



GIPSA News

The newsletter of the employees of the Grain Inspection, Packers and Stockyards Administration

November 2009

FGIS Matters...!

Randall Jones, Washington, DC

Depending on your coordinates, you may be in the full swing of autumn...and likely gearing up for harvest. With feed grain production predicted to reach near record-setting levels, I know the field offices will be busy this year.

Last week, **President Barack Obama** signed the Agriculture Appropriations Act for 2010—which provides funding for most of USDA's programs. On the same day, **Secretary Vilsack** reiterated his priorities in a USDA-wide email, and I wanted to draw your attention to a few themes that are closely aligned with the work we do in FGIS.

- **Create wealth in rural economies.** Our services help promote fair and transparent markets, increase crop value by aligning crop quality with specific consumer demands, reduce trade disputes results from conflicting descriptions of crop quality and value, and minimize the cost of transactions between buyer and seller—both in domestic and international markets.
- **Support food security policies internationally.** There are a variety of external factors that affect FGIS and the marketplace as a whole, including changing global production and marketing practices and increasing use of biotechnology. FGIS works with Federal partners and internally-recognized organizations to protect and enhance U.S. grain producers' international market share by achieving standards that work for U.S. producers.
- **Modernize USDA systems and programs and create a good working environment.** Every day, we make great strides with *FGISonline*, which promises to improve internal business operations and better serve the customers of the official grain inspection and weighing service. Also, we work each day to make sure our workplace is free from discrimination and provides opportunity for all.

We're working with our fellow Marketing and Regulatory Programs agencies to support the Department's priorities through its current strategic planning effort. Once the Department-level goals are established, FGIS will work with our Packers and Stockyards Program to create a GIPSA plan charting our course for the coming years.

*Continued, see **FGIS Matters** on page 4.*

Names in the News

PERSONNEL

Jared Koch, marketing specialist in WRO, has been selected as the new resident agent in Manhattan, KS.

Linda Kelly has been selected as the Resident Agent in Roseville, CA.

CONDOLENCES

Floyd Doucet, former manager of the League City Field Office, passed away on October 25, 2009. **Floyd** was field office manager from 1978—1997, and worked with FGIS for 27 years.

AWARDS

Onetisha Anderson, ERO, received a spot award for sustained performance and professionalism in performing financial investigations in the livestock and poultry industries.

William Arce, MRO, received an extra effort award for exemplary performance in the coordination and completion of over 20 carcass regulatory monorail scale reviews that resulted in two investigative files.

Cindy Bertoli, ERO, received a spot award for sustained dedi-

cation and commitment in working with others to create the regulatory and investigative training module while performing the Resident Agent Unit Supervisor's duties.

James Cannon, ERO, received a spot award in appreciation for coordinating the Eastern Regional Office's food drive.

Kenneth Dempster, Charlie Williams, Rhondalyn Edwards, James Woodard, Robert Medley, Stephen Michel, Dorothy Grigsby and **Constance Grows**, New Orleans, received a group time-off award for providing high quality service to our customers in a timely manner.

Sarah Chess, WRO, received an extra effort award for sustaining a high level of performance in completing formal case files in Fiscal Year 2009.

Karen Collins, ERO, received a spot award for sustained performance and professionalism in performing financial investigations in the livestock and poultry industries.

Thomas Duggan, WRO, received a spot award for his professionalism, dedication, and extra effort in leading the Business Practices Unit in completing formal investigation reports which contributed to agency goals.

Rhondalyn Edwards, Nicole Knox-Carey, and Ceneda Trufant, New Orleans, received time-off awards for providing high quality services to the New Or-

leans Field Office and our external customers.

Branard England, MRO, received a spot award in recognition of his extra effort in ensuring that 1890 Scholars received appropriate and meaningful training during the summer of 2009.

Nicholas Foster, MRO, received a spot award in recognition of his efforts to develop and update registrant and packer compliance review and investigation database.

Stuart Frank, MRO, received a spot award for outstanding performance of duties related to the MRO Resident Agent Unit.

Bruce Gardner, MRO, received a spot award in recognition of his management of a detailed complex investigation, coordination of trust/bond claims, and work with numerous other external parties all of which required consistent effort over an extended period of time.

Karen Guagliardo, Washington, DC, received an award for outstanding work performance and dedication to FGIS during FY 2009 and furtherance of Departmental and Agency goals.

