

Safe Operating Procedures for Farm Tractors & PTO's

#2008XG00098

02/16/09 THRU 04/16/10

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Roy Williams



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[Grantee] is solely responsible for the content of and views expressed in this report and related materials unless they have been formally endorsed by the Washington State Department of Labor and Industries.

Final Report Narrative

Organization Profile

For awarded organizations, to include partners and collaborators, provide a brief description of each organization. Mission, vision, and purpose of the organizations may be valuable to include.

InstructoVision consists primarily of two principals – Roy Williams and his son, Michael C. Williams. They have worked together producing videos for over 30 years. Roy has been producing films and videos professionally for 53 years. For the most part, Roy writes the script, sets up and directs the filming, narrates the script in English, and handles the distribution. Michaels handles the equipment, shoots the footage, edits the final show, and creates the DVD. But, both Roy & Mike are involved in every part of the creation, production, and distribution of every program they do.

Their goal has not been to produce “movies” for movies sake. Their goal was to use the 'medium' to reach people with the information and the motivation they needed to live a better, more productive, and safer life.

Right from the start it was important to assemble a group of advisors made up of professionals in the industry having to do with farm tractor safety. Several meetings were held with advisors and members of the Washington Farm Bureau – in Olympia, Wenatchee, Moses Lake, & Ellensburg to learn what the farmers wanted and needed in tractor safety instruction.

Another group was assembled from national leaders in the field of farm tractor safety. Help came from Michael Gacioch, Jr – head of safety for Deere & Company; Marsha Purcell – American Farm Bureau; Bruce Stone – head of safety for the Virginia Farm Bureau;

Regina Fisher – Children's safety specialist at the National Farm Medicine Center; Scott Heiberger – National Children's Center for Rural & Agricultural Health & Safety; and Marcy Harrington – Pacific Northwest Agricultural Safety & Health Center, plus others.

The two people that helped the most in keeping the project on course and directed toward the goals were Nichole Rose and Pedro Serrano of Washington State Department of Labor and Industries.

It was a lot of work including all those people at the critical points and, at times, slowed progress. But, because of their feedback and suggestions at every point in the production, SHIP can have confidence the program's positions on farm tractor safety is up-to-date and accurate.

Abstract

Present a short overview of the nature and scope of the project and major findings (less than half a page.)

Agriculture or farming is the second most dangerous occupation in the United States. The tool or machine most responsible for injuries and death on the farm is the farm tractor. Operating a tractor can be lonely work. Farmers, as a whole, are generally very independent. They are not easily reached with a message of safety – or any other kind of message, especially from outsiders.

It is assumed that those watching the safety video are not there because they want to be. Their attendance at the safety meetings is required and they often come with a chip on their

shoulder.

To counter that attitude and to prepare them to listen to the message of what they are going to see, the program starts out with ridiculous situation – a radio disc jockey breaks into the program with an announcement of a traffic tie up on Tune Road. It turns out that Tune Road is a seldom used farm road and the tie up is milk cows crossing the road to their milking barn while two tractors are waiting as the cows meander along. Instead of getting all up tight like city slickers, the tractor drivers are relaxed and waving to each other. This is to remind the viewers that there are some definite advantages to farm life.

The program itself is broken down into nine chapters – each capable of standing alone. Each chapter is addressable directly from the menu. At the end of each chapter, the main safety points are repeated by the narrator and shown on the screen. This is true in both English and Spanish versions.

At the end of the program a strong appeal is made to the viewer that if they don't pay attention to their own safety – the message of this video – their actions will impact their whole family – not just themselves. In fact, it might destroy their family.

This message is given by the mother of the eight children who are getting ready to perform for their neighbors and friends in a Harvest Celebration. The program ends with “The Orange Blossom Special” with everyone

clapping and having fun.

The viewers will leave in a good mood and thereby be more apt to retain and practice the safety message of the video.

