Safety RESOURCES

New Publications from ASSE!

• Construction Safety Management and Engineering

Darryl C. Hill, CSP, Editor



Construction Safety Management and Engineering is a comprehensive safety resource covering program essentials, best practices, legal and regulatory requirements and real world guidance on technical issues. Written by 37 leading experts, this peer-reviewed publication provides much-needed information on both technical and managerial topics, many for the first time together in one text. Examples include: "Substance Abuse Programs for Construction Sites," "Managing Subcontractor Liability," "Industrial Hygiene Issues in Construction," and "How to Communicate With Your Spanish-Speaking Workforce."

"The book covers all of the necessary construction information and data that one might need to develop and implement a safety and health program, or to learn new concepts and ideas on safety management issues." -- S.C. Burkhammer, PE, OHST, CSP

"...offers a quick reference and a vast amount of information that will allow a SHE practitioner to quickly reference a particular area of expertise. This will be a great day-to-day desk reference."--M.E. "Eddie" Greer, CSP, OHST

2004, ASSE; hardcover; 728 pages

Member/Student Price: \$89.95 AIHA/ACHMM Price: \$94.95 List Price: \$99.95

Order #4401

How Smart Managers Create World-Class Safety, Health, and Environmental Programs

Charlotte A. Garner, CSP



According to OSHA, the average VPP worksite has reported LDIR and/or job transfers at least 50% below the industry average. This book explains how to implement the VPP guidelineseven if your company decides not to participate in the VPP Program--and what to expect in terms of cost savings and reduced risk of injuries. The author has worked with many companies who have achieved and maintained VPP status. The tools for change Ms. Garner discusses were developed over the past twenty years working with both corporations and government agencies such as the Johnson Space Center. She provides SH&E managers with the set of principles based on OSHA VPP criteria, the tools to analyze program deficiencies, and proven

consensus-building techniques that will result in effective implementation.

"This book takes the reader on a step-by-step journey toward safety, health and environmental excellence by paralleling OSHA's elite Voluntary Protection Programs. This book is directed to those innovative managers who aren't afraid to become a change agent within their own organizations." -- Frank H. Perry, P.E., CSP

2004, ASSE, hardcover, 295 pages

Member/Student Price: \$84.95 AIHA/ACHMM Price: \$93.95

List Price: \$96.95

Order #4406

In This Issue...

BCSP Examinations
Construction Safety
Electrical Safety
Employee Training
Engineering
Environmental Compliance
Ergonomics
Management
Occupational Safety & Health
Standards

For complete product listing and descriptions visit www.asse.org

AUDIO LIBRARY

ASSE now offers audio CDs from the latest symposia and technical conference calls. Just because you missed the event, doesn't mean you have to miss the knowledge!

RECENT SYMPOSIA:

Choose from audio CDs and audio tapes and proceedings from the recent

- Construction Safety Management-find out what works Symposium
- Human Error in Occupational Safety Symposium

TECHNICAL CONFERENCE CALLS:

Missed the call - but still need to keep up-to-date with the latest in standards? Purchase a copy of the audio CD from ASSE's technical conference calls.

Choose from

- Z117.1-2003 Safety Requirements for Confined Spaces
- Z87.1 Occupational and Educational Personal Eye and Protection Devices
- Z490.1-2001 Accepted Practices in Safety, Health and Environmental Training
- Z244.1-2003 Control of Hazardous Energy -Lockout/Tagout and Alternative Methods

Preparing for the ASP or CSP Examinations?

ASSE Refresher Guide for the Safety Fundamentals Examination



The ASSE Refresher Guide is a CSP Refresher Guide, developed for ASP candidates preparing for the BCSP Safety Fundamentals Examination. In addition to a comprehensive "workbook" containing hundreds of questions in all examination subject areas, this Guide provides information on the latest best practices and current codes, regulations, and standards

used by safety professionals today—which will better prepare you for the examination.

