

# Elsner Communication Newsletter

Volume 2, Issue 1

January 2021

# ELSNER™

— PURPOSE BUILT PRECISION —



## INSIDE THIS ISSUE

- 1** A Message from the President/CEO
- 2** Safety Talk
- 3** Quality Talk
- 4** Assembly News
- 4** Continuous Improvement News
- 5** Supply Chain News
- 5** All Shop News
- 6** Machine Shop News
- 7** Sales News
- 8** HR Corner
- 10** Employment Anniversaries
- 10** Mark Your Calendars
- 11** This Month in the Question Box

## A Message from the President/CEO

*Bert Elsner II*

Morale: Currently, it's not that great. Why? Well, Christmas was a letdown for most of us. New Year's Eve was just another evening. We haven't been able to relax with friends because of COVID-19. We come to work and get frustrated with the piles of work to do but without enough time in which to do it. We're on a weird shift. We have to wear uncomfortable masks all day. Built parts are late. Purchased parts are late, and half of what we DO have can't be found.

We said we would get better at having parts on time and tracking stuff a year ago but not much has changed. I hate excuses, so I won't use any. The facts remain that we got more orders than anyone could have expected, and we didn't have the training programs, checks and balances nor procedures in place to grow easily. COVID-19 affected our vendors, our employees and our ability to hit due dates.

This Thursday afternoon will be an opportunity for some of our leaders to discuss new strategies to fix everything mentioned above. We will be adding more staff and have a much more detailed plan to share with you soon. If you have any questions or suggestions before then, please don't hesitate to reach out to me or a supervisor.

We are also excited to share our Corporate Goals for 2021 which were developed with Quality, People and Growth in mind. Your supervisor will be assigning your individual and/or team goals in ADP later this month which will directly affect the overall Company goals that we are all working together to achieve.

*continued page 2*

## Quality

1. Improve engineering, manufacturing and assembly efficiency and profitability.
2. Reduce ENR build times to 6 months.
3. More fully utilize IIoT (Industrial Internet of Things) to predict failure on Elsner machines to better serve our customers.

## People

1. Increase visibility for employees regarding profitability, machine schedules, and production efficiency.
2. Elevate our workplace culture of possessing a growth mindset, empowering employees, and succeeding together.
3. Enhance training of new and current employees to promote full engagement of our workforce.

## Growth

1. Grow market presence in medical disposable automation and water filtration machinery.
2. Expand Elsner nonwovens machinery options for new and existing customers.
3. Identify a larger home for the Elsner Technical Center to prepare for continued expansion of work.

COVID-19 may have presented several setbacks and even more opportunities for the ELSNER team, but with our sights set on the future, we will get past these growing pains and become a much stronger organization because of them.

-Bert

# Safety Talk

## Personal Protective Equipment

Hazards in the workplace are a fact of life. Personal Protective Equipment (PPE) is one of the best ways to protect your own health and safety. There are over 75 OSHA Standards that address the need and use for PPE.

At a minimum, ELSNER always requires the use of safety glasses and close-toed shoes in the Shop. There are several other areas that require additional PPE, such as the Weld Shop and ELSNER Technical Center. Be sure to consult your supervisor if you are unsure of your PPE requirements.

Below is a list of noteworthy PPE and their importance. It is not an all-inclusive list!



**Safety glasses** provide eye protection from flying chips, debris, and other eye hazards. Goggles protect your eyes from chemical splashes and face shields are a safeguard when worn over other protective eyewear, such as safety glasses.

**Ear plugs** or earmuffs can go a long way to avoid hearing loss. Adjust your muffs so they're comfortable and don't squeeze your ears. Disposable ear plugs must be clean and fitted properly. Never insert dirty ear plugs or use dirty hands when putting the plugs in your ears.

**Gloves** protect your hands from chemicals, rough or sharp parts and a wide range of skin protection. Keep in mind that there are literally hundreds of different types of gloves, each designed for a specific purpose, so select the proper glove for the job.

