

500 Plus Attend Awards Dinner

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FOOTBALL AND HUMOR in large doses were supplied by guest speaker Art Holst, a member of the officiating staff of the National Football League, at the 23rd Annual Staley Service Awards Dinner. More than 500 active and retired employees participated.

The warmth of fellowship overcame a snowy evening as more than 500 active and retired employees participated in the company's 23rd annual service awards dinner.

The event held on Thursday, Jan. 22 at the Masonic Temple was a smooth blend of memories and mirth.

The mirth started early with the not so-serious recital of a poem in German by toastmaster

Miller Promoted To Transportation Head

Reeder C. Miller has been named director of transportation, replacing H. L. Ellsworth, who left the company Jan. 1 to join Brown Co., Kalamazoo, Mich.

Miller will have complete responsibility for corporate transportation policies and management. He will also direct decentralization of various functions, consistent with the current profit-center organizational realignment, and future coordination of division-level transportation activities.

Miller had been manager of Rates & Research Department in transportation for the past three years. He had previously held various managerial posts in traffic and marketing since joining the company in 1954. A native of Toledo, Ohio, he is a graduate of Indiana University where he received his B.S. degree in accounting and his J.D. degree.

Changing World

The world of Staley is a constantly changing one.

One way to keep yourself up-to-date is with a new Corporate Fact Sheet and/or a handy pocket reference—1970 calendar card from the Public Relations Division.

Both the fact sheet and the pocket reference provide current information on corporate sales, earnings, products, operating groups and divisions and their products, and other useful and interesting information.

Call, drop a line or stop in the Public Relations Division first floor-west in the Administration Building.

Tom Wheatley. Guest speaker Arthur Holst, a member of the National Football League, kept it rolling with a fast-paced commentary on his professional football experiences and their application to everyday life.

Honored during the program were 171 employees who observed anniversaries of 10, 25, 30, 35, 40 and 45 years with Staley during 1969. Heading the anniversary group were four 45-year employees—Claude V. Cox, Edmond D. Moore, Norval A. Smith and John M. Durchholz.

President Donald E. Nordlund thanked the assembled employees for their dedication and loyalty, and elaborated briefly on the key role of all employees in the success of the company—past, present and future.

"A company is as strong or as weak as its employees," he said. "It is our efforts—labor and management—which will build further on this solid corporate foundation and yield an even stronger enterprise to pass along to the next generation of men and women who will wear

the Staley emblem of service with pride."

Attending the dinner in addition to the awardees were active and retired employees with 35 or more years service and representatives of various categories between 25 and 35 years.

In addition to the four 45-year awardees, 7 employees were honored for 40 years of service, 69 commemorated 35 years and 30 years, 29 received gold watches for 25 years of service and 54 were recognized for 10 years of service.

Awards Dinner Photos Page 2

Kessler, Fischer Named To Head Groups

Two men have been named to key executive positions in recent weeks in a continuation of the company's reorganization program.

Nat Kessler has been appointed group vice president-technical and will head a new corporate

technical staff group, and Thomas V. Fischer has been named vice president, law and administration.

Kessler had been vice president, manufacturing, and Fischer, vice president and legal counsel.

The new technical group, headed by Kessler, will be initially comprised of corporate research, corporate engineering and general maintenance, corporate industrial engineering, corporate process engineering and quality control.

Kessler's appointment and the formation of the group is described as a "key organizational step designed to mobilize all company technical resources—from basic research to product/process implementation—under single top-executive leadership."

Fischer's appointment was called "the first step enroute to the ultimate reorganization of all corporate staff functions under the company's new profit-center operating concept."

Initially, the corporate staff

Staley NEWS

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Decatur, Illinois

February, 1970

Company Reports First Quarter Sales Volume Up, Earnings Down

While sales edged to a record high, company earnings declined in the first quarter, ended Dec. 31, 1969.

The decline in earnings was attributed to reduced contributions from corn sweeteners and specialty chemicals, coupled with higher raw material costs.

The company's first quarter net income was \$1,573,000 or 59 cents a share on sales of \$73,096,000. The sales volume

increase was primarily the result of higher world demand for oil and meal, along with some gains in consumer lines.