2002, ASSE; softcover; 2 volumes, 1204 pgs Member Price: \$269.95 AIHA/ACHMM Price: \$319.95

List Price: \$369.95 Order #331196

• Comprehensive Practice Examination Study Guide



This edition now has over **900 questions** and answers in the four domains which comprise the BCSP's revised examination format:

- Safety, Health and Environmental Management • Safety, Health and Environmental Engineering • Safety, Health and Environmental Information Management and Communication
- Professional Conduct and Ethics

The engineering questions have been revised and expanded to reflect the changes in the BCSP Examination, and most of the engineering and mathematics problems are provided with worked solutions.

Available only from ASSE

Price: \$189.95 *Order* #9606

Background Math for the Board of Certified Safety Professionals' Safety Certification Exams

Glenn Young, CSP

Math is an important part of everyday life and an integral part of the skills necessary to become certified in the safety profession. This straightforward and easy-to-use review of math also covers systems of measurement and scientific and engineering notation. The mathematics reviewed ranges from fractions, exponents and roots to applied algebra, geometry, trigonometry and Boolean algebra.

2003, ASSE, softcover, 208 pgs, index Member Price: \$22.95 AIHA/ACHMM Price: \$24.95

List Price: \$29.95

Order #**4397**

Safety Fundamentals Examination Study Guide™ CD-ROM, Version 2.2 Completely revised and formatted for the BCSP Safety Fundamentals

Completely revised and formatted for the BCSP Safety Fundamentals Examination, Version 2.2 also contains many new questions developed from the BCSP's own list of recommended readings. Questions may be bookmarked to create your own study sessions, and each practice test session is from a new, randomly-selected set of questions. After each exam session, review a summary report of your results for each subject section.

Price: \$289.95 Order #10115

NEW!

◆ Comprehensive Practice Examination Study Guide™ CD-ROM Version 3.0

TIONAL SEMINARS

ASP Workshop

Version 3.0 features new questions in management and other domains to more accurately reflect the content of the Exam. "Quizzes" have been added in Domains 1 and 4 of the Exam: "Management" and "Professional Conduct and Ethics." In Domain 2, "Engineering," new quizzes have been added for each of the subject areas. All tests and quizzes include a timer. Questions may be bookmarked to create your own study session, and each comprehensive test session is new--created from a randomly selected set of questions. Test reports include a total score and score by subject areas.

Price: \$349.95 Order #9606CD

CSP Workshop

CSP Workshop

Corporate Safety Management

BCSP EXAMINATIONS

BCSP Recommended Readings from ASSE...

Recommended Reading includes such publications as...

The Behavior-Based Safety Process, 2nd Ed.

Member Price: \$110.00 List Price: \$121.00

Order #9725

Definitions, Conversions and Calculations for Occupational Safety and Health Professionals, 2nd Ed.

Member Price: \$79.95/List Price: \$87.95 **Order #10218**

Safety and Health for Engineers

Member Price: \$99.95 List Price: \$109.95

Order #9339

Philadelphia, PA Sept. 19-25 Math Review Safety Mgmt Part I

ASP Workshop Safety Mgmt Part II
CSP Workshop Corporate Safety Mana

Dearborn, MI July 18-24

Early Registration Deadline: June 18

Portland, OR August 8-14

Early Registration Deadline: July 9

CSP Workshop Corporate Safety Management Early Registration Deadline: August 20

Safety Mgmt. Part II

Costa Mesa, CA - Oct. 10-16

Math Review Safety Mgmt. Part I

ASP Workshop CSP Workshop

Math Review

Math Review

ASP Workshop

Early Registration Deadline: September 13

For a complete listing visit www.asse.org

CONSTRUCTION SAFETY

Elevated Work Platforms and Scaffolding

Mathew J. Burkhart, P.E., Michael McCann, Ph.D., CIH, and Daniel M. Paine, WSO-CSE



Injuries and fatalities involving scaffolds, ladders, and elevated work platforms are a significant percentage of all construction-related accidents. The authors discuss specific scaffolding components that can present hazards; preplanning; selection and use of scaffolds; emergency response and rescue; and electrical hazards. They also present the regulations and requirements in CFR 29 SubPart L, sections 1926.450 and 1926.452 for the different categories of scaffolds (supported, suspended and mobile scaffolds) as well as aerial lifts, and stairways and ladders. OSHA's different levels of scaffold training are discussed in detail.

