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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

NEW FIRE DEPARTMENT TRAINING SCHEDULE COORDINATOR

The scheduling of employees who request training in Cardiopulmonary Resuscitation (CPR), First Aid, and Fire Extinguisher Use, is now being coordinated by the Business and Protective Services Department Office. The training classes are still being conducted at the Fire Station by Fire Department personnel.

To register, contact your supervisor and request your name be put on the Environmental Health and Safety Department Training Reservation List, which may be obtained from your Building Manager. All LBL employees are encouraged to obtain this training in order to be prepared for emergencies; however, employees' requests must be approved by their supervisor and their Department or Division Head. The Training Reservation List should be submitted to: Training Schedule Coordinator, Business and Protective Services Department, Mail Stop 69-107. You will be contacted by the coordinator as to the time and date of your class.

For information, contact **Carma Hamer at ext. 5211.**

APPLE LASERWRITER POSTSCRIPT UPDATE PROGRAM

Apple Computer recently announced postscript upgrades for the Laserwriter printer. The current postscript code revision level is now Rev. 47. Laserwriters that contain the new Rev. 47 ROM will be identified with the number code "47.0" printed on a colored dot next to the bar code label. If you received a Laserwriter printer after September 2, 1987, and you don't have the Laserwriter Rev. 47 code, then you are entitled to a free postscript upgrade.

To order a Laserwriter plus upgrade, describe it on your purchase requisition as: Laserwriter Plus Kit, #M0191. Price: $626.00 each.

A credit of $150 will be issued upon return of old Laserwriter ROM's to Apple. A credit of $536 will be issued upon return of old Laserwriter Plus ROM's to Apple. Real Times Systems Support at LBL will perform the upgrade and return the old ROM's to Apple.

For any questions on this program, call **Mark Vega, ext. 4595.**

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For Reference

Not to be taken from this room

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VISITS TO CLASSIFIED FACILITIES

If you have a "Q" Clearance and wish to visit a classified area at a DOE facility, please contact Protective Services at least 10 working days prior to your visit date, or at least 15 working days in the case of a visit to a DOD facility. Since LBL is not a part of the DOE weapons community, we cannot send your clearance directly to the facility to be visited. We are required to send your visit request to a local DOE security office. Your clearance is verified by the DOE office, and then your visit request is sent to the facility you wish to visit. Allow adequate lead time for this process to be accomplished.

It is also helpful if you have the following information at the time of your call to Protective Services to request a visit:

Name of the facility to be visited
Dates of the visit, inclusive
Purpose of the visit
Name of host(s)
Specific information to which access is requested
Whether you need access to "Restricted Data" or "Other Classified Information"

If you plan to visit a particular facility more than a few times a year, Protective Services can set up a "continuing visit." This will allow repeated visits to that facility for a calendar year without the necessity to call each time you wish to visit. This arrangement is possible so long as the purpose of the visit and the host(s) remain the same.

Contact **Jean Gordon, ext. 5263**, for further information.

STOCK MATERIAL BACK ORDERS

When you request an item that is out of stock at the Berkeley storeroom, the first source of supply used is the Lawrence Livermore National Laboratory storeroom. Since LLNL stocks the majority of the items stocked at LBL, material can usually be obtained within a few days. If neither site has stock, a back order will be written. This will be done automatically on written orders and upon verbal request of a counter customer.

The written record of the unfilled demand is helpful to both the requester and the buyer. The requester receives a copy annotated with the buyer's name, who can be contacted for information. The buyer will act upon receipt of the back order to obtain the material by the date needed or will contact the requester with delivery information.

Questions regarding the back order procedure should be directed to **Charlie Koop, ext. 5158.**

MAIL AND SHIPPING GUIDE

A users guide of mail and shipping services is being developed. This guide will answer the questions most asked concerning schedules and processes and will help the user select the most appropriate and least-costly method for mail or material to reach the desired destination on time. User input with suggestions of subjects of interest are welcome.

Contact **Bob Harvey, ext. 4224.**

FUEL-USE RECORDING

Please record all fuel and oil dispensed, i.e., unleaded gas, diesel, methanol, and propane, on the Daily Gasoline and Oil issue sheet. Sheets are provided at the fueling facilities at the Motor Pool, Bldg. 76-115, and at Bldg. 69 (propane only). Your cooperation when fueling vehicles is appreciated.

The Motor Pool is participating in a Methanol fuel-evaluation program for the Department of Energy. Please report methanol fuel issues and odometer readings to the Motor Pool Office when you are finished fueling your vehicle.

RENTAL COPIERS

The Purchasing Department has awarded a new rental contract, effective October 1, 1987, with OMI of California. OMI offers a complete line of Sharp and Royal copiers for rent at a cost of $.0237 per copy. This line includes all supplies and maintenance (excluding paper). By offering such a large volume of business to one vendor, LBL will realize a significant 50% savings on rental copiers.

Please remember that any changes (including upgrades) on all copiers must be reviewed by the LBL Copy Machine Committee. Any approved changes can then be added to the new LBL rental contract covering all rental copiers at LBL.

Call **Jean Lawther, ext. 4596,** with questions concerning your rental copier.

IBM WARRANTY REPAIR

The Purchasing Department is automatically adding warranty upgrade service with any purchase of an IBM Personal System 2 computer from IBM. What is the cost? Only $25.00! The warranty upgrade service guarantees that if your computer malfunctions at any time during the warranty period, an IBM representative will come to the LBL site and repair the computer within 48 hours at no additional charge to LBL.

This service means that if your computer malfunctions, you will no longer have to disable the machine, send the computer to the vendor, and wait a few weeks to get the computer back. Requesters may add this upgrade service as the last line item on a purchase requisition for an IBM Personal System 2 computer.

For additional information, call **Mark Vega, ext. 4595.**

NEW REPAIR SERVICE VENDOR

A new company has replaced Orinda Business Machines for certain IBM typewriter repair. The new supplier is:

OFFICE PRODUCTS TECHNOLOGY
Telephone Number: (9) 659-1760

Please make a correction in your new LBL telephone book on the page entitled "Business Machines Pool and Repair Service." All other listings are current.

Contact **Paul Stagnaro, ext. 6242,** for information on Business Machines repair.

RETURNABLE CONTAINERS

A computerized Returnable Container Tracking system has been established by the Industrial Gases Section.

When material is purchased in a returnable container, such as cylinders, drums, and carboys, the Laboratory pays a deposit. After a fixed period, demurrage is charged on a monthly basis.

As part of the new tracking system, users of record will soon receive notification of all containers for which demurrage is currently being paid. Cooperation in returning these containers will be appreciated. Thereafter, users will be notified that the "free period" has expired and advised that the container should be returned to the vendor for deposit credit as soon as possible.

Questions should be directed to **Crystal Llewellyn, ext. 6220.**

STORES "TOOLKIT" REPORT MODIFIED

The Stores Weekly (SWEET) report, which is available through Toolkit on the VAX, has been enhanced to provide the following new capabilities:

Faster access time
Entry of up to 14 catalog numbers at one time
Lookup by description (enter from 1 to 10 characters and all catalog numbers containing these characters will be displayed)

Detailed instructions on how to use the SWEET Toolkit report are available from **Denise Davis, ext. 5460.**

WHAT'S NEW IN STOCK

7510-69572 Ribbon, Black, Easy Strike Correctable for IBM Wheel Writer Typewriter
7510-69573 Lift-off Tape, Easy Strike Cassette for IBM Wheel Writer Typewriter

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This Service Update is published periodically and consists 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.