*Continued, see Names
on page 3.*

Names, from page 2.

Ross Heiman, Kansas City, received an award for outstanding work performance and dedication to FGIS during FY 2009 and furtherance of Departmental and Agency goals.

Adel Ibrahim, League City, received a spot award for outstanding support in GIPSA LincPass distribution, activation, and troubleshooting activities.

Eric Jabs, Kansas City, received an award for outstanding work performance and dedication to FGIS during FY 2009 and furtherance of Departmental and Agency goals.

Jared Koch, WRO, received an extra effort award for his excellence and dedication in leading the Change Control Working Group, and his extra effort as a mentor in providing hands-on training to new employees, which greatly enhanced their contribution to the Agency's mission.

Pamela Lake, ERO, received a spot award for sustained dedication and commitment in providing excellent administrative services to the Eastern Regional Office.

Robert Lijewski, Washington, DC, received an award for outstanding work performance and dedication to FGIS during FY 2009 and furtherance of Departmental and Agency goals.

Patrick McCluskey, Kansas City, received an award for outstanding work performance and dedication to FGIS during FY 2009 and furtherance of Depart-

mental and Agency goals.

Kim Milstead, ERO, received an extra effort award for sustained dedication and commitment in performing legal duties outside recognized responsibilities for one legal specialist, which increased the efficiency of the ERO.

Joe Moore, WRO, received a spot award for sustained dedication and commitment in supervising, training and coordinating ERO's Electronic Content Management activities and ERO's Account Management System.

John Mott, WRO, received an extra effort award for his dedication, bravery, and leadership in serving on the FAS Provincial Reconstruction Team in Afghanistan in 2008 and 2009.

Julia Nelis, Washington, DC, received an award for outstanding performance and professionalism which contributed to the increased effectiveness and efficiency of the OIA and GIPSA.

Robinson Obiekwe, ERO, received a spot award for sustained performance and professionalism in performing financial investigations in the livestock and poultry industries.

Thomas O'Connor, Washington, DC, received an award for outstanding work performance and dedication to FGIS during FY 2009 and furtherance of Departmental and Agency goals.

Norma Phelps, Washington, DC, received a spot award for outstanding assistance in support

of GIPSA LincPass distribution and reporting activities.

Andrew Ping, Washington, DC, received an award for outstanding performance and professionalism which contributed to the increased effectiveness and efficiency of the OIA and GIPSA.

Kristen Pirtle, MRO, received a spot award for exemplary dedication while serving as the Acting Administrative Officer.

John Pitchford, Washington, DC, received an award for outstanding work performance and dedication to FGIS during FY 2009 and furtherance of Departmental and Agency goals.

Marianne Plaus, Washington, DC, received an award for outstanding work performance and dedication to FGIS during FY 2009 and furtherance of Departmental and Agency goals.

Byron Reilly, Washington, DC, received an award for outstanding performance and professionalism which contributed to the increased effectiveness and efficiency of the OIA and GIPSA.

*Continued, see **More Names**
on page 5.*

Issuances

Terri Henry, Washington, DC

- FGIS Directive 9180.74, "Service Fees and Billing Codes," dated October 1, 2009
- Issuance Change No. 3 to the Nuclear Magnetic Resonance Handbook, dated October 1, 2009
- FGIS Program Notice 10-01, "Ordering Plastic Bags, Coin Envelopes, Spear Envelopes, Plastic Quart Bottles, and Plastic Cable Ties," dated October 8, 2009
- FGIS Program Notice 10-03, "Additional Parameters for Automated Monitoring and Supervision of Official Weighing," dated October 19, 2009
- GIPSA Policy Memorandum Reference No. 223, "Personal Digital Assistant Travel Policy," dated October 14, 2009

Regulatory Info

Tess Butler, Washington, DC

Federal Register Publications

- Scales; Accurate Weights, Repairs, Adjustments or Replacements after Inspection, published October 20, 2009
- Swine Contract Library, published October 26, 2009

Employee Assistance Program

Call for confidential help.

1-800-222-0364

FGIS Matters, *from page 1.*

Also, I am pleased to announce the inaugural meeting of the Quality Roundtable will be held in a few short weeks. As a group, the Quality Roundtable will discuss ways to ensure quality service throughout the official inspection and weighing system in the coming years. As our agency prepares for change—upcoming retirements, quality management programs, *FGISonline*, consolidation at the National Grain Center—we have a responsibility to engage in dialogue about where we're going, and where we've been. I'll have an update for you in the next GIPSA News, so stay tuned.