Case studies provide overviews of employers' safety programs, synopses of events, and recommendations/discussion. Well illustrated.

McGraw Hill; hardcover; 543 pages Member Price: \$89.95 List Price: \$94.95

Order #10417

Excavation Safety: A guide to OSHA compliance and injury prevention

Carl O. Morgan



Addressing the most common causes of excavation, trenching, and shoring violations, *Excavation Safety* provides the insight you need to ensure compliance and protect workers' lives and company investments. This book presents step-by-step methods for restricting workers from hazardous areas, providing egress from excavations, protecting workers from materials and equipment, selecting competent people to perform self-inspections, and ensuring a protection system is in place. From the hazards of the excavation site to relevant OSHA standards,

you will learn which actions should be taken at each site to prevent serious injury, work delays, and other costs.

Each chapter includes a content summary for quick reference, and case studies provide examples of common excavation errors and the required corrective actions. The book also includes forms and resources that can be used for training and on-site inspections, the One-Call Systems International Directory/Excavator's Damage Prevention Guide, and a glossary. 2003, Government Institutes; softcover; 204 pages

Member Price: \$85.00 List Price: \$93.50

Order #10411

OSHA Standards for Construction Industry, 29 CFR Part 1926

Available in both book and CD-ROM versions For complete description, please see "Standards"

Crane Hazards and Their Prevention

David V. MacCollum, P.E., CSP

In this updated printing, recognized crane safety expert and former ASSE President David MacCollum presents 50 categories of crane hazards, including power line contact, types of upset, and pinch points and nip points. Representative OSHA and ANSI requirements are noted for each. Useful for anyone involved in the design, operation, or maintenance of cranes or the training of crane operators. ASSE; softcover; 178 pgs

Member Price: \$29.50 AIHA/ACHMM Price: \$47.50

List Price: \$65.95 *Order* #4348

Construction Site Safety: A Guide for Managing Contractors

Richard D. Hislop, P.E., CSP

This concise guide addresses the fundamental elements of a successful construction safety program. *Construction Site Safety* defines the roles and responsibilities of the participants in a construction project and explains proper documentation techniques. CRC Lewis; hardcover; 256 pgs

Member Price: \$79.95

List Price: \$87.95 Order #10006

Introduction to Fall Protection, Third Edition

J. Nigel Ellis, Ph.D., P.E., CSP



This new edition of one of the best-selling ASSE texts is written by an expert who helped develop the OSHA standards on fall protection and emergency descent. Dr. Ellis offers specifics that will aid in the identification of specific walking and working surface hazards, including slips and trips, stairways and ramps, ladders, scaffolds, and roofs. The book's new sample fall protection program provides the essentials for a new program and an audit and program evaluation for established programs. 2001, ASSE; hardcover; index; 514 pgs

Member Price: \$74.95 AIHA/ACHMM Price: \$81.95

List Price: \$89.95 Order #4380

ELECTRICAL SAFETY

An Illustrated Guide to Electrical Safety,

Fifth Edition

Edited by Thomas M. Kovacic

Keeping safety professionals up to date with the new 2002 National Electrical Code ®, this new edition contains a wealth of practical information on many common electrical requirements, all formatted and illustrated for easy interpretation. *The Illustrated Guide* is a great tool designed for the safety professional, employer, compliance officer, and virtually anyone else who has the responsibility for electrical safety. The Fifth Edition contains revisions in the 2002 NEC as applied to CFR 1910 Subpart S. The many new and improved illustrations and tables are just a few of the special features included.

