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Purchasing • Storerooms • Receiving/Warehouse • Buses • Transportation • Motor Pool
• Protective Services • Inventory Management • Mail • Shipping • Excess
• Property Management • Risk Management • Industrial Gas
• Office Machines • Reclamation • Records • Cafeteria

PROPERTY MANAGEMENT EQUIPMENT SEARCH

Property Management has been working closely with the Divisions to locate equipment not found in the normal Inventory By Exception (IBE) process. Typically, a piece of equipment may move several times in a given year, by reassignment to another staff member, by being moved to another office, or even by being used at home to complete Laboratory-related work. In each of these cases, if Property Management is advised of the reassignment or the change of location (as required, see RPM 6.03E), the specific piece of equipment is not required to be inventoried for another year.

However, when Property Management is unable to locate the equipment at its recorded location during the next IBE process, the Division is contacted and requested to locate the equipment. If the equipment was moved recently, it is usually not difficult to find, but the longer the time span, the more difficult it becomes to locate.

The easiest and most effective way to advise Property Management of a location or user change is to complete an Equipment Movement Record (EMR) form. EMR forms are available from the Central Storeroom (7600-59226). In cases where the equipment is taken home, e.g. microcomputers and printers, a Material Pass form (7600-67344) should be completed. The form should be filled out by the requester and then signed by the Department Head, Group Leader, or Division Administrator.

If you know of equipment that may have been moved without the appropriate forms being completed, please call **Property Management, ext. 5151**.

PROCUREMENT PLANNING

Every successful major procurement requires a procurement plan. When a requester involves Purchasing in the early stages of the procurement process, Purchasing can provide valuable resources and shorten the overall procurement cycle by performing many functions in parallel with requester activities, rather than after the requisition is received by the Buyer.

Purchasing has developed a table that gives typical lead times for various purchases. A copy may be obtained by calling **Hal McGrath, ext. 4506**. Please contact him if a high value or complex purchase transaction is being planned. Purchasing can help by performing market surveys, prequalifying sellers, reviewing specifications, developing evaluation and acceptance criteria, and drafting contractual documents in parallel with requester activities. It will save time and ensure a smooth procurement.

WHAT ARE YOUR RECORDS OBLIGATIONS?

A number of people are calling the Archives and Records Office and asking about the proper care of records. Some departments want to destroy records in an office clean-up campaign before the Tiger Team arrives.

It is important that everyone in your office know that only records approved in retention schedules can be destroyed. Valuable records must be organized and transferred to the Archives and Records Office.

What can you do to learn about your records obligations?

1. Attend A Records Management Workshop -- check the Personnel Department's On-Site Training Schedule.
2. Order a copy of "Records Disposition: The National Archives Self-Inspection Guide" from the LBL Archives and Records Office.
3. Visit the Archives and Records Office to discuss your office records management practices.

For more information call **Archives and Records**, ext. 5525.

SAVE FUEL

The current Mid-east oil crisis reminds us that we need to continue to use alternative modes of transportation to reduce oil use.

Laboratory personnel have a unique opportunity to do this for official business trips. BART tickets are available for official business trips in amounts for round-trips to either downtown Oakland (the DOE/SAN Office is right outside the Oakland City Center, 12th Street station) or downtown San Francisco. The LBL Shuttle Bus runs to and from the Laboratory and the main Berkeley BART station every 10 minutes.

The on-site Shuttle Bus should be used whenever possible rather than driving a vehicle. As we all know, the short trips in a car are the worst as far as fuel consumption is concerned.

For information regarding BART tickets for official business trips, contact **Carol Gilbert**, ext. 5475. Questions about the shuttle-bus service should be directed to **Tammy Brown**, ext. 4165.

CHECK TIRE PRESSURE AND SAVE OIL

Oil (gasoline) consumption can be reduced simply by keeping the tires on the vehicle you drive properly inflated. This of course applies to both your personal car and any Laboratory vehicle you drive.

- Each time you fill up with gasoline, check tire pressure.
- Inflate the tires to the highest pressure of the range indicated on the tire and consistent with the vehicle load.