**Boots and safety shoes** are good personal protective equipment. Even if your job doesn't require steel toed safety shoes, leather topped shoes can provide a degree of protection from chemical splashes,

*continued page 3*

petroleum products and small cuts, bruises and abrasions. Your shoes should be in good condition and the soles of the shoes should be slip resistant. Keep your footwear in good condition and always clean off your shoes before climbing ladders or getting into vehicles. Grease or slippery shoes can create accidents.

**Hard Hats** protect your head from low hanging or falling objects. Wear hard hats as they were intended to be worn and never make modifications to your hat, such as drilling air holes in the sides. Bump caps are made of lesser quality plastic and are not engineered for falling objects or impacts. Bump caps are used in areas where there are bump hazards and not falling objects.



**Respirators** protect you against a wide variety of dusts, fumes, gases, vapors, and many other health hazards. One of the most misused respirators in industry is the dust mask. It's designed only for certain types of dust, but many people believe it's good for any type of hazard. A dust mask cannot be used for spray painting or other types of vapors. Each specific hazard must have the proper respirator that provides protection for that hazard. Proper fitting of respiratory equipment and the wearing of equipment as it was intended is equally important.

**Chemical clothing** and encapsulating suits are used when there are vapor, gas, and other airborne hazards. When you're engaged in this type of work, more training is necessary, to make sure you understand what protection is offered and how to specifically use, handle and store the equipment.

## Quality Talk

*Joe Despines*

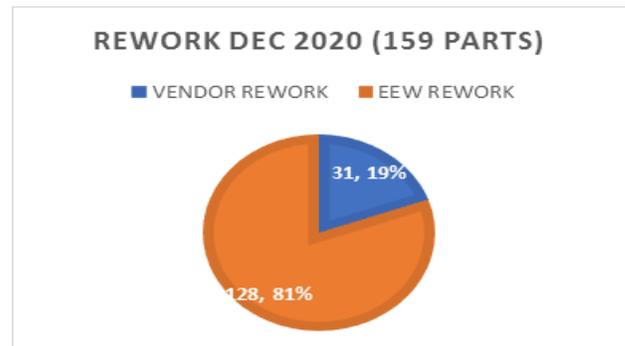
Welcome back from an exhausting holiday season. We can finally relax and just enjoy our normal level of stress associated with everyday living – with the added benefit of building six machines a month as an extra bonus.

All joking aside, it really is a bonus to be as busy as we are, especially when so many Americans are out of work. What irony – the virus that has inflicted our Nation is why we are so busy.

With that thought, we should be reminded of how volatile the economy is and how fortunate we are to support ourselves. A lot of folks looking for work makes the job market very competitive which is even more reason to keep our standards high not only as a company but also as an individual. The moment complacency becomes acceptable is the moment we lose our competitive edge.

This month's quality numbers are probably the most accurate numbers to date. The Scrap/Rework form we introduced last month is working out well; although we are still tweaking the data requested on the form. I appreciate everyone accepting and using the form. The information we are collecting will help us manage our steel bay inventory as well as identifying any machine tool issues. With that being said, it is clear we must clean up our numbers.

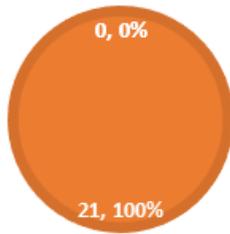
In December 2020, we checked a total of 931 parts. 159 of those parts were reworks and 21 were scraps. The charts below detail vendor rework/scrap versus ELSNER rework/scrap.



*continued page 4*

## SCRAP DEC 2020 (21 PARTS)

■ VENDOR SCRAP ■ EEW SCRAP ■ RMA SCRAP



All those issues add up to a tremendous amount of time lost, and time lost is money not reaching our pockets. We are here to help each other. Let's work together to clean up our numbers.