Member Price: \$49.95 AIHA/ACHMM Price: \$57.50

List Price: \$64.95 Order #4400

EMPLOYEE TRAINING

Hardcover Edition

Basic Safety Administration: A handbook for the new safety specialist

Fred Fanning, CSP

Now available—a completely updated and expanded hardcover edition of Fred Fanning's popular book for the new or collateral-duty safety officer with limited professional safety training. This concise and powerful handbook provides an introduction to the key elements of a safety program. Learn: The elements of a safety and security program •How to get started • How to staff the safety program

• How to continue an established program. Includes a glossary of safety terms and 22 helpful appendices with hands-on examples and sample forms. 2003, ASSE; hardcover; 218 pgs

Member Price: \$34.95 AIHA/ACHMM Price: \$42.50 List Price: \$49.95

Order #**4399**

Also availabe in paperback Member Price: \$24.95 AIHA/ACHMM Price: \$31.95

List Price: \$39.95 *Order* #4360

For more information, or to order online, visit



◆ Safety Training That Delivers—How to Design and Present Better Technical Training

Sheila Cantonwine

Have you ever attended a safety training class only to find that it soon puts you to sleep? It's probably not that the instructor doesn't know the material or isn't qualified; more than likely the information wasn't presented in an interesting and effective way that stimulated you to learn. With this workbook from ASSE, you will learn techniques for creating and delivering effective safety training courses. ASSE; softcover

Member Price: \$23.50

ASSE Member Savings—41%

AIHA/ACHMM Price: \$31.50 List Price: \$39.95

Order #4379

ENGINEERING

Conveyor Safety

George A. Schultz, P.E.

In *Conveyor Safety,* the author, an engineer with years of experience designing all types of conveyors, takes a systems approach to safe design, focusing on the system's intent, purpose, and operation.

2000, ASSE; softcover

Member Price: \$32.95 AIHA/ACHMM Price: \$35.95

List Price: \$39.95

Order #4378

• Safety Engineering, Third Edition

Richard T. Beohm, P.E., CSP, ARM, Editor

Revised and updated by a team of experts from many safety disciplines, this comprehensive text provides the latest information on a wide range of subjects fundamental to the safety profession. Based on expert practices, research, and fundamental principles, this book is a valuable, practical resource for today's safety professional.

2000, ASSE; hardcover; 450 pgs
Member Price: \$59.95
AIHA/ACHMM Price: \$74.95

List Price: \$89.95 Order #4381

ASSE Member Savings—34%

ENVIRONMENTAL COMPLIANCE

◆ A Basic Guide to RCRA—Understanding Solid and Hazardous Waste Management

Salvatore Caccavale, CHMM

Like many safety professionals who are assigned responsibility for their company's hazardous and solid waste program, the author has experienced their dilemma firsthand. The *Basic Guide* was written to help the novice-to-intermediate professional better understand how the RCRA regulations work, and provide some helpful tips about how to stay out of regulatory "hot water." ASSE; softcover; glossary and index

Member Price: \$16.95 AIHA/ACHMM Price: \$18.95 List Price \$19.95

Order #4372

Fundamentals of Environmental Management

Steven L. Erickson and Brian J. King

Addressing the full spectrum of environmental management issues, this comprehensive guide provides the balance of practical advice and legal knowledge required to build and maintain a successful environmental management program in compliance with all levels of government requirements. It also presents concepts for managing beyond compliance and provides solid recommendations on how to establish productive relationships with environmental agencies and other stakeholders. **This unique resource provides:** Broad coverage of technical, legal, and business management aspects of environmental management. • Detailed discussions of management responsibilities in each medium: air, water, and soil. • A survey of all pertinent U.S. federal regulations, including RCRA, TSCA, CERCLA, the Clean Air Act,

and the Clear Water Act. • Practical guidance on when and how to request permits. John Wiley & Sons; hardcover; 352 pgs