In closing, I challenge you to think about the work we do, and if you're one of those on the "short time" list, what will your legacy be? What will you leave with the new generation of graders, scientists, marketing specialists? We are lucky to have so many knowledgeable and dedicated staff in FGIS. So, as I have advocated before and will continue to do... Take the opportunity to share your knowledge. In this issue of the newsletter, Idelisse Rodriguez recounted her interview with our previous Director of the Field Management Division, **Mr. John Giler**. I encourage you to take Mr. Giler's words to heart, and to seek out the "Giler" on your team to learn all you can.

More Names, *from page 3.*

Idelisse Rodriguez, Washington, DC, received an award for outstanding work performance and dedication to FGIS during FY 2009 and furtherance of Departmental and Agency goals, and a spot award for exemplary work in orchestrating the 2009 FGIS Management and Administrative Conference.

Kraig Roesch, WRO, received a spot award for his professionalism, dedication and extra effort in reviewing and approving over 60 formal investigation reports in the Western Region.

John Rollins, ERO, received a spot award for sustained dedication and commitment in servicing the Eastern Regional Office's computer needs while performing the normal duties of a marketing specialist.

Robert Schmidt, ERO, received a spot award for sustained dedication and commitment in meeting the 2009 Strategic Business Plan Goals while investigating unanticipated financial problems in the industry.

Marsha Schwartz, Kansas City, received a spot award for exemplary work in orchestrating the 2009 FGIS Management and Administrative Conference, and ensuring the best use of FGIS resources.

Melanie Schwemer, League City, received a time-off award for providing assistance with estimates for overtime trends within the League City Field Office.

Kevin Smith, Washington, DC, received an extra effort award for providing outstanding support to the Civil Rights Staff.

Creig Stephens, ERO, received a spot award for sustained dedication and commitment in supervising, training, and coordinating ERO's Electronic Content Management activities and ERO's Account Management System.

Patricia Tolle, WRO, received an extra effort award for excellence and dedication in her collateral duty assignment of managing the IT functions for the WRO, and for her commitment and participation with the Change Control Working Group.

Robert Waller, League City, received a time-off award for always volunteering to work during fellow employee shortages and for stepping in to assist the shift supervisor during times when major projects will not allow supervisors to complete some of their duties.

Fannie Webb, New Orleans, received a time-off award for providing extra effort and going beyond the call of duty to provide service to our customers.

Beverly Whalen, Kansas City, received an award for outstanding work performance and dedication to FGIS during FY 2009 and furtherance of Departmental and Agency goals.

Bryice Wilke, MRO, received a spot award for exemplary dedication and leadership overseeing numerous critical investigations while also conducting scale training for the livestock industry.

Jennifer Zuckman, Washington, DC, received an award for outstanding performance and professionalism which contributed to the increased effectiveness and efficiency of the OIA and GIPSA.

FGIS Realignment

One of GIPSA's primary goals is to make our operations run more smoothly and efficiently. To that end, effective November 1, the Market and Program Analysis Staff (MPAS) and the Policies and Procedures Branch will be combined to form the Policies, Procedures, and Market Analysis Branch. **Idelisse Rodriguez**, formerly with MPAS, will report to the Office of the Deputy Administrator and continue to work on FGIS organizational and strategic planning, knowledge management, and related initiatives.

Kuseck in Asia

John Pitchford, Washington, DC

Jerry Kuseck, FGIS's collateral duty officer in Asia keeps a busy schedule. In recent weeks, **Jerry** has traveled to Seoul and Incheon, South Korea; Tokyo and Osaka Japan; Hong Kong and Guangzhou, China; Taipei, Taiwan; and Manila, Philippines to give grading seminars, talk to international customers, and address regional grain quality concerns.

Jerry was in Asia as part of the FGIS' Asian collateral duty officer program, which stations representatives in Asia on long-term temporary duty assignments to work proactively with overseas Asian customers and their Governments. This Asian outreach program has allowed GIPSA to address immediate and long-term issues in the region, promote a better understanding and adopt U.S. sampling and inspection methods to minimize differences in results and develop face-to-face relationships with customers, USDA Cooperators and Government officials.

