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Author

McNeil, E.

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**BUSINESS and
MATERIEL**



SERVICE UPDATE

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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

RECLAMATION AND SALVAGE MOVE

Reclamation and Salvage, Excess Operations, and Business Machines Pool are moving from Building 17 to Building 42. The scheduled move is August. Look for follow-up information in future issues of the CURRENTS. In order to minimize the scope of the move, we are carefully and critically assessing the items/material in the reclamation area. We invite your participation and advice in this screening process.

In preparation for the move, we have noticed that the number of collection tubs has diminished. These plastic tubs are red or gray on wheels (2X3X3). The tubs are placed in strategic locations throughout the Laboratory for easy disposal of SALVAGE ITEMS and are convenient for transport to the salvage yard. Help in locating these tubs would be appreciated. Occasionally, they have become handy storage receptacles for instruments, books, tools, etc. Tubs can be returned by calling **Transportation, ext. 5404**.

UPDATE OF LBL TELEPHONE DIRECTORY

Recently, every employee received a notice requesting that they update the information published in the LBL Telephone Directory. Please take a moment to read this notice. The directory includes your name, department, mailstop, and Laboratory telephone extension. In addition, you have the option of including the following information in the directory: optional name, marital status, name of spouse, home address, and home telephone number(s). Telephone Services is required by law to maintain your signature authorizing the publication of such information. If you have an addition or change, please contact Telephone Services and request form RL-3725 or photocopy the first page of the telephone directory and send the updated information to Mail Stop 80A.

Contact Rosemary Conley, ext. 6234.

WAREHOUSE STORAGE RECORDS NOW ON VAX "TOOLKIT"

The Warehouse Acquisition and Storage Program (WASP) file is now available through the Administrative Toolkit System on the VAX. The main menu selection includes Operating Account, Payroll Account, Item Description, Consignor, DOE Number, and Storage-Tag Number.

Instruction sheets are available from Patti Hefley, ext. 4939.

PUB 603

JUSTIFICATION NEEDED TO PURCHASE NEW LEAD

A new DOE policy requires that before new lead metal can be purchased, documentation of the programmatic justification will be needed. Justification should include certification that alternative existing lead supplies on site or elsewhere within the DOE system are not adequate and that use of substitute materials is not practicable. Where use of new lead cannot be avoided, future recyclability should be facilitated (e.g. through use of strippable coatings and design of components to facilitate removal of lead shielding and decontamination, etc.).

Assistance is available to help prepare justification or to determine the availability from on-site or DOE sources.

Contact **Hal McGrath**, ext. 4506 (nonstock needs) or **Charlie Koop**, ext. 5158 (stock needs).

STOCK CATALOG UPDATE

The new stock catalog is available at the Central Storeroom. Known catalog holders recently received a notice concerning the availability and an easy-to-complete order form as promised in the Business and Materiel Service Update Vol. 1, No. 1. The cost for the complete set, Segments A through D, will be \$8.15, about 50% less than our original estimate. A copy of the notice is available from **Denise Davis**, ext. 5460.

EXIT OBSTRUCTIONS THREATEN LIFE SAFETY

When a fire occurs in a building, you have to get out fast.

Once fires get going, smoke and poisonous gases can spread rapidly through a building, hiding exitways and doors, blinding and choking anyone still inside. When people who are trying to escape are impeded by any kind of obstruction in an exitway, they can easily panic and become disoriented. Unable to make their way out, they can soon die from the poisonous gases that envelope them.

Fire prevention codes require that all exitways be kept clear of obstructions at all times. No one can predict when a fire might occur. It is everyone's responsibility to keep exitways clear of obstructions for a minimum width of 44 inches. Yet, all too often, the Fire Department finds various items which can impede exiting "temporarily" stored in exitways.

The Fire Department urges everyone to remember that the maintenance of exitways can be a matter of life and death. If you have any questions, contact the **Fire Chief** or the **Fire Protection Engineer** at ext. 6015.

MAIL TIPS

Recycling Interoffice Envelopes:

The LBL Mail Room provides recycled interoffice envelopes to Laboratory employees who request them by calling ext. 5353. Please specify the size and quantity of envelopes needed. If you have accumulated more envelopes than you need at your location, please send them to the Mail Room (69-102) with a note attached specifying that they are empty and are for recycling. Securely tie or rubber band them together to prevent them from mixing with other interoffice mail.

Returning Mail for Former Employees:

Once an employee has left the Laboratory, he/she will probably continue to receive mail at this address. Mail is sent to the employee's last known mail stop. At that location, it should be determined whether the correspondence is part of LBL's ongoing business and if so, should be handled by the group or the former employee's successor. Otherwise, mail can be sent to the forwarding address left by the former employee. Simply write Please forward to: on the face of the envelope, followed by a full and complete address. Cross out the Laboratory address with an X but do not obliterate it or otherwise make it illegible.

If there is no forwarding address and the mail is of no value to LBL, return it to the Mail Room (69-102) for handling in accordance with applicable U.S.P.S. regulations. Please return such material in an interoffice envelope with a note stating that it is to be returned to sender.

For information contact Greg Nichols, ext. 5353.

EXCESS PROPERTY -- THE FIRST LINE OF SUPPLY

Excess Property is equipment and other items declared excess by Government agencies such as DOE, GSA, DOD, and other sources. This property is made available for possible reuse by LBL through reutilization procedures administered by LBL's Purchasing Department. Using excess property helps conserve natural resources and reduce Government expenditures.

Various government agencies periodically publish lists of supplies and equipment that are excess to their need and available to others. Purchasing has the following lists of excess equipment for review:

- GSA Automatic Data Processing Excess
- GSA Regional Offices Excess
- Reportable Excess Automated Property System (REAPS)
- LLNL Excess List
- Various Flyers and one time listings.

REAPS is the list most commonly used by LBL. It is compiled by the Department of Energy and is made available to DOE contractors. The equipment is often in good condition and of a similar nature to LBL's research requirements.

To review the lists or to make your needs known for future screenings, contact Jean Lawther, ext. 4596.

RECORDS REFERENCE SERVICE

The Archives and Records staff provides reference service for records that they store. The consignor of records may call at anytime and request either the return of the files (permanently or temporarily) or ask for information from them. Sometimes a requestor merely wants a bit of information pulled from a record but at other times needs a thorough search for some loosely defined information. The records staff is accustomed to all types of requests and is skilled at finding information, no matter how old or how vague the description.

The Archives and Records staff is happy to help you and can be reached at ext. 5525.

ERGONOMIC CHAIRS

The Laboratory has carried two styles of ergonomic office chairs in stock for some time. We have recently added an ergonomic drafting chair to stock (7110-70169).

Ergonomic chairs have seat height and back adjustments that can be easily used to accommodate individual needs. We recommend that these chairs be used in conjunction with computer and word-processor work stations, where several people use a work station, or where one person has a variety of work-surface heights at the work site. It may be advisable to consider these chairs in any work assignment where the individual is required to sit for extended periods.

For information on all office furniture contact Dee Wentz, ext. 5175.

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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.