



GIPSA News

A newsletter for the employees of the Grain Inspection, Packers and Stockyards Administration

August 2007

12th Annual Administrator's Awards

James E. Link, Washington, DC

I am pleased to announce that the Awards Committee is now accepting nominations for the 12th Annual Administrator's Awards.

Over the past 11 years, Administrator's Awards have offered unique opportunities for GIPSA employees to recognize the outstanding accomplishments of our coworkers – those who went the extra mile, made an extra effort, did something especially noteworthy, or just work at an exemplary level each day.

This year, we expect to continue the tradition of acknowledging the contributions of our fellow employees. Remember, anyone may nominate anyone, regardless of grade level. Administrator's Awards are given for the following categories:

1. Distinguished and Superior Individual Awards are for employees who make extra effort to fulfill GIPSA's mission.

2. Distinguished and Superior Group Awards are for GIPSA employees who have come together as a team to meet an Agency need.

3. EEO/Civil Rights Awards recognize an individual(s) who contributes toward GIPSA's goal of diversity or recruiting underrepresented groups.

4. Safety Awards are for individual(s) who have helped make our work environment safer and healthier or performs an unselfish act of heroism.

5. GIPSA Support Awards recognize a non-GIPSA employee who has provided direction or support that has furthered GIPSA's effectiveness.

The deadline for submitting your nomination is earlier this year, **September 30, 2007** (nominations must be "postmarked" by this date — U.S. post office, fax, or e-mail). Mail nominations to:

Incentive Awards Committee
Office of the Administrator
USDA/GIPSA
STOP 3611
1400 Independence Avenue, SW
Washington, D.C. 20250-3611

FAX: 202-720-4628
Email: Ruth.Ortiz@usda.gov.

For a sample nomination, please see attachment 3-B of GIPSA Directive 4451.1, "Employee Recognition Program." Please address the selection criteria for Distinguished and Superior Individual Awards, EEO/Civil Rights Awards, and Safety Awards in Section 3.6 (2) of the Directive.

If you have questions about the program, please contact the co-chairs of our awards committee: **Virginia Roseberry**, 202-720-9803; or **Ruth Ortiz**, 202-720-6719.

After a dozen years, we may tend to become complacent and take exceptional contributions for granted. Please don't! Our employees are what make GIPSA the productive, successful organization it is today. Over the next 2 months, please take the time to look around and use the Administrator's Awards to recognize those who play a vital role in our success.

I look forward to seeing this year's nominations!

Names in the News

PERSONNEL

Kellye Goto joined the Western Regional Office as an Auditing Assistant Summer Intern. **Kellye** is a junior in Business Administration at the University of Colorado at Denver.

Tim Johnson is the new administrative officer in the Western Regional Office. **Tim** is filling the position vacated by **Sharon Setzer**. **Tim** has over 18 years of Federal experience, all with the USDA Forest Service. He worked in several Ranger Districts. Most recently, **Tim** was a program specialist in the Law Enforcement and Investigations staff of the Forest Service's Rocky Mountain Regional Office for over 7 years. Prior to that, he worked in Planning and Program Budget at the same location. **Tim** brings well-rounded knowledge and experience in budget,

administration, program management, human resources, and procurement, to his new job.

Jared Koch has joined the Western Regional Office Business Practices Unit as a marketing specialist. **Jared** graduated from Colorado State University with degrees in Animal Science and Agriculture Business. He worked for the Colorado Cattlemen's Association as the Director of Industry Programs and most recently at the Colorado Farm Bureau where he was Director of National Affairs. **Jared's** roots in agriculture trace back to a family ranch at Black Forest, Colorado.

Idelisse Rodriguez will lateral from the Compliance Division's Review Branch to the FGIS Office of the Deputy Administrator's Market and Program Analysis Staff on August 6, 2007. As a program analyst, **Idelisse** will provide assistance to MPAS and ODA with program planning, performance measurement, and policy development.

