

tmta talk

A publication of the Tooling, Manufacturing & Technologies Association



FROM ROB'S ROOST
BY ROB DUMONT
PRESIDENT & CEO

A Very Busy Month

As a result of the initiative by General Electric (GE) detailed in last month's TMTA Talk, some 40 TMTA member companies have been selected by GE to participate in a Parts Fair being held in Vistcon Village, Van Buren Township, Michigan. I am told that GE contacted a number of other TMTA member

tool shops as well and that GE will be following up with those too. Hopefully this is the beginning of something of a trend in sourcing parts domestically to the great benefit of American manufacturing.

You can be assured that TMTA stands ready to assist in additional efforts of this type going forward and that we will continue to promote what GE has entitled "AMERICAN RENEWAL".

My recent trip to Washington as part of a Fly In organized by the Coalition for a Prosperous America saw me visit the offices of 13 members of the House of Representatives and of 3 Senators. House members visited were from 5 states while Senate visits, not surprisingly were from 3 states.



The main focus of the meetings was to emphasize the need for a National Trade Strategy. Believe it or not, the U.S. actually does not have such a strategy and the overwhelming Trade Deficit is harsh evidence of the need to get one. Currency misalignment was discussed as well.

In terms of promoting legislation I argued in favor of support for the Trade Act (H.R. 3012/S. 2821) now introduced in both the House and Senate. The Act is a comprehensive redesign of the process, goals and objectives for the U.S. trade policy in light of clear past failures. It addresses the review of existing trade agreements; it requires that future trade agreements include favorable provisions on labor, currency, border adjustable taxes, and human rights among additional items.

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tmta Calendar of Events

March/April 2010

4/15	Federal & State Income Taxes are Due
4/21	TMTA Board of Directors Annual Meeting/Open House at TMTA Offices

Visit www.thetmta.com for detailed, up-to-date information on all events.



National Start Walking Day

National Start Walking Day is held on the first Wednesday in April—this year: April 7, 2010. This annual event celebrates physical activity by encouraging all Americans to wear their sneakers to work and take a 30-minute walk. The goal is to develop regular walking habits.



COBRA Subsidy Extension

President Obama recently signed a law which includes a one-month extension of eligibility for the COBRA subsidy enacted last year. The subsidy originally applied to involuntary terminations through December 31, 2009 and was payable for a period of up to nine months. Late last year, the subsidy eligibility period was extended through February 28, 2010 and the maximum period payable was increased to fifteen months. The Temporary Extension Act of 2010 now extends the period during which individuals may become eligible for the COBRA subsidy through March 31, 2010 (the fifteen month maximum period remains the same).

The law also expands eligibility to individuals who have a reduction in hours qualifying event (which is not eligible for the subsidy), and then have an involuntary termination of employment after the law's enactment, i.e., March 2, 2010. If, after the reduction in hours, the individual either did not make a COBRA election or made an election and subsequently discontinued coverage, the involuntary termination must be treated as a qualifying event and the individual will have a new COBRA election period. However, the COBRA period is counted from the date of the reduction of hours. The new law also includes notice requirements relative to this expansion. This means employees who lost coverage due to a reduction in hours prior to March 2 may be eligible for the subsidy if they terminate on or after March 2.

The new law includes a provision that sanctions an employer's determination of involuntary termination based on a 'reasonable interpretation' of the relevant statutory provisions, as long as supporting documentation is maintained.

The new rules also include a new \$110 per day penalty for any plan sponsor who fails to comply with a determination that an employee was eligible within 10 days of receiving it.

Congress is currently considering additional legislation that would extend eligibility for the COBRA subsidy for terminations of employment through the end of 2010. We will let you know!

According to the American Heart Association, Americans are working 164 more hours per year than 20 years ago and more of the nation's workforce is in sedentary occupations. This leads to physical inactivity and greater risk for heart disease and stroke. Cardiovascular disease and stroke continue to be the nation's No. 1 and No. 3 killers. This is the day that employers can encourage adults nationwide to make the pledge to start walking and to become active and heart healthy.

