Health & Safety

January 7, 2025
Ardaman & Associates, Inc.
A Tetra Tech Company

2024 Year in Review

The total recordable incident rate (TRIR) also know as the OSHA rate is a measurement based on our safety statistics. The TRIR is calculated using an equation provided by the Department of Labor. The TRIR calculation is equal to: (number of OSHA recordable incidents for the year) X 200,000 (set number from the government) divided by the total amount of hours worked by the company. Our clients review these statistics annually in their decision process as to which companies can work with them. When we look at the average rate for our industry according to the Bureau of Labor Statistics, the 2023 national average TRIR for engineering services (NAICS 54133) is 0.6, the national average for drilling services (NAICS 237110) is 2.6, and the national average for lab testing (541380) is 0.6.

Below is a breakdown comparison of Ardaman's safety incidents for 2022, 2023, and 2024. Our continued relentless pursuit for an injury free workplace is showing good progress relative to historical numbers. The proactive first aid case reporting and case management continue to reduce the number of recordable cases. This shows that we are reporting and managing incidents earlier to ensure proper care is administered to help reduce severity of injuries. This has resulted in a lower number of our OSHA Recordable events. **Our 2024 TRIR is * 0.24!** While our TRIR is 0.24 this year, our clients look at a 3 year average when we are compared to the engineering industry. We must continue each employee's commitment to safety and strive for a TRIR of Zero in 2025.

Now we begin a new year, and we must continue our efforts in building our safety culture. Our vehicle incident rate is very high and we must improve our driving behavior and not be distracted while driving or exceed the speed limit. There are a large number of property damage incidents involving vehicles during the past year so many of our drivers need to do a better job of being observant while driving on the road, on construction sites, and in parking lots. Remember to use the Smith Systems 5 keys when driving or stopping, try to back vehicles into parking spaces or pull through so that your vehicle is facing outwards and limit distractions. If unsure of distances to other vehicles or structures, always stop and walk around the vehicle. At Ardaman our goal is that "Nobody Gets Hurt" and we aim to have zero incidents. **Let us all work together to make this happen!**

Injuries	2022	2023	2024
First Aid	13	11	13
Workers Comp	2	1	1
OSHA Recordable	**1**	**0**	**1**
Total Cases	16	12	15
AAI TRIR / OSHA Rate	**0.24**	**0.0**	*** 0.24** Estimate
Industry TRIR Engineering	0.6	0.6	N/A

Vehicle Incidents	2022	2023	2024
Vehicle Collision by Employee	8	10	9
Vehicle Collision by Other Driver	12	13	18
Vehicle Related Theft	4	0	1
Property / Equipment Damage to Vehicle by Employee	11	15	20
Property / Equipment Damage to Vehicle by Other Party	14	11	17
Total Cases	**49**	**49**	**65**

Ardaman & Associates, Inc.

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Injury prevention manual lifting

There are many injuries on the job caused by individuals moving objects by hand. The Bureau of Labor Statistics reported that strains and sprains are the most prevalent type of injury on the job. It is possible by taking the right steps and not taking unnecessary risks when completing lifts to avoid sprains and strains.

Types of Injuries Sustained While Completing Lifts

- Strains
- Sprains
- Repetitive motion injuries
- Pinch point injuries
- Struck-by injuries
- Slips, trips, falls

Best Practices for Manual Handling
The single best action you can take from getting an injury while completing a lift is to eliminate lifting by hand. Elimination should always be the first consideration while discussing mitigating hazards on the job. Much of the manual handling on the job can be completely eliminated through proper planning, engineering controls, or by using a piece of equipment to complete the lift.

Preplan the Lift
When setting up any job area or placing an object down, the next person who has to move the object should be thought of. If the object is awkward or heavy and there is no room for a piece of equipment to be able to lift it, then someone will have to end up handling the object again. These situations can lead to injury. Properly plan out work tasks so that objects do not need to be repeatedly lifted and moved. Each time a lift is made, there is a chance for injury.

Establish Weight Limits for Lifting
Another best practice is to establish a weight limit of what one person or a team of people are allowed to lift on a work site. Consider a cut-off weight before mechanical means need to be used to lift the object. For example, Ardaman has a policy that no single person can lift an object heavier than 50 lbs, and a team of people cannot lift anything over 100 lbs. While you may be able to handle these weights, it is a best practice to have an established point where manual handling is no longer an option.