Purpose of Project

Describe what the project was intended to accomplish.

The purpose of the project was to reduce injuries and deaths due to the incorrect operation of farm tractors and their PTOs. This goal was accomplished by making the operators and those working around farm tractors aware of the potential dangers and how to avoid them.

Most farm tractors are designed with a high center of gravity so they can clear the crops. Because of this, they roll over quite easily. The ground they operate on tends to be soft and uneven – again increasing the chance of roll over. Add to that an operator who is bored and sleepy and you have an accident just waiting to happen. There are other factors that add to the danger. Often the work is during the high heat season and the operator has been working long hours without sleep. These are givens – and can't easily be changed or modified.

The tractor operators needed to see first hand what happens when a tractor rolls over and how fast it happens. The tractor operators were shown what they need to do to be always in control. Safety must always be first in their minds. They were shown how to deal with heat exhaustion, fatigue, and to suggest changes in their diet and sleep

– including rest breaks – to help them stay alert.

Statement of the Results

Provide a clear statement of the results of the project. Include major findings and outcomes.

First and most important was that everything – including the graphics was done in both English and Spanish – on the one disc. The farmers really responded to that news. Secondly, information on hydration, fatigue, and even the new energy drinks was included. The subject matter was comprehensive, but it was broken down into nine subjects so the farm managers could choose what to show at any safety meeting. They don't need to show the whole program at one time. A downloadable test was included– in both English and Spanish – on the material given in the program. (Of course they also received the correct answers – in English and Spanish.) Included in the downloadable section is a coloring book for the children – again featuring the same areas as the video and a poster on the ten commandments of operating a farm tractor.

Evidence of the results

Demonstrate evidence of how well the results met or fulfilled the intended objectives of the project.

250 letters were sent out with the DVD to primarily Agricultural teachers and the safety directors of big farms. No replies have been received except from Beto at Roy Farms, which is enclosed. Beto said that when he started hiring and showing the video he would administer the test and send in the results – unfortunately, not in time for this report. The AG teachers also haven't had time to schedule the video

and administer the test. When the test scores come, they will be forwarded to SHIP.

Meanwhile, there is a better gauge of whether the program will be used to train experienced and potential farm tractor operators in their safe operation. That gauge is the reaction to the program of the people around the nation who have spent their careers teaching farm tractor safety.

Letters and e-mails received from those professionals and experts are included with this report. The request that probably means the most was from the Washington State Director of the FFA. He also works for the WA State Supt of Public Instruction. He asked for 200 copies of the DVD to send one to every school in the State that teaches Agriculture. We can expect the DVD will be shown to every AG class in Washington State for years to come. That means the safety video will be shown to the target audience before they have become set in their ways and should produce big dividends in safety over the coming years.

Please note the reaction from the Kubota representative in the Northwest who said that even though he has been associated with farm tractors all his life, he still learned something from viewing the program.

The Director of Program Development of the American Farm Bureau Federation in Washington DC, requested 60 DVDs so she could give one to the safety director of every state farm bureau. That insures the

message will go nationwide. (I know that our budget does not allow giving DVDs to out of state organizations – so, I will pay to replenish the state supply for DVDs I have sent out of state (unless they were part of our advisory team)

Kubota Tractor Company wants to provide copies of the program to every dealer in the United States. (They will pay for those copies.)

The enthusiastic response from farmers at the State Agriculture Safety Conference in Yakima was a surprise . They were excited to have a comprehensive program in both English and Spanish on one disc. Normally, farmers tend not to show excitement about anything – let alone a safety program.

The Washington Farm Bureau says they are getting calls asking if the program is available and how they can get a copy.

We are disappointed that we don't have any test results to include with this report, but from the reactions of farm safety experts, we feel confident that this program on Farm Tractor Safety will be widely accepted and used in the Agriculture Field for many years to come – and that injuries and fatalities will be significantly reduced as a result – and that was the goal.

