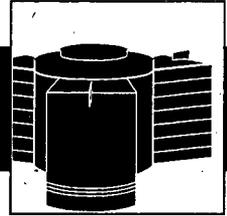


Computing Sciences Handbook



March 1996.

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About This Handbook

This Computing Sciences Handbook is designed to help acquaint you with how the overall Computing Sciences organization operates, and to serve as a resource to the facilities and services available within Computing Sciences and Berkeley Lab.

Whether you are a student, temporary guest of the Laboratory, or a new employee, we hope it will address "all you need to know" to become familiar with your new workplace.

Contents

I. Getting Started **5**

This section offers information about what persons new to the Computing Sciences organization and the Lab would need to know during their initial weeks of work—for example, how to arrange for telephone and computer installations, where to park, or how to obtain an e-mail address.

II. General Information **11**

This section offers general information about the origin and founding of Computing Sciences.

III. Facilities and Services **13**

The section describes facilities and services at Berkeley Lab available to employees.

IV. Index **35**

This section contains an alphabetical listing of topics included in this document.

Getting Started

- Cafeteria/Food Machines
- Computer/Network Access/Usage
- E-mail
- Meeting Maker
- Office Supplies
- Parking
- Restaurants
- Shuttle Bus Service (Berkeley Lab)
- Telephone Installation

Cafeteria/Food Machines

Onsite meals are available from the Berkeley Lab Cafeteria, located in Bldg. 54.

The cafeteria is open for breakfast (6:30 a.m. to 11:00 a.m.) and lunch (11:30 a.m. to 1:30 p.m.). Both cold and hot meals are available—these can be eaten on the premises or taken back to your office. Weekly menus are listed in the Berkeley Lab *Currents* newsletter, on the Calendar page under “Dining Center.” The cafeteria’s downstairs dining room can be reserved for groups or special occasions.

The cafeteria will also deliver meals for conferences and meetings at the Lab. Call x5357 for assistance.

Food Machines

Food machines, with a selection of breakfast, lunch, and snack items, are located behind Bldg. 50C and on the first floor of Bldg. 2.

Computer/Network Access/Usage

If your computer isn’t yet attached to LBLnet—Berkeley Lab’s local area network for distributed printing, e-mail, file sharing, and Internet, BARRnet, and ESnet access—you’ll want to request an LBLnet connection. The cost of an initial hook-up is generally about \$400.00; continued network service is free of charge.

To request LBLnet service, call: x4559; x7300.

LBLnet is also accessible from remote locations (see Facilities: “Telecommuting”).

E-mail

Addresses

E-mail addresses for Berkeley Lab employees are listed in all X.500 and maX.500 directories, and the Berkeley Lab *Telephone Directory*. For directory information on the World Wide Web (WWW), access:

<http://www-cnr.lbl.gov/directory-services.html>

Applications

Berkeley Lab supports a number of e-mail applications, including: cc:Mail, Eudora, Techmail, and Unix.

Copies of e-mail applications for the Macintosh are available from the Workstation Group:

[Chooser/Appleshare/Berkeley Lab Servers/WKSG Server/Public Access/Communications](#)

Change of E-mail Listing

To change your e-mail listing on the WWW, access:

<http://www-cnr/ics/changelist.html>

A hard copy of this form is available on the last page of the Berkeley Lab *Telephone Directory*.

E-mail Support

E-mail is supported by :

William D. Jaquith Computing Services 50F-128 x4388

Group Mailers

To create an e-mail group mailer, send the group mail address you wish to create, along with the e-mail addresses it should include, to: William_Jaquith@lbl.gov.

Meeting Maker

Meeting Maker is Berkeley Lab's application for scheduling meetings. To have the Meeting Maker System Administrator add you to the program, contact:

Mark Rosenberg 50F-127 x6708

Macintosh users can obtain a copy of the application from:

*Chooser/Appleshare/LBL Servers/WKSG Server/Public
Access/Meeting Maker*

Office Supplies

You may select office supplies from the stock currently available or order them from the administrative assistant in your department.

Department	Contact	Location	Phone
Computing Services/TEID	Administrator	50F-146	x5872
CSRD	Minerva Edoria	50B-3238F	x7088
ICSD Division Office	Ewa Elkins	50B-2232	x7477
ISS	Dot Akins	938B-289E	x5587
ITG	Gizella Kapus	50B-2270	x4849
Networking & Telephone	Lynda Winslow	50B-3238	x5934

Office supplies are available in the following areas:

50B-2228
50F Cabinet

Parking

Parking permits are issued to all employees, allowing them access to Berkeley Lab during nonbusiness hours and permission to park onsite. Parking permits can be obtained from the Badge/Permit Office in Bldg. 65 (x4551). (Replacements for lost parking permits cost \$100.)