## ASSEMBLY News

*Ed Kline*

### Assembly Floor Changes:

- Progress is being made on ISI machine #2. There have been some changes being made with the cutting die. We are waiting on a different printer.
- We continue to build both, one ENR-G3 and two ENR-1000s in the assembly area. We are behind on these machines. We have plans in the works to help the material flow to get us back on track.
- The SFR machine is mechanically complete. Startup is in progress.
- We have moved a G3 to the startup and debug area. This machine has the new controls package. We should be starting it up next week.

### Shipments:

- We have shipped 1, ENR-G3 this month.

### Service Trips:

- Kevin and Zach, and Todd have been busy with service calls.

[Thank you to all Techs for their travel during this challenging time.](#)

## CONTINUOUS IMPROVEMENT News

*Andrew Trostle & Morgan Stonesifer*

Crissy Stambaugh and Tyke Shubert will be finishing their Lean Certification classes this week and have already started sharing their ideas and suggestions with the team! The next round of Mantec's Lean Certification training begins on March 24. We will be posting a sign-up sheet for those interested. Topics covered will be Continuous Improvement Principles, Change Management, and 3 Train and Do applications held at multiple host locations.



Five new ideas were shared this month to the Ideas Board. Our cost savings is at a projected savings of \$83,496.00 and approved amount of \$71,103.23. Two great examples of ideas that were completed this month were process improvements where machinists pointed out opportunities to make a part faster and cheaper. Both included removing operations that were no longer needed, simplifying the machining process. If you see similar opportunities, submit an Ideas Board suggestion!

and the  
**WINNERS**  
are...

The winners of the gift card drawing this month are Mike Vanzanardi and Randy Staub!

## SUPPLY CHAIN News

*Brandy Carlson*

First off, I'd like to start by saying thank you to everyone who has welcomed me so warmly to the Elsner family. It has been a whirlwind of a first few weeks for me, but I've thoroughly enjoyed meeting everyone thus far and getting to know some of the shared concerns amongst the company. I look forward to working to resolve as many of those concerns in as timely a manner as possible. There are still a lot of unfamiliar faces in the hallways as well as the shop, but I'm certain I'll meet everyone in due time.

There are quite a few projects that I've been involved with thus far, and no doubt there will be more to come. Below are a few of the more noteworthy endeavors:

- **MRP Implementation** – This is a HUGE undertaking and currently has a completion date of May 2021. MRP will be instrumental in allowing the purchasing department to plan ahead and order with certainty as long as the BOMs are accurate and dates are entered in Epicor correctly. This will significantly impact the workload on purchasing and production control in a positive way.
- **100% Purchased Parts Delivered On Time To Work Centers** – We are working to get an accurate shortage report that will advise what we are missing from jobs and allow us to react to that information so that parts will be waiting at workstations when each work center is ready to begin their next job.
- **Part Storage** – This is a multi-phase project that includes redesigning storage in the stock room, outside the stock room, in the receiving area, and most importantly, in the shop where parts are currently laid out on the floor on skids waiting to be staged. Historically, there's been issues with parts being lost once they come in, so we are looking to eliminate that issue in multiple ways, one of which being racking/storage solutions throughout the facility.

- **Barcoding** – This will be a multi-phase project as well. We are in the early stages of discussing options of barcoding parts as they come into receiving. The end goal is to have the ability to scan parts at each phase of their "journey" from their initial receipt into the facility to their final destination of being installed in the machine or sold to a customer. We hope to at least have the labeling implemented by March and the target completion date for the project is July 1 pending no major setbacks.
- **Ordering to Stock Instead Of to Job** – This is perhaps in line with the MRP in its importance and scope of work that it will take to complete. This also goes hand in hand with the parts storage initiative. The goal is to order parts to stock and ultimately have parts pickers that will pull parts from bin locations and issue to them jobs as the parts are pulled. This should dramatically reduce the number of parts that are being lost in staging/storage on the shop floor. This will also drastically reduce the amount of time spent on entering purchase orders and should also reduce the amount of time production control has to spend on entering contract manufacturing steps to the travelers.