Project's promotion of prevention

Explain how the results or outcomes of his project promote the prevention of workplace injuries, illnesses, and fatalities?

The head of safety instruction for the Deere & Co. says that most tractor accidents are the result of poorly trained operators.

It appears from the response from farmers, farm organizations, such as Washington Farm Bureau, corporate farms, agriculture schools, and farm rules agencies such as WA State Department Labor and Industries, as well as the tractor dealers, there is a perceived need for a comprehensive farm tractor safety program. That is exactly what this program is and it will be used to meet that need.

The industry experts who were involved with this video believe the safety message will get through to the people who need to hear it and it will save lives and reduce injuries.

Relevant processes

Specify all relevant processes, impact or other evaluation information which would be useful to others seeking to replicate, implement, or build on previous work.

We received our best information as to what was needed by farmers, themselves, and by farmers who have employees that need to be trained and motivated. L and I provides a valuable resource from their inspectors and statistics as to the cause and factors influencing farm tractor accidents. The third source of information that needs to be presented are the tractor manufacturers themselves. Their information was invaluable because their goals are the same as yours.

Lessons Learned

Provide information on lessons learned through the implementation of your project. Include both positive and negative lessons. This may be helpful to other organizations interested in implementing a similar project.

The one thing we didn't want to do while shooting this program is to show up on a farm and surprise the farm owner by video taping his operation without advance permission. We were not doing an 'expose' nor were

Lessons outlined should not relate to SHIP grant processes.

we looking for tractor operators doing something wrong. We were looking to illustrate the correct way to work. So, we crossed the State meeting with farmers in meetings of the WA Farm Bureau. We also met with tractor dealers – got their endorsement of the project – and asked them to set up permission to shoot on their customer's farms.

Out of those meetings and time spent, we got one farmer with one tractor on one piece of land to shoot in the middle of a storm, rain, snow, sleet, and high winds. That is until the storm caused him to quit.

Actually the best footage of that day was when we did drive up to a farm where we saw a tractor working. We asked permission and the farmer/owner was very cooperative. This turned out to be the best way. We were denied permission to shoot a few times – but most of the time they were very cooperative.

Mike did a trip alone across Washington from Spokane to the Leavenworth on the back roads stopping whenever he saw a tractor operating. Everyone, but one farmer, was very cooperative and he got some beautiful shots

But, we didn't feel we could ask them to stop what they were doing and help us get certain shots so most of the close ups of particular shots were done at the dealers.

Unfortunately, the dealers had been hit with the recession. When we first

contacted them, they were more than willing to help us, but when we went back they didn't have the extra personnel to drive the tractors. So, we reduced what we needed from each dealer and just went to more dealers. Generally, they were most helpful. But a couple of dealers promised and promised and then put us off time and time again – until we just wrote them off.

We expected to make a lot of new friends and we did. Farmers, as a whole, are a great group of people and very enjoyable to work with. It is important that the farmers trust you. You've got to take the time to explain what you're trying to do and get them on your side – before you bring out the camera(s). Then it can be an enjoyable project for both parties.

Measures to judge success

If relevant, state what measures or procedures were taken to judge whether/how well the objectives were met and whether the project or some other qualified outside specialist conducted an evaluation.

It's very important to get feedback from experts in the subjects covered in the program – as well as experts in the regulatory agencies – such as DOSH. It is quite easy to leave out an important point. To this end, before starting the edit, I sent out the scripts to a large number of farm safety experts.

From that response, we made changes in the scripts. Again, before release, I sent out the final narration script. Then, after the draft edit and before replication, we sent out DVDs to the same people.

Only after receiving their responses, did we go ahead with the first wave of

replication. I asked permission to hold off the second half of replication to give anyone who found a mistake to notify us. No one has found a mistake – and reported it – so, we've ordered and will distribute the final DVDs the moment we receive them.

Uses

How might the products of your project be used within the target industry at the end of your project?