Member Price: \$90.00

List Price: \$99.00 Order #10416

Risk Management Planning Handbook,

Second Edition

A. Roger Greenway

Facilities housing any one of 100 EPA-listed hazardous or toxic materials on-site must conduct compliance audits every three years and report their findings to the EPA. Roger Greenway offers specific, cost-effective recommendations on how to set up and carry out risk management programs, how to identify worst-case emissions using "what if" computer modeling for potential accidental releases, how to minimize the potential of an accidental release, and how to minimize its consequence should one occur.

2002, Government Institutes; softcover; 315 pgs

Member Price: \$115.00

List Price: \$124.95 *Order* #10312

ERGONOMICS

Handbook of Human Factors and Ergonomics,

Second Edition

Edited by Gavriel Salvendy

This handbook brings you the most up-to-date coverage of equipment; workplace and job design; design for health and safety; evaluation methodologies; and human-computer interaction.

John Wiley & Sons; hardcover; 2100 pgs **Member Price: \$275.00**

List Price: \$295.00

Kodak's Ergonomic Design For People at Work,

Order #9804

Second Edition

The Eastman Kodak Company

This new publication provides a concise and straightforward presentation of information, data, and how-to guidelines for implementing solutions to ergonomics and human factors problems in the workplace. Numerous case studies illustrating applied ergonomics are included.

Member Price: \$125.00 List Price: \$137.50

Price: \$137.50 Order #10413

MANAGEMENT

Accident Investigation Techniques: Basic Theories, Analytical Methods and Applications

Jeffrey S. Oakley, Ph.D., CSP

This publication brings together many practical techniques that companies can use to investigate and analyze accidents. Using these analytical methods makes it possible to determine the real causes of accidents and to develop corrective actions that will prevent them in the future. 2003, ASSE; softcover; 176 pgs

Member Price: \$21.95 AIHA/ACHMM Price: \$23.50

List Price: \$24.95 Order #4404

Building a Better Safety and Health Committee

John P. Spath, CSP

This is the ideal primer for companies wanting to set up a Safety and Health Committee. It not only explains the basic organization and functions of an S&H Committee, but also explores possible shortcomings and tells how to avoid common failures. This book has many practical, workable ideas that are presented in a concise, easy-to-follow

writing style. ASSE; softcover; 150 pgs **Member Price:** \$19.95

AIHA/ACHMM Price: \$22.95

SAFETY RESOURCES from ASSE

Out of the Box—Skills for Developing Your Own Career Path

Mark D. Hansen, P.E., CPE, CSP

This book addresses critical questions you may have during the course of your career. Questions like, how do you...get to the corner office?...negotiate your salary?...convince management of the bottom-line impact of your safety program? Or, what do you do when...you are about to get laid off?... you have to discipline or fire an employee?...your company is about to merge with another company and your job may be in question? 2002, ASSE; softcover; 160 pgs

Member Price: \$19.95 AIHA/ACHMM Price: \$21.95

Safety Supervision, Second Edition

Dan Petersen

Dan Petersen provides assessment techniques and supervisory and management guidelines developed in years of practice as a top industry safety management consultant. This book will both broaden the supervisor's safety skill set and provide practical, result-oriented and measurable improvement in such crucial supervisory activities as investigating for cause and inspecting for hazards. ASSE; hardcover; 238 pgs

Member Price: \$39.95 ASSE Member Savings—50% AIHA/ACHMM Price: \$59.95

List Price: \$79.95 Order #4363

Safety Management—A Human Approach,

Third Edition

Dan Petersen

This updated book tells how to deal with the human—as opposed to the technical—side of safety: the causes of behavior and how organizations modify and control behavior. This edition includes more information on safety culture, team management, shift work and other current topics.

