

- (3.) *Essential*.—Operations that can be performed only by experts or specialists (female).
 (4.) *Essential*.—Operations that could be performed by substituted labour (either male or female).
 (5.) *Partially Essential*.—Operations which, provided reasonable time was given for training, could be performed by substituted labour, but which must be male labour.
 (6.) *Partially Essential*.—Operations which could be performed by female labour, provided reasonable time was given for training.

MEMO.—“Substituted labour”—meaning that such labour is not usually employed in the particular branch of the industry.

TRADE SECTION.

Please enumerate all the principal trade operations from the warehousing of the article to the delivery to purchaser. (NOTE.—Use the numerals as an index to show the relative importance of each labour operation to the carrying-on of the trade.)

- (7.) *Most Essential*.—Being the expert necessary for the conduct of the trade.
 (8.) *Essential*.—Operations that can be performed only by experts or specialists (male).
 (9.) *Essential*.—Meaning operations that can be performed only by experts or specialists (female).
 (10.) Occupations which, given reasonable time for training, could be performed by substituted labour, either male or female.
 (11.) Occupations which, given reasonable time for training, could be entirely performed by female labour.

MEMO.—“Substituted labour”—meaning that such labour is not usually employed in the particular branch of the trade.

To M

Use Index Numerals.	Describe in Usual Terms the Class of Employment or Occupation.

REMARKS.

[Date.]

[Usual signature.]

MEMO. TO ACCOMPANY SCHEDULE OF INDUSTRY OR TRADE.

Kindly return this schedule by June 30th. The date July 30th on schedule is the date upon which all schedules have to be reported upon after being consolidated.

F. COOPER,

Secretary to Commissioner, Canterbury Military District.

NATIONAL EFFICIENCY BOARD.

M

Christchurch, 19th June, 1917.

DEAR SIR,—

Re UTILIZATION OF WASTE PRODUCTS.

The Commissioner is desirous of obtaining direct information from manufacturers and other consumers of raw materials as to the waste arising out of their manufacturing or trade operations, and he will be obliged if you would give careful consideration to the undermentioned questions, and return this circular letter, with your answers to each question.

Your early attention will be appreciated.

Yours faithfully,

F. COOPER,

Secretary to Commissioner for Canterbury
Military District.

- (1.) What raw material do you use which leaves or creates a waste, and which you are at present unable to utilize?
 (2.) Do you know of any process by which similar waste is converted into a marketable article? If so, what, and where is it so used?
 (3.) Have you any suggestion to make to the National Efficiency Board for the utilization of waste materials or waste products of any kind, whether for your own trade or industry or for any other trade or industry?

[Date.]

[Usual signature.]

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