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BUSINESS and MATERIEL NEWS CENTER SERVICE UPDATE

Lawrence Berkeley Laboratory • University of California • Berkeley • California 94720 • An Equal Opportunity Employer

Purchasing • Storerooms • Receiving/Warehouse • Buses • Transportation • Motor Pool • Fire Department • Protective Services • Inventory Management • Mail • Shipping • Property Management • Risk Management • Telephone Services • Industrial Gas • Excess • Office Machines • Reclamation • Records • Cafeteria

WELCOME to the first issue of the **Business and Materiel SERVICE UPDATE.**

The Administration Division's Business and Materiel operation, which consists of the Business and Protective Services Department (including the Fire Department), the Materiel Management Department, and the Purchasing Department, wants to share with you service hints, news items, and information updates.

The Service Update will be published periodically and will consist of condensed articles identifying contact points if more information is wanted. The Service Update is being coordinated by Eva McNeil, ext. 4222, who will be happy to receive suggestions for topics to be covered in future issues of this publication.

Richard Medel
Richard Medel
Associate Division Head
for Business and Materiel

For Reference

Not to be taken from this room

STOCK CATALOG GETS A NEW LOOK

The Lawrence Livermore National Laboratory, which publishes the multisite stock catalog, is putting the finishing touches on new editions. The catalog will be published in four throw-away volumes (no more pages to replace) with the first publication expected to be available this spring.

The items in stock will be divided into thirds with one-third in each of three volumes. These three volumes will contain the catalog description, including illustrations on most pages. The fourth volume will contain the current price and storeroom location (by site) where the item is stocked.

The first publication will include all four volumes. Thereafter, once every six months one of catalog description volumes and the price volume will be updated.

Current holders of the stock catalog will soon receive an easy-to-complete order form for the new catalog. Each of the volumes will have its own catalog number. The total set is expected to cost around $16.00.

For additional information call **Pat Marshall, ext. 5155.**

PUB-603

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NEW SERVICE - ASSOCIATION FOR RETARDED CITIZENS

Labeling, collating, stuffing envelopes, and assembling documents are necessary and frequent tasks that touch all Divisions. The Mail Room is frequently asked for assistance and ideas on how to prepare large mailings for both external and internal processing.

We have found an excellent solution and simultaneously are performing a community service. ARC-Berkeley (Association for Retarded Citizens, Alameda County) has been awarded a blanket purchase order to perform these mail preparation tasks and other services.

ARC is a private nonprofit organization offering a meaningful work training program to the developmentally disabled citizens living in Berkeley and other nearby cities.

Generally, small jobs require a day or two to schedule, whereas a large job can normally be completed within 5 working days. As an example of their work, ARC assembled the benefits packet that was sent to all employees last fall. The assembly of LBL tote boxes is also now performed by ARC. We have found ARC to be very flexible and responsive, and the low cost of their services is helpful in these times of tight budgets. More importantly, the work is completed on or before the date needed with excellent quality and the obvious gratitude of a group of special people.

LBL's coordinator is **Dave Saucer, ext. 5151.**

TELEPHONE SERVICES PROVIDES A NEW SERVICE

LBL users of the hill-wide electronic mail facility can send their TELEX messages to Telephone Services by using the following command: mail TWX@LBL<Filename. The advantage to this new service is that it is quicker because the message does not have to be retyped by the Telephone Services staff. It can be transferred to the Telex equipment electronically and transmitted immediately.

The international Telex providers require that the message be ENTIRELY IN CAPITAL LETTERS. When the message is urgent, call Telephone Services so that it can be transmitted immediately.

Contact **ext. 6234** for help in transferring your Telexs the fast, efficient way!

STORES REPORT NOW ON VAX "TOOLKIT"

A modified version of the Stores Weekly (SWEET) report is now available through Toolkit on the VAX at LBL. Information includes unit of issue, price, and stock balance at LBL, LLNL, and Site 300 for all stock items.

A user instruction sheet is available from **Denise Davis, ext. 5460.**

CPR, FIRST AID, AND FIRE EXTINGUISHER COURSES

The enrollment and scheduling of Fire Department CPR, First Aid, and Fire Extinguisher courses is now done by the Fire Department instead of the Environmental Health and Safety Department. All Laboratory employees are encouraged to take these courses in order to be better prepared to handle emergency situations.