Cindy Schappe is joining the Compliance Division's Regulatory Branch as a compliance officer (investigations) in Kansas City. **Cindy** brings to GIPSA a wealth of knowledge and experience acquired during her tenure with the U.S. Department of Labor (OSHA investigator), U.S. Department of Justice (Interpol analyst), Social Security Administration (case technician), and the Department of Homeland Security (adjudications officer).

Casey Sturgill is the Midwestern Regional Office's new resident agent in Waterloo, Iowa. **Casey** grew up

on a farm near Dunlap, Iowa, and received his Bachelor of Science degree in Business Administration from Morningside College in Sioux City, Iowa.

CONDOLENCES

Charlie Turner, former chief of the Issuance and Management Staff, Compliance Division, Washington, DC, passed away on June 29, 2007, following a battle with non-hodgkins lymphoma. He was 78. **Charlie** was born in Sewanee, Tennessee, in 1930. He attended Townsend High School in Winchester, Tennessee, where he played both football and basketball. He went on to graduate from Tennessee State University with a degree in Agriculture. **Charlie** served two tours in the U.S. Air Force, including various posts during the Korean War. After his honorable discharge from the Air Force, **Charlie** joined the U.S. Department of Agriculture. As a grain inspector in the Grain Division, he and his family moved across the country, from California to Maryland, where they settled in Laurel. He spent many years at the USDA Agricultural Research Center in Beltsville, Maryland, and then moved to headquarters in Washington, DC. **Charlie** retired from USDA in 2002, after 47 years of distinguished service. **Charlie** is survived by his wife **Faye** and three sons.

Continued, see Names on page 7.

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In Memory of David Auten

Bill Ashley, Washington, DC

Dr. David K. Auten III, 63, a retired Packers and Stockyards Administration (P&S) employee, died on June 30, 2007, while vacationing in Ship Bottom, New Jersey.

According to information from P&S retiree **Bruce Boor**, and **Dave**'s wife, **Lorrie**, **Dave** had a doctorate degree in Animal Science, and wrote his doctoral thesis on animal nutrition. He spent two stints in Washington, DC, with P&S. One was with the former Scales and Weighing Branch. At one point, years ago, **Dave** left the Agency to sell farm equipment in Ohio, and then returned to P&S. He spent some time in the former Sterling, Virginia, regional office, and about 5 years in the former Bedford, Virginia, regional office as an industrial specialist before being transferred to Memphis, and ultimately to the Atlanta office.

During his career with P&S, **Dave** participated in several successful direct sales investigations, where he posed as a local hog farmer. **John Lacy**, **Dave**'s former Scales and Weighing Branch chief, said that he "was very pleased when **Dave** expressed his desire to become a scales and weighing specialist, and quite happy to have him in the Program. Because of the confrontational nature of the work, scales and weighing was not everyone's 'cup of tea,' and **Dave** took to the work and believed in the importance of accurate and honest weights. He particularly enjoyed working with our direct sale investigation unit."

Fred Bridgman, another retired P&S employee, said that **Dave** "was a very nice guy to work with." **Fred** said that "he and [retiree] **Jessie Booth** bought some cattle one time for the Agency to be used in a check-weighing investigation, and **Dave** was a great help."

In 1995, when **Dave** left the Department of Agriculture, he and **Lorrie** retired to a small farm near Strasburg, Virginia. At the time of his death, he was clerking one day a week at the Winchester Stockyard in Winchester, Virginia.

Dave is survived by his mother, his wife **Lorrie**; two daughters, two sons, two stepsons, and seven grandchildren.

Memorial contributions may be made to the Middletown Fire and Rescue, P.O. Box 111, Middletown, Virginia 22645.

Issuances

Terri Henry, Washington, D.C.