2001, ASSE; hardcover; 382 pgs **Price: \$54.95**

AIHA/ACHMM Price: \$72.95

◆ Techniques of Safety Management—A Systems Approach, Fourth Edition

Dan Petersen



A completely updated edition of a text used by both professionals in the field and students and instructors in the classroom for more than 30 years. This longevity is a result of the author's wide-ranging scholarship and ability to synthesize the writings of many safety professionals, based on Dr. Petersen's long experience as a safety consultant and safety educator. 2003, ASSE; hardcover; 359 pages

Member Price: \$69.95 AIHA/ACHMM Price: \$79.95

List Price: \$89.95 Order #4395

OCCUPATIONAL SAFETY & HEALTH

OSHA Standards for General Industry, 29 CFR Part 1910 (2001)

Available in both book and CD-ROM versions. For complete description, please see "Standards"

Lockout/Tagout: A Practical Approach

Stephen M. Kelley, CHMM, CSP

This ASSE publication is a basic handbook for achieving compliance with OSHA's Lockout/Tagout standard and implementing a comprehensive energy control program. The book uses many case studies to present

For more information, or to order online, visit

effective techniques for ensuring 100 percent protection of personnel during service and maintenance of machines, equipment, and processes.

Lockout/Tagout: A Practical Approach covers protective appliances and energy isolation and verification methods for specific types of energy, including special procedures for work on high-voltage equipment. Complex lockout/tagout situations are also examined, including the continuity of protection during shift or personnel changes. The book includes many illustrations, an example of a written lockout/tagout program, and a sample format for equipment-specific energy control procedures. 2001, ASSE; softcover; 208 pgs

Member Price: \$34.95 AIHA/ACHMM Price: \$38.95

Noise Control, Third Edition

Edited by Emory E. Knowles III, CIH, CSP

Noise Control describes frequently occuring sources of noise in the work environment, and engineering and design measures that can be implemented to reduce or eliminate noise. New chapters discuss the legal limits on noise; monitoring; an audiometric testing program; hearing protectors; workers' rights under OSHA; and OSHA's new 2002 recordkeeping requirements.

2003, ASSE, softcover, 200 pgs
Member Price: \$24.95
AIHA/ACHMM Price: \$29.95

List Price: \$34.50 Order #4403

STANDARDS

OSHA Standards for General Industry, 29 CFR Part 1910 (2001)

Available in both book and CD-ROM versions
Reference the complete OSHA General Industry Standards in either an attractive, user-friendly book format or an easy-to-use, fully searchable CD-ROM. Both versions have **Assistive Style Formatting™** to help the reader find information faster.

Book Version

2001, Mancomm; softcover; 732 pgs

Member Price: \$32.25 List Price: \$34.50

Order #10013

CD-ROM Version

2002, Mancomm

Member Price: \$39.95 List Price: \$43.95

Order #10013CD

NEW!

Z244.1 (2003) Control of Hazardous Energy-Lockout/Tagout and Alternative Methods

Member Price: \$37.00 AIHA/ACHMM Price: \$45.00

List Price: \$53.00

Order #3386

OSHA Standards for Construction Industry, 29 CFR Part 1926 (2002)

Available in both book and CD-ROM versions Same features as above.

Book Version

2002, Mancomm; softcover, 492 pgs

Member Price: \$24.95 List Price: \$26.95

Order #10209

CD-ROM Version

2002, Mancomm

Member Price: \$39.95 List Price: \$43.95

Order #10209CD

ANSI Z87.1 - 2003 Occupational and Educational Personal Eye and Face Protection Devices

Member Price: \$37.00 AIHA/ACHMM Price: \$45.00



List Price: \$53.00

Order #3385

ANSI Z117.1-2003 Safety

Requirements for Confined Spaces

Member Price: \$37.00 AIHA/ACHMM Price: \$45.00

List Price: \$53.00 *Order* #3384

ANSI A1264.1-1995 (R-2002) Safety Requirements for Workplace Floor and Wall Openings, Stairs and Railing Systems