Take just 10 minutes 3 times a day to walk and it will help you live longer. Just one hour of vigorous exercise will increase your life expectancy by 2 hours. This April 7th, wear comfortable shoes and loose fitting, comfortable clothing to work. Then take a 30-minute walk on your lunch break. It makes sense to walk more and eat better to live longer!

11 Important Reasons to Visit Your Dentist

There are many diseases that your dentist may spot the early symptoms of while you are in the chair—long before you notice any other symptoms.

Here is a list of 11 diseases that may be spotted during a routine dental exam as compiled by the American Dental Association:

1. Oral Cancer. Typically this shows up as a white or red spot on the gums or anywhere in the mouth. It can be a tiny growth or sore that just doesn't go away.
2. Heart Disease. Inflamed gums, cavities and missing teeth are clues to heart ailments. Sometimes it's linked to an infection around the third molar or related to root remnants of decayed teeth.

3. Type II Diabetes. Bad or fruity breath, bleeding gums, dry mouth and receding gums have all been linked to diabetes. High glucose levels in saliva lead to bacteria that feed on the glucose and release more acids which can wear away at tooth enamel.
4. Kidney Disease. If you have a metallic or otherwise nasty taste in your mouth, that could indicate kidney disease. An ammonia-like oral odor may be present along with the sensation of an enlarged tongue. Since the body cannot absorb calcium properly it leads to bone loss from the jaw and teeth may become loose and painful.
5. Gastro Esophageal Reflux Disease (GERD). GERD is when acid backflows from the stomach into the throat or esophagus. Stomach acid can cause dental erosion of the back teeth and make them sensitive.
6. Osteoporosis. If your jaw doesn't look as dense as it should, this could be a first indication of osteoporosis (bone loss). Rapidly progressing gum disease or tooth loss are symptoms too.
7. Leukemia. Swollen or enlarged gums, bleeding gums, bad breath and impacted teeth are all symptoms of this cancer of the blood cells.
8. Stress. Symptoms include a sore or stiff neck, aching jaw or teeth and headaches. Sometimes poorly aligned bites or missing teeth can be a problem as can nightly tooth grinding and clenching.
9. Sleep Apnea. You may actually stop breathing for a few moments and wake gasping for air. A long soft palate or excessive soft tissue in the back of your throat can contribute to the disorder.
10. Bulimia. An eating disorder characterized by binge eating followed by purging. Repeated exposure to acid from your stomach can eat away at your tooth enamel. There may also be soft palate tissue damage, parotid gland swelling and dry mouth.
11. Stroke. Recent studies have shown the ability of dentists to detect the presence of calcified plaque that can build up in the carotid artery while viewing full jaw x-rays. Plaque buildup leads to blood clots that lead to decreased blood flow to the brain and possible stroke.



Job-Hazard Analysis

*by: Harleysville Insurance
 and the Ralph C. Wilson Agency*

Summary

A Job Hazard Analysis (JHA) is a self-inspection procedure used mainly to identify job-related hazards arising from planning oversights or conditions that develop after the original installation and set-up due to changes in equipment, processes, work procedures, or personnel. It is one of the more effective and attractive self-inspection tools management can use in its efforts to control accidental loss. The concept is basic and flexible enough to be used to review both existing jobs and those still under design. In addition to enhancing safety at relatively low cost, effective analysis often result in more efficient production. This data sheet is by no means exhaustive on the subject. It covers several fundamental approaches and techniques that can be used by most organizations.

Purpose

Finding an unsuspected hazard after an accident is not a challenge. The "trick" is to find and control hazards before a loss occurs. A job hazard analysis (JHA) is a tool to help management accomplish that. JHA is a systematic or step-by-step review of jobs. Its goal is to identify unexpected hazards that may have been overlooked in the planning/design phase, or which have slipped-in as a result of subsequent modifications in work procedures, processes, site layout, equipment and tools, raw materials, as well as any intermediate and final products. These interim changes can increase the job hazard exposure in unexpected ways. When hazards are identified, the JHA shifts gears to developing recommendations for effective controls that can be implemented before the hazard can become an accident.

