

Chapter 25

Media Contacts

NPA employees must promptly notify the ARS Information Staff of any contacts by the media. The ARS Information Staff will then immediately pass the information to the USDA Communication Office. The preferred form of communication is via e-mail.

The following information needs to be provided

- Date of contact
- Name of contact
- Media source (newspaper, magazine, radio, etc..)
- Subject matter
- Information given
- Any other pertinent information

Point of Contact: Ms. Sandy Hays
Director
USDA-ARS-Information Staff
5601 Sunnyside Ave
Beltsville, MD 20705-5128
Telephone: (301) 504-1636
Fax: (301) 504-1648
E-mail: shays@asrr.arsusda.gov

Forward a copy of your e-mail to:

Ms. Olga Lee
Secretary to the Area Director
USDA-ARS-Northern Plains Area
1201 Oakridge Drive, Suite 150
Fort Collins, CO 80525-5562
Telephone: (970) 229-5557
Fax: (970) 229-5565
E-mail: leeo@npa.ars.usda.gov