Remember to plan out your work tasks and your work areas to reduce the chance of manual handling injuries. It is important to know your limits and not exceed them. Even if you are strong, it is easy to injure back muscles due to lifting awkward or heavy objects.

2024 Ardaman Heroes of Safety

Ardaman is proud to announce our "Safety First" Heroes of the year for their outstanding Health and Safety actions and leadership. Seven Ardaman employees were recognized this past fiscal year for safety excellence in their respective department/ division/branch and each received an additional safety incentive bonus for their nomination as a Safety Hero.

Please join us in congratulating the following 2024 Ardaman Safety Heroes and Honorees:

- **Sultan Kelani :** Corp. Eng / Construction Manager III
- **Justin Ochs:** Sarasota / Field Technician II
- **Steven Winget:** Tampa / Crew Chief / Driller **V**
- **Timothy Abele:** Bartow / Field Technician V Corp. Eng
- **Richard "Mason" Brackins:** Bartow / Crew Chief / Driller V
- **Isaac Dixon-Bey:** Shreveport / Field Technician **I**

These employees were recognized for excelling in one or more of the following categories:

- Promoting our safety culture;
- Performing additional safety audits on their own initiative;
- Safety leadership;
- Safety recognition by their colleagues or co-workers;
- Hazard recognition and mitigation;
- Proactive behavior towards safety;
- Safety recognition by the safety committee (e.g., safety stickers) and/or nomination by others (emails or calls from clients and other sources).
- Safety at client sites.

2024 Health & Safety Recognition Award

Safety is an integral part of the daily activities at Ardaman. Each year we continue to develop our safety culture both here at Ardaman and throughout Tetra Tech.

Annually, the Ardaman Safety Committee reviews all of the individuals that received Health and Safety Recognition Award stickers. The individual who is nominated for the annual recognition award receives an additional award of a $250 gift card based on the impact their near miss or hazard identification had on the company.

We are pleased to recognize **Michael Werner a CMT Field Technician III in the Orlando Branch, as the 2024 Safety Recognition Award recipient** for demonstrating a strong commitment to safety, great observation skills, and a proactive approach in hazard recognition.

Ardaman is continuing to develop a safety culture to ensure our workforce has a safe experience each day and we appreciate everyone's efforts throughout the year in promoting such a safety culture.

Safe Lifting: How to deal with the weight

Preventing back injuries is a major challenge. According to the Bureau of Labor Statistics (BLS), more than one million workers suffer back injuries each year. Typically, back injuries account for one out of every five workplace injuries and illnesses, and one-fourth of all Workers Compensation claims are a result of back injuries. The pain and discomfort of back injuries can have a dramatic change in an employee's life.

OSHA has evaluated ways to help prevent lifting injuries. They specify two types of controls: engineering and administrative.

Engineering controls are used to redesign the workspace to minimize lifting hazards.

Administrative controls include carefully selecting and training workers, so that they can perform their jobs safely.

When employees use smart lifting practices and work in their "power zone," they are less likely to suffer from back sprains, muscle pulls, wrist injuries, elbow injuries, spinal injuries, and other injuries caused by lifting heavy objects.

Safe Work Practices To Reduce Back Injuries At Work:

It is important to identify and avoid risk factors that increase your chance of injury. Any one or more of the following factors may increase the risk of a back injury.

- Weight of Objects
- Awkward Postures
- High-Frequency and Long-Duration Lifting
- Inadequate Handholds
- Environmental Factors

Weight of objects

Some loads, such as large bags, bundles of drill rod, nuclear gauges in their cases, or heavy tools and machinery place great stress on muscles, discs, and vertebrae.

Lifting loads heavier than about 50 pounds will increase the risk of overexertion, AAI policy is loads greater than 50 lbs. require a team lift.

Possible Solutions:

Use mechanical means such as forklifts, cherry picker, or hoists when lifting heavy materials and equipment.

Use pallet jacks and hand trucks to transport heavy items.

Use ramps, hoists, or lift gates to load equipment onto trucks rather than lifting it.

Materials that must be manually lifted should be placed at "power zone" height, about mid-thigh to mid-chest. Special care should be taken to ensure proper lifting principles are used. Maintain neutral and straight spine alignment whenever possible. Usually, bending at the knees (not the waist) helps maintain proper spine alignment.

