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PROCUREMENT PLANNING

Requesters with critical procurements that are high-tech and have critical delivery requirements or raise special quality assurance issues should contact the Purchasing Department at the time the work statement or requirement is conceived. It is important that the requester work with Purchasing to develop a Procurement Plan to assure that all procurement policy requirements are met. This interaction at an early stage will allow the purchasing process to flow much more smoothly and quickly when it gets to the requisition stage. Contact Tom Beales at ext. 4510 for more information.

FEDERAL ACQUISITION REGULATIONS

The entire Federal Acquisition Regulation (FAR) is now available for searches of procurement subjects on the Purchasing Department's Local Area Network. Purchasing has recently acquired this CD-ROM resource; it is updated quarterly. The FAR is the codification of the federal procurement rules and regulations, many of which LBL must now adopt under the University's new Prime Contract with DOE. Contact Sue Stephens at ext. 4590 for further information.

E-MAIL

Purchasing and most other operations at Building 69 are now electronically connected to the rest of the Lab via cc:Mail. All buyers are listed in the LBL Central Electronic Mail database by their first and middle initials, followed by last name and @LBL.GOV (e.g., JPDOE@LBL.GOV). With cc:Mail, requesters or buyers can attach any text document to the E-Mail message and then edit or print that document. This is an important feature; proper use of it will eliminate the need to fax or re-type documents. Contact Sue Stephens at ext. 4590 if you have need assistance.

EEMR IS UP AND RUNNING

Once your VAX account is set up, you are ready to use the Property Management Electronic Equipment Movement Record (EEMR) application in Toolkit. You may modify the location (building, room, area) and user account of sensitive equipment issued in your name. You should contact your Division Administrator if you must transfer responsibility for a sensitive piece of equipment to someone else. Modifications to capital equipment with an acquisition cost exceeding \$5,000 may be performed independently. If you have questions regarding the use of the CREATE or REPORTS portion of the application, or any other questions about property, please call Gavin Robillard at ext. 4184.

SALVAGE MATERIAL ONLY !!!

Metal hoppers and fiberglass carts sent to the Property Disposal Center (Salvage) should be used for reclaimable material only. Please do not place paper products, trash, food, sharp objects, or hazardous materials in these containers. If you have questions, please contact Monte Clevenger at ext. 6242.

FY92 RESIDUAL PROPERTY

The second follow-up report of property not found in its recorded location has been distributed to Division Administrators. Your division Property Coordinators and/or staff from Property Management are attempting to locate the property; please provide as much assistance as possible. The property belongs to DOE, but it's your responsibility to utilize, control, and dispose of it correctly. Your continued support and patience is therefore requested. Contact Gavin Robillard at ext. 4184 for more information.

RECYCLE AND SAVE

Do you want to contribute to the effort to recycle materials and minimize waste? Then before processing your next order, stop by the Property Disposal Center (Salvage) and look over its inventory of spare parts and supplies. New and used knobs, resistors, electric motors, valves, gauges, office supplies, computer equipment, calculators, and much more are available. It does not cost you (or your group) anything but your time. The Center is located between the Fire Department and Bldg. 77. All material is for official Laboratory use. To check if we have what you need, call Monte or Charles at ext. 5303.

MATERIAL RECEIVING

There are times when material or equipment is picked up directly from a vendor or delivered directly to an LBL location. In these instances, it is important that requesters immediately notify Receiving (Mailstop 901 or fax ext. 4898) when they receive the material or equipment. This notification should be in writing; the best way is to forward the packing list, signed and noted, with any exceptions that should be documented. Exceptions could include discrepancies between the packing list and the actual quantity or material received, or missing items, such as instruction books or accessories. If an item is defective or damaged, the buyer should be notified immediately. Contact Gabriel Ruiz at ext. 4935 for further information.

WARRANTY RETURNS

Requesters are reminded that it's important to keep a file copy of all Purchase Orders for equipment that is under warranty. The P.O. number must be entered on the Shipping Document and the buyer must authorize the shipment. Without the P.O. number, the shipment is delayed until the number can be tracked down. Contact Vaughn Birmingham at ext. 4562 for more information.

MORE ON JUNK MAIL

An article appeared in Currents (Dec. 18, 1992) entitled "How to Stop Junk Mail." The LBL Mail Room is very interested in helping you reduce the volume of junk mail received through the Lab mail system. They have change of address postcards for you to use to notify mailers that you wish to have your name deleted from their mailing list. In addition, several major mailers list 800 numbers you can call to request that your name be removed from mailing lists. Contact Greg Nichols at ext. 5353 for change of address postcards or a copy of the Currents article.

PERSONAL PACKAGES

The Laboratory's distribution systems are intended only to process and deliver official business materials. The Laboratory uses Government funds to process items through Receiving and to deliver them to requesters. Using Laboratory networks to receive personal packages/mail adds additional work to an already heavily burdened system processing the items that you and your co-workers need to perform your work projects. Additionally, it is a violation of Laboratory policy and the Laboratory's contractual obligations to DOE. In the future, packages/mail that are clearly recognizable as personal items will not be delivered to you. You are encouraged to use your home or personal post office box address to receive all of your personal items. Please forward comments and questions to David Saucer at ext. 4629.

TRANSPORTATION NOTICE TAG SYSTEM

In an attempt to provide better customer service, a "notice" tag system has been implemented by Transportation of Materials. When items requiring signature receipt are delivered to you and you are not available, a tag will be left at your mailstop indicating that delivery was attempted. You will be asked to contact Transportation at ext. 5404 to reschedule a convenient time for delivery.

