

MINUTES OF THE MEETING
OF THE WESTERN ASSOCIATION OF
AGRICULTURAL EXPERIMENT STATION DIRECTORS

St. Louis, Missouri

November 8, 10, 1982

SUMMARY OF ACTIONS

November 8 and 10, 1982

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1. Approved minutes of August 5-9, 1982 meeting in Alaska	1
2. Heard RIC report and approved:	
a. new "Guidelines for Publications Resulting From Western Regional Projects"	2
b. the following changes in Administrative Advisor assignments: W-126 Physiological Criteria for Forage Plant Breeding - J. L. Ozbun (WA) WRCC-42 Control Rodent Damage to Crops - L. J. Buist (NV)	
3. Approved a motion to ESCOP expressing concern about the proposed move of CSRS to the West Auditors' Building	3
4. Heard report of Chairman/Executive Committee and approved recommendations to:	
a. elect representatives for 1983	7
5. Approved motions pertaining to future of recording secretary office:	
a. to retain a recording secretary office	8
b. to set a termination date for Jill Moak, establish procedures for hiring her successor, and locate the position with a western experiment station office	9
c. to locate the recording secretary office on the Berkeley campus under the direction of the Associate Director of the California SAES	9
6. Approved a list of names to be submitted to ESCOP as potential replacements for Walt Thomas.	9
7. Approved a motion to ESCOP recommending all possible means, including an IPA appointment and supplementary compensation from the four regions, be explored to get the best individual to replace Thomas	9
8. Approved a motion that American Samoa and Micronesia be assessed their pro rata share of the costs of the Office of the DAL.	10

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WESTERN ASSOCIATION OF AGRICULTURAL EXPERIMENT STATION DIRECTORS

MINUTES

November 8 and 10, 1982
Chase Park Plaza Hotel
St. Louis, Missouri

ATTENDANCE:

Alaska	- J. V. Drew	Montana	- J. R. Welsh
	- S. Restad	Nevada	- B. M. Jones
Arizona	- L. W. Dewhirst		- R. M. Kottman
California	- J. B. Kendrick	New Mexico	- K. J. Lessman
	- L. N. Lewis		- D. M. Briggs
	- D. E. Schlegel	Utah	- C. E. Clark
	- L. G. Weathers	Washington	- L. L. Boyd
Colorado	- J. P. Jordan		- J. L. Ozburn
	- D. D. Johnson	Wyoming	- C. C. Kaltenbach
	- H. F. McHugh	OWDAL	- M. T. Buchanan
Guam	- R. Muniappan		- J. E. Moak
Hawaii	- N. P. Kefford	CSRS	- E. Y. Davis
Idaho	- R. J. Miller		- E. C. Miller
	- L. A. Bulla		- J. F. Fulkerson

1.0 Call to Order

The meeting was called to order by Chairman Dewhirst at 4:00 p.m., Monday, November 8, 1982, in the Embassy Room of the Chase Park Plaza Hotel.

2.0 Introductions and Announcements

It was agreed that the Wednesday meeting, originally scheduled for 9:00 a.m. - 3:00 p.m. should be rescheduled for 8:00 am - 12:00 noon.

3.0 Adoption of Agenda

The agenda was adopted as distributed (Appendix A) with the addition of three items: a national interdisciplinary biological control conference, discussion of a replacement for Walt Thomas, and ESCOP's committee on long-range strategies for agricultural research.

4.0 Approval of Minutes of August 5-9, 1982 Meeting

It was moved by Johnson, seconded by Boyd, to approve the minutes of the August 5-9, 1982 meeting of the Western Directors Association.

(Action of WDA: APPROVED)

5.0 RIC Report -- H. F. McHugh

5.1 Regional Publication Guidelines

McHugh presented a draft of the proposed "Guidelines for Publications Resulting from Western Regional Projects". Discussion resulted in minor changes in the draft. It was moved by Drew, seconded by Clark, that the WDA approve the "Guidelines for Publications Resulting From Western Regional Projects" as revised during discussion.

(Action of WDA: APPROVED)

A copy of the final publication guidelines is included as Appendix B.

5.2 Procedures for Regional Research

McHugh presented a copy of "Proposed Plan C" approved by the WDA at the August 6-9 meeting in Alaska. Discussion with members of RIC brought up the following questions concerning the plan:

- a. Are there conditions under which the WDA would not approve the establishment of an ad hoc technical committee?
- b. The plan speaks directly to the establishment of new projects, but how should extensions and revisions be handled?
- c. The plan specifies that the Administrative Advisor would seek RPG review of proposed project outlines; this should be handled via the Recording Secretary in order to keep track of projects that are in process.

