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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

MAJOR WORKERS' COMPENSATION REFORMS PASSED

The legislature stopped the clock at two minutes to midnight on September 15, 1989, in order to pass two major pieces of workers' compensation reform legislation, Assembly Bill 276 (Margolin) and Senate Bill 47 (Lockyer). The new legislation was signed into law on September 27, 1989, by Governor Deukmejian.

In addition to other changes in the workers' compensation law, the new legislation provides for significant increases in disability benefits for injured workers (California's current disability benefits are among the lowest in the nation). The increased benefits, however, will not have the effect on Laboratory employees that they may have on other California workers because Laboratory employee benefits already supplement workers' compensation disability payment to 80% of an injured employee's wages.

A summary of significant changes in the new law will be prepared by the Office of Laboratory Risk Management and will be communicated to personnel in the near future.

Questions regarding the new legislation or the Laboratory's Compensation Program should be directed to **Richard Johnson (ext. 5212)** or **Linda Votto (ext. 5213)**.

EXIT OBSTRUCTIONS THREATEN LIFE SAFETY

When a fire occurs in a building, you must leave quickly.

Once fires get going, smoke and poisonous gases can spread rapidly throughout a building, hiding exitways and doors, and 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 escape, they can soon die from the poisonous gases that envelop 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 that can impede exiting "temporarily" stored in exitways.

The Fire Department reminds everyone 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.

STATIONERY SUPPLIES UPDATE

The last Service Update announced efforts to implement a systems contract for stationery supplies. There was good response from our readers, who will be happy to know that final negotiations with the supplier are underway. In order to implement this systems contract, development of computerized support is necessary to track customer orders and to pay invoices. We also must conduct on-site classes to ensure that customers know how to use the supplier's catalogs. We are currently projecting implementation in November.

For more information, contact **Charlie Koop**, ext. 5158.

NEW BLANKET ORDERS

The Purchasing Department has available to Laboratory users blanket orders with Sigma Chemical Company, Aldrich Chemical Company, Incorporated, and Fluka Chemical Corporation. If you are a frequent user of these vendors, you may have access to the blanket orders by sending a fully authorized requisition, one for each vendor, to Jean Lawther, Bldg. 69-201. Requesters will then be able to order chemicals directly from these vendors, without sending a requisition to the Purchasing Department.

For further information, please phone **Jean Lawther**, ext. 4596.

TIME-SAVING TIPS

Messenger Service - A courier/messenger service was instituted on a six-month trial basis beginning August 1, 1989. The service is performed on a recharge basis in accordance with the priority of the mission. The messenger is on call to pick up and deliver items up to 25 pounds. Areas of service are all LBL hill, campus, and off-site facilities. In addition, service to/from commercial companies and institutions in Berkeley and Emeryville is available. Use of this service can avoid the need for personnel to interrupt their work to run errands and can reduce hill traffic and parking congestion. For this service, call **Romy Perry**, ext. 4163 (beeper 190781).

FAX Machines - Several Business and Materiel operations have FAX machines for your convenience. These include:

Bldg. 7 Storeroom - ext. 7221

Materiel Management Office - ext. 4747

Metal Rack - ext. 4072

Purchasing and all other activities at Bldg. 69 - ext. 4380

Receiving - ext. 4898

Service to/from Bldg. 901 - Did you know that Materiel Management provides transportation service three times each day between the off-site receiving/warehouse facility and the hill? Requesters can make special arrangements with Receiving personnel by calling ext. 4935 to avoid a trip to Emeryville.

MAIL AND SHIPPING GUIDE

A "how-to" guide for Mail and Shipping services that answers most questions about, and how to best utilize, the mail and shipping services offered at the Laboratory is available from the Operations Office of Materiel Management. If you need a copy, call ext. 5151.