I look forward to being with Elsner for the long haul and doing my best to improve upon the ideas that are already here as well as to bring new ideas to the table for continued growth.

## ALL SHOP News

*Charlie Slayton*

### Updates in Manufacturing:

- **End of year changes:** We would like to thank all of you for your cooperation and understanding about the end of year scheduling changes. We know the last-minute changes in schedules and holiday planning were not easy or convenient. You all helped us stop the spread of the virus

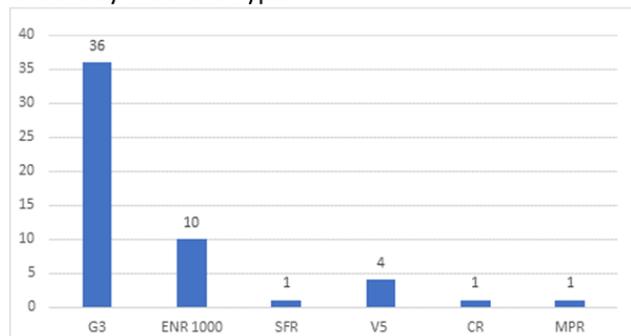
*continued page 6*

through the Company and allowed us to continue operations safely.

- **Continuous Improvement Opportunities:** Don't forget to share your ideas through the ideas board. Anything that needs to be improved needs to be submitted to the Ideas Program.
- **New machine arriving soon – Doosan DNM 750L:** This machine was ordered to replace the Viper as it ages out of reparability. It will be working in conjunction with the Viper until that time. All the operations that get moved to the newer Doosan will be evaluated to see what process improvements can be made.

## 53 Machines Currently on Order

Orders by Machine Type



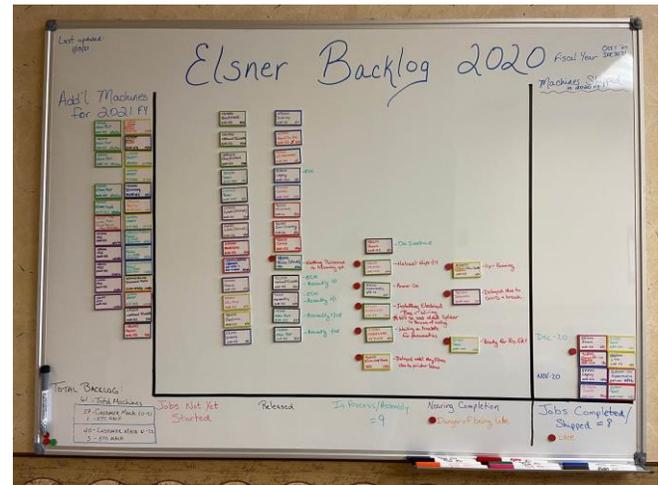
### Have you seen the Elsner Backlog Board in our Controller's Office?

Stop by and take a look! Angie would be happy to answer any questions you might have as well. We currently have a backlog of 61 machines to be built between now and March of 2022!! And 37 of those machines are scheduled to go out by September of this year!

This is the largest backlog that we have ever had in Elsner history. So, we need each and every Elsner employee's help to move those machines across the

finish line and make our customers happy by being on time!!!

Talk to your supervisor about ways you can help keep our machine builds on track. And thank you so much for all you do!!!



## MACHINE SHOP News

*Jim Fuller*

The Machine Shop has implemented a new process and procedure for our red folders (HOT JOBS)

**Definition:** Requirements for giving out red folders in the machine shop to have a job expedited.

### Process:

1. Priority in the machine shop should be dictated by a part's due date.
2. To issue a red folder in the machine shop, there are only two options for why this process should occur:
  - a. Customer service: If a customer reports a breakdown of a machine already in their facility and they are unable to keep equipment running without this part and not able to wait for part's lead time.
  - b. Assembly department: If the assembly department is waiting for an urgent part

*continued page 7*

needed to move forward with a machine build.