Parking near the 50 Building Complex is available at the following sites:

General Parking

Blackberry Canyon (stairs across from Bldg. 50; drive through access, turn left at Bldg. 55)

Blue Triangle Parking

Building 50E and 50F garages and exterior lots
Building 50 entrance lots
Building 70 lot

Guest Parking

Access to entrance gates and reserved parking for guests can be requested from:

gate_passes@lbl.gov x6155; x4551

reserved_spaces@macmail5.lbl.gov x6197

(Five (5) is the maximum number of spaces one can reserve for visitors on a particular day.)

Restaurants

The Art and Lucille Poskanzer guide to *Restaurants in the Berkeley Area* is available on the WWW, access:

<http://www-rnc.lbl.gov/Restaurants/Restaurants.html>

Shuttle Bus Service

Shuttle bus service is available:

- From Rockridge BART station to Berkeley Lab
- From downtown Berkeley (and the Berkeley BART station) to Berkeley Lab
- From Hearst Mining Circle (on the UC Campus) to Berkeley Lab
- Around the Berkeley Labsite
- Upon request (for group transport)

Schedules and maps for Berkeley Lab Shuttles can be found on pp. 209–212 in the Berkeley Lab *Telephone Directory*. To request shuttle service, call: x4165.

Telephone Installation

To arrange for a telephone installation, contact:

Cheryl Taubenfeld Networking & Telephone Dept. 50B-2258B x7895

(On average, an installation for one phone costs about \$100; group installations are less expensive.)

General Information

- Information and Computing Sciences Division (ICSD)
- National Energy Research Scientific Computing (NERSC) Division
- Center for Computational Sciences and Engineering (CCSE)
- Mathematics
- Networking and Telecommunications (NTD)

Information and Computing Sciences Division (ICSD)

Computer Science Research (CSR)

CSR has ongoing research programs in biostatistics; epidemiological data; high-performance data acquisition and distribution systems; imaging; prototype development for multimedia distributed applications using heterogeneous platforms; and scientific data management (including data management support for the Human Genome project).

Information Systems and Services (ISS)

Information Systems and Services (ISS) provides application development and operational support for all administrative computing functions of the Laboratory.

Technical and Electronic Information Department (TEID)

The Technical and Electronic Information Department (TEID) provides technical publishing support services to Berkeley Lab, specifically: archiving and record keeping; word processing, composition, and typesetting; copying and printing (in-house and through GPO suppliers); photography (digital and chemical), audio visual, and video; report and publication coordination; technical writing and editing; and illustration and graphic design.

Information Systems Projects (ISP). The Information Systems Projects (ISP) group provides technical expertise for databases and other information services projects.

The Berkeley Lab Library. The Library operates a main branch on the fourth floor of Bldg. 50, and two subsidiary branches, one in Donner Laboratory (on the UC Berkeley campus) and the other in Bldg. 66. The Library provides book and journal

acquisition services to the Divisions, interlibrary loan services, literature searches, and other reference services.

National Energy Research Scientific Computing (NERSC) Division

NERSC is the principal supplier of production high-performance computing and networking services to the nationwide energy research community.

The NERSC Division incorporates the High Performance Computing Access Center, integrating the Massively Parallel Applications Group and Distributed Architectures. The NERSC Division also includes Berkeley Lab Computing Services' efforts in central computing and distributed workstation support.

Center for Computational Sciences and Engineering (CCSE)

The Center for Computational Sciences and Engineering conducts interdisciplinary research in the computational science aimed at developing methods and techniques to enable the effective application of innovative high-performance computing architectures to very large ("Grand Challenge") problems in the physical sciences.

Mathematics

The Mathematics department focuses on the mathematical and computational methods needed to address the key problems in Energy Research.

Networking and Telecommunications Department (NTD)

Energy Sciences Network (ESnet)

ESnet operates the wide-area Energy Sciences network. ESnet is a major national and international data communications network funded by Energy Research to meet the needs of researchers.

Networking and Telephones

The Networking and Telephone Department operates the Berkeley Lab local area network (LBLnet) and Berkeley Lab telephone services. NTD also provides studio-level videoconferencing services to the Laboratory.