The JHA process focuses on:

- Physical hazards. Slips, falls, burns, struck by, sprains, strains, and/or cuts associated with a job.
- Hazardous materials and/or energies. Short and long-term exposures to harmful environments, toxic substances (chemicals), and/or hazardous energies (electricity, heat, radiation, and noise).
- Ergonomic risk factors. Hazardous motions, awkward postures, highly repetitive or forceful actions or tasks, focused impacts, and vibration.

- Work rules or procedures. Can include management failures to develop or enforce good rules, procedures that are unnecessary, outdated, or incorrect; employee “shortcuts”, habits and personal preferences that have altered the way the work is done; and practices passed on from other workers’ “traditions” that could lead to injury or property damage.
- Special aptitudes, knowledge, skills, and/or physical requirements that are required by the people selected for a particular job. Understanding these job needs insures that the right people with the correct knowledge and skill set are selected for the job. Inspectors might also be asked to determine, when special requirements exist and if a preferable option might be to redesign the job so that a broader spectrum of the worker population can handle it without danger of harm.
- Special tools or equipment. Determining whether better tools or controls are needed and are available. This includes tools which may not have existed when the job was designed.
- Job training. JHAs can highlight weaknesses in the training associated with a job. Feedback can improve the training by insuring that workers not only receive the knowledge and skills necessary to perform their jobs safely and efficiently, but that the training will be delivered at the right time, by the right people, to the people needing it, and in the most effective manner.

Approach

The first step is to decide on the approach (or approaches) that will be used to analyze a job. There are three basic choices. Each has its merit, and there are no rules against using more than one approach.

These include analysis by:

- Individual job. This is the most common approach. Each job is analyzed independently. When jobs are complex, the JHA breaks them down into a series of simpler tasks. Each task or step is then analyzed for hazards.
 - Example: Changing a car tire
 - Step #1—safely pull the car off the road;
 - Step #2—get out of the car;
 - Step #3—remove the tire & jack from the trunk;
 - Step #4—position the jack, etc.
- Tool, machine, or piece of equipment. This is the simplest approach. It applies to operations where specific kinds of tools, machines, or equipment are used by large numbers of employees, such as drill presses, computer workstations, or chainsaws.

Instead of evaluating every machine, a sampling can be selected.

- Job classification. This approach applies when the same type of work activity is performed in different areas, i.e., painters, electricians, general maintenance and housekeeping personnel. While tools and methods remain comparatively constant, the type and degree of hazard can vary from job to job and site to site.

Where to Begin

To obtain the greatest benefit in the shortest time, priorities are necessary. The following guidelines can be used to help determine the order in which jobs can and/or should be analyzed. Begin with jobs that have or produce:

1. The highest number of losses. Consider both injuries and property losses.
2. Serious or disabling injuries and/or severe damage.
3. The potential for serious or catastrophic loss.
4. New jobs and/or jobs where there have been significant changes to the equipment, process controls, and/or work methods.
5. Jobs with high-turnover.
6. Jobs involving solitary work: tasks performed by workers who supervise themselves without direct or close supervision. Example: maintenance, mobile workers (skilled trades and service personnel), health care workers, odd shifts (convenience and gasoline stores), laboratory staff, etc.
7. Incidental or non-routine jobs should also receive special attention. These jobs should be carefully analyzed both before they start and during the work. They should be planned with foresight and the realization of the hazards that will, or might reasonably be encountered. Methods or procedures to eliminate or control those hazards should be developed before the work begins.

The Program

Like any other program, JHA must be “sold” to top management first. Once there is management commitment and an individual is designated to be responsible for the program, there must be agreement on the following:

1. Approaches that will be used.
2. How and by whom analysis will be done.
3. Training that will be necessary.
4. Report forms and format to be used including the final report format.
5. Report distribution and how the records will be kept.

The Analysis

- **Step #1** Define the job. This is an “executive summary” type of description. It should only include enough detail to properly identify the job and differentiate it from other jobs.
- **Step #2** Break the job into a sequence of manageable steps or tasks. In each step briefly describe what is being done. At this stage, the “how” something is done is not as important as the “what” is being done. In writing these descriptions, emphasize the verbs and identify what the action is applied to.