While in the Philippines, on October 5 and 6, 2009, **Jerry** conducted a 2-day wheat grading seminar at Morning Star Milling Corporation in the Philippines. At the seminar, in addition to teaching hands-on grading, he discussed FGIS' organization and quality control programs; domestic rail and barge transportation systems; export terminals, D/T samplers, and ship loading; wheat grading and practical exercises; and mycotoxins, protein, and Falling Number testing.

After the seminar, he visited the local U.S. Wheat Associates (USWA) office, where he was invited by the director to return to Manila and conduct the same type of seminars at additional flour mills in the Philippines.

The day before **Jerry** arrived, Manila was hit by a devastating typhoon. Many people lost their lives and homes, and thousands of people are still living in emergency evacuation centers. One USWA representative was on the

way to the airport during the storm when the van he was traveling in became stranded on a bridge above the flooding waters. The water flooded the bridge and he was forced to climb atop the van for safety. He spent the night on top of the van until he was rescued in the morning. Luckily, the flood did not wash the van away and he survived the ordeal without any injuries. After this incident, USWA/Manila established a policy to provide all visitors with a cell phone programmed with emergency phone numbers.

Jerry's last stop on this trip? Home in Portland, Oregon!



Jerry Kuseck (back row on right) with his attentive students in the Philippines.

MRO Soccer Star



Nick Foster

"Right now, soccer is my life," says soccer star and GIPSA intern Nick Foster.

While **Nick** was instrumental in Drake University's soccer team enjoying its most successful season in school history, he understands that academics and playing soccer go hand in hand. "I try to take a lighter workload in the fall because I don't have that much free time with soccer," said **Nick**, who is completing the bulk of his finance and accounting major this fall. Last year, **Nick** earned an honorable mention All-MVC Scholar-Athlete.

Last summer, while playing soccer, **Nick** worked 32 hours per week at the MRO, working on audits and on the audit database. "My work hours were pretty flexible," **Nick** said.

"Being a student athlete, you're obviously going to be busy," **Nick** said. "You have to find the right balance between all of your responsibilities. But have fun while doing it."

LDP II: Preparing Leaders

Rosemary Mayne, Washington, DC

November 13, 2009 is the closing date for applications for the CY 2010 GIPSA Leadership Development Program II (LDP II). The goal for the year-long program is to prepare potential new leaders both educationally and experientially for future leadership challenges and opportunities.

Participants will learn the theory and practice of effective managerial skills through formal classroom sessions, on-the-job assignments, directed readings, a shadowing assignment, a mentoring relationship, and an action-learning project. This program prepares participants to assume leadership roles in GIPSA, both in their present position and possible future positions. In addition to broadening the participants' knowledge of the agency, the program provides the processes, structure, and opportunity for participants to assess their individual leadership strengths and developmental needs; plan learning activities; practice and improve leadership skills; explore the dimensions of leadership with experts and colleagues; learn skills for present and future use; and build networks for future collaboration.

If you meet the application requirements as presented last month, aspire to leadership, and are ready to take on the course work challenges, get your application paperwork to the Training Office by November 13! Call me if you have questions at 202-720-6242.



Advisory Committee to Meet

Terri Henry, Washington, DC

The Grain Inspection Advisory Committee will meet November 17-18, 2009, in Kansas City, Missouri. The Advisory Committee advises the GIPSA Administrator on implementation of the U.S. Grain Standards Act. Information about the Committee is available at <http://www.gipsa.usda.gov>. Under the section "I Want To," click on "Learn about the Grain Inspection Advisory Committee." The agenda will include an overview of GIPSA's programs, crop production and marketing outlook, update on sorghum odor, container regulation changes, wheat standards, status of the Quality Management Program, update on international programs, the laboratory proficiency program, and the rice sheller study. For further information, contact me at (202) 205-8281.

Leslie Jordan: Shepherd, Livestock Advocate, and Resident Agent

Leslie Jordan advised the visitors to climb outside of the sheep pen, concerned the animals wouldn't enter had they remained. Regulation of livestock dealers, auction markets and packing plants is the duty of the 27-year-old resident agent for the U.S. Department of Agriculture's Grain Inspection, Packers & Stockyards Administration.

Raising sheep is a way of life for **Leslie Jordan**. "When I was in the eighth grade, my dad had back surgery and he couldn't lift anything," Jordan said. "My sister and I lambed all 30 ewes."