Facilities & Services

- Administrative Services
- Banking — ATM/Credit Unions
- Benefits
- Building Management
- Calendars — ICSD/Berkeley Lab Events
- Computer Installation
- Computer Security
- Computer Software
- Conference Rooms
- Conferences and Seminars
- Copiers — ICSD
- Copy Centers
- Current Job Postings
- *Currents*
- Distributed Printing
- Employee Buying Services
- Facilities
- Fax Numbers — ICSD
- Forms
- Gate Access (for Visitors)
- ICSD Online Information
- Information — Berkeley Lab Sources
- IP Address Request Form
- Key Policy
- LBLnet Service at Berkeley Lab (Ethernet, FDDI, ATM, LocalTalk)
- Legal Assistance — Laboratory Counsel, Legal Assistance Program, Notaries
- Library — Berkeley Lab
- Listings in Berkeley Lab Directories
- Locked Out
- Mail — Surface
- Maps — Berkeley Lab Site, Building Floor Plans, Directions to Berkeley Lab
- Pagers
- Performance Review (P²R)

Computing Sciences Handbook

- Personnel
- Policies
- Property
- Restrooms (in the 50 Complex)
- Safety Training
- Scientific Proposals — Paperwork
- Security
- Space Administration
- Telecommuting
- *Telephone Directory*
- Time Reporting
- Transportation to Berkeley Lab/Commuting
- Travel Arrangements and Coordination
- Videoconferencing
- World Wide Web (WWW) — Berkeley Lab
- World Wide Web — Support and Tools

Administrative Services

There are a number of specialists within ICSD who can assist you with administrative matters.

Administrative Assistance

Area	Contact	Location	Phone
Computing Services/ TEID	Administrator	50F-146	x5872
CSRD	Minerva Edoria	50B-3238F	x7088
ICSD Division Office	Ewa Elkins	50B-2232	x7477
ISS	Dot Akins	938B-289E	x5587
ITG	Gizella Kapus	50B-2270	x4849
Networking & Telephone	Lynda Winslow	50B-3238	x5934

Facilities and Services

Budget

Area	Contact	Location	Phone
Computing Services	Cindy Rogers	50F-119	x5534
ICSD — General	Ev Magnuson	90-1123	x6396
ISS — Overhead	Lissa Prince	938-289C	x5734
TEID - FTPAs — WFOs	Nora Ostrofe	50F-125	x7776

Personnel

Area	Contact	Location	Phone
Computing Sciences	Cynthia Coolahan	50B-2232C	x7447
	Roxanne Clark	50A-5104C	x6118

Purchasing

Area	Contact	Location	Phone
Computing Services	Cindy Rogers	50F-119	x5534
Computing Services/ TEID	Administrator	50F-146	x5872
CSRD	Minerva Edoria	50B-3238F	x7088
ITG	Gizella Kapus	50B-2270	x4849
Networking & Telephone	Lynda Winslow	50B-3238	x5934

Banking — ATM/Credit Unions

ATM

Wells Fargo ATM services are available from the onsite automatic teller machine located at the rear of Bldg. 70 (at the western corner of the parking lot before Bldg. 54/Cafeteria).

Credit Unions

Two credit unions are available to Berkeley Lab Employees:

California State Employees Credit Union (CSECU No. 9)
2033 Shattuck Avenue
(510) 849-2270

University and State Employees Credit Union (USECU)
1995 University Avenue, Suite 120
(510) 841-6002

Benefits

Berkeley Lab employees are entitled to a variety of benefit programs, including: Dental Care, Health Care, Legal Assistance, Life Insurance, and Retirement Plans.

To find out more, contact:

Berkeley Lab Benefits Information Building 65 x6404

– or –

see pp. 15–22 of the Berkeley Lab *Employee Handbook* (PUB-80).

Building Management

Berkeley Lab Building Managers are authorized by the Division Director to ensure that the required building management functions are staffed properly by one or more qualified individuals, and that the building duties are carried out effectively. The building management functions include but are not limited to: (1) emergency preparedness, (2) coordination of construction and maintenance activities, (3) space inventory, and (4) liaison with visitors and regulatory agencies.

The Building Manager for the ICSD 50-Complex is a “virtual building manager”—available at x7722 or via e-mail at “50-Complex@lbl.gov”—and is comprised of the following team:

R_Gregory@lbl.gov (Richard Gregory)

ERRitenour@lbl.gov (Ed Ritenour)

SGRogers@lbl.gov (Sig Rogers)

LKSmith@lbl.gov (Linda Smith)

TGSopher@lbl.gov (Ted Sopher)

CATaubenfeld@lbl.gov (Cheryl Taubenfeld)

CLWood@lbl.gov (Cindy Wood)

The names and extensions of the Building Managers for other Berkeley Lab buildings can be found on pp. 256–258 of the Berkeley Lab *Telephone Directory*.

Calendars — ICSD/Berkeley Lab Events

ICSD

ICSD Division events are noted in *ICSDNotes*, or advertised on Division-wide e-mail.