It was agreed that the concept has been approved in principle. McHugh will circulate a revised copy of the procedures to all Directors and Administrative Advisors. It will be organized into a section on goals with a series of one-page descriptions of procedures for new projects, project revisions, and coordinating committees.

5.3 Administrative Advisor Reassignments

It was moved by Boyd, seconded by Clark, that the WDA approve the following Administrative Advisor reassignments:

W-126 Physiological Criteria for Forage Plant Breeding -- Dr. J. L. Ozbun (WA) to replace Drs. E. B. Knipling (ARS, CA) and I. W. Sherman (CA-R)

WRCC-42 Evaluation of Methods to Control Rodent Damage to Hay, Range and Grain Crops -- Dr. L. J. Buist (NV) to replace Dr. P. T. Tueller (NV)

(Action of WDA: APPROVED)

6.0 Informational Reports

6.1 CSRS Report -- E. Y. Davis

CSRS is scheduled to move to the West Auditors' Building at 15th and Independence early in 1983. It was moved by Jordan, seconded by Jones, that the WDA expresses to ESCOP its concern about the proposed move of CSRS to the West Auditors' Building, and requests ESCOP study the implications of such a move.

(Action of WDA: APPROVED)

CSRS needs to reduce staff to 77 people this year, from 147 people last fall. The new ceiling does not include the slots allotted to the management or competitive grants groups.

6.2 Committee of Nine Report -- L. W. Dewhirst

Dewhirst is the current Chairman of the Committee of Nine. He presented a written report to the Experiment Station Section, which is reprinted below.

Activities of the Committee of Nine included the following:

- A. Three meetings were held during the year (December 2, 1981; May 19-20, 1982; and September 15, 1982).
- B. 68 new and revised project proposals were considered. Of those
 1. 58 were approved,
 2. 4 were deferred,
 3. 6 were not approved.
- C. 19 projects were extended.
- D. The Committee reviewed 58 RRF projects for progress of which 33 were indepth reviews and 25 were summary reviews.
- E. The Committee authorized and is developing a brochure explaining benefits, accomplishments and organization of RRF research, emphasizing cooperation with Federal agencies and State stations.
- F. The Committee emphasized that interim actions should be avoided if at all possible. Members felt that it was impossible to have necessary discussions on issues other than at meetings.
- G. The Committee reaffirmed the need for deadlines for receipt of RRF proposals. Original copies of RRF projects with signature of Administrative Adviser and Chairman of the Regional Association of Directors and SY, PY and TY information must be received by CSRS three weeks prior to the meeting. Projects received after the deadline will be placed on the agenda for the next meeting.
- H. Future meetings of the Committee will be December 7-8, 1982;

May 18-19, 1983; and September 20, 1983.

- I. The length of project proposals was discussed. The Committee expressed concern that some appear excessive in length and pointed this out as an item that needs to be corrected, keeping in mind that there must be some flexibility with regard to revised proposals.

6.3 Western Regional Council Report -- D. L. Oldenstadt

6.4 Western Agricultural Research Committee Report -- D. L. Oldenstadt

Boyd distributed a combined report prepared by Oldenstadt which is reprinted below.

The Western Regional Council met in San Francisco on Thursday, October 28. The Council reviewed decisions being made by the Joint Council and held a lengthy discussion on how the Council can make inputs into the Joint Council reporting procedure. It was decided that the Council will prepare a Western Regional report on extension, education, and research needs and priorities for the period 1983-1988.

All research directors and administrators will receive a request for projections and priority information from the Western Agricultural Research Committee according to the following schedule:

Nov. 1, 1982 WARC solicits priority statements from RPG co-chairmen.

Dec. 1, 1982 CRIS Data base for 0-20% projections is received by Jill Moak from CRIS.

Dec. 5, 1982 RPG co-chairmen send priority statements to Jill Moak.

Dec. 15, 1982 WARC co-chairmen send RPG priority statements and 0-20% projections request to research directors and administrators in Western Region.

Jan. 15, 1983 Deadline for receipt of Western research directors and administrators research priority statements and 1983-1988 projections.

March 7,8, 1983 Western Regional Council meets in Reno to synthesize research, extension, and education priorities and projection report for the National Committee and the Joint Council.

The report will conform to the common program structure now being finalized by the Joint Council.

This will be the first attempt at providing a regional synthesized, total program needs and priorities statement to the Joint Council. Your assistance is solicited.