Recently, the Ohio Farm Bureau selected **Jordan** and 21 other farmers and agribusiness professionals to participate in the 2009-2010 AgriPOWER program, which is designed to help participants become leaders, advocates and activists for Ohio agriculture.

"Agriculture is Ohio's number one industry, and livestock is a huge part of that," she said, adding that she was speaking as a private individual. "We would like to say as Ohioans that we would like to protect Ohio's number one industry, the viability of it."

Jordan received her bachelor's degree in animal science from Iowa State University and a master's in animal science with a specialty in meat science from The Ohio State University. She joined USDA in July 2006 after she and her husband moved to Ohio from southern Illinois, finding her job at the USA Jobs Web site. "I was in the right place at the right time," said **Jordan**, who was surprised to learn that the resident agent position would allow her to work out of her home. "I thought, 'This'll work,'" she said, smiling.

Her job requires her to travel 50 to 75 percent of the time, but offers her flexibility. "The fact I work out of my house is probably the best part of the job," she said. "It's great. I wake up in the morning, and I'm at work."

She also likes the variety of experiences she has working to make sure all livestock dealers, auction markets and packing plants in Ohio and Michigan comply with the Packers and Stockyards Act of 1921. From the rural Appalachian communities of southeastern Ohio to the Amish region of eastern Ohio to the Muslim areas of Detroit and Columbus, Ohio, Jordan works with a diversity of people. "I always try to be respectful," she said, adding that she's learned about various cultures while doing her job.

While she gets along with those she regulates, the nature of her job doesn't make her a popular visitor to their places of business, she said. "Yeah, they don't like me," she said, matter-of-factly. "We have conversation, but at the end of the day I'm still the government. We can joke around, but at the end of the day if they're doing something wrong, they're doing something wrong."

Much of her work is examining records, making sure, for example, that if a person purchased a 1,000-pound animal he paid for a 1,000-pound animal. If she encounters a non-compliance, she issues a notice of violation. If she returns, and the violation has not been corrected, she submits a report to the Office of General Counsel for the USDA. "Most of the time they want to do what's right," she said.

Jordan said her priorities are her family, then her job, then preserving agriculture as an opportunity for future generations to pursue.

Reprinted with permission of John Jarvis, The Marion Star



Leslie Jordan poses with her 15-month-old son, Aiden, amid some of the sheep she and her father are raising. (Bill Sinden/The Marion Star)

SNAP! CRACKLE! and POP-UPS!

Noah Waters, Washington, DC

Unlike those funny, friendly little cereal mascots we've all known for generations (actually, since the 1920s) whose continued aim is to motivate viewers to indulge their taste buds and ear drums into a bowl of nutritious morning enjoyment, pop-ups have escalated from helpful, contextual application menus to frivolous, annoying, deceiving, malicious web ads. Clicking (even accidentally) on one pop-up can lead to the opening of several other pop-up ads, even pornographic ones. What harm can they cause? How can they be eluded?

Spyware is a type of malicious software that a pop-up can install on a computer to collect information about the user without his/her knowledge. Malicious software, once written primarily for pranks, is now being used with the hostile intent of destroying files, corrupting systems, or stealing data. Millions of systems have been infected to send email spam, host contraband data such as child pornography, or engage in distributed denial-of-service attacks. Spywares such as keyloggers capture keystrokes like passwords, credit card numbers, online gaming codes, account numbers, etc. Spyware can monitor browser activity and can even take control of a system's dial-up modem and incur very significant telephone charges! [*Hint to those still using dial-up.*] Using in-session phishing, an attacker can detect other sessions (i.e., online banking) then launch a pop-up window that pretends to have been opened from the targeted session. The user now believes to be connected to the targeted session but, in reality, the data he is entering is being stolen.

Because the technologies for web development and design allow pop-up ad and banner-ad authors to draw any kind of "simulated" button option imaginable, many employ several tricks to fool users into clicking anywhere inside the pop-up window(s). In fact, in many cases, if a pop-up displays some text along with 'Install' and 'Cancel' buttons, clicking either button or even any of the text above the buttons will either start the download process or be a hypertext link. So, what can one do? Here are a few helpful tips:

- Always enable Pop-Up Blocker, even on familiar, but non-work-related, sites.
- Never click on a pop-up window to close it; always close it from the Taskbar or by pressing ALT+F4/
- Avoid clicking on hypertext links from non-trusted sites or in the body of forwarded email. Always open a new window then browse directly to site.
- In Internet Options Advanced, enable the following setting: "Empty Temporary Internet Files Folder when browser is closed."
- Use 128-bit encrypted wireless networks where possible.
- Avoid streaming radio stations and peer-to-peer networks.
- Beware of third-party 'pop-up blockers' and browser toolbars.