Member Price: \$37.00 AIHA/ACHMM Price: \$45.00

List Price: \$53.00 *Order* #3318

ANSI Z390.1-1995 (R-2001) Accepted Practices for Hydrogen Sulfide Safety Training Programs

Member Price: \$37.00 AIHA/ACHMM Price: \$45.00

ANSI A1264.2-2001 Standard for the Provision of Slip Resistance on Walking/Working Surfaces

Member Price: \$37.00 AIHA/ACHMM Price: \$45.00

List Price: \$53.00 Order #3383

ANSI Z490.1-2001 Accepted Practices in Safety, Health and Environmental Training

Member Price: \$37.00 AIHA/ACHMM Price: \$45.00

List Price: \$53.00 Order #3380

ANSI Z359.1-1992 (R-1999) Safety Requirements for Personal Fall Arrest Systems, Subsystems and Components

Member Price: \$53.00 AIHA/ACHMM Price: \$65.00

List Price: \$77.00

Historical standards available for purchase online at www.asse.org

Safety Resources ORDER FORM

Please Print			
Member Number			O Nonmember
Name			
Title			
Company			
		○ Home	 Business
Address (No P.O. Boxes)			
City			
State	Zip	Country	
Daytime Phone		Fax*	
E-mail*			
Order			

Order #	Quantity	Unit Price	Total Price	
Order #	Quantity	Unit Price	Total Price	
Order #	Quantity	Unit Price	Total Price	
Order #	Quantity	Unit Price	Total Price	

* I understand that by providing my email address and fax number I consent to receive advertisements on ASSE products/services sent by or on behalf of ASSE. Sub Total

Illinois residents add 8.5% Sales Tax
Shipping & Handling
Total

Method Of Payment

- O Check enclosed made payable to ASSE (US funds only, drawn on US bank)
- Credit Card
 - American Express
- VISA
- Master Card

Bill Me* (\$100.00 minimum order. A signed P.O. must be enclosed.)

* Prices effective through 9/15/04

Credit Card Information

Account Number Exp. Date

Cardholder Name

Signature

Internet WWW.ASSE.ORG

Fax (Don't Mail) 847.768.3434 or

847.296.3769

Mail ASSE

33477 Treasury Center Chicago, IL 60694-3400 **Phone** 847.699.2929

Shipping & Handling Charges

USA \$6.50 for the first item. If ordering: 2–5 items, add \$2.00/item 6–20 items, add \$1.00/item For 21 or more items, contact ASSE for shipping charges.

Order #3320A

Canadiar

Surface* \$11.00 each item (4-10 weeks delivery) Air \$40.00 each item (2-8 weeks delivery)

All Other Foreign

Surface* \$10.00 each item (4-6 months delivery) 2 volume sets, \$40.00 Air \$50.00 each item (2-8 weeks delivery)

* Surface mail shipments cannot be tracked; therefore,

ASSE cannot be responsible for any shipments that are requested to be sent surface mail.

Shipment

All U.S. orders will be shipped via UPS ground where available, unless otherwise requested. Since UPS cannot deliver to a P.O. Box, please be sure to include a street address with your order. Minimum shipping charge \$6.50. Rush and Priority service available on some items for credit card phone orders.

Returns

Products are not returnable unless defective. Defective materials must be returned within 14 days of receipt. BOOKSTORES! Please call for returns policy and discounts.

Payment

Orders under \$100.00 must be prepaid by a check made out to ASSE or by American Express, VISA, or MasterCard number with expiration date. Orders over \$100.00 must be accompanied by a company purchase order, a check made out to ASSE, or by American Express, VISA, or MasterCard number with expiration date. Payment will be accepted in U.S. funds only drawn on a U.S. bank. Orders originating outside the U.S. require prepayment, regardless of the amount.