3. Red folders should not be delivered directly to machine shop. They must be given to the PC office who will then create the job and deliver folder to appropriate work center.
4. Once the folder is given to the work center, machinists can do the red folder part during the next run, as set-ups should not be torn down if the current job running will be complete in the same day. If the run is expected to take more than a day to complete, the set-up may be torn down in order to run the red folder part.

## SALES News

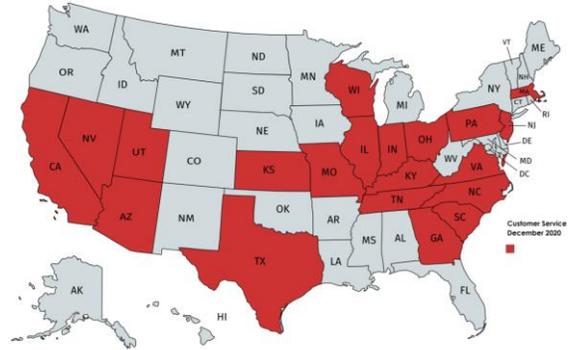
Jay Roth

### January Sales:

- In the summer of 1961, Roger Maris and Mickey Mantle launched a challenge to Babe Ruth's record of 60 home runs in a single season. Injury slowed Mantle's pace, but on October 1, in the last game of the regular season, Maris took Red Sox rookie Tracy Stallard deep to break the record with his 61st homer of the season. We are now up to 61 ENR-Series machines sold since February of 2020. An outstanding achievement that we can all be proud of. We've stretched beyond the typical 162 game season, but there will be no asterisk when we pass McGwire, Sosa and Bonds!
- The sales outlook remains very strong, but with current machinery sales filling our schedule well into 2022 order entry may begin to normalize a bit.
- We begin to look at machinery with longer sales cycles (such as our FILTRATION and MEDICAL offerings) that will fill out our longer-term sales goals.
- With historic order entry and backlog, I hope everyone remains thankful for the position we have worked together to achieve. We will celebrate as we work our way through this tremendous opportunity to build and ship the machines that keep us rolling.

### Customer Service:

- The Customer Service Team assisted customers in 20 states and 6 countries. The map shows the states. The countries assisted were the U.S.A., Canada, Mexico, China, Germany and Wales (UK).



Created with mapbox.com

- For Service Tech visits, we sent 9 different ELSNER Techs to 8 locations for a total of 86 days of service.
- With the increased output of machinery, this trend is going to continue. Let's make sure we do all we can to support the team we are sending out to serve as the 'face of Elsnor' to our customers. Attention to detail, high quality work and well-built machines are what we are known for. Making sure our parts are machined properly and assembled with precision to create the workhorse machines we are all proud of makes everyone's job go smoothly. Machinery installations can be stressful, but if we ship equipment that meets our high standards, the job goes quickly and efficiently.

### ETC:

- The arrival of the ETC dedicated G3 is a few weeks behind; however, we are eager to add that capacity whenever it is complete.
- We have customers competing for time on this new asset and it will be put to work as soon as it is ready (or sooner!).
- The ETC is currently 'only' running 2 shifts per day while we evaluate staffing levels and workload. Once the G3 is installed, we will get back to 3 shifts per day very quickly.

continued page 8

- We continue to run kraft paper on the V-4, with a nice backlog.
- The MPR-30 is also being used on and off for rolled wipes production and material testing.
- This low volume of work this month was a good opportunity for new ETC Business Manager, Dan Schmidt, to get oriented and organized before we get back to a more hurried schedule.