Example: “Lifting the tire from the trunk”, “raising the car”, “typing data on a keyboard”, etc.

Tip: When analyzing an existing job, enlist the help of an experienced worker. He or she can model the process and verify your assessment of the steps involved.

- **Step #3** Compare the observed process with the job description and applicable work procedures, and note any discrepancies or deviations. Differences or irregularities could be potential hazards and a cause of accidental loss.
- **Step #4** Identify hazards, both actual and potential. Hazards are the events, occurrences, circumstances, and/or situations that could produce injury and/or damage. At this point, the “how” something is done becomes very important. Personnel conducting the analyses should be prepared to study each job and its component steps, and consider all possibilities of injury and damage. Can the employee be struck by a moving object or strike against a fixed object; get caught in moving equipment; slip or fall; strain or overexert; become exposed to harmful substances, biohazards, or energies such as noise, electricity, heat, cold, or radiation; awkward and harmful postures; repetitive activity, lifting, twisting, etc.? Are flammable or explosive materials involved? Are high pressure systems involved? Are controls logically arranged? Are safeguards adequate?
- **Step #5** Prioritize the risks and develop appropriate controls. After documenting the possible sources of loss, the final step involves assessing the exposure and developing options to control the exposures.

These could include:

1. Finding new ways to do the job: better, safer, and more effective work procedures.
2. Better management or administrative controls: design, purchasing, job descriptions and physical; and knowledge and skill requirements for employee selection.
3. Changing the physical conditions that create the hazard(s): lighting, ventilation, machine and

energy guarding, and noise abatement.

4. Improving the worksite, equipment, and processes: substituting less hazardous materials, ergonomically designed tools, improved workstation design, and job aids.
5. Improving the training and training procedures.
6. Providing appropriate personal protective equipment, and the list goes on.

A job hazard analysis is neither overly time-consuming nor complicated. It should be done for every job in an organization. The far-reaching benefits of a thorough JHA program are considerable, especially as a management tool for building a safety culture and as a means to evaluate training. It is a process that is on-going and independent of the frequency of accidents. It is readily adaptable to safety committee activity. When used effectively, JHAs can result in significant increases in safety as well as improved efficiency, productivity, and employee morale. Aside from the time, no major capital investments are required.

For More Information:

If you would like to know more about job hazard analysis, visit J.J. Keller & Associates at www.ijkeller.com or search for safety programs on the OSHA website at www.osha.gov.

TMTA has teamed up with Harleysville Insurance to put together an insurance package exclusively for Association members and their special needs. For more information on insurance and programs, contact TMTA's endorsed provider of insurance benefits, Ralph C. Wilson Agency at 248-355-1414 (or toll free at 1-800-638-1174) and ask for Jay Poplawski.

TMTA Member Services Directory Info Due

Member Services Directory (MSD) sheets were mailed out to all member companies last month. Please make sure to complete and fax the form back to TMTA at 248-488-0500 as soon as possible so you are included in the next edition of the TMTA MSD.

The TMTA MSD is a great way to publicize the services, processes and capabilities of your company. MSDs are distributed at no charge to TMTA members and outside companies that have a need to purchase special tooling, metalworking and technology services. We send out over 1,000 MSDs each year.

If you are not a member but are a buyer of tooling, manufacturing or technology services and you would like to receive a free copy of the Directory, contact Ron at 248-488-0300, ext. 1306 or e-mail to ron@thetmta.com.

Encompass Energy Group Addresses TMTA Members

by: *Shel Rader, Encompass Energy Group*

Thank you for the opportunity to introduce Encompass Energy Group.

This country faces a serious situation regarding electrical energy availability, sustainability, and affordability. Encompass Energy Group represents an electrical energy conservation system by way of a nationwide licensing agreement with Energy Automation Systems Incorporated (EASI). Founded in 1978, EASI has overseen thousands of successful installations through a worldwide network of Authorized Affiliates such as Encompass Energy Group.