These results compare with a net income of \$1,950,000 or 75 cents a share on sales of \$71,452,000 for the first quarter of the previous year. At that time, strikes involving several corn refining competitors had a short-term positive effect on capacity operation of the Decatur plant.

Staley Chemical Expands Capacity

Staley Chemical has expanded its polymer production capability at two locations—Kearny, N. J., and Marlboro, Mass.

While the Marlboro expansion is concerned strictly with manufacturing capacity, an entirely new plant, including production units, warehousing, bulk storage facilities and new quality control laboratories, has been constructed at Kearny.

The expansion brings the Kearny location's annual capacity to above 80 million pounds for polymers, adhesives and leather finishing chemicals. The new laboratories at the Kearny plant will serve as a central quality control point for four Staley Chemical plants, according to Robert Polacek, general manager.

In addition to Kearny and

(Continued on page 4)

Industrial Makes Production Moves

Organization of an industrial manufacturing division within the Industrial Products Group has been completed, and Robert Schwandt has been appointed to head it.



Schwandt



Homan

Schwandt's organization consists of corn milling, dry starch, syrup and dextrose production and utility-plant operations. He will report to Lou Dossie, group vice president - industrial products.

The various production sections will be expanded to include the necessary technical services (chemical, industrial, area maintenance engineering, and satellite maintenance shops).

In other related manufacturing personnel moves: John Homan has been promoted to Morrisville plant manager; Bill Luby has been named production manager, syrup refinery and dextrose department at Decatur; George Virgil has been promoted to production superintendent, Decatur plant.

As Morrisville plant manager, Homan will start immediately to expedite the construction and start-up of the facility, which is expected to be completed in mid-1971. He will report to Jim Dustin.

Luby succeeds Homan as production manager, syrup refinery and dextrose department. He had been assistant manager of the department.

George Virgil succeeds Jim Wideman as production superintendent of the Decatur plant. Wideman has accepted a special assignment with the International Group at the Greenwich, England, plant.



Kessler



Fischer

Scenes From 23rd Annual Service Awards Dinner



Tom Wheatley



(L to R) Henry Colbert, Harold Kibler, Perry Conley, Thomas Barbee, Homer Allen, Elmer Lashenski



Mildred Schroat, Kathryn Rhodes



(L to R) Boyd Cornwaihthe, Henry Colbert, Gil Boren, Elmer Lashenski, Archie Beals



Don Nordlund



Neta Kilburn, Mr. Nordlund



(L to R) Frank Grossman, Earl Wheeler (background), Eric Augustine



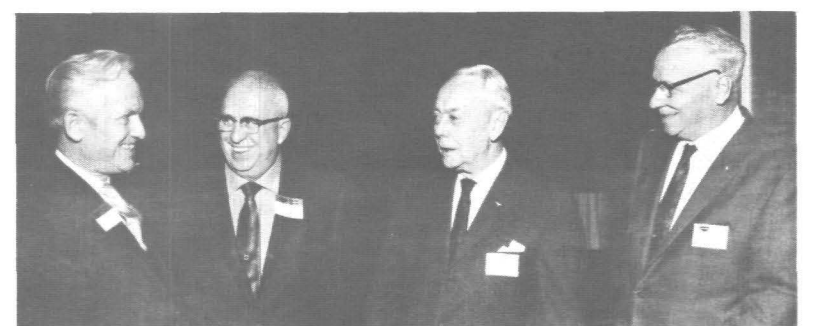
(L to R) Roberta Noonan, Edna Sims, Ann Hague



Stan Martin, Wayne Martin



(L to R) Jackie Chasteen, Barb Sheay, Norma Guysinger, Marge Oldham, Carol Disbrow, Marilyn Cooley, Jane Ernest, Ann Carnock, Helen Rigsby, Velva Morrison, Bonnie Jess



(L to R) Claude Cox, Edmond Moore, Norval Smith, John Durchholz



(L to R) Stan Martin, John Byers, Roosevelt Cheatam



(L to R) Mr. Nordlund, Barb Sheay, Alice Towne



(L to R) Euell Perkins, Paul Kalem, H. (Jim) Cozad



(L to R) Vern Smith, Maurice Smith, W. Irving Smith

Service Anniversaries Observed

During the months of December, January and February, 88 employees observed service anniversaries with the company.