- Aflatoxin Handbook, Chapter 3, Change No. 15, dated June 18, 2007
- Aflatoxin Handbook, Chapter 12, Change No. 16, dated June 18, 2007
- FGIS Policy Memorandum Reference No. 215, "Testing Rice Samples for Aflatoxin," dated June 18, 2007
- P&SP Policy Memorandum 9720-07-023, "Bonding Foreign Buyers," dated July 11, 2007
- FGIS Program Notice 07-07, "Elimination of Soybean Test Weight as an Official Grade Factor," dated July 19, 2007
- P&SP Policy Memorandum 9730-07-024, "Packer Bond and Trust Claims," dated July 24, 2007
- P&SP Policy Memorandum 9730-07-025, "Drafts in Analyzing a Custodial Account," dated July 24, 2007

Regulatory Info

Tess Butler, Washington, DC

Federal Register Publications

- United States Standards for Sorghum, published July 20, 2007
- Request for Public Comment on the United States Standards for Soybeans – Extension of Comment Period, published July 20, 2007
- The Role of USDA in differentiating Grain Inputs for Ethanol Production and Standardizing Testing of the Co-Products of Ethanol Production, published July 20, 2007

Phytosanitary Inspection Services on Processed Products

John Giler, Washington, DC

In response to the increased demand for phytosanitary certification services by U.S. trading partners, GIPSA and the Animal and Plant Health Inspection Service/Plant Protection and Quarantine unit (APHIS, PPQ), revised their Memorandum of Understanding (MOU) for the phytosanitary inspection of grain. As a result of the new MOU, GIPSA and official agencies may now provide phytosanitary inspection services.

Under the revised MOU:

1. GIPSA will inspect grain, rice, beans, peas, lentils, and processed grain products for phytosanitary inspection purposes.
2. APHIS will stop using PPQ Form 578, "Export Certificate -- Processed Plant Products". After September 1, 2007, APHIS/PPQ will only issue PPQ Form 577, "Phytosanitary Export Certificate," for processed grain products. This change is significant both to exporters and to GIPSA and our official partners because Form 577 is issued only on the basis of an officially sampled lot.

As a result of these two actions, GIPSA should expect new service requests for phytosanitary inspection service on products such as flour, distillers dried grains (DDG), and corn gluten meal at locations where the products are loaded or transloaded for export.

Official agencies wishing to provide these services must enter into a cooperative agreement with GIPSA, provide any needed sampling/inspec-

tion equipment, and contact the local field office to arrange for training and licensing of agency employees.

Here are five basic requirements for phytosanitary inspection services on processed products.

1. Ensure that all products for inspection are accessible for sampling purposes.
2. Follow established sampling patterns and collect a representative sample of the lot. Refer to the Processed Commodities Handbook or Grain Inspection Handbook I, as applicable, for sampling procedures.
3. Sieve the entire sample portion and check for live insects. For bulk products loaded into railcars or containers, sieve the entire sample or, at a minimum, a representative portion of approximately 2,500 – 3,000 grams of product. For bulk products (e.g., soybean meal) loaded in bulk aboard a ship or barge, sieve a representative portion of at minimum rate of 500

grams per 2,000 bushels of product loaded.

4. Record inspection information on FGIS Form 921-2, "Inspection Report - Insects in Grain," and forward the form to the applicant for service or designated APHIS certification office.
5. Issue a processed commodities certificate for the inspection service.

The Policies and Procedures Branch is working to combine Directive 9180.34 "Phytosanitary Inspection of Export Grain Shipped from Interior Locations," and Directive 9180.35 "Phytosanitary Inspection," along with new material relevant to inspecting grain and commodities, into a single directive that will encompass all phytosanitary inspection inspections. Until the new instruction is complete, please contact **Bob Lijewski** at telephone 202-720-0224, or email to Robert.S.Lijewski@usda.gov, with any questions about phytosanitary inspection procedures.



In **1931**,
farmers harvested
24.5 bushels per acre,
or
2.2 billion bushels of corn
on
109 million acres.