## HR Corner

Lynneah Smith

### Employee Updates:

- Christopher Smith, Assembly Support, started 1/4/21
- John Wright, CNC Lathe Machinist (1<sup>st</sup> shift), started 1/18/21
- Maurice Harris, CNC Mill Machinist (2<sup>nd</sup> Shift), started 1/18/21
- Kevin Beichner, Technical Writer, starting 1/25/21

### Recruiting Updates:

#### DAY SHIFT:

- Sales Engineer (1)
- Service Technician (2)
- Machinist Apprentice (1)
- CNC Lathe Machinist (1)
- Painter (2)
- Parts ID Associate (1)
- Assembler (2)
- Supply Chain Associate (2)
- Inventory Control Specialist (1)
- Trainer (1)
- Electrical Designer (1)
- Facilities Maintenance (1)
- CNC Programmer (1)
- Assembly Support (3)
- Quality Assurance Inspector (2)

#### EVENING SHIFT:

- CNC Lathe Machinist (1)
- CNC Mill Machinist (1)
- ETC Production Shift Lead (1)

### New Recruiter!

Brianna O'Brien (current HR Intern) has been promoted to a full-time Recruiter position starting Monday, January 25. Bri will play a key role in helping to ensure ELSNER has the highest quality talent joining our team.



**Referral Bonus Program**

**REFER SOMEONE YOU KNOW**

**& EARN UP TO \$2,000!**

**\$500- Upon Completion of 30 days of employment**  
**\$500- Upon completion of 6 months of employment**  
**\$1,000- Upon completion of 1 year of employment**

*Referral bonuses will only be paid to an employee whose name appears on the application of the candidate at the time of application.*

### Are Your Beneficiaries Up to Date?

Please take a moment to ensure your beneficiaries for your life insurance and 401(k) are up to date. All full-time employees receive a minimum of \$30,000 basic life insurance.

To list a beneficiary:

1. Log into your ADP Account
2. Got to Myself > Personal Information > Dependents and Beneficiaries
3. Click Add and complete the required information
4. To list beneficiaries for your 401(k), you must log into your account at [www.mykplan.com](http://www.mykplan.com).

Why are beneficiaries important? Name beneficiaries ensures your money will go where you want. This simple move can save your loved one's time – and money.

*continued page 9*

**Employee Recognition Program**

Congratulations to our Q1 winners!



# EMPLOYEE RECOGNITION PROGRAM WINNERS Q1 2021 (OCT-DEC 2020)

## Derek Roth



"Derek exemplifies teamwork, hard work, knowledge, and goes above and beyond to help anyone. Working with Derek is always a pleasure. He embodies the true value of Elsner."

### Elsner Core Values Exemplified



## Crissy Stambaugh



"Crissy saw that I was needing a lot of help and stepped in to enter a ton of POs, so that things did not fall further behind. She has been a huge help!"

### Elsner Core Values Exemplified



Thank you for your hard work and dedication!

Winners for Q2 will be chosen the first full week of April.



**January 2021  
Employment Anniversaries**

**Tim Kinard- 31 years**

**Nick Cracium – 14 years**

**Paul Zartman - 4 years**

**Sam Richardson – 2 years**

**Susann Simon – 1 year**

**Thank you for your continued support to Elsner!**



Please mark your calendars for these upcoming Elsner events. More information to follow:

**January**

- Jan. 22: Last Day to Sign up for COVID vaccination.
- Jan. 26: Employee Photo Retakes 8am-11am (By Appointment Only)
- Jan. 28: Employee Photo Retakes 1pm-3pm (By Appointment Only)

## THIS MONTH IN THE QUESTION BOX

**Q1: Is an ELSNER employee still cleaning/sanitizing door handles?**

**A1:** Due to recent staffing changes, we are looking to bring in a temporary Maintenance person to assist with some of the cleaning and sanitizing responsibilities until we can find a full-time person. In the interim, we encourage you to sanitize highly touched surfaces in/near your office or workstation. Please see Tiffanie for extra sanitation wipes or hand sanitizer.



**Questions regarding the  
information in this  
newsletter?**

**Contact Lynneah for  
assistance.**