Four employees marked 40 years of service with Staley during the three-month period. They are Morris Fisher, Troy Stratton, Henry Hack, Sr., and Jacob Ball.

Other employees who observed anniversaries are:

40 Years

Morris Fisher, Industrial Marketing, December 20
Troy A. Stratton, Syrup Refinery, December 18
Henry Hack, Sr., Boiler House, January 15
Jacob Ball, Industrial Manufacturing, February 26

35 Years

Kenneth Buechler, AgriProducts, January 3
Cleotis Helm, Pipe Shop, February 2
Guy Thompson, Control Laboratory, February 24

30 Years

Jack Galloway, Electric Shop, December 2
Sherwood Howard, Electric Shop, December 2
George Newberry, Sheet Metal Shop, December 2
Homer Reidelberger, Industrial Manufacturing, December 3
Henry Sowa, Power House, December 2
Walter Batson, Electric Shop, January 30
Melvin Brandon, Elevator C, January 30
John Jenkins, Industrial Manufacturing, January 31
Robert McCarthy, Staley Chemical, January 14
Merle Simmons, Industrial Manufacturing, January 31
Harold Behrns, Electric Shop, February 3
Robert Burchard, Machine Shop, February 31
Frank Dant, Mill House, February 27
Herman Houser, Grocery Products, February 3
Luther Long, Grocery Products, February 3

25 Years

Thomas Belcher, Power House, December 12
Wayne Burrow, Power House, December 27
Arthur Conway, Industrial Products, December 18
Calvin Frost, Boiler House, December 6
Donald Reynolds, Feed Packaging, December 20
John Austin, Brick Masons Shop, January 9
Kenneth Bundy, Power House, January 10
John Cordray, Plant Clean-Up, January 15
Jean Flenniken, Industrial Manufacturing, January 2
Marvin Barton, Consumer Products, February 26
Charles Orr, Garage Service Driver, February 12
Margery Pearce, Industrial Products, February 16

20 Years

Robert Gunther, Industrial Products, December
James McKeller, Consumer Products, January 9

15 Years

Wilma Gordon, Corporate Technical, January 21
Edward Grosse, Corporate Technical, January 1
Beverly Hoots, International, January 3
William Miller, Industrial Marketing (Houlton), January 16
Frances Noland, Industrial Products, January 24
William Schwesig, Industrial Manufacturing, January 17

10 Years

Wendell Geiger, Houlton-Maintenance Leadman, Dec. 2
Larry Jessop, Sno-Bol-Warehouse Foreman, December 8
Jack Krohn, Starch Shipping and Packaging, December 2

David Mann, Aviation, December 21
Robert Taylor, Machine Shop, December 5
John Bond, Industrial Manufacturing (Keever), January 4
John Homan, Industrial Manufacturing (Morrisville), January 5
James Luca, Control Laboratory, January 16
William Lyon, Industrial Products, January 4
John McCarthy, Staley Chemical, January 4
Robert Riedlinger, Instrument and Control, January 16
Jerome Groniger, Consumer Products, February 29
Charles Hicks, Corporate Information Systems, February 2
Theodore Liermann, Corporate Technician, February 1
Vernon McLaughlin, Industrial Manufacturing (Houlton), February 1
Trudie Young, Industrial Products, February 1

5 Years

Ronald Bailey, Warehouse, December 1
Richard Frymire, AgriProducts, December 1
Nancy Hunter, Corporate Transportation, December 28
Charles Kenyon, Jr., AgriProducts, December 21
James B. Mathews, Cleaner, December 30
Larry Shaw, Corporate Transportation, December 21
William Anderson, Purchasing, January 25
Dora Collenberger, Financial, January 12