Order supplies in smaller quantities and break down loads off-site. When possible, request that vendors and suppliers break down loads prior to delivery.

Prefabricate items in a central area where mechanical lifts can be used. Only transport smaller, finished products to the site.

Limit weight you lift to no more than 50 pounds. When lifting loads heavier than 50 pounds, use two or more people to lift the load, do not assume that two people can lift 100 lbs.

Safety Lifting: Awkward Postures

Bending while lifting forces the back to support the weight of the upper body in addition to the weight you are lifting. Bending while lifting places strain on the back even when lifting something as light as a screwdriver.

Bending moves the load away from the body and allows leverage to significantly increase the effective load on the back. This increases the stress on the lower spine and fatigues the muscles.

Reaching moves the load away from the back, increases the effective load, and places considerable strain on the shoulders. Carrying loads on one shoulder, under an arm, or in one hand, creates uneven pressure on the spine.

Poor housekeeping limits proper access to objects being lifted, and forces awkward postures.

Possible Solutions:

Move items close to your body and use your legs when lifting an item from a low location.

Store and place materials that need to be manually lifted and transported at "power zone" height, about mid-thigh to mid-chest.

Minimize bending and reaching by placing heavy objects on shelves, tables, or racks.

Avoid twisting, especially when bending forward while lifting. Turn by moving the feet rather than twisting the torso.

Keep your elbows close to your body and keep the load as close to your body as possible.

Keep the vertical distance of lifts between mid-thigh and shoulder height. Do not start a lift below mid-thigh height nor end the lift above shoulder height. Lifting from below waist height puts stress on legs, knees, and back. Lifting above shoulder height puts stress on the upper back, shoulders, and arms.

Use ladders or aerial lifts to elevate employees and move them closer to the work area so overhead reaching is minimized.

Break down loads into smaller units and carry one in each hand to equalize loads. Use buckets with handles, carts, or similar devices, to carry loose items.

Keep the load close to the body when lifting large or bulky loads.

Safe Lifting: Handholds, High frequency, and your environment

Holding items for a long period of time, such as when moving cylinder molds or lifting rods, even if loads are light, increases risk of back and shoulder injury, since muscles can be starved of nutrients and waste products can build up.

Repeatedly exerting, such as when performing densities or hand augering, can fatigue muscles by limiting recuperation times. Inadequate rest periods do not allow the body to rejuvenate.

Possible Solutions:

Rotate tasks when possible so employees are not exposed to the same activity for too long.

Work in teams; one employee lifts and holds items while the other assembles.

Take regular breaks and break tasks into shorter segments. This will give muscles adequate time to rest. Working through breaks increases the risk of musculoskeletal disorders (MSDs), accidents, and reduces the quality of work because employees are over fatigued.

Plan work activities so employees can limit the time they spend holding loads.

Inadequate Handholds

Inadequate handholds make lifting more difficult, move the load away from the body, lower lift heights, and increase the risk of contact stress and of dropping the load.

Utilize proper handholds, including handles, slots, or holes, with enough room to accommodate gloved hands.

Move materials from containers with poor handholds or without handholds into containers with good handholds.

Wear proper personal protective equipment (PPE) to avoid finger injuries and contact stress. Ensure that gloves fit properly and provide adequate grip to reduce the chance of dropping the load.

Environmental Factors

Cold temperatures can cause decreased muscle flexibility, which can result in muscle pulls. Excessively hot temperatures can lead to dehydration, fatigue, and increased metabolic load. Low visibility or poor lighting increases the chance of trips and falls.

Possible Solutions:

Adjust work schedules to minimize exposure to extreme temperatures.

Wear warm clothing when exposed to cold temperatures.

Drink lots of water to avoid dehydration in excessive heat.

Provide proper lighting for areas with low light and perform work during daylight hours.

Office Ergonomics

If you sit behind a desk for hours at a time, you're not doomed to a career of neck and back pain or sore wrists and fingers. Proper office ergonomics — including correct chair height, adequate equipment spacing and good desk posture — can help you and your joints stay comfortable at work. Ready to give your work space a makeover? Get started making your sitting workstation comfortable with this visual guide to sitting workstation ergonomics.

Chair

Choose a chair that supports your spinal curves. Adjust the height of your chair so that your feet rest flat on the floor or on a footrest and your thighs are parallel to the floor. Adjust armrests so your arms gently rest on them with your shoulders relaxed.