Berkeley Lab

A biweekly calendar of Berkeley Lab Events is available on the second-to-last page of Berkeley Lab's newspaper, *Currents*, distributed every Friday afternoon. To view issues of *Currents* on the WWW, go to:

<http://www.lbl.gov/Workplace/calendar-of-events.html>

Regular

Berkeley Lab "3-month-at-a-glance" wall calendars are available from the ICSD Division Office.

Computer Installation

Assistance with computer hardware setup and software configuration can be obtained from:

Computing Systems Maintenance 46A-1123 x6858

Computer Security

Berkeley Lab computer security information (addressing Lab Policy, security guidelines, and virus information) can be found on the WWW at:

<http://www.lbl.gov/ICSD/Security/>

The Laboratory's Computer Protection Program Manager (CPPM) is:

Mark Rosenberg 50F-127 x6708

Computer Software

Software Purchase

Software can be purchased from:

Computing Systems Maintenance
Computer (Mac/PC) Software Store
Location: 46A-1123
Phone: x6858

– or –

directly from the vendor (see Administrative Services: Purchase Orders).

Shareware

Shareware can be copied from:

*Chooser/Appleshare/LBL Servers/WKSG Server/Public
Access*

Shareware offerings include: Anti-virus, Backup Utilities, Communications [E-Mail, FTP, Remote Access, Telnet], E-mail converters, Hypercard, Meeting Maker, Mosaic-WWW Tools, Newton Software, System Enhancements, Updates, Utilities.

Conference Rooms

The Conference Rooms most accessible to ICSD are the following:

Room/ Videoconference Room*	Contact	Extension	Available on Meeting Maker?**
50A-5109	Ops Admin. Office	x4200	Yes
50A-5132	Director's Office	x5231	Yes
50B-2222	ICSD	x7477	Yes
50B-4205*	V/C Coord.	x5806	Yes
50B-6208*	Physics Division	x6304	Yes
50F-147*	V/C Coord.	x5806	Yes

* Reservations for non-videoconference meetings in videoconference rooms will be moved if a scheduling conflict with a videoconference occurs.

**You can reserve a room through the Meeting Maker application by conducting a search for the room number (e.g., 50A-5109) and adding it as a "required guest."

A listing of all conference rooms available at the Laboratory can be found on p. 198 of the Berkeley Lab *Telephone Directory*.

Conferences and Seminars

Berkeley Lab Conference Services can arrange conferences and seminars for you. Contact:

Mollie Field 65A-108 x6386

Copiers — ICSD

Copy machines most accessible to ICSD are:

Copier	Location
Copy Center — Building 50	50-214
ICSD Division Office	50B-2239
TEID/Computing Services	50F-Kitchenette

Copy Centers

Copy machines for general use are available at the following locations:

Self-service Copy Machines

Building 6	User Services Area (near Bay 10)
Building 7	Second Floor
Building 10	Ground Floor

Large Copying Jobs

Building 50	Room 214	x6188
Building 90	Room 1060	x6584

Color Copies

Building 50	Room 214	x6188
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Current Job Postings

Current job postings for Berkeley Lab positions are listed in the Current Job Offerings bulletin, which is published every other week and distributed to Division offices.

To review current job postings on the WWW, access:

<http://www.lbl.gov/LBL-Documents/CJOs/>

Currents

Currents, Berkeley Lab's weekly newsletter, reports on Laboratory news and events. Copies for Computing Sciences employees are available every Friday afternoon in the ICSD Division Office. *Currents* is also posted on the WWW:

<http://www.lbl.gov/Publications/Currents/>

Distributed Printing

Color Printers

Color copies of vugraphs and documents can be printed from the following publicly available color Postscript printers:

Name	Type	Location
sd1	Tektronix Phaser IIsd	50B-2265
tp340	Tektronix Phaser 340	50B-2265
Codonics	Codonics: use cpr command	50B-2265
tp1	Tektronix Phaser PX	50B-2265

(An operator is available at x6211.)

Networked Printers

A variety of printers, both public and private, are available over the LBLnet network. For a listing of distributed printers on the WWW, access:

http://www.lbl.gov/ICSD/CS/DP/dp_list.html

Printer Repairs and Installations

To add a printer to the network, or to have one repaired, contact:

Tom Viola Computing Systems Maintenance (CSM) x7554

Employee Buying Service

The stand at the entrance to the Cafeteria/Bldg. 54 (open Monday, Wednesday, and Friday from 11:30 a.m. to 1:30 p.m.) offers the following: film developing, postage stamps, Berkeley Lab postcards and T-shirts, and gift items.

