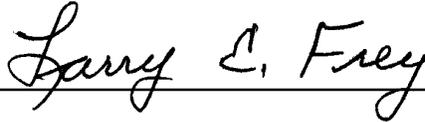


For: County Offices

Annual Facility Safety Inspection

Approved By: State Executive Director

LEF:RAT:be



1 Overview

A
Background

Handbook 8-PM, paragraph 11, requires that an annual facility safety inspection be conducted by the safety officer. Additionally the use of an AD-738, USDA Safety Inspection Checklist, is required in conducting this inspection.

B
AD-738 Included

A copy of the AD-738 is being sent to all County Offices.

2 Action

A
COF Action

The CED is to complete the AD-738 and mail it to the State Office by January 18, 2002.

In the block on the first page titled "Area Inspected", enter the name of the County Office.

Disposal

Distribution

June 1, 2002
12-27-01

STO, DD, COR, COC, COF -