

Lawrence Berkeley National Laboratory

Recent Work

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BUSINESS and MATERIEL



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PUB-603

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 • Industrial Gas • Excess
• Office Machines • Reclamation • Records • Cafeteria

TRADE FAIR

The Laboratory's Eighth Annual Opportunity Trade Fair will be held on Wednesday, June 1st, in the Cafeteria from 2:00 p.m. to 4:30 p.m. and will be hosted by the Purchasing and Materiel Management Departments.

This Trade Fair is part of LBL's continuing outreach effort to encourage companies owned by women or by disadvantaged individuals to provide products and services to LBL. The goal is to increase the number of purchase orders awarded to these firms.

About 30 firms are expected to attend the Trade Fair to display a variety of products such as computers, laboratory supplies, hardware and tools, furniture, and electronics. Look for notices on bulletin boards and in "Currents" as the date approaches.

All requesters, users, and their support staff are invited to attend. Your active support for this important Affirmative Action program will be appreciated.

For more information call Hal McGrath, ext. 4506.

NEW TSM COORDINATOR

Raelene Weaver is the new Transportation Systems Management (TSM) Coordinator for the Laboratory.

Ms. Weaver's mission at the Laboratory is to develop a comprehensive ride-sharing program that will promote commute alternatives such as carpooling and vanpooling, public transit, bicycling, and walking. In addition to reducing the costs of commuting, a strong ride-sharing program will help offset some of the LBL parking limitations. Ms. Weaver will be working with the newly formed TSM Committee as a TSM program is developed. Once a TSM program is approved, she will implement it. Program elements will include: on-site computerized ride matching, preferential carpool and vanpool parking, new-employee orientations, public transit pass sales, and mass-media promotions of the various alternatives to driving to work.

Raelene can be reached at ext. 5211.

PUB-603

USE OF LBL MAILS FOR OFFICIAL BUSINESS ONLY

Chocolate Easter Bunnies? It is obvious to all that this kind of item should not be sent through the Lab mail system. However, there is a gray area that is misunderstood by some people, and on a regular basis the Mailroom has to return unacceptable items to individuals. This causes more work for the Mailroom staff and delays the delivery of your personal mail.

As a general rule, authorized mail is mail that must be sent out by an employee as part of the performance of duties directly related to work under Department of Energy Contract or other Laboratory contracts or grants.

This means that sending calendars to colleagues, LBL bulletins to friends, newsletters to classmates, resumes to other organizations, etc., is really not official Lab business and these items should not be sent through the Lab mails. The LBL mail system should not be used to post LBL or UC job postings to individuals. The Employment Office will gladly direct individuals to public posting locations.

When in doubt, ask yourself the question, "Is it directly related to Laboratory business?"

Contact Dave Saucer, ext. 5151, for assistance.

TEMPORARY EMPLOYEES -- PARKING PERMIT/ TRAFFIC AND PARKING REGULATIONS

Temporary employees hired from an agency by the Personnel Department need to be advised by the hiring group/department about parking and traffic regulations at the Laboratory. Otherwise, a person may enter the Laboratory without obtaining a parking permit. This may result in a citation being issued, something we want to avoid. Supervisors should advise temporary employees about LBL regulations, even obtain a parking permit in advance if possible, and should give the temporary employee a copy of the LBL parking regulations.

For more information and copies of the LBL Parking and Traffic Regulations or to obtain a parking permit in advance, please contact Protective Services at ext. 5263.

EQUIPMENT MOVEMENT REPORTING

An Equipment Movement Record (EMR) must be completed whenever the on-site location of equipment and sensitive items is permanently changed. When the relocated item is sensitive, the EMR must be signed by the user (custodian). The original copy of the EMR is sent to Property Management, M/S 69-102. EMR's are available from LBL's Storeroom, catalog number 7600-59226.

Proper equipment movement reporting improves the accuracy of the Property Management and Accounting System, aids coordinators in finding needed equipment, and reduces administrative effort necessary to locate property items during periodic inventories.

Please call Property Management, ext. 5151, with any questions you may have regarding EMR's.

REPORTING VEHICLE PROBLEMS TO THE MOTOR POOL

To ensure a high level of service from laboratory vehicles, promptly report vehicle operating and safety problems to the Motor Pool (e.g., warning lights, malfunctioning equipment, leaks, worn tires, etc.). Delays in reporting problems can result in additional damage and costly repairs. Early detection and reporting to the Motor Pool is important to ensure timely repairs and minimal vehicle downtime for users.

To report a problem, contact lead mechanic, John Stamatelos, ext. 5318, or the Motor Pool Office, ext. 5475.

IBM WHEELWRITER AND QUIETWRITER MAINTENANCE

Maintenance for IBM Wheelwriters and Quietwriters has been added to the existing blanket repair order #3355600 with Office Products Technology, effective through September 30, 1988.

Service Number: 659-1760

Labor: \$24.25 per call plus parts

Account Number: User should add his/her account number when signing invoice upon work completion.

Call Paul Stagnaro, ext. 6242, with questions concerning coordination.

OUT OF SPACE? WHAT TO DO WITH RECORDS/FILES

Do you have some office files and records that you think you should keep but no longer have room for? Some people pack up the files and send them to warehouse storage. Others send them to the Records Office to be stored in a records holding area. What should you do?

First check to see if your office already has a disposition plan. It is called a Records Inventory and Disposition Schedule (RIDS). Don't let the form title scare you because if you have a RIDS, it covers all types of documents including reference materials, even items which may be thrown away. No RIDS? Call the Archives and Records Office for assistance in preparing a simple inventory of your office files. List the various files you have on the form and send it to the Records Office. The Records Office will fill in how long the documents should be kept and where, and return the RIDS to you. Then you should go over this information with your supervisor.

Now you can begin to control all that paper with confidence that important items will be kept and those things that are not needed are disposed of appropriately.

Normally, records should not go into warehouse storage, but if it is reference or nonrecord material, and you don't have space for it in the office, the odds are you will never ask for it back, so make the decision based on the RIDS. Keep only necessary documents. If you don't have room in your office and the documents are not active, but should not be destroyed, send them to the Archives and Records Office for safekeeping.

Nonrecord material includes extra copies of anything and such items as reprints, periodicals, books, supply catalogs, and departmental copies of reference materials that are duplicated in the library, in another Laboratory office, or outside the Laboratory.

Contact Bonnie Kapus, ext. 5525, for more information.

STOCK CATALOG REVISIONS

Stock catalog Segments A and B have been updated and are now available at the Central Storeroom. The cover is blue, to distinguish revision from the previous publication.

Segment A (7600-69900) contains master index, price list, and issue points. Cost is \$1.65.

Segment B (7600-69901) contains precious metals through group class 5600 - construction materials. Cost is \$2.40.

Stores no longer keeps a listing of Stock Catalog holders so there will be no automatic mailing of revised catalog segments. Catalog revisions must be ordered from the Central Storeroom.

For Reference

Not to be taken from this room

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.