

Registration Opens Nov. 18 for first GEAPS-KSU Courses of 2010

Beginning this month, GEAPS members and other industry employees can register for the first new GEAPS-KSU course of 2010, "Quality Management Systems for Bulk Material Handling Operations." This new course, the first of four new courses to be offered in 2010, will run Jan. 11-Feb. 12 of next year. "Quality Management Systems" has been developed specifically for the GEAPS-KSU program by Iowa State University.

GEAPS-KSU will also offer a repeat course during the same dates. If you missed "Safety Management of Grain and Processing Facilities" the last time it was offered, or simply want to refresh your knowledge of this continually relevant topic, you can sign up when registration opens for both courses on Nov. 18.

The GEAPS-KSU distance education program began an ambitious expansion last year when four courses were added to its roster.

The expansion will continue into 2010, with a total of four more professional development courses for employees looking to expand their skills and stay on top of their game. The program will offer a total of 10 new and repeat courses next year, all timed with harvest seasons.

"Since GEAPS first started offering distance-education courses, we've heard again and again how valuable people find this program to be," said GEAPS Distance Education Programming Committee Chair Mike Kiel. "Professional development like this serves a real need in the industry, and we're proud of the four new additions to the program, and the hard work of the volunteers who have planned and produced them. These four new programs continue to raise the bar in quality collaboration, presentation and educational value."



Mark your calendar for these upcoming distance-education courses!

New Courses Include:

- **530** – *Quality Management Systems for Bulk Materials Handling Operations*
Jan. 11-Feb. 12, 2010
- **525** – *Stored Grain Pest Management Practices and Fumigation*
March 8-April 9, 2010
- **580** – *Hiring and Retaining Good Employees in the Grain Industry*
April 12-May 14, 2010
- **543** – *Equipment Maintenance: An Inside Look at Key Components*
May 31-July 2, 2010

Six repeat courses—"GEAPS Classics"—will also be offered in 2010. They are:

- **540** – *Safety Management for the Grain and Processing Industry*
Jan. 11 – Feb. 12, 2010
- **520** – *Grain Quality Management*
March 8 – April 9, 2010
- **542** – *Electrical Safety for the Grain and Processing Industry*
April 12 – May 14, 2010
- **521** – *Aeration System Design and Operational Management*
May 31 – July 2, 2010
- **511** – *Facilities Planning and Design II*
Nov. 8 –Dec. 10, 2010
- **522** – *FGIS Grain Inspection Orientation*
Nov. 8 –Dec. 10, 2010

About the GEAPS-KSU Distance Education Program:

GEAPS and Kansas State University plan and develop top-quality distance-learning courses, in conjunction with other partners on a course-by-course basis. All courses emphasize grain operations and related fields.

Course tuition—which covers all materials—is currently \$515 for GEAPS members and \$715 for non-members. Online registration opens shortly before the courses begin. Students who complete a GEAPS distance-education course typically receive one continuing education unit from Kansas State University, and a certificate of completion.

The courses, which usually consist of 10 hour-long lectures, take five to six weeks to complete. Lectures (narrated PowerPoint programs) are mailed to students on CDs, and the course syllabi, quizzes and related material are provided on a dedicated university website. Because the course comes on CDs and is taught online, nobody has to travel. All students need is a computer with a CD player and an Internet connection. Course work must be completed within a specified time frame (five to six weeks) but students can do the work when it's most convenient for them, 24/7.

Registration information will be e-mailed and posted on the GEAPS Web site on Nov. 18.



NEW! GEAPS 530

Quality Management Systems for Bulk Materials Handling Operations

Course runs Jan. 11 to Feb. 12, 2010

Quality management systems (QMS) are methods of organizing production operations to effectively meet customer needs and other constraints by providing the documentation necessary for continual improvement. QMS programs, notably the International Organization for Standardization (ISO 9001:2008) systems, were originally created to facilitate international trade/collaboration among organizations through effective communication across language and cultural barriers. To verify effectiveness, commitment to quality, and continual improvement, a third party audit and certification process is used.