Encompass Energy Group is dedicated to reducing electrical usage in commercial facilities. Encompass Energy Group is an Energy Star partner and a General Services Administration (GSA) approved vendor. We design and install custom energy conservation systems proven to reduce electrical energy consumption, improve power quality, and increase electrical system capacity. Our clients typically see savings from 10%-25% off their electric bills. Guaranteed savings are quantified and backed in writing with an insurance policy from Lloyds of London. In addition we deliver considerable reduction in greenhouse gas emissions and carbon footprints, providing measurable and verifiable environmental benefits.

My partner, Rick Wald, and I are available for your questions; please do not hesitate to call.

You can reach Shel Rader at 248-515-3217 or e-mail to srader@EncompassEnergyGroup.com. Reach Rick Wald at 248-755-6523 or e-mail to rwald@EncompassEnergyGroup.com.

TMTA 2010 Hourly & Salary Wage Survey

The TMTA 2010 Annual Hourly Wage Survey and the 2010 Annual Salary Wage Survey are included with this month's edition of TMTA Talk. Your company's completed data must be returned to TMTA no later than Friday, April 30, 2010.

Remember, as always, only those member companies who participate in the surveys will be entitled to receive the respective survey results.

Please take the time to fill out these important surveys. TMTA has sought to maintain records on wages information since its beginnings. The information we maintain is only as useful as the data we receive from you.

Reminder: TMTA Has a New Mailing Address

TMTA remains at the same physical location, but our P.O. Box (mailing address) has changed. Phone and fax numbers remain the same (P: 248-488-0300/F: 248-488-0500).

Our new mailing address is:

TMTA
P.O. Box 2204
Farmington Hills, MI 48333-2204

INFLATION TALK

CPI-W Urban Wage Earners and Clerical Workers

Month	82-84	1967	57-59
Jan 2010	212.568	633.176	736.38*
Dec 2009	211.703	630.600	733.38*
Nov	212.003	631.491	734.42*
Oct	211.549	630.140	732.85*
Sept	211.322	629.462	732.06*
Aug	211.156	628.970	731.49*
July	210.526	627.093	729.30*
June	210.972	628.422	730.85*

CPI-U All Urban Consumers

Month	82-84	1967	57-59
Jan 2010	216.687	649.098	754.89*
Dec 2009	215.949	646.887	752.32*
Nov	216.330	648.028	753.65*
Oct	216.177	647.570	753.11*
Sept	215.969	646.948	752.39*
Aug	215.834	646.544	751.92*
July	215.351	645.096	750.24*
June	215.693	646.121	751.43*

Note: January 2010 CPI-W represents a 3.3% increase from one year ago; CPI-U a 2.6% increase.

* Base Year 1957-59 is no longer released. BLS has issued the following conversion factors from the 82-84 year:

CPI-W — .2886674 CPI-U — .2870447

(Rob's Roost continued from Page 1)

There is also the Reciprocal Market Access Act of 2009 (H.R. 3786/S. 1766) recently introduced and requiring that trade negotiators secure meaningful foreign market access for U.S. producers in future trade agreements. In short it addresses the practice in some Asian countries whereby if you want to sell a product in that country you have to produce it there. No such requirement applies in the U.S.

During my visits with members of the House I provided them with a draft copy of a joint letter authored by Reps. Michael H. Michaud (D. ME) and Tim Ryan (D. OH) and addressed to Secretary of the Treasury Geithner and Secretary of Commerce Locke expressing concern with Currency Misalignment and urging several steps that should be taken. Fly In participants worked quite hard at gaining additional Congressional signatories and when the letter went out it had some 130 members of the House who had signed on.

With this edition you will be getting your ballot for the election of TMTA Directors. This year we have to elect 4 and have only 4 candidates. Certainly the Nominating Committee worked quite hard and diligently to get potential directors to agree to run. Regrettably our calls for volunteers went largely unanswered.

Directors take office at the April Board meeting immediately before the Annual Membership Meeting. The Membership Meeting will again be held here at the TMTA headquarters, will begin at noon and be followed by a light luncheon. The date of the meeting is Wednesday April 21st, 2010 so mark your calendar and plan to attend. Do let us know if and how many are coming so we can plan lunch accordingly. E-mail your intention to attend to ron@thetmta.com or fax it to us at 248-488-0500.