Facilities

The Facilities Department is responsible for most plant management at Berkeley Lab. If you have a Work Request for the Facilities Department (e.g., replace overhead lighting, repair a leak), call: x6274.

Fax Numbers — ICSD

Fax numbers for selected groups at Berkeley Lab are available on pp. 40–44 in the Berkeley Lab *Telephone Directory*. Fax numbers for ICSD are available on p. 42.

Forms

Electronic copies (for the Macintosh) of many forms commonly used at the Lab are available via AppleShare:

*Chooser/Appleshare/LBL Servers/WKSG Server/Public
Access/LBL Forms*

Hard copies of selected forms are available from the ICSD Division Office.

Many forms are also posted on the WWW, and a number of these include electronic routing capabilities. Look up the area/group you're interested in and see if one's been posted.

Gate Access/Parking (for Visitors)

You can inform the Blackberry Canyon Gate of the arrival of a visitor and obtain reserved parking for your guest by sending e-mail to *both*:

Computing Sciences Handbook

reserved_spaces@macmail5.lbl.gov
gate_passes@lbl.gov

or by leaving a voicemail message at: x4551.

Please include the following information in your message:

Name of Guest
Date/Time of Arrival
Destination (Building at Berkeley Lab)
Contact Name and Extension at Berkeley Lab

ICSD Online Information

World Wide Web

WWW sources of ICSD Divisional information can be found by accessing the following URLs:

Networking and
Telephone: <http://www.lbl.gov/ICSD/Computing-CNR.html>
Computing Research: <http://www.lbl.gov/ICSD/CSRD.html>
ICSD Division Information: <http://www.lbl.gov/ICSD/ICSD.html>
ICSD Online Information: <http://www.lbl.gov/ICSD/Online-Information.html>

ICSDNotes:

ICSDNotes is a near-weekly update on ICSD activities. It is distributed Division wide via e-mail.

Information — Berkeley Lab Sources

Focus Online Databases

Information available from Focus databases includes:

Account Master
Effort/Contract Labor
Job Order
Ledger (Detail or General)
People/Personnel/Training

Property Management
Purchase Order
Space
Sponsored Research
Stores
Travel
Warehouse (WASP)

(Focus databases run on Unix servers and are available via Telnet.)

Berkeley Lab Employee Handbook

The *Employee Handbook* is a good general resource for personnel policy, benefits, and EH&S information. To obtain a Handbook, call Human Resources at: x6700.

Berkeley Lab Regulations and Procedures Manual (RPM)

The RPM, reference guide for University and Berkeley Lab policies and regulations, outlines normal Berkeley Lab practices and provides answers to most policy questions at the Laboratory. The RPM can be accessed on the WWW via:

<http://www.lbl.gov/Workplace/RPM/>

Berkeley Lab Telephone Directory

The Berkeley Lab *Telephone Directory* serves as a hard-copy source of Berkeley Lab institutional information, including: Area Codes; DOE, Federal Agency, Laboratory, and University telephone numbers; Electronic Communications; Emergency Information; ICS Voicemail Guide; Berkeley Lab Building Locations; Berkeley Lab Organization Charts; and Berkeley Lab Organizations and Services.

To obtain a Directory, call Telephone Services at: x7997.

WWW at Berkeley Lab

A wide variety of useful information about Berkeley Lab can be found on its WWW pages. The Berkeley Lab Home Page address is:

<http://www.lbl.gov/>

To locate the index page for information that can be found on Berkeley Lab's approximately 40 Web servers, go to:

<http://www.lbl.gov/master-index-LBNL.html>

maX.500

The maX.500 database, which can be copied from the Workstation server, is a world-wide telephone and address directory that also includes contact and personnel information about Berkeley Lab guests and employees.

*Chooser/Appleshare/WKSG/Public Access/Communications/
MaX.500*

IP Address Request Form

E-mail

To obtain an IP address via e-mail, please send the following information to ip-request@lbl.gov:

Requested By (e.g., J_Smith)
Requested hostname (e.g., ux5)
Domain
LBL Subnet (e.g., 131.243.64)
First contact person (e.g., JQPublic)
Second contact person (e.g., J_Doe)
Physical location (e.g., 50B-2258)
Will host be an SMTP mail server? (e.g., Yes/No)
Vendor/Operating System
Comments

WWW

To obtain an IP address via the WWW, access:

<http://www-cnr.lbl.gov/ip-request.html>

Key Policy

To obtain keys to workspaces, contact ICSD Division Administrator Cynthia Coolahan (50B-2232C; x7447) or Ewa Elkins (50B-2232; x7477).