Patricia Hicks, Consumer Products, January 4
Mose Avalos, Garage Service Driver, February 24
Ronald Barrett, Mill House, February 24
Robert Bourn, Syrup Refinery, February 15
Larry Casey, Control Laboratory, February 24
David Castor, Electric Shop, February 24
Rodney Cox, Electric Shop, February 26
Jackie Crawley, Small Machine Shop, February 10
Edward Creager, Starch Shipping and Packaging, February 15
Robert England, Starch Shipping and Packaging, February 23
Stephen Fritts, Starch Shipping and Packaging, February 26
Luke Grace, Jr., Industrial Products, February 15
Thomas Hankins, Starch Shipping and Packaging, February 23
Willie Holloway, Starch Shipping and Packaging, February 24
Allen Kryger, Corporate Technician, February 8
Tom Mechtoldt, Mill House, February 15
David Oertel, Industrial Products, February 22
Wayne Pruiett, Corporate Technician, February 8
Benjamin Rivera, Control Laboratory, February 15
Orville Utsler, Pipe Shop, February 26
Jerry Wilson, Starch Shipping and Packaging, February 10
Emil Winkler, AgriProducts, February 1

Clean-up Winners Honored



CLEAN-UP WINNERS — Two-time winners of the clean-up traveling trophy was the 118 Building. It captured the trophy in October and November. Participating in the presentation ceremony (above) were Nat Kessler, Jim Brown, Bill Bell, Paul Breyfogle and Bob Schwandt. December recipient of the award was the 12-26 Building. Schwandt, Harold Richards, Les Kraft and Breyfogle were on hand for the presentation of the trophy.



'Stacrylic' Warp Sizing Starch Introduced

The Industrial Products Group has introduced a new starch for warp sizing that exhibits exceptionally good adhesion to synthetic fibers especially polyester, without requiring expensive binders.

"Stacrylic 5133," a thin-boiling, non-congealing corn

starch is effective on all typical polyester blend yarns.

It is easily prepared by typical cooking methods and produced good weaving performance on polyester/cotton yarn with less set-back, or hard size. The excellent water sensitivity of the films promotes easier desizing.

Advertising Campaigns, Package Change Announced By Consumer Products Group



Sno-Bol is no half-way bathroom bowl cleaner. Or tank-type liquid that just colors the water. This is the tough one.

Ruthlessly removes rust and hard-water stains. Ruthlessly brightens dingy, discolored porcelain to a clean, pure shine. Ruthlessly kills 100% of all germs. On contact.

But Sno-Bol isn't all ruthlessness. It gives you a gentle bonus. A bright, spring-fresh fragrance. So only you will know that a battle was fought. And won.

New Ads . . . for 'Sno-Bol'

New advertising campaigns and a packaging change have been announced by the Consumer Products Group.

A campaign aimed at familiarizing soon-to-be and new mothers with Diaper-Sweet is currently under way. Ads are appearing in Parents Magazine, Mothers Manual, Baby Care Manual and Expecting Mother.

The ad, headlined "Now there are two of you," carries a 10 cents-off coupon.

A new packaging feature, a spray director overcap, has been added to the "Sta-Flo" fabric finish aerosol 20-ounce container. The one-piece, thermoplastic spray director permits accurate aim of spray and protects push button from being accidentally triggered. Test market audits

prove that consumers felt the new spray director overcap added a new and modern look to the product.

A "Ruthless" advertising campaign through newspapers and radio is promoting "Sno-Bol" liquid toilet bowl cleaner this month and next in the midwest and Florida. Ads will appear in 86 daily newspapers. Copy stresses, "Sno-Bol is no half-way bathroom cleaner . . . this is the tough one . . . ruthlessly removes rust and hard-water stains . . . brightens dingy, discolored porcelain . . . kills 100% of all germs . . . but Sno-Bol isn't all ruthlessness . . . it gives you a gentle bonus . . . a spring-fresh fragrance."

Ads will carry a 5 cents-off or a 7 cents-off coupon.

43 Employees Promoted

A total of 43 employees assumed new duties during December and January. Here is a review of the individuals and their promotions.

Charles R. Geisen has been named district manager of the St. Louis industrial sales office, that covers an eight-state mid-America region. Geisen had been assistant district manager in St. Louis.