Is there potential for the products of your project be used within the target industry at the end of your project?

Getting the program to the target audience was our goal from the very start. In Washington State farms that have employees the supervisors must conduct safety meetings. Our DVD is designed from the start to be used in those meetings. It is broken down into nine chapters and it has a test to be given to the employees in either English or Spanish. Farm managers have expressed their delight in having a test designed to give them an idea of where their employees need more help.

We also believe that if the manager sees an employee do something wrong or unsafe with a farm tractor, they will be able to take them right to the section that deals with the employee's problem.

Since the program is so comprehensive, we feel the DVD will be used year after year.

The DVDs have already been passed out to the schools in Washington State that teach Agriculture. We hadn't planned on that being part of our target audience – but it probably is the best use of the video. It reaches present and future farmers when the safety message can have a

long lasting impact and effect.

Since the video deals with the unique farm tractor, the only other industry that could benefit is tractor drivers in the construction industry. They might be reached through the tractor dealers. We don't have plans to specifically go after that market right now.

Product Dissemination –

Outline of how the products of the project have been shared or made transferrable.

We have sent DVDs to everyone who was involved with us in the production. The DVDs were passed out the recent Agriculture Safety Conference by InstructoVision, The Washington State Farm Bureau, and the Outreach Department of the Washington State Department of Labor and Industries.

L & I will have a couple thousand DVDs to pass out to farmers through their Safety Video Media Library. Several Hundred copies have been given out by the WA Farm Bureau which published the availability of the safety program to their members through their publications. Tractor dealers have passed them out during special sales at the dealership. They have also been mailed out to all public schools who teach Agriculture by the Supt of Public Instruction and the State FFA Director has sent out copies to all their chapters.

Feedback

Provide feedback from relevant professionals, stakeholder groups, participants, and/or independent evaluator on the project.

We have received feedback from several people whose comments we highly prize. They follow:

The following are emails we received.

Jeff Evans
Regional Sales Manager
Kubota Tractor Corp.

"I believe that you did a great job on the Farm Tractor Safety Video. I was quite impressed with the broad scope of the subject matters as well as the professional quality of the final product. We at Kubota Tractor Corp. will be pleased to supply this DVD to our dealers in the name of safety. Once in a while we are asked to supply info for safety meetings held by dealers and/or large farm operations, this will be very useful in that capacity. I know that the educational info contained in this production will go a long way toward saving lives and limbs. I know I learned a few things by watching it even though I've been around tractors and equipment most of my life as well as my career.

"Thank you for allowing Kubota Tractor Corporation to be a part of this very important project!"

Marsha H. Purcell, CAE,
Director, Program Development
American Farm Bureau Federation
Washington, DC 20024

"Thanks so much for your hard work in producing the tractor safety DVD. It is really well done and the short segments make it easy to use with tailgate training sessions. The safety messages were shown and repeated verbally and in text which helps with learning. I am also grateful that there is a Spanish version as I get several requests a year (for) tractor safety information in Spanish.

"I would like to order copies for distribution to our state Farm Bureau safety program directors, so please let me know the price per copy. I will need 50 copies in English and 10 in Spanish. *(All copies are in both English & Spanish)*

"Thanks again for a job well done."

Mike Gacioch
Staff Safety Engineer
Product Safety and Compliance
Deere & Company World Headquarters
Moline, IL 61265

"I just looked at the video and companion material. The package should be a great resource for educating farm workers; both new and experienced. There is nothing more important for reducing injuries than increasing awareness. I like the addition of test material to assure that the workers understand what they viewed.

"Hopefully the package gets wide distribution.

"It was great working with you. Best of luck on your next project."