In **2006**,
farmers harvested
149.1 bushels per acre,
or
10.5 billion bushels of corn
on
78 million acres.

Source: "Sustainability: Meeting future economic and social needs while preserving environmental quality," National Corn Growers Association.

Invest in Yourself

Rosemary Mayne
Washington, DC

Take time to invest in yourself by making continual learning part of your personal plan. The Individual Development Plan is a tool to ensure that you are focused on growing in your job, both technically and non-technically.

The Office of Personnel Management (OPM) has identified core leadership competencies that are foundational to all employees because they relate to "Managing Self." There are additional competencies identified at the levels "Managing Projects," "Managing People," "Managing Programs," and "Leading Organizations." Find your role and look at the competencies, beginning with the foundational competencies. They are: Integrity and Honesty, Interpersonal Skills, Continual Learning, Resilience, Oral Communication, Written Communication, Flexibility, and Problem Solving. Gather some data from self-reflection, your colleagues, and your supervisor on areas on which to focus your improvement efforts. Then, work with your Collateral Duty Training Officer, the GIPSA Training Staff, and your supervisor to identify methods to use to achieve your learning goal.

If you need more information on the competencies, contact the GIPSA Training Staff.

Travel Bits & Pieces

Monica Alexander, Washington, DC

GovTrip. The Department of Agriculture is working with Northrup-Grumman to migrate our current travel reservation system to a new, integrated electronic travel system called GovTrip. The Agency has been notified that we will convert to the new system in February 2008!

GovTrip supports the *entire* government travel process, including planning and authorizing travel, making reservations, calculating and approving reimbursements, and archiving data. GovTrip increases the number of self-service transactions and reduces Agency travel management costs.

GovTrip is the only travel system that interfaces with accounting and disbursing systems, thus giving GovTrip the capacity to determine real-time funds availability. The system has the capability to obligate and de-obligate funds electronically. The time it takes to reimburse travelers will be drastically reduced by GovTrip's ability to route payments electronically to the traveler's personal savings or checking account.

GIPSA is currently working with the Departmental travel experts and the GIPSA Training Staff to determine the number of employees that will need training on the new system. We anticipate that employees that routinely arrange and approve travel will acquire training first, with travelers receiving training thereafter.

The GIPSA Management Support Staff will lead the Agency through this transition; therefore, we will update the senior managers as soon as information becomes available and all GIPSA employees via the monthly *GIPSA News*.

If you have any questions or comments, please contact me at 202-720-7045, monica.m.alexander@usda.gov or Rosemary Mayne at 202-720-6242 or rosemary.k.mayne@usda.gov.

Read the GIPSA News each month for updates on the "Countdown to GovTrip" and get more information from www.govtrip.com.

Relocation Mileage Rate Increase. Effective September 25, 2007, the relocation mileage rate for employees approved for relocation on or after this date will increase to \$.20 per mile and eliminate the current tiered relocation mileage rate.

The current relocation mileage rate is tiered -- reimbursement is 15 cents per mile for the employee or one family member, 17 cents per mile for two people, 19 cents per mile for three people, and 20 cents per mile for four or more people. The new, single rate will apply to all relocation travel and is based on the IRS rate for 2007.

Employees currently in relocation status or who are approved for relocation prior to September 25, 2007, will continue to use the aforementioned tiered rates.



GIPSA Idea Hotline Update

Norma Phelps, Washington, DC

Here are the ideas received on the GIPSA Idea Hotline during July. If you have questions about any ideas or the Hotline, please call me at 202-720-1017.

Suggestor

Suggestion

Gretchen E. Van Walbeek
Des Moines, IA

Develop a Custodial Account Instruction Pamphlet
Schedule A Training Session to Clean Up Computer Drives

Nancy F. Morris (retired)
Atlanta, GA

Include Retirees in the GIPSA News Email Distribution

GIPSA Hotline Ideas Accepted and Approved for Implementation During July 2007

This list does not necessarily indicate that the idea was implemented as suggested or that it is currently in place (it could be in the development/implementation stage). To avoid the chance of misinterpretation, please call the Hotline if you have any concerns or questions regarding the following list of ideas.