For cardkey access to computer rooms (50B-1215; 50B-2265; 50B-2267), contact the TEID Administrator (50F-146; x5872).

LBLNet Service at Berkeley Lab (Ethernet, FDDI, ATM, LocalTalk)

The LBLnet group provides networking services to the Laboratory. For information about LBLnet services on the WWW, access:

<http://www-lblnet/>

or call: x4559; x7300.

Legal Assistance — Laboratory Counsel, Notaries, Prudential Legal Care Plan

Laboratory Counsel

Glenn Woods, Laboratory Counsel, provides legal advice (concerning contracts, personnel, etc.) to Berkeley Lab.

Glenn R. Woods 50A-6140 x6498

Notaries

A listing of notaries at Berkeley Lab is available on p. 81 of the Berkeley Lab *Telephone Directory*. (Notaries are available by appointment only.)

Prudential Legal Care Plan

Personal legal advice can be obtained through the Prudential Legal Care Plan offered through UC Benefits. For more information, access:

<http://www.ucop.edu:80/bencom/geninfo/genino.html>

or call: (800) 841-0193.

Library — Berkeley Lab

The Berkeley Lab Library, located at 50B-4206, offers a wide variety of information services—including book purchases, journal searches, and online information.

For further information, access:

<http://www.lbl.gov/ICSD/Library/text/home.html>

or call: x5621.

Listings in Berkeley Lab Directories

As a new employee, guest, or visitor, you'll want to ensure that you are listed correctly in all Berkeley Lab directories.

To fill out a WWW Directory Information Update form, go to:

<http://www-cnr/ics/changelist.html>

A hard copy of this form is also available on the last page of the Berkeley Lab *Telephone Directory*.

Locked Out

If you are locked out during business hours, the following employees can let you in: those with a Grand Master key (access to all Berkeley Lab offices) or a Building Master key (access to all offices within a building), or an ICSD Division secretary.

If you are locked out after business hours, the Berkeley Lab Police can provide you with access (they will request that you provide them with an Berkeley Lab employee I.D. and a reason for entering the office). Call: x5472.

Mail (Surface)

Berkeley Lab/UC Berkeley

You can *send* mail to anyone at the Laboratory or on the UC Berkeley campus by dropping a routing envelope into a mail "outbox" addressed to:

Recipient Name
Recipient Mailstop

(Be sure that the recipient's name and address are clearly identified. Do not give a return address—lest the envelope be returned to you.)

Personal Mail

The Berkeley Lab mail system will not forward personal mail to outside addresses. You can post personal mail at the mailbox outside the Wells Fargo automatic teller station near the cafeteria (Bldg. 54). Postage stamps are available at the Employee Buying Service booth within the cafeteria.

Receipt of Mail

You can *receive* surface mail by having the administrative assistant within your group or department create a mailbox for you. Your Berkeley Lab address should consist of:

[Name]
[Berkeley Lab Mailstop]
Ernest Orlando Lawrence Berkeley National Laboratory
One Cyclotron Road
Berkeley, California 94720

Maps — Berkeley Lab Site, Directions to Berkeley Lab, Building Floor Plans

Berkeley Lab Site

A Berkeley Lab Site map is available on page *ii* of the Berkeley Lab *Telephone Directory*.

Directions to Berkeley Lab

Directions to Berkeley Lab are available via the WWW at:

<http://www.lbl.gov/Workplace/Transportation.html>

Building Floor Plans

Building floor plans are contained in the Berkeley Lab Key Plan. The ICSD Division Office has a copy. If you would like to order your own, call the Facilities Planning Group: x6117.

Pagers

For pager requests and repairs, call the Telephone Service Center: x7997.

Performance Review (P²R)

Performance Reviews of all Berkeley Lab employees are conducted annually, usually during the month of July, and provide a basis for evaluating employee performance and determining salary.

Computing Sciences Handbook

ICSD has specialized P²R forms for Division job classifications, available (in Macintosh format) from:

Chooser/LBL Servers (Zone)/WKSG Server/Public Access/LBL Forms/199X P²R Forms/ICSD P²R Forms alias

For more information, contact:

Cynthia Coolahan 50B-2232C x7447

– or –

Roxanne Clark 50A-5104C x6118

Personnel

Information on personnel procedures and policies can be obtained from Computing Services personnel administrators:

Cynthia Coolahan 50B-2232C x7447

– or –

Roxanne Clark 50A-5104C x6118

Policies

Berkeley Lab

Official Berkeley Lab policy—on all matters from “Administration” to “Personnel” to “Public Information”—is contained in the Berkeley Lab Regulations and Procedures Manual (RPM), WWW at:

<http://www.lbl.gov/Workplace/RPM/>

Computing and Networking

Berkeley Lab computing and networking policies can be found in the WWW RPM as well:

http://www.lbl.gov/Workplace/RPM/R9.00_TOC.html

Property

All Berkeley Lab property marked with a DOE number is administered by Berkeley Lab Property Services (Manager: Gavin Robillard).