NEW 4-PART SHIPPING DOCUMENT NOW AVAILABLE

A new 4-part Shipping Document is now available at Central Stores for all routine shipments not involving an assigned DOE property number (catalog number 7600-72124). Use of the new form is encouraged since it eliminates the use of carbon paper and allows for more efficient distribution. Because of special accountability requirements, material assigned a DOE property number should be shipped using the familiar 8-part Shipping Document (catalog number 7600-55567). This includes material being returned to vendors for repair. Please direct questions to Chuck Horton at ext. 5084.

LLNL INTERSITE ISSUES

Due to a budget reduction at LLNL Supply, all priority services have been discontinued effective January 11, 1993. This means that all requests for material will be processed on a first-in, first-out basis. LBL customers requiring rush delivery of material should contact the appropriate Inventory Management buyer in Bldg. 7 to have a rush purchase order placed. For more information or a list of buyer commodity assignments, contact Charlie Koop at ext. 5158.

OFFICE PRODUCTS

The Boise-Cascade 1993 catalog and the 1993 "EZ Order Catalog," listing hi-use items with special pricing, are available at the Central Storeroom and will be sent upon request. Use of the 1992 catalogs should be discontinued. Call ext. 5268.

Customers with questions about the products in the Boise catalog can get help from Boise Customer Service at 1-800-641-3274. This is for help and information only. Please do not try to place orders. Continue to send orders for material to MS 7-100 or fax ext. 4747.

STORES STOCK CATALOG REVISION

New revisions of Segments B, C, and D are now available for issue at the Central Storeroom (Bldg. 7). Information previously shown in Segment A has been incorporated into revised Segments. Segment A is no longer published.

<u>Catalog Number</u>	<u>Segment</u>	<u>Cover Color</u>	<u>Cost</u>
7510-69901	B	Salmon	\$6.17
7510-69902	C	Pink	\$4.83
7510-69903	D	Blue	\$5.13

ERGONOMIC WORKSTATION

A display ergonomic workstation has been set up by the LBL Ergonomics Committee in the B7C trailer near Bldg. 7. This workstation will be beneficial to the LBL community; it will demonstrate the equipment available to help you avoid repetitive strain injuries. It will be a self-help learning center with educational material and examples of furniture and accessories. For information, please contact Dee Wentz at ext. 5175.

NEW CHAIRS IN STOCK

Four new styles of chairs have been added to Stores stock to replace the bucket type chairs. Each style has pneumatic height adjustment and is available in two different colors. The "Task" chair has upholstered "T" arms, the "Conference" chair has a high back with upholstered arms, and the "Desk" chair has a mid-back with "T" arms. Also available is an "Operator" ergonomic chair which has a high back with back and pneumatic height adjustment; it is available in two colors (blue and charcoal). Catalog numbers are shown below. For information, please contact Dee Wentz at ext. 5175.

WHAT'S NEW IN STOCK

4240-72251	Lockout Padlock, Red (Bldg. 78)
4240-72252	Lockout Hasp, 1 Inch Dia. (Bldg. 78)
4240-72253	Lockout Padlock Labels, Yellow (Bldg. 78)
4240-72254	Lockout Valve Wheel Cover 1 - 2-1/2 Inch (Bldg. 78)
4240-72255	Lockout Valve Wheel Cover 2-1/2 - 5 Inch (Bldg. 78)
4240-72256	Lockout Valve Wheel Cover 5 - 6-1/2 Inch (Bldg. 78)
4240-72257	Lockout Valve Wheel Cover 6-1/2 - 10 Inch (Bldg. 78)
4240-72258	Lockout Valve Wheel Cover 10 - 13 Inch (Bldg. 78)
4240-72259	Lockout, Electrical Plug, 110V (Bldg. 78)
4240-72260	Lockout, Electrical Plug, 240-480V (Bldg. 78)
4240-72261	Lockout, Circuit Breaker, 1-Pole (Bldg. 78)
4240-72262	Lockout, Circuit Breaker, Multi-Pole (Bldg. 78)
4240-72313	Lockout Hasp, 3 Inch Long Reach (Bldg. 78)
4240-72324	Lockout Hasp, 1 Inch Short Reach (Bldg. 78)
5975-72243	Digital Keypad, 4-Digit Code (Bldg. 7)
7110-72325	Task Chair, T-Arms, Beige (Bldg. 901)
7110-72326	Task Chair, T-Arms, Off-Blue (Bldg. 901)
7110-72327	Conference Chair, High Back, Beige (Bldg. 901)
7110-72328	Conference Chair, High Back, Off-Blue (Bldg. 901)
7110-72329	Desk Chair, T-Arms, Fog (Bldg. 901)
7110-72330	Desk Chair, T-Arms, Beige (Bldg. 901)
7110-72331	Operator Chair, High Back, Blue (Bldg. 901)
7110-72332	Operator Chair, High Back, Charcoal (Bldg. 901)
7110-72333	Arms for Operator Chair, Height Adjustable (Bldg. 901)
7110-72334	Arms for Operator Chair, Elbow Support (Bldg. 901)
8415-72363	Nitrile Gloves, Small, 4-Mil (Bldg. 7)
8415-72364	Nitrile Gloves, Medium, 4-Mil (Bldg. 7)
8415-72365	Nitrile Gloves, Large, 4-Mil (Bldg. 7)
8415-72366	Nitrile Gloves, Small, 6-Mil (Bldg. 7)
8415-72367	Nitrile Gloves, Medium, 6-Mil (Bldg. 7)
8415-72368	Nitrile Gloves, Large, 6-Mil (Bldg. 7)

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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.

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