If you wish to enroll in one of these classes, please complete the green training reservation form (RL-6351) found on the back of the Quarterly Health and Safety Education course information sheet. Send it to Mail Stop 48.

For more information call **George Dietrich, ext. 6015.**

CONSTRUCTION CONTRACTING MOVES TO PURCHASING

On September 1, 1986, the responsibility for contracting for construction and professional design services was reassigned from the Plant Engineering Department to the Purchasing Department. Transferring from Plant to Purchasing were John Pickrell, who heads the new Construction Section of Purchasing, along with Charles Berger and Gary Leong. Tom Patock, former section head of Purchasing's General Buying Section, has also been assigned to the new section.

The section currently administers over 30 construction subcontracts including the multi-million-dollar SSCL and AML buildings. In addition, it administers over 25 design professional subcontracts for major projects, such as the Light Source and the AML, as well as a wide variety of more general architect/engineering subcontracts that provide services on a task basis.

LBL is currently involved in an unprecedented amount of new building and rehabilitation projects. This activity will continue for the next several years, making the Construction Section a vital part of the Purchasing Department.

THEFT OF GOVERNMENT PROPERTY

The recent theft of four IBM-AT computers indicates that we need to improve the security of Laboratory property. This can be accomplished by recognizing that security is everyone's responsibility, by depending upon one another, and by being aware of individuals who do not belong in our work areas. Question their presence if they do not have an obvious reason to be there. If you are not comfortable with doing this, note the description of the strangers and call Protective Services, ext. 5742, to advise us of your concern.

It is also important that you secure items of property. Use computer security devices (ref. Policy and Procedure Vol. XI No. 22, April 25, 1985), lock doors, set alarms, and close windows when you leave work. If you have a Cardkey or security key, keep it under your control, and do not lend it to others. Most of our losses result from removal of property from unlocked spaces. We need your help in protecting the assets of the Laboratory; this can be done if each of us develops a continuing awareness of the need for property security.

For a risk assessment of your work area, contact **Ken Sebrell, ext. 5263.**

SIGNALING FOR THE OFF-SITE BUS

Please signal (wave) at the LBL Shuttle Bus driver well before the bus nears the stop. Passengers are occasionally passed up because they signaled too late or not at all. Drivers are looking for your signal. Even though you may be a regular passenger and the driver knows you, it is impossible to guarantee that the driver will recognize you and be able to make a safe stop.

Tammy Brown, ext. 4165, is Shuttle Bus Services supervisor.

COLD-START PROCEDURE FOR METHANOL-FUELED VEHICLES

Winter is here, and the following information will assist vehicle users in starting methanol-fueled cars. When "cold starting" one of the five methanol cars from the Motor Pool, 1) depress the accelerator three times, 2) turn the ignition switch to "on" (do not engage the starter) for 15-20 seconds, 3) engage the starter. If the engine fails to start, repeat the three steps, which are posted on the dashboard of the vehicle.

Contact **Harry Moitoza, ext. 5475**, for more information.

SHIPPING AND MAIL TIPS

- All outgoing Federal Express is processed by the Shipping Section. Items delivered by 2:30 p.m. will be processed the same day. Use of "second-day-delivery" Federal Express can save you approximately 30%.

- Use of your mail stop will ensure faster delivery. Please advise your correspondents to use your mail stop.

- Flat mail (large envelopes containing printed matter or books) can be processed at much lower postal rates. Please identify envelopes appropriately as containing books or other printed matter.

- Outgoing registered or certified mail can be processed the same day if received at the Mail Room by 2:00 p.m.

- Augment LBL's return address on outgoing mail by adding the name and mail stop of the originator.

Contact: Shipping, **Donna Fuller, ext. 5084.**
Mail, **Greg Nichols, ext. 5353.**

WHAT'S NEW IN STOCK

5640-67826 TAPE, pressure sensitive, FIBERGLASS MESH, 2 in.
5975-69827 NIM Compatible Breadboard
5975-69950 CAMAC High Density W.W. Breadboard
6750-69851 Toner for KONICA-ROYAL 1602 Copier
6750-69852 Developer for KONICA-ROYAL 1602 Copier
6750-69853 Cleaning Roller for KONICA-ROYAL 1602 Copier
7110-69834 Rotary Chair, with arms, BLUE/GREY
7110-69835 Rotary Chair, with arms, DARK ROSE
7544-69668 Computer Tape Cassette, DEC TK50-K