Include Retirees in the *GIPSA News* email distribution

Keep those ideas coming in! Send your ideas to the GIPSA Idea Hotline via e-mail: gipsa-ideas@usda.gov; FAX to 202-720-1015; or telephone 800-455-3447 or 202-720-1013. **For more information on the hotline visit <http://ingipsa.usda.gov:8010/ideahotline/hotline.htm>. We encourage you to send ideas via fax or e-mail to reduce the possibility of transcription errors; however, ideas will be accepted regardless of the method you choose to use.**

Employee Assistance Program

Call for confidential help.

Washington, DC personnel, call... 301-570-3900
or 1-800-222-0364

Field personnel, call...
1-800-222-0364

New Enforcement Rule Results in Quicker Resolution of Violation Cases

P&SP's new enforcement rules provide a way to quickly resolve violations of the P&S Act.

On April 25, 2007, GIPSA amended the rules of practice governing proceedings under the P&S Act. GIPSA may offer alleged violators the option of waiving their right to a hearing and entering into a stipulation agreement to quickly resolve alleged violations.

Administrator Jim Link noted that "not every case results in a stipulation offer to the alleged violator. If producers have suffered harm, we are going to file a formal complaint and seek more severe penalties in a formal administrative action."

GIPSA recently settled its first three cases using the new rules resulting in nearly \$10,000 in civil penalties.

The new rules are for first-time offenders. Those who fail to comply with the P&S Act a second time may be subject to a civil penalty of up to \$11,000 per violation. GIPSA also has authority to suspend livestock dealers and market agencies from operating.

Like civil penalties collected in cases where GIPSA files a formal complaint, stipulation payments are paid to the United States Treasury. If a person alleged to have violated the P&S Act does not agree to the stipulation offer, GIPSA proceeds with the filing of an administrative complaint and may seek a higher penalty.

LEAVE DONATION

Annie Trujillo, certification assistant, League City, has been accepted into the Leave Transfer Program. **Annie** has acute renal disease that has led to dialysis. She has exhausted all of her leave and would appreciate any leave donations. If you're interested in donating either annual or restored annual leave to **Annie**, please complete form AD-1043 and either fax it or mail it (not both) to: USDA APHIS MRPBS HRD; Attn: LCT; Butler Square 5th Floor; 100 North 6th Street; Minneapolis, MN 55403; FAX: 612-370-2361. Form AD-1043 can be found on the web at: <http://www.aphis.usda.gov/mrpbs/forms/adforms.html>

AWARDS

Teddi Baird, Aurora, received a spot award for extra effort in completing a complex major packer weighing investigation in a professional and timely manner.

Kenneth Critchfield, field office manager, Wichita, received an extra effort award for his exceptional leadership in managing the Wichita Field Office, thus contributing greatly to the increased effectiveness and efficiency of GIPSA's mission and the Wichita Field Office.

Milt Hansen, Aurora, received a spot award for extra effort in completing a complex major packer weighing investigation in a professional and timely manner.

Tom Lehner, APHIS, Human Resources Division, Classification Section, Minneapolis, Minnesota, received a spot award from the Field Management Division for providing exceptional customer service which provided the opportunity to reassess the job duties of our field administrative staff personnel, thus resulting in an upgrade of these positions.

Gerald Lenz, Aurora, received a spot award for exceptional effort in conducting a packer trust investigation that resulted in \$4.1 million in recoveries to unpaid livestock sellers.

Wanda Liles, League City, received a time-off award for providing excellent service in absence of a shift supervisor while loading the M/V Sheila McDevitt.

Tanisha Mapes and **LaDondra Taylor**, legal instruments examiners, Des Moines, received time-off awards for their professional initiative and skill in helping to complete the BIDs verification assignment for the 2007 P&SP Business Plan while continuing to accomplish normal responsibilities.