A single click on a pop-up could Snap! Crackle! and Pop! your system. If you're at work...it would most likely ignite a security incident. So please be careful. Also, be sure to take the time to complete the new and improved FY2010 Security Awareness Training and Assessment. And let's all continue to work together to keep our GIPSA infrastructure safe and operating!

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

It Wasn't a Job, It was a Calling

Idelisse Rodriguez, Washington, DC



John Giler

John Giler, former FGIS Field Management Division (FMD) Director, retired in July 2009, but his legacy remains. **John** agreed to sit down with me for an interview as part of FGIS' initiative to retain the Agency's critical knowledge. For **John**, working hands-on as a grain inspector was what he was meant to do. He happily admits, "I'll tell you what! When I found grain inspection, to me it wasn't a job; it was more like a calling." After 31 years in the grain inspection business, he retired from the career that brought him a lot of headaches, but

more importantly, enjoyment. He confesses that he learned not to "sweat the small stuff," take life easy, and enjoy the work.

Starting as an agricultural commodity grader (ACG) in Philadelphia gave **John** a unique perspective on how to succeed in this field. **John** recommended that employees who want to move up the chain get involved and be prepared to relocate. For example, he encouraged employees to volunteer to participate in committees where they can demonstrate their skills and at the same time meet people. **John** also advised employees to "be ready to make a move. If you see a chance to do something different and move up the ranks, go ahead and take that chance."

John said he gained the trust of his employees because he was honest, open-minded, and communicated frequently with field office managers on the phone, face-to-face, or electronically. **John** understood that with open dialogue, he was better able to communicate changes and policies that affected employees in the field.

As director of FMD, **John** remembered various incidents that were particularly challenging. Helping employees affected by Hurricane Katrina in the New Orleans Field Office and downsizing the Stuttgart Field Office were especially difficult and emotional for him. On the positive side, he highlighted two accomplishments: developing higher-grade positions for Agricultural Commodity Technicians (ACTs) at the GS-5 level and improving performance standards for ACGs and ACTs.

Where did **John** see the Field Management Division and FGIS in 5 years? FMD will be back in the "70s mode," bringing new people aboard to fill-in vacant positions of individuals with more than 30 years of experience. As part of the training for new hires, he emphasized the importance of discussing FGIS' history and the need for regulations.

GIPSA Idea Hotline Update

*Norma Phelps
Washington, DC*

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

Suggestor/Suggestion

Joanna Leblanc, New Orleans, LA /
Offer Onsite/Offsite Vaccinations
for Swine and Regular Flu at
Reasonable Cost

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.

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.



For Your Health

Mavis Rogers, Washington, DC

Office Obstacles: Electrical cords, slippery floors, heavy boxes, open file cabinets and dozens of other mishaps are waiting to happen at work. To avoid slipping up on the job, think safety.

- Open file drawers can cause tripping or serious injuries from sharp edges. Keep them closed when not in use. To avoid tripping hazard, don't overload cabinets or stack too much on top of them.
- Neatness counts, not only in terms of efficiency, but also, in injury prevention. Don't leave piles of paper on the floor or stack things where they can fall onto someone's head.
- Know how to use office equipment properly. Don't try to fix copiers or other machine without proper training.
- Avoid power trips. Keep cords and cables out of traffic areas. Don't overload electrical outlets.
- Electrical space heaters are not permitted in offices. The use of electric space heaters is not only costly, but also disruptive when the electrical circuit trips and creates power outages.
- Lift safely. Get help if the object is too heavy to lift alone.
- Never climb on a desk, bookcase or chair to reach overhead objects.
- To avoid slips, be careful of highly waxed floor, spilled liquid and uneven carpeting. Remove objects from stairways and traffic areas.
- Don't overload bookshelves.
- Keep outside doors locked when working late or alone. Know whom to call in case of a security issue.



Courtesy: Personal Best Health and Wellness

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

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1400 Independence Avenue, SW
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dana.b.stewart@usda.gov

by November 25, 2009!

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