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BUSINESS and MATERIEL



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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

STOCK MATERIAL LOCATION UPDATE

The relocation of stock material to accommodate the Advanced Light Source (ALS) construction project is completed. The final move will be the relocation of large plastic bags, Versatec printer paper, fans, and heaters to the Off-site Warehouse, Bldg. 901.

LBL forms that had been temporarily stocked at the Emeryville Warehouse, are now back in Central Stores, Bldg. 7. The medical supplies have been relocated to the Bldg. 78 storeroom. The stock locations are listed below:

Central Storeroom, Building 7, ext. 5268: Electronics, wire, cable, chemicals, clothing, labware, office supplies, photographic, tools, v-belts, and forms.

Craft Storeroom, Building 78, ext. 5087: Building supplies, electrical, fasteners, hardware, maintenance parts, paints, plumbing, safety, and medical.

Off-Site Warehouse, Building 901, ext. 4935: Bulk supplies, furniture, janitorial, large plastic bags, Versatec printer paper, fans, and heaters.

Direct questions regarding the Central Storeroom move to **Charlie Koop**, ext. 5158.

RIDESHARING UPDATE

Computerized matchlists are being sent to all employees who requested matchlists in the Employee Transportation Survey. Matchlists are now available to all Lab employees upon request.

A request form for matchlists, as well as information on all commute alternatives (transit, bicycles, etc.), is now provided in the new employee portfolios that Personnel mails out to all new hires.

For further information, please contact the Transportation Systems Management Coordinator, **Raelene Weaver**, ext. 5211.

FAX AT RECEIVING

A facsimile machine has been installed at the Receiving/Warehouse operation at Bldg. 901 in Emeryville to facilitate communications about purchase orders, warehouse storage or furniture orders. The FAX telephone extension is 4939.

PUB-603

DUPLICATE REQUISITION NUMBERS

Several Purchase Requisition Pads, Form RL2350 (Catalog Number 7600-55438) were issued between June 1987 and June 1988 with requisition numbers previously used. This is normally not a concern unless you use a central Laboratory database such as PARS to track your requisition's status. The series duplicated is 3700-00 through 3799-00. If you still have unused requisitions in this number series, please discard or exchange them for new ones at Stores.

HELP KEEP OUR SHUTTLE BUSES CLEAN

The chance of someone accidentally spilling food or drinks is high due to the large volume of passengers riding the buses daily. Bus passengers are requested to take extra care in keeping all food and beverage containers tightly closed to prevent any mishaps or spills. This will help to avoid clothing becoming soiled as a result of carelessness. Your cooperation is appreciated.

If you have any questions or suggestions, please contact the Bus Services Supervisor, **Tammy Brown**, ext. 4561.

MSDS - JARGON EVERYONE SHOULD SPEAK

If someone in your office knocked over a bottle of cleaning solution, would you know where to locate information about the safety/toxicity of the product?

Whether your job entails working with chemicals or not, you should be aware of what is used and stored around the office. Make it a point to know what to do in case of an accident. During an emergency is no time to be groping through a stack of miscellaneous papers trying to determine what to do.

Material Safety and Data Sheets (MSDS) should be available for hazardous materials found in the office. They should be in an easily accessible area.

In addition to explaining what to do during an emergency, MSDS provide information about chemical toxicity and how to safely handle, ship and store products.

MSDS are requested for every hazardous chemical that is sent to LBL. This is done not only because it is required by law but because the Lab has a strong commitment to providing its employees with a safe and healthy work environment.

The Purchasing Department tries to encourage vendors to send the MSDS with the material. If there is a spill during shipping or receiving, the personnel involved will immediately know what to do. However, some vendors send the MSDS separately. In either case, if you do not receive the MSDS within ten days of receiving items listed as hazardous on your requisitions, contact the Buyer who handled the order.

If you receive the MSDS and have problems interpreting some of the language, don't hesitate to contact the Environmental Health and Safety Department for assistance at ext. 5829.

If you do not know where your department posts MSDS for all of the hazardous material in the office, contact your supervisor.

For further information, contact **Melinda Saltzberg**, ext. 5461.