Ralph Orr has been promoted to senior sales representative-leather finishes with Staley Chemical since the firm's creation in 1968. Previously, he had been with Newark Leather Finish Co. since 1949. Orr will continue to call upon tanneries and leather finishers in the Newark, N. J., area.

Richard M. Dunscomb has been promoted to senior sales representative with the Industrial Products Group. He will continue responsibility for the sale of company products to the foodprocessing industry throughout Pennsylvania. Dunscomb joined the company in 1966 in industrial sales.

William Schoettle has been promoted from recruiting supervisor to employment supervisor in personnel.

Robert J. Douglas has been named west coast regional sales manager and Virgil D. Allen appointed midwest regional sales manager with the Food Service Division. Douglas will be responsible for sales of the Staley institutional food products line in an eight-state western region. Allen will cover a midwestern area comprised of nine states. Douglas will be located in Los Angeles and Allen in the Kan-

sas City area. Douglas had previously served as a grocery products supervisor in the Staley San Francisco office. Allen had been a grocery products salesman in Kansas City.

James Stewart has been promoted from grocery products territory manager to district supervisor in the Consumer Products Group Atlanta office.

Other Summerlott has been promoted to controller of the Industrial Products Group. He had been manager of cost control since 1967.

George Nichols has been named manager of new product planning in the Industrial Products Group. He had been serving as coordinator of project planning prior to his promotion.

Jack Magmer has been promoted from assistant purchasing agent to purchasing agent for the Consumer Products Group.

George Black advances from sales coordinator-leather finishes with Staley Chemical.

Other promotions include: Linda Collins from messenger to key punch operator trainee.

Joseph Lents from programmer to systems analyst.

Mary McNamara from work order clerk to shop clerk.

Sandra O'Brien from messenger to junior grain clerk.

Helen Rigsby from feed price clerk to order edit clerk-feeds.

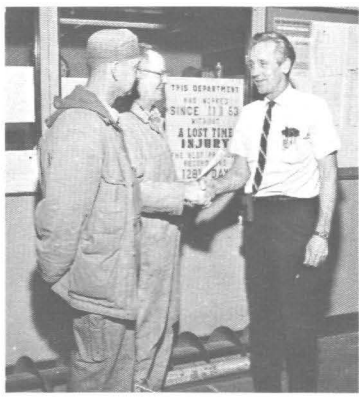
Linda Sheumaker from junior grain clerk to senior clerk OR.

William Taylor from programmer to systems analyst.

Donna Woodard from credit and statement clerk to senior invoice clerk.

(Continued on page 4)

'Target Safety' On Target



TARGET SAFETY — Successful conclusions to 1969 Target Safety campaigns were reached by two areas of Decatur plant. 20-S Building reduced first-aid cases by 33 per cent, reportable injuries by 75 per cent, and lost-time accidents from 6 to 1. Each man in area received a fire extinguisher for the improved safety performance over an 8-month period. (Above, left) Bill Saleski and Claude Stine receive fire extinguishers from Harry Atkins. (Above, right) Leroy Gass and Herschel Coffman receive gift certificates from Bill Miller for improved safety performance turned in by the Tin Shop. This area reduced first-aid cases by 20 per cent, reportable injuries by 60 per cent and lost-time accidents from one in 1968 to none last year. Gift certificates were for the amount of \$7.50 toward purchase of safety shoes or prescription safety glasses. (Below) 1970 Target Safety program is kicked off in the Millwrights Shop. Patty Huston and Ruth Hutchinson distribute safety literature to Dick Yocum, Clarence Rader, Charles Schmitt and Vernon McCall.



Staley Chemical Adds 3 Polymers To Line

Staley Chemical has introduced three new polymer products in recent weeks. Two are for use in floor polishes and the third for packaging.

Two new emulsion polymers, "Ubatol" U-4025 and "Ubatol" U-3032, have been introduced especially for floor sealer applications. Both polymers are designed for use where excellent holdout and sealing properties are required.

A new polyvinylidene chloride polymer emulsion, "Polidene" 911, is designed to function as a topcoat over two or more applications of films, paper or paperboard. It is recommended where a non-blocking, low-heat seal requirement must be met.