Discussion:

McHugh urged Directors to contact their home economics research administrators before making their 0-20% projections.

Clark suggested Directors may wish to consider biotechnology as a priority area when making their projections.

6.5 Western IRM Program Report -- C. C. Kaltenbach

The committee has solicited proposals for IRM projects from each state in order to define plans and identify available monies. All but two states have responded. A meeting of the western IRM participants is tentatively scheduled for December 14. The purpose of the meeting is to make the researchers more aware of the program and the importance of coordinating their work.

In response to a question, Kaltenbach indicated he would provide to Directors a report on the types of projects funded following the December 14 meeting.

6.6 DAL Report -- M. T. Buchanan

Buchanan distributed two handouts. The first was the report of the DALs to the Experiment Station Section, and is included herein as Appendix C. The second handout is reprinted below:

I am listing events, issues and concerns. The listed items are the ones to which I have given most attention since our meeting in Alaska. Depending on the time available I shall comment on or highlight some of these. Your questions and comments are welcome.

6.6.1 Joint Council meetings on August 26-27 and October 14-15, continuing activities

- . Role and relationships
- . Reports
- . NARC
- . CRIS policy
- . Strategic planning
- . Staff assistance

6.6.2 CSRS

- . Focus and personnel
- . Competitive and Special Grants handling
- . Successor to Walt Thomas
- . Selection of IR-6 related projects
- . Tropical and Subtropical research
- . CRIS operations

6.6.3 NISARC

- . Program committee for meeting October 12-13
- . 10-year review and revision of guidelines
- . Industry contacts by DALs

- 6.6.4 ESCOP
- . Review of guidelines and relationships with Section, Division of Agriculture, and NASULGC
 - . Reports and discussion of CAHA meeting on September 20, and of Division Board of Directors meeting on September 21, especially those comments and actions related to DALs
 - . Letter from Clodius to Bentley
 - . Consultation among Chairmen of Regional Associations, Chairman and Chairman-elect of ESCOP, et al., relating to organizational and personnel concerns
 - . Mark T. Buchanan to be Executive Vice-Chairman of ESCOP next year
 - . Chairman of new marketing research opportunities subcommittee of ESCOP, "White Paper" to be prepared
 - . "White Paper" on international trade ready for review
- 6.6.5 National Wheat Research Conference, October 26-28
- . Program committee
 - . Slide show on budget
 - . Summary of conference
- 6.6.6 OTA assessment of water-related technologies for sustaining arid/semi-arid agriculture in the United States
- . Review meeting October 28-29
- 6.6.7 Jim Nielson's return to the West
- 6.6.8 DALs
- . Ronningen to be Chair following Land Grant
 - . Meetings scheduled with Bentley, et al.; Kinney inquired about DAL status
 - . Budget support
 - . Continuing concern with future organization, relationships, legislation, support of principals in regional associations, in ESCOP, etc.

Discussion:

Jordan expressed concern about the possible transfer of CRIS from CSRS to the NAL, noting that the Committee of Nine might wish to reassess the SAES contribution to that effort.

6.7 National Interdisciplinary Biological Control Conference -- L. G. Weathers

A national interdisciplinary control conference, sponsored by CSRS, will be conducted in early 1983 (probably the week of February 13 in Las Vegas). The conference will focus on the needs of the SAES in biological control areas. The objectives of the conference are (1) to develop planning and communicating mechanisms for the SAES system, (2) to identify research priorities, and (3) to define how SAES will

interact and cooperate with federal, industry, professional and international organizations in biological control research.

The objectives of the conference will be addressed in a series of workshops involving scientists from State, Federal, and other interested organizations. The sixteen subject areas to be covered include: foreign cooperation, quarantine, augmentation-enhancement, quality control, integration-IPM, conservation, field testing of biological systems, modeling (including cost effectiveness), pesticide-BC interactions, systematics-collections, registration of microbials, genetic manipulation of microbial agents, biotic agent-pest ratios, sampling techniques to determine populations, subcellular biotic agents, and national information and literature retrieval.

Las Vegas was selected as the conference site based on the availability of good hotel rates and the potential of special airline fares.

The conference will be preceded by a simultaneous meeting of nine regional Technical Committees that are engaged wholly or in part in research on biological control of insects, plant diseases or weeds. These committees include NC-125, NCR-125, NE-84, S-90, S-135, S-136, SRDC-82-11, W-84, and W-147. An additional three committees (IR-4, NC-135, NE-140) will participate in part.