KEY BOX FOR LATE VEHICLE RETURNS

A key box is provided at the Motor Pool for returning a vehicle after hours. The box is located adjacent to the Motor Pool office door. Please place the vehicle keys, credit card(s), gasoline purchase receipts, and the vehicle mileage in the key box.

For further information, please contact the Motor Pool at ext. 5475.

MAIL AND SHIPPING GUIDE

A "how to" guide for Mail and Shipping services was published and distributed in August to each mailstop. This guide has been designed to answer most of your questions about and how to best utilize, the mail and shipping services offered at the Lab including priority shipments. If you need additional copies, please call ext. 5151.

UNUSED CALCULATORS

Do you have a calculator you no longer need or that does not work and you have just tucked it away in your desk? Does Property Management ask you to bring it out every year when they inventory and then you just put it away again?

If the answer is yes to these questions, an easy solution is available. Please send unused calculators to the Business Machines Pool. Call Transportation at ext. 5404 and have it picked up and delivered to Paul Stagnaro, Bldg. 42.

PURCHASING POTPOURRI

Do not let the "NO PURCHASE ORDERS" statement deter you from getting what you want. Some ads, especially those for software upgrades and updates, clearly state that they will not accept Purchase Orders. The Purchasing Department can handle the prepaid aspects of such procurements.

If you have a form for a software upgrade, send it along with your requisition. Fill out the portion of the form that deals with the format or version needed. Do not fill in the name, address or phone number section. The correct shipping address is the off-site receiving facility at 1460 - 64th Street, Emeryville, CA 94608, and the correct name and phone number is the Buyer's. When the requestor fills in the form incorrectly, the Buyer must delete the information and replace it with the correct items. This may delay your order.

If you know that only one company in the country/world sells the item you're requesting, please don't hesitate to mention that the company listed is the sole source of the item.

Whenever possible, list specific model or part numbers and, when appropriate, the source of those numbers. Sometimes Buyers receive detailed descriptions and part numbers but have no reference point. Is the number from a manufacturer? A retailer? Which retailer? If it is from a catalog, please cite the company name.

For further information, contact Melinda Saltzberg, ext. 5461.

PROLONGED PARKING OF PERSONAL VEHICLE ON-SITE

Employees who plan to leave their personal vehicle at the Laboratory for a prolonged period of time while on official travel need to advise Protective Services. Protective Services needs to know where the vehicle will be parked, the license number and the name of the Laboratory employee who has a set of your vehicle keys. If it is necessary to move your vehicle during your absence, Protective Services will contact the person with the keys.

In order to minimize the impact of your parked vehicle on the daily flow of traffic in parking areas, it would be appreciated if you select a parking location on Cyclotron Road between buildings 72 and 48.

Please note that it is not necessary to advise Protective Services if your personal vehicle will be parked at the Laboratory only overnight. Prolonged periods refer to a period of two or more days.

TYPEWRITER REPAIRS

The new phone number for maintenance and repair of all brands of typewriters is 9-261-2809 (J & J Office Products).

LLNL E.E. STANDARDS MANUALS

Livermore Electronics Engineering has added their standards manuals to stock. These manuals are currently in short supply. Order now to reserve a copy.

7510-70391	Book 1,	General Information	\$10.26
7510-70392	Book 2,	Active Components	\$38.03
7510-70393	Book 3,	Integrated Circuits	\$45.11
7510-70394	Book 4,	Electronic Assemblies	\$27.05
7510-70395	Book 5,	Passive Components	\$18.22
7510-70396	Book 6,	Electromechanical Components	\$31.90
7510-70397	Book 7,	Hardware	\$48.53

WHAT'S NEW IN STOCK

- 5110-70556 EDM cutting wire, .012 inch dia. (Bldg. 7)
- 7110-68348 High Back Rotary Chair with Arms (Bldg. 901)
- 7600-70457 Form, Med. Info. for Guests of LBL (Bldg. 7)
- 7600-70528 Form, Library Purchase Request (Bldg. 7)
- 7600-67344 Material Pass (Corrects catalog number from article "Taking a Computer Home?" Vol. 1, No. 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.