Key objects

Keep key objects — such as your telephone, stapler or printed materials — close to your body to minimize reaching. Stand up to reach anything that can't be comfortably reached while sitting.

Keyboard and mouse

Place your mouse within easy reach and on the same surface as your keyboard. While typing or using your mouse, keep your wrists straight, your upper arms close to your body, and your hands at or slightly below the level of your elbows. Use keyboard shortcuts to reduce extended mouse use. If possible, adjust the sensitivity of the mouse so you can use a light touch to operate it. Alternate the hand you use to operate the mouse by moving the mouse to the other side of your keyboard.

Footrest

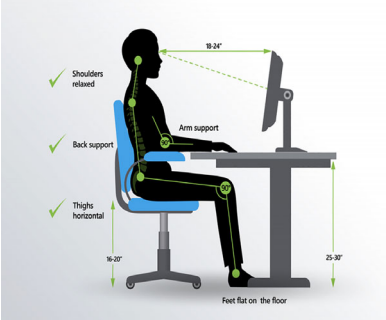
If your chair is too high for you to rest your feet flat on the floor — or the height of your desk requires you to raise the height of your chair — use a footrest. If a footrest is not available, try using a small stool or a stack of sturdy books instead.

Desk

Under the desk, make sure there's clearance for your knees, thighs and feet. If the desk is too low and can't be adjusted, place sturdy boards or blocks under the desk legs. If the desk is too high and can't be adjusted, raise your chair. Use a footrest to support your feet as needed. If your desk has a hard edge, pad the edge or use a wrist rest. Don't store items under your desk.

Monitor

Place the monitor directly in front of you, about an arm's length away. The top of the screen should be at or slightly below eye level. The monitor should be directly behind your keyboard. If you wear bifocals, lower the monitor an additional 1 to 2 inches for more comfortable viewing. Place your monitor so that the brightest light source is to the side.



Hierarchy of Controls

There are multiple safeguards to control any single hazard. Each level of these safeguards serves to protect employees. Some safeguards or controls are more effective than others. The hierarchy of controls outlines the controls used to mitigate a hazard from most effective to least effective.

The hierarchy can have additional or fewer levels of controls listed depending on the reference you are looking at. The hierarchy we will discuss is listed as elimination, substitution, engineering controls, administrative controls, and PPE in our example.

Hierarchy of Controls Example

To better understand the hierarchy of controls we will provide a real-world example.

The example: A painter will apply a paint with a high level of volatile organic compounds (VOCs) to a metal surface in the workplace.

Elimination: Eliminate the hazard. Paint example: The process can be outsourced or completed by an automated process to take the painter out of the situation.

Substitution: Substitute a more hazardous process or chemical with a less hazardous one. Paint example: Use paint with a lower VOC content to protect the painter. There is almost always a less hazardous option when dealing with chemicals.

Engineering: Engineer out hazards. For example: equipment guards, physical barriers, isolation, ventilation systems etc. are engineering controls that can be used to reduce/remove the hazard. Paint example: Apply the paint in a paint booth with a proper ventilation system. This will help protect the painter as well as other employees in the workplace.

Administrative: Administrative controls are things such as job training, job rotation, breaks, company policies, etc. Paint example: Train the painter to safely complete the task. Another example- use job rotations or breaks to limit the painter's exposure to the paint.

PPE: Personal protective equipment covers items such as gloves, respirators, steel toe shoes, safety glasses, and ear plugs. Paint example: Provide a respirator that will protect the painter from the fumes of the paint. Also provide goggles to protect the eyes and some type of coveralls to protect the skin.

We should always strive to eliminate as many hazards as possible. If elimination is not possible then other controls lower on the hierarchy should be implemented to protect employees. PPE is always a last resort and should never be looked at as a primary control for a hazard. The more safeguards in place for a hazard the least likely an incident will occur. Always verify controls are in place and never just assume that they are.

Struck by incidents on the job site

With all of the moving equipment, flying debris, and falling objects on a construction site it can be a very dangerous place for an individual on the ground. It is important to understand the specific hazards of the work for that day as well as the job site overall as ground personnel who will be on the job site. Furthermore, everyone needs to work together to eliminate or mitigate the hazards that result in struck-by incidents.

Struck-by Incidents

Struck-by incidents are one of the biggest risks to ground personnel on any construction site. These incidents are consistently responsible for a significant number of injuries and fatalities in the construction industry each year. There are many struck-by hazards on every construction site that can severely injure or kill workers on any given day. Common struck-by hazards include moving equipment, falling objects, and flying debris.