Corwyn Fischer
Assistant Director of Retro/Safety
Washington Farm Bureau
Lacey, WA

I had a chance to go through the whole thing. I like the way it flows from subject to subject. By starting with a little history, before operating, start-up, operation, hitching, ROPS, kids – it looks great. I like the way a recap is done at the end of each chapter. I like having the tests as well as the other information about safe area and emphasizing on tractors is not for kids. I looked at the English and Spanish (although I can't speak Spanish I trust Pedro did a good job). The materials is a great touch, this way an employer has the complete package of using this DVD as a tractor safety training program. Great Job Roy & Mike."

Pedro Serrano
Safety & Health Specialist
Washington State Department of Labor and Industries
Division of Occupational Safety and Health
Olympia, WA

"I really enjoyed this video, whether you are a student, a regular tractor driver or an employer, you need to learn about tractor safety before it is too late.

“Tractors may be one of the most deadly pieces of equipment on Washington State farms – if operated or maintained improperly. Most of these deaths could have been prevented by knowing the capabilities of a tractor, how to safely operate it and maintaining it in good working order will go a long ways towards ensuring the safety of the operator.

“This step-by-step DVD to tractor safety is for everyone who uses a tractor, or tractor operated machinery. It does not matter where you work. You could work in farming, forestry, horticulture, even in the sports turf industry. If you use a tractor, this is the safety video you need to watch.

“The Farm Tractor Safety, “More Than Plows and PTO's” video, shows how training in tractor safety could save your life!!!”

John & Anita Silvestri
former farmers
Vancouver, WA

“Thank you for sending us the Farm Tractor Safety DVD. We viewed it last night and it was excellent! So thorough with your instructions, Roy! We learned a lot!

“Your DVD brought back memories to John of driving his Dad's tractor with the flat-bed trailer loaded with boxes of apples. The boxes were stacked 2 high except only 1 all around the edge. He also remembers driving very carefully on a hill.

“John wishes he knew all those safety tips back then. He learned some things the hard way.”

The following note is to show we can expect results from the included test when the big farms include the video in their safety training. Beto Gutierrez is the Safety Manager for Roy Farms, Inc. – a very, very big corporate farm in Moxee, WA

“Roy, hope you are doing well, have not showed the video to employees yet....once reviewed will give you my thoughts. ”

PART II

AGRICULTURE AND HEALTH INVESTMENT PROJECTS

Final Expenditure Report

Budget Summary

Project Title: Safe Operating Procedures for Farm Tractor & PTO's

Project #: 2008XG00098

Report Date: April 20, 2010

Contact Person: Roy Williams

Contact #: 253-850-8532

Start Date: 02/16/09

1.	Total budget for the project		\$54,164.00
2.	Total SHIP Grant Award		\$54,164.00
3.	Total of SHIP Funds Used		\$54,164.00
4.	Budget Modifications (if applicable)		\$_-0-
5.	Total In-kind contributions		\$16,506.25
6.	Total Expenditures (Lines 3 + 4 + 5)		\$70,670.25

Instructions:

Complete the Supplemental Schedule (Budget) form first (on the next page).

The final report must include all expenditures from date of completion of interim report through termination date of grant

Indicate period covered by report by specifying the inclusive dates

Report and itemize all expenditures during specified reporting period per the attached supplemental schedules

Forms must be signed by authorized persons (see last page)

Forward one copy of the report to (Name), SHIP Project Manager, PO Box 44612, Olympia, WA 98504-4612.

SAFETY AND HEALTH INVESTMENT PROJECTS

SHIP Final Expenditure Report

Supplemental Schedules (Budget)

Project Title: **Safe Operating Procedures for Farm Tractors & PTO's**

Project #: **2008XG00098**

Contact Person: **Roy Williams**

Total Award \$: **54,164.00**

Report Date: **April 20, 2010**

Contact #: **253-850-8532**

ITEMIZED BUDGET -- How were SHIP award funds used to achieve the purpose or your project?