The Computing Sciences Property Tracking System on the WWW allows users to complete and print the forms necessary to inventory, move, transfer, or salvage DOE-tagged property at Berkeley Lab, and to forward these changes to the Computing Sciences property database for Computing Sciences and Property Management records. Access:

<http://www.lbl.gov/ICSD/>

The Property Administrator for Computing Sciences is:

Nora Ostrofe 50F-125 x7776

Berkeley Lab's property policy can be found in the RPM, WWW access:

<http://www.lbl.gov/Workplace/RPM/R6.02.html>

Restrooms (in the 50 Complex)

Men		Women	
50-113	50A-4122	50-133	50A-5124
50-213	50A-5122	50-233	50A-6124
50-313	50A-6122	50-333	50B-1223
50A-1122	50B-2223	50A-1124	50B-3223
50A-2122	50B-5223	50A-2124	50B-4223
50A-3122	50D-136	50A-3124	50D-126
		50A-4124	

Safety Training

As a new employee or guest at Berkeley Lab, you will be required to enroll in the safety training courses appropriate to your function. This is determined by your Berkeley Lab Training Profile.

Your supervisor, or Cynthia Coolahan or Roxanne Clark, Division Administrators, can tell you which courses you are required to take.

Scientific Proposals — Paperwork

Field Task Proposals (FTPAs), or Field Work Proposals (FWPs), for scientific work performed for *DOE programs*, are requested two fiscal years in advance, at the close of February. (FTPAs for FY98, for example, are submitted in FY96.) The paperwork is done within the Division, the proposal is reviewed by the Division Director, then the Laboratory Director, and finally by program sponsors at DOE.

Work for Others (WFOs) projects, proposals for scientific work to be funded by *non-DOE organizations (e.g., other federal or state agencies, educational institutions, or nonprofit organizations)* can be submitted at any time, but often take a while to be approved by DOE. The paperwork is done within the Division, and coordination with DOE and the sponsoring organization is done by Berkeley Lab's Office of Sponsored Research.

Cooperative Research and Development Agreements (CRADAs) for scientific work performed for *outside, for-profit organizations* can be submitted at any time. The paperwork is done within the Division, and coordination with DOE and the sponsoring organization is done by Berkeley Lab's Technology Transfer Office.

The ICSD Budget Office can assist you with the paperwork, budgets, and administrative procedures for all of the above. Contact:

ICSD – General	Ev Magnuson	90-1123	x6396
TEID – FTPAs – WFOs	Nora Ostrofe	50F-125	x7776

Security

Employees should take reasonable security precautions to ensure the safety of DOE and personal property, both physical and “virtual” (i.e., electronic information).

It is advisable to lock up your office when you leave, obtain a lockdown system for your computer (to prevent theft), and keep valuable items in a locked desk or safe.

If you have been issued a Berkeley Lab credit or calling card, please keep it in a safe place, and immediately report if your card has been lost or stolen.

Physical thefts should be reported immediately to the Sproul Hall Police Desk at UC Berkeley: x5472.

Space Administration

Dick Dicely is the ICSD "space broker," responsible for assigning and releasing space.

Richard Dicely 50-156 x5067

The Berkeley Lab Space Database, on Focus, contains records of charges, dimensions, and occupancy of Berkeley Lab space.

Telecommuting

If your supervisor agrees, you can telecommute to Berkeley Lab via Remote Access Services, and work at home.

Remote Access Services available to Berkeley Lab personnel are: AppleTalk Remote Access, IPX, Remote, ISDN, and SLIP.

For more information regarding telecommuting, access:

<http://www-cnr/ras/>

or, call: x5354. For RPM regulations governing telecommuting, access:

<http://www.lbl.gov/Workplace/RPM/R2.22.html#RTFTOC17>

Telephone Books

The Berkeley Lab *Telephone Directory* is updated and issued annually and contains a variety of useful information, including: Berkeley Lab personnel listings, organizational information, and institutional information; DOE, federal, and educational listings; voicemail instructions; and emergency information.

DOE Telephone Books are available upon request from Telephone Services.

Regional "White Page" and "Yellow Page" directories are available from Telephone Services at a cost of \$3.00 each.

For any of the above, contact Berkeley Lab Telephone Services: x7997.