3 Flavor Enhancers Introduced By Vico

Staley's Vico-Asmus Products has unveiled a new series of hydrolyzed vegetable protein flavor enhancers for use in snacks, soups, gravies and meat food products.

The series, called "Vi-Zate" 500 flavor enhancers, consists of three individual products — Vi-Zate 515, 543, and 550.

Each of the three has a flavor improvement value several times that of monosodium glutamate. One pound of Vi-Zate can replace four to six pounds of MSG, permitting cost reductions of 40 per cent and more for customers.

The new products are being produced at the Vico plant, 2536 N. Elston Ave., Chicago.

International Managers Meet



EUROPEAN STRATEGY meeting was held recently in Decatur by the International Chemical Group. Participating in the session which reviewed the past year's performance and outlined plans for 1970 were: Dr. Willy Wassenberg, technical manager of Kunsthazre G.m.b.H. (West Germany); Hansjurg Huldi, European manager of chemical products with the International Group; Robert L. Schuerman, vice president of the International Group; Heinz Hendricks, president of Hendricks and Sommer (West Germany); and Lincoln L. Redshaw, manager of chemical products with the International Group. The visitors week-long conference included a stop at Staley Chemical facilities in Kearny, N.J., Marlboro, Mass., and Lemont, Ill.

Personnel Join Company

Twelve people joined divisions of the company in professional capacities this month.

Three new technical sales representatives have been added to the sales force of Charlotte Chemical Laboratories (Charlabs). They are Jerry Morris, Allen Craft and Roger Miller.

Morris will handle sales of Charlabs' line of textile dyeing and finishing chemicals throughout South Carolina and a portion of North Carolina. Craft will cover western North Carolina and western Virginia; Miller, eastern North Carolina and eastern Virginia. All three men have had previous textile industry production and sales experience.

Two appointments have been announced by Staley/Graphics.

Joseph Sheldrick has joined the division as manager of product planning. In his new post, he will coordinate development of new products and processes for the graphic arts industry and initial marketing of the firm's "Calex" 520 pre-press proofing system in a four-state mid-eastern area.

John Smith has also joined Staley/Graphics as a senior applications physicist.

Staley Chemical has added several people to its work-force.

Raymond Lender has joined the division as controller. He had previously been associated with

Millmaster Corp. and National Starch and Chemicals.

Lawrence Donahue has joined Staley Chemical as staff assistant-adhesives. He had been associated with New England Instruments for two years. Prior to that time, he had been employed by UBS Chemical, forerunner of Staley Chemical.

Another newcomer is Joe William Cofer who is serving as a sales representative-leather finishes. He will call upon leather finishers throughout a mid-south region. Previously, Cofer had been employed in production capacities with several leather finishing firms.

Anthony Miliano has joined Staley Chemical as a quality control supervisor.

Three men have been added to the ranks in Decatur.

Richard G. Barnett has joined as a structural engineer. Previously, he has been a vice president of Slade and Associates, Oklahoma City.

Ray W. Schooley has been employed as a systems research engineer. Before coming to Staley, he had been with Dow Chemical Corp.

William Evans has joined the management training program. He holds a degree in economics from Quincy College and has done graduate work at Northern Illinois University.

43 Promoted

(Continued from page 3)

Ronald Bean from shift foreman to supervisor of quality control training.

Judith Creek from coupon clerk to telephone operator.

Thomas Pound from production department assistant foreman to building foreman bulk products.

Pamela D. Richardson from messenger to coupon clerk.

Larry Shaw from car movement - weight coordinator to motor coordinator.

Philip J. Slusser from motor coordinator to specialist-motor services.

James Clark from assistant analytical chemist to shift foreman.

Norma Dyer from clerk stenographer to patent department secretary.

John Hicks from technician to assistant chemist.

Charles Phegley from chief clerk OR to employment assistant.

Albert Summers from inbound supply inspector to shift foreman-processing. Ralph Bales from assistant chemist to inbound supply inspector.

Suzan Dukes from inventory freight clerk to work order clerk in engineering and maintenance.

James Peterson from mechanic to production department relief foreman.