Primarily, the SHIP award funds were used to pay Roy & Michael Williams to research and write the script, scout locations, farmers, and dealers willing to illustrate the points in the script with their tractors and to shoot it, to arrange for special video scenerios and to shoot them, determine what video is available from manufacturers to illustrate points we couldn't shoot and to request permission to us it, re-write the script to conform to laws in the State of Washington and suggestions from experts around the nation, to have the final script translated into Spanish, to record both English and Spanish narration, to edit the video and narration, to create the labels, & make the DVD masters, to have the advisory panel and experts in the field to review the video, and when approved, arrange for the Replication of the DVD. After receiving the DVDs, Roy & Mike passed them out to all those who helped in the making of the program plus L & I, WFB, Supt of Public Instruction and others who would pass them out to the farmers in Washington State.

Budgeted for Project	\$54,164.00
Amount Paid Out	\$54,164.00
Difference	-0-

A. PERSONNEL	BUDGET	SPENT	BALANCE
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Roy Williams

Mtg with farmers, tractor dealers & Advisory panel	1,200.00	1,400.00	(200.00)
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(After starting research, I made the decision to seek guidance from nationally recognized tractor experts.)

Script, research, writing, and rewriting	4,800.00	11,580.00	(6,780.00)
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(After reviewing everything written and on video I could find on tractor safety, I determined that there was a need for a comprehensive program on tractor safety that includes more than the usual subjects and the overage reflects that extra effort.)

Scouting locations	1,000.00	1,275.00	(275.00)
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(We wanted to include all types & sizes of tractors operated by the farmers themselves. We also wanted to show farming in all of Washington State.)

Record Narration	400.00	400.00	-0-
Prepare script for Spanish	600.00	600.00	-0-

(This makes it easy for the editor to make sure the Spanish narration goes with the correct picture.)

Make and distribute 20 approval DVDs	500.00	500.00	-0-
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Michael C. Williams

Equipment Preparation	1,500.00	1,425.00	75.00
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(This time was used primarily to configure Mike's truck for easy, immediate availability and protection of all needed equipment.)

Glide Cam	300.00	-0-	300.00
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(We used the Glide Cam during the Voetberg shoot – but didn't charge for it.)

Transfer Camera tape to editing computer	600.00	600.00	-0-
Record Spanish narration	300.00	300.00	-0-
Select Music	300.00	300.00	-0-
Editing to video, incl English narration, music, & effects	6,000.00	6,000.00	-0-
Edit Spanish narration	900.00	900.00	-0-

Both Roy & Mike

Pre-Production	4,000.00	1,512.50	2,487.50
Production	5,250.00	5,250.00	-0-

GISHAB

Arrange for meetings	600.00	200.00	400.00
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(We changed how we meet with our experts and advisors and didn't need help in this area.)

B. SUBCONTRACTOR

Voetberg Family Singers	-0-	1,500.00	(1,500.00)
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(This was the singing group's fee. This includes going to a recording studio and pre-recording the two songs we used. We played the recording back and they lip-synched to the words. This is the way almost all music videos are shot. The recording studio made sure the recording was balanced. The Voetberg's paid for the studio. The wind was so high when we shot, we would have had trouble getting the shot without wind noise. I believe this was a fair price for what they gave us.)

Strickly Spanish	-0-	1,320.00	(1,320.00)
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(L & I has always provided the Spanish translation for everything we've done for L & I. I assumed they would do it for this project. I was wrong and we had to hire an outside translation group to translate the English script into Spanish. Strickly Spanish had a good reputation and they were considerably less costly than any group I could find in the Northwest. They did a good job and they did it quickly.)

C. TRAVEL

Mileage	3,861.00	4,865.50	(1,004.50)
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(We had planned on spending blocks of time in each area of the State. It didn't work out that way, and therefore we spent more on mileage and less on motels and restaurants.

Lodging	2,940.00	161.51	2,778.49
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(Another factor to reduce nights was the problem of getting the government price – which is all SHIP will reimburse us for.)