For more information, contact **Harry Moitoza**, ext. 5476.

DIRECT RECEIVALS

Material or services are sometimes received directly by the requester, bypassing Receiving. Examples include repair service, items that have been on loan for test and evaluation, or items picked up directly by the requester. When this happens, there is no official record of receipt and the order remains on open status. Consequently, the seller does not get paid and eventually complains. When you receive material or service directly, you should notify Receiving. Use either a memo or sign the packing list or repair order indicating what has been received and mail it to Receiving, Building 901. This will ensure that a formal receipt is made and seller is paid promptly.

Call Hal McGrath, ext. 4506, for further information.

MOTOR POOL FUEL TANK REPLACEMENT

Construction is underway to replace both 10,000-gallon fuel tanks at the Motor Pool. Completion of this project is scheduled for late November, 1990. The Motor Pool will continue to provide vehicle service during the construction period.

Please call the Motor Pool, ext. 5472, should you have any questions regarding service/repair or fuel for a vehicle.

DRY-ICE RECHARGES

Dry ice is available in the insulated container on the Building 69 dock for after-hour requirements. If you have urgent requirements for dry ice and cannot wait for Transportation deliveries, you may obtain ice from this box. However, you are required to fill out the user logs attached to the box. Please put your name, employee number, building location, operating account number, and number of blocks taken. Questions should be directed to Don Prestella, ext. 6220.

FEDERAL EXPRESS SHIPMENTS USING OFF-SITE DROP BOX

Federal Express shipments that do not go through the Shipping section must have your account number entered in the reference blank on the FEDEX Airbill (Item #3, Your Billing Reference Information). For LBL accounting purposes, you must also fill out a Shipping Document and send it to Shipping, MS 69-102, with the "senders copy" of the Federal Express Airbill. Call Jeanne Turturice, ext. 5084, for more information or to request a Mail and Shipping Services Guide (PUB-3072).

TRANSPORTATION DOCUMENTATION

When sending items to storage, shipping, excess, or salvage, please ensure that the item is clearly marked with its destination. Tape a copy of any required documentation, e.g., shipping document, storage tag, etc., to the outside of the container or item. These procedures will provide quick reference to the receiving party and will expedite the proper handling of the material. Please call Dave Saucer, ext. 4629, for more information.

OFFICE PRODUCTS

As previously announced, LBL has entered into a systems contract for all standard stationery supplies and other office products sold by Boise-Cascade Office Products.

Requesters can choose items from the supplier's catalog and place the order through a coordinator, located in the Central Storeroom, using a standard "Stores Material Order" form. Furniture items, such as executive desk sets, are excluded. We are currently expending the shelf stock on hand, and, as stock is depleted, customer orders are placed directly with Boise-Cascade. Delivery to LBL is the following workday. Customers may either order material using the LBL stock catalog number or the part number shown in the Boise-Cascade 1991 catalog. (Boise-Cascade 1991 catalogs are available at the Central Storeroom and will be sent to all interested customers upon request.)

When a requester receives a package from Boise-Cascade, we ask that you please inspect the material immediately. If there are discrepancies or problems with the order, notify Mrs. Zelma Richardson, ext. 4216. We have ten (10) days to correct any problems.

A "Customer Catalog" of high-use items will be available in December. Information sessions on this systems contract are tentatively scheduled to begin in December.

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

PRECIOUS-METAL INVENTORY

Property Management has completed the FY90 Precious Metals physical inventory. A self-inventory of all custodians will be conducted in six months by Property Accounting. Precious metals are defined as gold, iridium, osmium, palladium, platinum, rhodium, ruthenium, and silver. They are available with an account authorization signature through the Central Storeroom. Precious metals no longer in use should be reviewed by Environmental Health and Safety (EH&S) for contamination. If there is no contamination, the metal and the monitor tag should be taken to the Central Storeroom Coordinator. If the metal is contaminated, EH&S will call Property Management to weigh the material and complete the necessary transactions.

For questions regarding the request, issue, and return of precious metals, please call Sam Vetro, ext. 6224.

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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.