Time Reporting

Berkeley Lab's LETS online time reporting system allows employees to enter time directly into an Oracle database.

For more information on the LETS system, contact:

Computing Sciences Handbook

General Questions

Berkeley Lab Payroll		x6543
Login/System Questions	ISS	ISSHelp@lbl.gov

Administrative Questions

Ewa Elkins	ICSD Division Office	50B-2232	x7477
Rita McLean	Computing Services/TEID	50F-146	x5872

Transportation to Berkeley Lab/Commuting

For information about commuting to Berkeley Lab in a car or van pool, call: (510) 655-5550.

Travel Arrangements and Coordination

Computing Sciences travel arrangements are made by:

Satellite Travel Coordinators

Cyndi Fike	50-149	x7022
Betty Strausbaugh	50-149	x5073

Berkeley Lab Travel Agency

SATO Travel 1-800-850-5066

You will need to complete a Berkeley Lab Travel Profile, to provide background information for travel service. (Forms are available from travel coordinators or the Computing Sciences Division Office.)

Videoconferencing

Videoconferencing services are provided by the Network and Telephone Services Department. Conventional videoconferencing services are provided in conference rooms 50B-4205, 50F-147, and 50B-6208.

To schedule a conventional videoconference, contact:

Martin Jara Networking & Telephone Dept. 50B-2215 x5806

– or –

access the scheduling system via the WWW:

<http://www-cnr.lbl.gov/vcs/>

Computer Desktop videoconferencing via MBONE can be set up, but is not offered as a standard Berkeley Lab service. For more information about MBONE on the WWW, access:

<http://www.lbl.gov/WWW-Info/MBONE.html>

World Wide Web (WWW) — Berkeley Lab

The World Wide Web at Berkeley Lab is a rich source of institutional information. The Berkeley Lab Home Page address is:

<http://www.lbl.gov/>

For an index of information available on the Berkeley Lab WWW pages, see:

<http://www.lbl.gov/master-index-LBNL.html>

World Wide Web (WWW) — Support and Tools

World Wide Web technical support is provided by:

Martin Gelbaum Computing Services 50F-114 x4749

World Wide Web tools (including the MacWeb browser and HTML formatting tools) are available for the Macintosh via:

*Chooser/Appleshare/LBL Servers/WKSG Server/Public
Access/Mosaic-WWW Tools*

If you wish to create a WWW page, the Technical and Electronic Information Department can assist you with the formatting, text, graphics, and WWW posting. Contact:

Susan Anderson TEID/Technical Writing 50F-107 x5321

Index

Administrative Services	14
Banking — ATM/Credit Unions	15
Benefits	16
Building Management	16
Cafeteria/Food Machines	5
Calendars — ICSD/Berkeley Lab Events	17
Center for Computational Sciences and Engineering (CCSE)	12
Computer Installation	17
Computer/Network Access/Usage	5
Computer Security	17
Computer Software	18
Conference Rooms	18
Conferences and Seminars	19
Copiers — ICSD	19
Copy Centers (Buildings 50 and 90)	19
Current Job Postings	20
<i>Currents</i>	20
Distributed Printing	20
Employee Buying Service	21
E-mail	6
Facilities	21
Fax Numbers — ICSD	21
Forms	21
Gate Access (for Visitors)	21
ICSD Online Information	22
Information — Berkeley Lab Sources	22
Information and Computer Sciences Division (ICSD)	11
IP Address Request Form	24
Key Policy	24
LBLnet Service at Berkeley Lab (Ethernet, FDDI, ATM, LocalTalk)	25
Legal Assistance — Laboratory Counsel, Legal Assistance Program	25
Library — Berkeley Lab	25
Listings in Berkeley Lab Directories	26
Locked Out	26
Mail (Surface)	26
Maps — Berkeley Lab Site, Building Floorplans, Directions to Berkeley Lab	27

Computing Sciences Handbook

Mathematics	12
Meeting Maker	7
National Energy Research Scientific Computing (NERSC) Division	12
Networking and Telephone Department (NTD)	12
Office Supplies	7
Pagers	27
Parking	7
Performance Review (P ² R)	27
Personnel	28
Policies	28
Property	29
Restaurants	8
Restrooms in the 50 Complex	29
Safety Training	29
Scientific Proposals — Paperwork	30
Security	30
Shuttle Bus Service (Berkeley Lab)	8
Space Administration	31
Telecommuting	31
Telephone Books	31
Telephone Installation	9
Time Reporting	31
Transportation to Berkeley Lab/Commuting	32
Travel Arrangements and Coordination	32
Videoconferencing	32
World Wide Web — Berkeley Lab	33
World Wide Web — Support and Tools	33



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