The conference is co-chaired by George Allen, (202) 447-3692, and Merritt Nelson (602) 626-1828. For further conference information contact either co-chairman or Pamela L. Love, Conference Coordinator at (202) 447-5741.

7.0 Report of Chairman/Report of Executive Committee -- L. W. Dewhirst

7.1 Interim Actions of the Chairman

7.1.1 As provided by a motion at the August meeting, the Chairman appointed a committee consisting of C. E. Clark (Chairman), J. R. Welsh, R. J. Miller, H. P. Binger, R. D. Plowman, R. R. Bay, and M. L. Cotner to develop a method for insuring state and federal involvement on all western research projects requiring cooperation.

7.1.2 The Chairman appointed K. J. Lessman (NM) as the Western Directors representative to the Western Extension Directors Computer Feasibility Task Force.

7.1.3 The Chairman nominated D. L. Oldenstadt (WA) and H. F. McHugh (CO) as western representatives to the new ESCOP Marketing Problems and Opportunities Subcommittee.

7.2 Nominations

It was moved and seconded that the Western Directors approve the following nominations for the positions and terms indicated:

ESCOP Human Nutrition Subcomm. (1985) Bonita Wyse (UT)

Member, RPG-2 (1985)
 Member, RPG-5 (1985)
 Member, RPG-6 (1985)
 Member, RPG-8 (1985)

Richard F. Fisher (UT)
 Carole J. Makela (CO)
 Warren E. Johnston (CA-D)
 Bluebell R. Standal (HI)

(Action of WDA: APPROVED)

7.3 Future WDA Meetings

The WDA spring meeting (one representative per state) will be held on Thursday, April 7, 1983, at the Ramada Inn, Stapleton Airport, Denver. RIC will meet the preceding day, Wednesday, April 6.

The summer WDA meeting, open to all the membership as well as the liaison representatives, will be held the week of August 1-6, 1983, in Corvallis, Oregon.

8.0 Future of DAL Office -- L. W. Dewhirst

Since the conference telephone call on October 15, there have been subsequent discussions with the Chairmen of the other Regional Associations. Sunday evening, November 7, the four regional chairmen and the four DALs, together with the Chairman of ESCOP and other Division and Section officers, met to discuss the issues involved in the CAHA and Division Board of Directors actions related to the DALs. It was agreed that each region should discuss the role and function of its DAL, with those ideas to be brought forth to a committee composed of two representatives from each region which will draft a report to ESCOP on the future of the DALs. Dewhirst reported that he and D. D. Johnson (CO) will represent the West on that committee.

Miller reported that at the Division Board meeting on Sunday night, there was wide discussion about this and related issues. It was agreed that an ad hoc liaison committee to the Assistant Secretary would be established, to be composed of the Division Chairman, Chairman of the Budget Committee, the Division Senator, the NASULGC Director of Governmental Relations for Food and Agriculture, the ECOP Vice-chairman, and the Chairman of the DALs. The frequency of their meetings with the Assistant Secretary will be decided by Bentley, but it would insure a channel of communication for each of the components of the Division.

Lewis noted that one result of the current turmoil is that several changes need to be made in ESCOP to improve communications. The first is to set a calendar for agenda development and make sure agenda are distributed well in advance of meetings. The second is to insure that the regional association chairmen represent their regions on ESCOP. Third, the Executive Vice-chairman of ESCOP needs to be instructed to keep the Director of Governmental Relations for Food and Agriculture regularly informed about ESCOP activities.

It was moved by Kaltenbach and seconded that the Western Association of Agricultural Experiment Station Directors retain a recording

secretary in one of the western states.

Motion was tabled until later in the meeting, and was subsequently removed from the table.

(Action of WDA: APPROVED UNANIMOUSLY)

It was moved by Miller and seconded (1) that the Western Association of Agricultural Experiment Station Directors assign a final date for the employment of Jill Moak, (2) that procedures to hire a successor for Jill Moak be initiated so that a successor can be hired and available for training prior to Jill Moak's departure, and (3) that the position be associated with one of the western experiment stations.

(Action of WDA: APPROVED UNANIMOUSLY)

It was moved by Welsh and seconded that the recording secretary position remain in California but that the responsibility for the position be shifted to the office of the Associate Director of the Agricultural Experiment Station on the Berkeley campus.