George Lents from freight claims clerk to freight claims supervisor.

Graydon L. Capps from assistant supervisor rail service to supervisor rail and motor services, agriproducts.

Janet K. Doss from clerk typist to clerk steno in industrial engineering.

Karen Greene from aviation and billing clerk to senior trans-

portation and billing clerk, agriproducts.

In industrial products:

Harold L. Pieper from freight claims supervisor to import specialist. Richard Radasch from senior transportation to supervisor-transit and billing. Betty Roderick from clerk stenographer to departmental secretary-technical service. Sharon K. Shaw to billing clerk from freight bill clerk.

Kitty Vinyard from messenger to personnel records clerk in personnel.

Management Training Orientation Underway

A three-day management orientation and development conference has been successfully completed by some 18 Staley professional employees, according to Glen Shelton, director of training.

The conference, conducted at the Sheraton Inn, Decatur, will be followed by about 20 weekly sessions for the group. Many of the sessions will be orientation meetings conducted by Staley executives.

Purpose of the three-day conference was to "increase the opportunity for participants to develop in terms of group dynamics with emphasis on organization, leadership and communications," according to Shelton.

Purpose of the follow-up 20 sessions will be "to provide knowledge of company and division organization, scope, products, competitive position, objectives, plans, policies and problems; provide insight into the functioning of various areas and their inter-relationships; to allow top and middle management and managers of the future to become better acquainted; and to develop a broader view of the company as a total integrated operating unit."

Guest lecturers were Homer Gammill, professor of industrial psychology at the University of Illinois Institute of Industry and Labor Relations, and Earl Wolfe, professor of labor and industrial relations also at the institute.

Health Tips

To prevent low back pain:

Do keep good posture foremost and work at making it a habit as you stand, sit, walk, lie down. Keep your lower back flat by strengthening and using your "internal girdle" (muscles of the buttocks and abdomen). Keep your chest up and your head straight with chin somewhat in. The purpose is twofold: to reduce swayback and to position the weight of your body properly over your spinal column so your back muscles are not overly strained.

Do sit with your buttocks tucked under and forward to avoid swayback. Avoid overstuffed chairs; they do not provide proper support.

Do keep your knees higher than your hips to relieve low back tension. Use a footrest when sitting, or sit with your legs crossed.

Do use a rocking chair occasionally; the slight motion helps relax back muscles.

Do try to have bucket seats in your car, but with any type of car seat, be sure it is far enough forward so you do not have to stretch your legs for the gas pedal and brake. A power seat is advisable so the seat positions can be easily changed.

Do wear a tight seat belt, preferably with shoulder strap, both for safety and to keep your pelvis in good position.

Do move smoothly, avoiding jerks or twists. (Stumbling can be painful.)

Do make certain you "watch your step." Stepping off an unseen curb can put a tremendous, sudden strain on your back muscles.

Do turn and face an object you want to pick up. Then squat with your back straight, one foot forward, and lift with your leg muscles, not your back.

Do carry balanced loads — a small sack of groceries under each arm rather than a large one under one arm.

Do get adequate sleep on a firm mattress.

Do sleep either on your side with a pillow under your head or on your back with pillows under your knees to help straighten the low back and give the muscles a chance to rest.

Do relieve the strain of prolonged standing when necessary by tightening buttocks muscles, rising up on your toes, shifting your weight periodically with one foot forward, putting one foot on a stool or step.

Do not let yourself become generally fatigued. When you "prove" your endurance, your back often rebels.

Do not do anything for too long. Alter your tasks. For a housewife, 10 minutes of sweeping, 10 minutes of washing dishes, and 10 minutes of dusting is far better than a continuous 30 minutes of sweeping.

Do not wear high heels for prolonged periods; try to avoid abrupt switches from flats or sandals. High heels accentuate swayback; check your profile in a full-length mirror with and without the heels to see the difference.

Do not bend from the waist—ever—without also bending your knees.

Do not lift any heavy object higher than your waist.

Do not bend backwards, as you might in reaching over your head for a cobweb or to paint an eave; first get in the proper position.

Reprinted from the Oct. 15, 1969, issue of "Patient Care."