STOCK CHEMICALS

For several months, storeroom customers have suffered some inconvenience when ordering stock chemicals because of the loss of our chemical storage facility and an attempt to reduce the number of chemicals carried on site. Inventory Management buyers Jim Bettencourt and Cheryl Gottwald have worked with a local vendor to create an innovative system to satisfy both the customers and the institutions needs.

The new system allows Inventory Management to enter orders directly into the Van Waters and Rogers computer system. Van Waters and Rogers, which has a large supply of most chemicals carried in their catalog, delivers the material directly to the Building 7 storeroom, the next working day. The material is then processed for internal distribution on the next Transportation truck.

Customers should continue to order chemicals by stock number in the normal manner. Expansion of this new arrangement to non-stock chemicals is planned in the future.

For more information, call Jim on ext. 4215 or Cheryl on ext. 4264.

DIRECT DELIVERY

When material, equipment, and services are received directly by the requester or picked up without going through Receiving, a number of problems may arise, such as: the seller is not paid on time and cash discounts are lost, needless expediting occurs, accounting reports are not accurate, extra telephone calls are made, and accounting referrals are generated.

When goods or services are picked up or otherwise received directly, please send a memo along with packing lists, invoices, etc., to Receiving, Building 901, citing the purchase order number and stating that the goods or services have been received and the order is complete, if that is the case.

This procedure will reduce problems for everyone, including the requester.

OFF-HOUR LABORATORY VEHICLE SIGN OUT

Due to the recent theft of two Laboratory vehicles and in order to prevent future thefts, the following procedure has been placed in effect immediately.

All drivers of Laboratory vehicles leaving the site are required to stop at the gate during off hours. The gate guard will record the vehicle license number and request that the driver sign the log before the vehicle is permitted to exit. It may also be necessary for the driver to show his or her Laboratory identification badge.

This procedure will be in effect between the hours of 7:00 p.m. and 6:30 a.m., Monday through Friday and 24 hours on Saturday, Sunday, and holidays.

MOTOR POOL FUEL TANK REPLACEMENTS

The Motor Pool will have the gasoline and diesel fuel tanks replaced soon. The current schedule calls for replacement of the diesel tank during November, 1989. The unleaded gasoline tank will follow in March, 1990. The Motor Pool will continue to provide vehicle service while the diesel tank is being replaced. An alternative plan to dispense diesel fuel will be provided to user groups. Gasoline will continue to be dispensed at the Motor Pool during the construction period. Some disruption of normal service may occur; however, it will be minimal to vehicle users. Watch in future News Center Service Updates for further information about the gasoline tank replacement.

STOCK MATERIAL RETURNS

Due to the separation of the general ledger system (from LLNL to LBL), a new procedure must be implemented for return of all stock material.

All returns must be processed by the appropriate LBL storeroom even if the material was issued from another site (LLNL or Site 300). Failure to follow this new procedure may result in improper account credit by the stores system.

Refer questions to Chris Caras, ext. 4224.

WHAT'S NEW IN STOCK

4240-70825	Quakegrip Fastening Kit for two piece PC (Bldg. 78)
4240-70826	Quakegrip Fastening Kit for one piece PC (Bldg. 78)
4240-70827	Quakegrip Bulk Pkg. (Small) Fasteners (Bldg. 78)
4240-70828	Quakegrip Bulk Pkg. (Medium) Fasteners (Bldg. 78)
4240-70829	Quakegrip Bulk Pkg. (Large) Fasteners (Bldg. 78)
4240-70830	Quakegrip Loop Fastening Pads (Bldg. 78)
5965-69438	Telephone Shoulder Rest, Ivory (Bldg. 7)
5975-70824	Cable Tie Mount, 1/2 Inch Sq. (Bldg. 7)
6110-71006	Standard Panelboard, 100 Amp (Bldg. 78)
6640-70823	Disposable Multi Well Plate, Corning (Bldg. 7)
7930-70831	Absorbent Pig for Spill Control (Bldg. 901)

For Reference

Not to be taken from this room

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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.