Safeguards to Prevent Struck-by Incidents

- Eliminate as many struck-by hazards due to moving equipment as possible. For example, does a piece of equipment or vehicle need to be operating in an area where there are pedestrians? Can unnecessary backing be eliminated? Can the worker on the ground wait to complete the task they were assigned to do or complete it somewhere else away from moving equipment?
- Eliminate the potential for falling objects. Remove materials or tools that are located on an elevated level when possible. If elimination is not possible then make sure there are proper toe boards located on any elevated surfaces to prevent objects from sliding off. Another option is to tie off tools and materials to ensure they do not fall to a lower level.
- Barricade work zones to prevent entry where equipment is operating or there is work overhead being completed. Substantial barricades such as fences will help prevent ground personnel from entering an area where they could be injured.
- Barricade or separate any work tasks that create flying debris. For example, workers should not be exposed to grinding operations or operations that create excessive dust, like cutting concrete, if they are not the ones completing the task.

It is difficult to fully eliminate the hazards that result in struck-by incidents, but proper planning and work zone delineation can help to eliminate exposure to these risks. Evaluate your work tasks to see if there are any unnecessary risks to ground personnel due to the mentioned hazards above.

Ardaman Update

Injury Incidents:

- Employee was installing a DRI ring at the site. While using a sledgehammer to install the ring, their right hand near the hammer head and they pinched their right index finger between the handle of the hammer and the top edge of the ring. Fortunately, the employee was wearing the proper gloves which reduced the severity of the injury. The employee was reaching across the DRI ring to the far side to strike the ring instead of walking around to the other side thus exposing their hand to the line of fire. In addition, the wrong equipment was used as the drive plate was not available to provide an accurate striking target/surface which would have removed the need to reach across or choke up on the handle. First Aid Only.

Vehicle and Equipment Incidents:

- Employee was driving to the jobsite when another vehicle pulled out of the Walmart driveway/access road and struck the passenger side of our vehicle. Remember to always Aim High in Steering.
- Employee was pulling a utility trailer in the storage yard at the office. The space was narrow and as they were pulling through and turning, the back lift gate on the utility trailer struck the driver side door of our parked carrier truck. The door handle was damaged, and the edge of the door was pulled away from the truck cab. Secure lift gates on trailers prior to moving. When maneuvering in tight or congested areas, request a spotter to help guide you through the area. If you are unsure of the distance to objects, stop, get out, and look.
- Employee was on site in the early morning hours at a concrete pour. The pump crew had to change locations. During the move, there was fog and no lighting. Our driver continued moving forward to the new location and ran over a clean-out pipe that was sticking up out of the ground. When traveling due to poor visibility on a job site, stop, get out and look to ensure the area ahead is clear.
- Employee parked their vehicle during the overnight hours at the hotel parking lot. They received a call from the hotel management the next morning that our vehicle was observed with damaged by a hotel employee. The passenger side rear taillight was broken with a small dent below the housing and the driver side tire was slashed.
- An Ardaman employee was using their company vehicle after hours without permission. While driving into a shopping center, they struck a curb in the parking lot, which caused damage to two of the truck tires. Personal use of a company vehicle is not allowed without authorization from the branch manager or senior management. The employee is responsible for paying for the damages.
- Employee was driving in the center lane on a highway while a tractor trailer truck was next to them in the right lane. The tractor trailer truck struck a piece of debris that was on the road, which caused it to fly into the air and strike the roof of our truck. The debris caused a small dent and scratch on the roof of the cab. Always try to maintain a space cushion around your vehicle from others by following Smith System Key # 4 Leave Yourself and Out and #2 Get the Big Picture.
- Employee was traveling home in stop and go traffic on the interstate. After coming to a stop, our vehicle was struck from behind by another vehicle. Always keep a one length buffer zone when coming to a stop and maintain a four second following distance when possible.

Near Miss / Hazard Identification

Highlighted Near Miss/ Hazard Identifications from 29 reports received from the month of November.