Organizations that use QMS systems to center their workforces around analyzing the effectiveness/uniformity of operations have found that operational efficiency gains outweigh the costs of increased documentation. Furthermore, business conditions in agriculture are requiring increased procedure verification and documentation of bulk materials. A QMS program within an organization can assist with site security, risk management, traceability, safety programs, regulatory compliance, brand identity, and supplier evaluation. All circumstances requiring documentation and procedure can be addressed collectively with a QMS, which streamlines the documentation

process.

Early case studies of ISO and other QMS systems in grain handling have demonstrated substantial net payback, primarily derived from operational improvements, inventory management, and reduced regulatory and risk exposure.

This course will:

- Introduce the structure, format, and characteristics of QMS in a bulk handling scenario.

- Integrate and align normal business activities with the requirements of QMS.

- Apply QMS as a solution to other procedures-based business needs, including inventory management, biosecurity, safety, risk mitigation, and regulatory compliance.

- Develop a basic framework for management, evaluation, and cost-benefit (ROI) analysis of QMS

At end of this course, students will:

- Be able to do a basic process flow analysis of their operation, and identify points where physical quality or economics are impacted.

- Be able to lay out a quality manual in the ISO 9001:2008 format.

- Be able to write or assist employees in writing basic procedures and work instructions.

- Understand how to organize information for a cost benefit analysis of a quality management system.

- Combine procedures-based business needs into the quality management system.

- Be able to organize data collected in routine operations for use in business improvement.

Course of Study

1. QMS structure in a bulk handling or processing scenario

2. QMS format, organization, efficiency and auditing

3. Data management, statistical control and continuous improvement.

4. QMS role in inventory management

5. Role in biosecurity regulations and traceability

6. Role in safety and public communication programs

7. QMS role in liability, risk management and facility security

8. QMS role in warehouse and other operational regulatory compliance

9. Cost-benefit analysis and evaluation of the system

10. National and International QMS Standards

GEAPS 540

Safety Management of Grain & Processing Facilities

Course runs Jan. 11 to Feb. 12, 2010

The goal of the five week course will be to enhance the basic knowledge and skills of operations management staff within the grain handling and processing industry in order to minimize the most significant worker safety and health risks in the industry. The primary audience of this course will be operations management staff and/or the individuals responsible for worker safety and health training for their respective companies or employees.

Course of Study

1. Overview of Safety Management

This lecture discusses the reasons for and ways of implementing and following safety programs at grain and processing facilities.

2. Lockout & Tagout

This lecture focuses on the development and implementation of lockout-tagout programs related to grain and processing facilities.

3. Walking and Working Surfaces

This lecture reviews fall-related prevention

strategies for grain handling and processing facilities.

4. Confined Spaces in the Grain Industry

This lecture provides an overview of confined space entry procedures as they relate to the grain industry.

5. Emergency Action Plans/Emergency Response

This lecture discusses developing an emergency response plan that will facilitate timely pre-planned response including types of emergencies to consider, and coordination with various emergency responders.

6. Fire and Explosions in Grain Facilities

This lecture provides an overview of the hazards, industry experience and track record, operating parameters, and risk mitigation strategies to prevent fires and explosions in grain handling facilities.

7. Contractor Safety

This lecture highlights the framework to be employed at grain handling facilities to

manage contractor issues, including documentation, training, auditing, and integration with other facility safety policies and procedures.

8. Truck and Rail Safety

This lecture provides an overview of the hazards and prevention techniques that can be employed when working on or around rail and truck operations.

9. Ag Chemical Safety

This lecture will address the various possible exposures and provide risk management strategies to help protect employees and assets.

10. Flowing Grain Dangers

This lecture discusses engulfment and suffocation hazards associated with flowing grain and toxic atmospheres associated with stored grain. It identifies the different ways individuals have become entrapped in grain. The lecture also provides recommendations to reduce the likelihood of grain entrapment and suffocation.