James Morcaldi, Aurora, received a spot award for exceptional effort in leading and conducting packer trust investigations that resulted in significant financial recoveries to unpaid livestock sellers.

John Mott, Aurora, received a spot award for his extra effort in assisting with a major packer weighing investigation.

Stephen Pollock, Aurora, received a spot award for extra effort in completing a complex major packer weighing investigation in a professional and timely manner.

Marlys Sahlin, Aurora, received a spot award for exceptional effort in conducting a packer trust investigation that resulted in \$4.1 million in recoveries to unpaid livestock sellers.

Janell Smalts, Aurora, received a spot award for extra effort in completing a complex major packer weighing investigation in a professional and timely manner.

John Verlinden, Aurora, received a spot award for exceptional effort in conducting a packer trust investigation that resulted in \$4.1 million in recoveries to unpaid livestock sellers.

Brian Zingler, APHIS, Human Resources Division, Staffing Section, Minneapolis, Minnesota, received a spot award from the Field Management Division for providing exceptional customer service which provided the Agency the opportunity to take swift and immediate action to a financial crisis in the rice program.

FGIS Federal Register Publications

FGIS has three important publications currently in the *Federal Register*: the final rule for the sorghum standards, an extension of the comment period for the soybean standards advance notice of proposed rulemaking; and a solicitation for comments regarding GIPSA's role in the area of ethanol production.

Sorghum Standards Amended.

FGIS revised the U.S. Standards for Sorghum to better describe the types of grain sorghum produced by American farmers and to reduce the allowable levels of broken sorghum kernels and foreign material in the various quality grades of sorghum. The revisions to the standards become effective on June 1, 2008.

Grain sorghum is the third most important cereal crop grown in the United States. Nearly 50 percent of the grain sorghum produced by American farmers is exported around the world for use as food and animal feed. In many parts of the world, sorghum is used in food products and various food items; porridge, unleavened bread, cookies, cakes, couscous, and malted beverages are made from this versatile grain. Domestically, sorghum is used primarily as animal feed with a lesser amount moving into food marketing channels and, more recently, into ethanol production.

The changes being announced will promote the marketing of higher quality sorghum and facilitate both domestic and international grain sorghum trade.

For further information, contact Patrick McCluskey at (816) 823-4639.

Soybean Standard Review.

GIPSA published an advance notice of proposed rulemaking (ANPR) in the *Federal Register* on May 1, 2007, (72 FR 23775), initiating a review of the U.S. Standards for Soybeans to determine their effectiveness and responsiveness to current grain industry needs. The notice provided an opportunity for interested parties to forward written comments to GIPSA until July 2, 2007. As a result of a request from the soybean industry, we are reopening the comment period to provide interested parties with additional time in which to comment. **GIPSA will consider comments received by August 20, 2007.**

For further information, contact Marianne Plaus at (202) 690-3460 or email Marianne.Plaus@usda.gov.

Seeking Comments on Ethanol Standards. FGIS published an ANPR in the *Federal Register* seeking public comment on whether there is a market need for USDA to establish additional grain quality standards to better describe the type and quality of grain purchased for ethanol production, such as, differentiating corn with a high total fermentable starch content from other corn types.

FGIS is also asking whether there is a market need for standards to describe the type and quality of feedstuff produced during the ethanol production process and marketed as various forms of distillers grains. During fermentation, grain starch is converted to ethanol and the remaining nutrients, such as protein, fat, minerals and vitamins end up as distillers grains or condensed distillers solubles. These

co-products, such as distillers dried grains (DDG) and distillers dried grains with solubles (DDGS) are often sold as animal feed.

Distillers grains are typically marketed to feed formulators and livestock producers for livestock feeding, primarily for beef, dairy, pork and poultry. One bushel of corn or about 56 pounds produces approximately 2.8 gallons of ethanol and 17 pounds of distillers grains. In 2006, 1.8 billion bushels of corn produced 4.9 billion gallons of ethanol and over 26 billion pounds of distillers dried grains.