Food	1,638.00	868.06	769.94
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(The amount spent for food includes the food we bought for the Harvest Celebration scene at the end of the program. The balance of \$216.48 is all we spent on food for the entire shoot.)

Travel Time	6,600.00	6,820.00	(220.00)
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(Again, when the mileage increased, so did this figure.)

D. SUPPLIES

Camera Master Tapes	525.00	525.00	-0-
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Voetberg Shoot	-0-	436.58	(436.58)
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(These were the productions costs associated with the Voetberg shoot – incl. Porta Potty at the shoot, a trailer to transport the extra equipment, a plant for the host family, expenses for the extra help, etc.)

4,000 DVDs	5,000.00	2,680.00	
Distribution costs for above DVDs	inc. above	1,648.19	671.81

(We had budgeted for 5,000 DVDs at one dollar each. We actually bought 4,000 DVD at \$.62 each plus \$200 shipping. The distribution costs including shipping DVDs to everyone who helped us and taking them around in person to those in the Olympia/Chehalis area that participated in the programs.)

Precious Moments – boy & dog on tractor	-0-	28.23	(28.23)
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(We bought this cute boy & dog on tractor to use as an introduction to the children and tractors segment. But those most involved with children and tractors are trying to never show children around a tractor. Deere & Co. commissioned the artist behind Precious Moments to produce a work of art almost exactly like what I bought – and then decided not to use it in their promotion. Deere thought I might have got a copy of their piece – I didn't they were slightly different. Anyway, that's when I decided against using the piece in our program.)

Energy Drinks and 2 mannequins	-0-	68.37	(68.37)
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(The energy drinks were for a segment warning against relying on these new types of drinks to keep you awake – without doctor's approval. Then we decided against showing any of them in such a way they could be recognized. We bought two mannequins to show being run over by tractors. They survived and we'll probably use them in the logging show.)

Washington State Sales Tax	450.00	227.80	222.20
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WA State tax in lieu of sales tax on films & videos shot in Washington State	-0-	772.26	(772.26)
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(Video production in WA State in not charged sales tax – instead it is charged .015 on everything except the actual videos or DVDs with the finished program on them. So, we charged 8.5% tax on only the actual price of the videos, which was \$2,680.00.)

E. PUBLICATIONS – Nothing was published

TOTAL DIRECT COSTS – \$54,164.00

INDIRECT COSTS – no Indirect costs

TOTAL SHIP BUDGET – \$54,164.00

F. IN-KIND

Roy Williams

Office Work at \$25/hr	3,631.25
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(There is an tremendous amount of office work and e.mail correspondence having to do with wrapping up the production and thanking people who helped, etc. This was not budgeted and I was happy to do it.)

Michael C. Williams

Editing Prep at \$50/hr	1,550.00
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Balance of Spanish editing and Spanish Graphics	5,181.25
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Encode Master & labels	5,250.00
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TOTAL IN-KIND SERVICE =	\$16,506.25
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(We were aware as we produced the program it would require more work than we had planned or budgeted. But, as a result of the extra work, it would be a far better product and would be more likely to accomplish what we set out to accomplish – namely, reduce injuries and deaths among the people working around and on the farm tractor. For instance, the program has about 100 graphics in both English and Spanish. They take a lot of time to accomplish – but, as the reviewers have said, they increase the communication of the message. We're very proud of this program and thrilled with its acceptance. We have no problem with donating part of our time. After all, our names are in the credits. This is OUR show too!)

PART III

Attachments:

Provide resources such as written material, training packages, or video/audio tapes, curriculum information, etc produced under the grant.

Also include copies of publications, papers given at conferences, etc.

This information should also be provided on a **CD or DVD** for inclusion in the file.

REMINDER!!: All products produced, whether by the grantee or a subcontractor to the grantee, as a result of a SHIP grant are in the public domain and can not be copyrighted, patented, claimed as trade secrets, or otherwise restricted in any way.