(Action of WDA: APPROVED UNANIMOUSLY)

9.0 Other Business

9.1 Replacement for Walt Thomas as Administrator of CSRS

The salary for the position is \$58,500 and it is currently a non-political appointment. After discussion, it was decided to list the names of individuals the West would favor seeing in that position and submit them to ESCOP. It was moved by Boyd, seconded by Jones, that the following list of names be submitted to ESCOP in alphabetical order:

Francille Firebaugh (OH)
 Rodney Foil (MS)
 Clare Harris (CSRS)
 Keith Huston (NC-DAL)
 Pat Jordan (CO)
 Oran Little (KY)
 Ray Miller (ID)
 Phil Upchurch (AZ)

(Action of WDA: APPROVED)

It was moved by Miller, seconded by McHugh, that the WDA go on record recommending that the new administrator of CSRS should be the strongest, most capable candidate, and all possible ways of attracting that individual to the position should be explored, including the use of an IPA appointment or contributions from each of the four regions to supplement the compensation of the position.

(Action of WDA: APPROVED)

9.2 ESCOP Committee on Long Range Strategies for Agricultural Research --
L. W. Dewhirst

The new committee will be chaired by the Chairman-elect of ESCOP with the four DALs and one additional representative from each region. It was agreed that R. J. Miller (ID) would serve as the western representative with C. C. Kaltenbach (WY) as alternate.

Miller recommended the ESCOP Chairman consider suggesting to the Chairman of CARET that this committee work as a companion committee to the new CARET committee looking at research issues.

9.3 Special Grant Funds for Biological Control -- J. R. Welsh

Welsh and Miller held meetings with their respective groups and identified projects appropriate for this year's funding. \$40,500 was awarded to the Berkeley and Riverside insectaries. The major emphasis in the program in the west at present is biological control of rangeland weeds. Assuming that the special grant funding continues, Directors will be contacted shortly about setting up a steering committee to develop appropriate programs and screen project proposals in the future.

9.4 State Assessments for Western Director-at-Large Fund --
J. R. Welsh

Welsh explained that although American Samoa and Micronesia had been admitted into the WDA, neither Station was assessed a contribution to the DAL account for FY 1983. It was moved by Jones, seconded by Boyd, that American Samoa and Micronesia be assessed their pro rata share of the costs of the Office of the DAL.

(Action of WDA: APPROVED)

10.0 Adjournment

The meeting was adjourned by Chairman Dewhirst at noon on Wednesday, November 10, 1982.

MEETING OF WESTERN ASSOCIATION OF
AGRICULTURAL EXPERIMENT STATION DIRECTORS

Monday, November 8, 1982, 4:00-6:00 p.m. (Embassy Room)
Wednesday, November 10, 1982, 9:00-3:00 p.m. (Embassy Room)

Chase Park Plaza Hotel
St. Louis, Missouri

- 1.0 Call to Order
- 2.0 Introductions and Announcements
- 3.0 Adoption of Agenda
- 4.0 Approval of Minutes of August 5-9, 1982 Meeting
- 5.0 RIC Report - H. F. McHugh
- 6.0 Informational Reports
 - 6.1 CSRS Report
 - 6.2 Committee of Nine Report - L. W. Dewhirst
 - 6.3 Western Regional Council Report - D. L. Oldenstadt
 - 6.4 Western Agri. Research Committee Report - D. L. Oldenstadt
 - 6.5 Western IRM Program Report - C. C. Kaltenbach
 - 6.6 DAL Report - M. T. Buchanan
- 7.0 Report of Chairman/Report of Executive Committee
 - 7.1 Interim Actions of Chairman
 - 7.2 Nominations
 - 7.3 Future WDA Meetings
- 8.0 Future of DAL Office
 - 8.1 Western Region office - location, staffing, function
 - 8.2 Washington, D.C. office - location, staffing, function, relationship with NASULGC
- 9.0 Other Business
 - 9.1 Resolutions

B-12
APPENDIX B

GUIDELINES FOR PUBLICATIONS RESULTING
FROM WESTERN REGIONAL PROJECTS
NOVEMBER 1982

A. Introduction

The administrative adviser and the technical committee are responsible for making the findings of regional research projects available by prompt publication. The regional committee should develop a publication plan early in the project period. Then the data collection, tabulation, and summarization may be handled efficiently and plans made for appropriate pictures and illustrations. For general information relating to publications based on regional projects, consult SEA-CR/OD-1082, "Manual for Cooperative Regional Research" (latest revision).

When choosing the type of publication, consider who is interested in the information or is in a position to use the results. Publications appear to fall into three general categories:

1. journal articles originating as a result of work done within a single state but as part of a regional project.
2. individual in-state station publications as a result of work completed by a single state but as part of a regional project.
3. regional bulletins, books, etc., which may include reports of discrete divisions of the work, progress reports, or final reports of part or all of the participating states and agencies.