All interested parties are invited to submit comments and supporting information by September 18, 2007.

Are EEO/CR issues or concerns affecting your employment with GIPSA? Do you have questions? Need help?

Then let your voice be heard.

Call the EEO Advisory Committee at...

1-800-639-5167

Civil Rights Hotline

For Your Health

Mavis Rogers, Washington, D.C.

OFFICE SAFETY TIPS

- ▶ Guard the sharp edges of furniture to prevent personal injury. Keep desk “pull-out” writing surfaces closed when not in use.
- ▶ Practice good housekeeping. Keep floors free of items that might cause tripping. Keep waste cans out of the way; do not overfill them.
- ▶ Prevent slipping accidents by cleaning up spills immediately.
- ▶ Report all defects, such as loose tiles, broken steps, railings and doors, immediately to maintenance personnel.
- ▶ Keep tacks and other sharp objects in closed containers.
- ▶ Use the proper tool for the job at hand (e.g., a staple remover to remove staples).
- ▶ Do not overload electrical outlets. Do not plug an extension cord with multiple electrical receptacles into a second multiple outlet strip.
- ▶ Report immediately any damaged electrical cords, broken switches, loose connections, or bare wires to the building manager/owner or maintenance personnel.
- ▶ Unplug any office machine that smokes, sparks, or delivers an electrical shock. Have it inspected by the appropriate repair personnel.
- ▶ GIPSA offices are smoke-free environments.
- ▶ Avoid overloading the top drawers of filing cabinets to avoid tipping the cabinet when the drawers are opened. Open one drawer of the file cabinet at a time to prevent tipping.
- ▶ File cabinets should be placed where their use will not interfere with office traffic patterns.
- ▶ Keep file and desk drawers closed when not in use to help prevent tripping accidents.
- ▶ Use proper lifting techniques. Arrange for personnel skilled in moving to shift furniture and other heavy objects.
- ▶ Do not lean too far back in chairs. This may result in over-balancing and a fall.
- ▶ Use only safety step stools or ladders for climbing. Don’t stand on swivel chairs or use them as step stools.
- ▶ Book cases or file cabinets taller than 64 inches must be secured or anchored. Keep book case doors closed when not in use.
- ▶ Power switches must be off or the cord unplugged when electrical equipment, such as a computer, is being cleaned or serviced.
- ▶ Keep office doors free of obstructions at all times to permit egress in case of an emergency.
- ▶ Jewelry, long hair, and clothing must be kept clear of the moving parts of all office machines.
- ▶ If it is necessary to run a cable or electrical cord across the floor, cover it to protect the wiring and prevent tripping.
- ▶ Do not cover air vents or obstruct airflow from registers. Do not place furniture, equipment, or materials in locations that will interfere with air movement around thermostats.
- ▶ Report any observed pest control problems to the building manager/owner or maintenance personnel. Never attempt to apply any pest control chemical yourself.

GIPSA News is the employee newsletter of the USDA Grain Inspection, Packers and Stockyards Administration. Send your news, ideas, suggestions, comments, questions, or thoughts for the next issue to:

Dana Stewart
USDA, GIPSA, Stop 3614
1400 Independence Avenue, SW
Washington, D.C. 20250-3614
Phone (202) 720-5091
FAX (202) 690-2333
dana.b.stewart@usda.gov

by August 25, 2007!

Retiring? To be included on our email distribution list after you retire from GIPSA, please send your email address to dana.b.stewart@usda.gov.

OFFICE OF THE ADMINISTRATOR
USDA, GRAIN INSPECTION, PACKERS
AND STOCKYARDS ADMINISTRATION
STOP 3601
1400 INDEPENDENCE AVENUE, SW
WASHINGTON, DC 20250-3601
