from South Korea.
- Our lead times are now over 1 year...we need to make sure we work efficiently through this backlog and don't allow our competitors to move in and gain market share.
- Many opportunities remain and we expect to keep building ENRs at a good pace for the foreseeable future. Sales is working with Charlie and his team to determine how to best support our customer's needs.
- The EMF-42 and APB-42 have now been provisionally accepted by the customer. We are just working through some paperwork to wrap up the first line and begin focusing on the second. We were able to conduct a video FAT and a video tour of the machine for another potential customer. We will be receiving test materials from at least one company to make filters on the 2nd line. We expect the filtration business to pick up and help us sustain our record backlog.

- The first ISI machine has also provisionally passed its video FAT. We have just a few minor things to wrap up and that machine will be on its way out in just a few weeks. We are all looking forward to getting that machine to its final destination and moving on to machine 2. The long hours, weekends, and nights put in by everyone involved is greatly appreciated and will pay off soon.

Customer Service:

- Customer Service is seeing an uptick in activity for both parts and service.
- We have added Lynette Haring on a temporary basis to assist Randy and Michele.
- Bob Murren has setup a test bench in the former electrical area of the shop. This will help when servo drives or PLCs need tested or have programs loaded before shipping out. It will also serve as a training center to help our service techs keep their skills sharp.
- Just a reminder that although the formal Customer Service team is the front line when our customers call in, we are all driven by our core values including 'Customer Assurance.' We need to continue to support the CS team by processing parts, accepting their requests for assistance, and accepting service phone calls when Bob is on another line, out of the office, or otherwise aiding our customers.

Elsner Technical Center:

- The ETC continues to operate at full steam.
- We had a peak of running 5 machine lines at once but are now down to 4.
- The ENR-1000 at the ETC is running dedicated production for its new owner and will be kept busy 3 shifts per day for the next few months.
- We have exceeded 1 million rolls of wipes just since the COVID situation has developed.
- We are looking for ways to make the ETC increasingly efficient, recently adding a box truck to avoid the costly charges of moving product by an outside source.
- It is amazing to see several truckloads of finished product leaving our ETC each week.

We have now exceeded 1 million rolls of kraft paper on the V-4 line!



JULY 2020
Employment
ANNIVERSARIES



Bobby Roth
32 years

John Arians
28 years

Liz Haney
1 year

**THANK YOU FOR YOUR CONTINUED
SUPPORT TO ELSNER!**

HR Corner

Lynneah Smith

Employee Updates:

- Jeffrey Mitzel, ETC 2nd shift Production Lead, started 7/6/2020
- Scott Decker, Assembler, started 7/6/2020
- Brianna O'Brien, Human Resources Intern, started 7/13/2020
- Erica Emeigh, Staff Accountant, started 7/20/2020
- Frank Gallardo, CNC Mill Machinist (2nd shift), started 7/20/2020
- Alexa Spoonire, promoted to Assembly Support, 7/27/2020
- Adam Klunk, Quoting Specialist, starting 7/27/20
- Christopher Robinson, CNC Mill Machinist (2nd shift), starting 7/27/20

Recruiting Updates:

DAY SHIFT:

- Assembler (1)
- Assembly Support (1)
- Service Technician (1)
- Sales Engineer (1)
- ETC Machine Operator (1)

EVENING SHIFT:

- CNC Mill Machinist (2)
- Horizontal Boring Mill Machinist (1)
- Manual Mill Machinist (1)

Best Places to Work in PA Survey

Both full-time and part-time employees will receive an email link or will be hand-delivered a unique registration code to complete our annual employee engagement survey through the "Best Places to Work in PA" program. This survey is designed to gather feedback from our employees.

The survey will open Friday, July 24 and will run through Friday, August 7.

Please take approximately 10-15 minutes to complete the survey at your convenience. Your honest feedback is extremely valuable to continuously enhancing all that Elsner is able to offer and do for our employees.

Remember: Do not forward your email or registration code to other employees as each access code is unique to you and can only be used once. The survey is optional, not mandatory.

Don't Forget the Elsner Clothing Exchange!

Several gently worn clothing items have been donated to our clothing exchange. If you are interested in browsing what is available, please see Tiffanie or Lynneah. This is a free benefit to all employees.



Live Well, Work Well

Health and wellness tips for your work, home and life—brought to you by the insurance professionals at EHD



SURVIVING THE SUMMER HEAT

Summer heat can be more than uncomfortable—it can be a threat to your health, especially for older adults and children. Whatever your age, do not let the summer heat get the best of you.

Heat Exhaustion

Heat exhaustion occurs when a person cannot sweat enough to cool the body, usually the result of not drinking enough fluids during hot weather. It generally develops when a person is playing, working, or exercising outside in extreme heat. Here are some symptoms:

- Dizziness, weakness, nausea, headache and vomiting
- Blurry vision
- Body temperature rising to 101°F
- Sweaty skin
- Feeling hot and thirsty
- Difficulty speaking

A person suffering from heat exhaustion must move to a cool place and drink plenty of water.

Heat Stroke

Heat stroke is the result of untreated heat exhaustion. Here are some symptoms:

- Sweating
- Unawareness of heat and thirst
- Body temperature rising rapidly to above 101°F
- Confusion or delirium
- Loss of consciousness or seizure

Heat stroke is a serious medical emergency that must be treated quickly by a trained professional. Until help arrives, cool the person down by placing ice on the neck, armpits, and groin. If the person is awake and able to swallow, give him or her fluids.

Tips for Staying Cool

Below are some tips for staying safe in the heat:

- Drink plenty of water—In hot weather, drink enough to quench your thirst. The average adult needs eight 8-ounce glasses of water a day—more during heat spells.
- Dress for the weather—When outside, wear lightweight clothing made of natural fabrics and a well-ventilated hat.
- Stay inside if possible—Do errands and outside chores early or late in the day.
- Eat light—Replace heavy or hot meals with lighter, refreshing foods.
- Think cool! Take a cool shower or apply a cold compress to your pulse points. Try spending time indoors at an air-conditioned mall or movie theater.



THIS MONTH IN THE QUESTION BOX

Q1: Can we bring back the time buzzer in the shop?

A1: While we recognize that this might be an adjustment, the time buzzer is no longer available. It was previously tied to the timeclock system, which is no longer in place with the switch to mobile solutions via smart phone or tablet. Please continue to monitor your time at your workstation and reach out to your supervisor or human resources with any additional questions or concerns.

Q2: Can the air ducts in the shop area be cleaned out?

A2: We will evaluate the need for this and keep the team informed of any updates.

Questions regarding the information in this newsletter?

Contact Lynneah for assistance.