B. Publication Procedures

1. Journal articles or individual in-state publications reporting results of regional research and originating as a result of that work within a single state or agency should be handled as appropriate for that entity except that each should carry a footnote essentially as follows, "This report is based, in part, upon research conducted and supported as a part of SAES Western Regional Research Project W-_____".
2. Regional SAES bulletins, books. etc.
 - a. Preparation and Review of Manuscripts

Responsibility for the preparation of regional manuscripts rests with the technical committee. The technical committee and the administrative adviser are responsible for obtaining peer review of the manuscript that is acceptable to the station that will publish the manuscript. Any agency reviews necessitated by their involvement in the work are the responsibility of the technical committee.

b. Selection of the Publishing Station or Agency

The reviewed regional manuscript is to be published by a single cooperating station or agency. Selection of the publishing station normally should be based upon:

- (1) location of senior author(s).
- (2) cost of publication.
- (3) time to effect publication and distribution.

c. It is the responsibility of the administrative adviser to:

- (1) contact the Western Director-at-Large for a regional publication series number.
- (2) determine the number of copies (including possible reserve copies) needed by the participating states and agencies (see Appendix) and provide that information to the editor of the publishing station.
- (3) make the final decision in consultation with the editor of the publishing station for the total number of copies to be printed.

d. It is the responsibility of the publishing station to:

- (1) provide for professional editing.
- (2) determine the number of copies needed for the station's standard distribution.
- (3) determine the approximate cost per copy with the total cost to be prorated among the participating stations and agencies.
- (4) bill the participating states and agencies for the copies provided.

e. Format

Manuscripts are to be prepared in accordance with guidelines for publication established by the publishing station.

The cover should clearly identify the publication as a regional publication. The label "Western Regional Research Publication No. _____" should be prominently displayed. The logotype incorporating the words "A Western Regional Research Publication" should appear on or inside the front cover. This approved logotype has been used on Western Region Reports since 1967, and updated for the addition of stations to the region. Near the logotype should be printed a list of the states cooperating in the specific project described in the report.

On page 2 or 4 (the inside front cover or the back of the title page) each regional publication should display a complete list of the Western Region Experiment Stations and USDA co-operating agencies, listed in full official name. This is necessary to secure franking privileges for each station and agency for mailing the publication. For the same reason, the following statement should appear on the title page footnoted to title:

Under the procedure of cooperative publication, this regional report becomes, in effect, an identical publication of each of the participating experiment stations and agencies and is mailed under the indicia of each.

f. Summary of sequence (responsible party given in parentheses).

- (1) Write manuscript and review (technical committee and administrative adviser).
- (2) Select publishing station (administrative adviser and technical committee).
- (3) Obtain regional series number from WDAL (administrative adviser).
- (4) Edit manuscript (publishing station).
- (5) Determine number of copies needed by each station and agency (administrative adviser).
- (6) Estimate per copy based on estimated number of copies needed (i.e., 1000, 2000, etc.) (publishing station).
- (7) Make final decision on number of copies (administrative adviser and editor).
- (8) Publish (publishing station).
- (9) Distribute according to decision in #7 above (publishing station).
- (10) Bill each receiving station or agency for appropriate number of copies (publishing station).

SUGGESTED FORMAT FOR REQUESTING
INFORMATION ON NUMBER OF COPIES
OF A REGIONAL PUBLICATION

Date:

MEMORANDUM TO:

FROM:

Administrative Adviser, W-

SUBJECT: Request for Copies of a Regional Publication

Western Regional Project W- _____, "
_____" , has prepared a manuscript entitled "
_____" , to be published by _____
name of station

The cost per copy has been estimated as follows:

<u>Quantity Range</u>	<u>Estimated Price Per Copy</u>
from _____ to _____ copies	_____
from _____ to _____ copies	_____
from _____ to _____ copies	_____
from _____ to _____ copies	_____

On the tear sheet below, please indicate the total number of copies your station or agency wishes to order.

THIS INFORMATION IS NEEDED BY _____
(Date)

MEMORANDUM TO: Administrative Adviser for W- _____

FROM: _____

SUBJECT: Order for Copies of Regional Publication

The _____ at _____
(state or agency)

wishes to order _____ copies of the publication entitled "
_____".

We must be billed for the copies no later than _____.

Signed _____

Position _____

Date _____