We would like to take this opportunity to welcome the following new member to the Tooling, Manufacturing & Technologies Association:

- ❖ **Hudson Tool Design** located in Erie, MI; they are specialists in tool and die design.

TMTA ENDORSED SERVICE PROVIDERS

Blue Cross Blue Shield/BCN

(Health insurance program)

TMTA contacts:

Dennis Campbell 248-488-0300

Elaine Burger-Laskosky 248-488-0300 ext. 1309

Encompass Energy Group

(Energy conservation program)

Provider contact:

Shel Rader 248-515-3217

Freedom One Financial Group

(401(k) Retirement program)

Provider contact:

Lesley Goodwin 248-620-8100

GlobalTranz — CarrierRate.com

(Freight discount program)

Provider contact:

Chad Hill 866-275-1407 ext. 130

John M. Packer & Associates

(Unemployment cost control program)

Provider contact:

Nathan Wiest 800-482-2971

Ralph C. Wilson Agency, Inc.

(Insurance management)

Provider contact:

Robert Farris 248-355-1414 ext. 109

Reliance Standard/Ameritas

(Life/Dental insurance programs)

TMTA contacts:

Dennis Campbell 248-488-0300

Stella Krupansky 248-488-0300 ext. 1310

Schena Roofing & Sheet Metal Co., Inc.

(Commercial/industrial roofing contractor)

Provider contact:

586-949-4777

TMTA receives a benefit from some of its Endorsed Providers when you, as a member, patronize them. This is one way we are able to maintain the level of dues.

TMTA MEMBERS *IN THE NEWS*

At **J.C. Gibbons Manufacturing Inc.**, a Livonia-based screw machine company, medical work is replacing some of its business. Four years ago, the firm's book of business was 75 percent automotive and 25 percent non-automotive, said Vice President Jeff Gibbons. Now the company is 50-50 with gross revenues between \$2 million and \$3 million.

While the company isn't hiring, it's not losing a lot of employees either. Mr. Gibbons says diversification is helping the company fill the void from the drop in the automotive industry.

Michigan Manufacturing Technology Center (MMTC) provides resources and training for companies seeking to diversify their business. Dan Luria, vice president for research for MMTC, says medical manufacturing is about as close as one can come to a recession-proof manufacturing sector. While overall manufacturing has dropped from 17 million jobs to 11 million jobs between 1996 and 2009, the medical manufacturing sector has grown from 301,000 employees to 308,000 nationwide.

While it is difficult to get started as an original equipment manufacturer for medical devices, suppliers are having success getting contracts with the OEMs, especially suppliers familiar with automotive work. According to Mr. Luria, "If you're used to doing tight-tolerance stuff, you have experience in stainless steel or products with plastic and metal in them, you're a good bet."

According to research by Medical Main Street, there are 121 companies in Southeast Michigan focused on medical devices and instrumentation. Medical Main Street is a program of Oakland County that offers new, existing and expanding companies a variety of services to increase their growth and profitability.

The MMTC's Market Diversification program assists companies in aligning core competencies and strengths with new markets and customers, leading to increased sales and sustainable growth. For more information on their programs, visit their website at www.mmtc.org and click on the Market Diversification button.

Our congratulations and best wishes to the above member. Let us know what is happening at your company. We would like to share it with all of our readers.

TMTA 76th Annual Meeting & Open House

The 76th TMTA Annual Meeting & Open House will be held on Wednesday, April 21, 2010, at the Association's offices in Farmington Hills.

The Annual Meeting will begin at 11:45 a.m. and will be followed by a light luncheon. TMTA members will have an opportunity to meet the TMTA Board of Directors, ask questions and provide input to the Association.

The event is free and open to all members of the Tooling, Manufacturing & Technologies Association. A map and reservation form for the event can be found on our website at www.thetmta.com or contact Ron at 248-488-0300, ext. 1306.

We look forward to seeing you here!

For more information about the TMTA, our advocacy, events and benefits, visit us at www.thetmta.com

tmta talk

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Deadline for submission of news, articles, letters, cartoons and Marketplace items is the 15th of each month.
Send/Fax to TMTA, Attention: TMTA Talk Editor.