- Employee was attempting a vehicle recovery of a truck stuck in a muddy area. Initially they were going to hook the tow strap to the trailer hitch attachment point normally used for the trailer safety chains. Another employee stopped them and explained that those are not rated or designed for that use. The employee then brought them a proper hitch recovery shackle that is inserted into the hitch receiver to safely recover the vehicle.
- Employee was stopped at a traffic light. The traffic light turned green and there was a delay for the vehicles ahead to being to move. Our driver checked their rearview mirror and observed a vehicle behind them approaching in the right lane a fast rate of speed. Our driver saw the big picture and as traffic moved ahead, the other driver quickly passed our vehicle and cut in front of our driver. Our driver had left the proper spacing between the vehicles in front of them and was paying attention and was able to avoid the aggressive driver.

Ardaman Safety Audits

Identified Hazards from Loss Prevention Observation/ Safety Audits conducted in the month of November.

- **PPE:** Employee was not wearing gloves while installing the drive pin for the nuclear gauge. Always review the JSA before performing a task and follow the PPE requirements listed.
- **PPE:** Employee was not wearing safety glasses while drilling. Always review the JSA before performing a task and follow the PPE requirements listed.

Ardaman Health and Safety Recognition Awards

The safety committee reviewed an increased volume of submittals. We are continuing the lottery pool this month and with the increase of submittals this month, we drew two winners at random for a $25.00 gift card.

November Lottery Winners:

Tony Morris: Bartow
Cheryl VanArsdall: Bartow

A Safety Sticker was awarded to the following individuals:

- **Evelio Garcia** for recognition and actions related to an unsafe conditions due to equipment malfunction. The employee immediately stopped operations, assessed the equipment, and ensured corrective actions were taken. (Miami)
- **Michael Liming** for actions taken during a vehicle recovery. The employee ensured the proper tools/equipment were provided and used and instructed individuals on the job safety analysis. A gift card was also provided to him. (Port St. Lucie)
- **Amir Baksh** for recognition and actions related to a subcontractor using improper PPE. The employee observed the worker using the wrong gloves that could expose them to the hazards of handling grout without proper skin protection. A gift card was also provided to him. (Ft. Myers)
- **Dan Peace** for recognition and actions taken due to an unmarked utility being present that was not listed on the 811 utility ticket. The utility owner was not updated with 811. The PM Virginia Goff then followed through with the locator to ensure the utility was located properly. A gift card was also provided to him. (Sarasota)

January 2025 Safety Quiz

Please circle the letter of the answer that fits best. Some answers can be found in the newsletter

1. The estimated TRIR for Ardaman in 2024 is.

A. 0.24 B. 0.48 C. 0.50 D. 0.0

2. OSHA has 2 types of controls for reducing back injuries, administrative and _____.

A. PPE B. Engineering C. Environmental D. All the above

3. When is your back at risk for injury when lifting?

A. Turning at the waist while lifting or carrying a load B. Heavy Lifting C. Reaching and lifting

D. All the above

4. How many vehicle related accidents were caused by Ardaman employees in 2024.

A. 10 B. 9 C. 7 D. 8

5. Which of the following are risk factors that may cause back injury?

A. Awkward position B. Weight of object C. Frequency of lifts D. All the above

6. In order to change direction while performing a lift you should move using your_____?

A. Head B. Waist C. Feet D. Throw the load in that direction

7. To avoid lifting, it is a good idea to store objects up off the floor or on an elevated surface in the "power zone".

A. False B. True

8. Which of the following are methods to reduce overexertion while performing a heavy lift?

A. Use a cart B. Divide the load C. Team lift D. All the above

9. Which method decreases the chances of dropping the load?

A. Adequate handholds B. Environmental Factors C. Awkward Postures D. All the above

10. You should keep the load close to your body when performing a lift.

A. False B. True

11. To reduce the potential for overexertion while entering and exiting excavations you should?

A. Try to get someone to pass equipment to you B. Take multiple trips to avoid overloading when carrying equipment C. Do not step over structures while carrying equipment D. All the above

12. The amount of property damage caused by Ardaman drivers in 2024 was less than 2022.

A. True B. False

All Ardaman employees must complete the quiz and turn it into their H&S coordinator by the end of each month. For those individuals who cannot attend the monthly safety meeting, please complete the quiz and submit it to your supervisor for approval. All completed quizzes must be submitted at a designated location at each office. The supervisor only needs to sign the quiz if you are unable to attend the monthly safety meeting. Please provide a reason for your absence in the box below:

Employee Print Name	Employee Sign Name	Date
Supervisor Print Name	Supervisor Sign Name	Date