

# Lawrence Berkeley National Laboratory

## Recent Work

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## **RECORDS SURVEY**

LBL is conducting its first comprehensive records inventory, as required by several DOE Orders and directives. The first stage concentrates on locating and describing epidemiology and health study records. The deadline for inventorying these records was September 1, 1992. All other records created or received by LBL, including electronic information, are to be inventoried by February 1, 1993.

LBL divisions, departments and sections have appointed eighty-five Records Liaison Officers to complete the records inventory. If you have questions about the project you are encouraged to talk with your appointed Records Liaison Officer, Division Administrator or the LBL Archives and Records Office at ext. 5525. Your support of the project is greatly appreciated.

## **RECORDS RETENTIONS ON FAXED PAGES**

Most fax machines at the Laboratory produce thermal fax papers that will fade or discolor and become brittle in a few years. Documents having long-term value (over 5 years) that are received on fax machines using thermal papers should be photocopied onto copy paper and the original fax discarded. Thermal fax paper should not be interfiled with other types of paper containing information of long-term value because of the harmful effects of acid migration and chemical reactions.

If you have any questions, please call the Archives and Records Office at ext. 5525.

## **NEW SOLE SOURCE REVIEW REQUIREMENTS**

DOE has imposed a new requirement on the Laboratory to submit all sole source requisitions over \$100K, along with the Sole Source Justification forms, for review prior to soliciting prices. This DOE review will add approximately one week to the procurement cycle.

To avoid this delay, do not submit sole source requisitions that contain unnecessarily restrictive ordering specifications that result in non-competitive procurements. Specifications should be based on—and clearly state—the minimum requirements to satisfy the need. All personnel are reminded of the Laboratory's obligation to provide for full and open competition except in those special cases where there is adequate documentation to demonstrate that only one supplier can provide the required goods or services.

For help in locating additional potential suppliers contact Rich Arri at ext. 4593 or Ron Brown at ext. 5714.

PUB 603

## **PURCHASE OF SURPLUS LABORATORY PROPERTY**

An agreement has been established with the University of California, Berkeley Surplus and Salvage Yard, and LBL to sell the Laboratory's surplus property, including a used VAX 11/70, an IBM typewriter, a half horsepower electric motor, and an assortment of other surplus material. All employees and contractors (except Property Management staff) may participate in the sale: the surplus property has completed all required screening.

The UCB Surplus and Salvage Sale Yard is located at 6701 San Pablo Avenue, Berkeley, one block south of Ashby Avenue. Hours are from 9:00 a.m. to 12:00 p.m. on Wednesdays and Thursdays. All funds generated from the surplus property sales are returned to support the salvage operation. Questions should be directed to Monte Clevenger at ext. 6242.

## **PROCEDURE FOR BORROWING PROPERTY**

The Property Management Office will assist you if you are interested in borrowing a piece of hardware or software from an off-site organization to test and evaluate. The benefit of working in advance with Property Management is that it eliminates any personal liability you might otherwise incur. For example: a representative of a commercial firm contacts you, an LBL employee, asking if you're interested in a newly-developed piece of equipment or program, and offering to lend it to you. You say yes, and it is delivered to you. While you're working with it, or in your absence, the equipment is damaged or stolen. The representative would seek restitution, and the Laboratory would not be responsible for the loss. If, before the delivery, you had contacted Property Management and established a Borrow agreement with the firm in question, the Laboratory would assume liability for the loss.

Call the Property Management Office at ext. 5151, to complete a Borrow agreement. A letter will be sent to the company, requesting the loan of the property for the time period specified. You as requester will be sent a copy of all correspondence. After the time specified, Property Management will contact you inquiring if the Borrow should be extended, or if the property has been returned, and, if appropriate, will close out the agreement.

## **REVISED VENDOR DIRECTORY**

The Purchasing Department is issuing the Fiscal Year 1993 "Directory of Small Disadvantaged Businesses and Women Owned Businesses." This directory contains over 1200 businesses and lists company name, address, telephone number, contact person, and principal products or services sold.

The directory is published primarily for the LBL and LLNL procurement staff but it also helps requesters identify a disadvantaged or women-owned business to obtain information on products or services. LBL has a strong commitment to doing business with these firms. Direct requester involvement in the program provides additional opportunities for many of these firms to become regular suppliers to LBL.

A limited number of copies of the directory will be available for internal distribution. The directory is also available in electronic form for DOS-based computers. It allows the user to search for vendors by entering a description of the product or service desired. If you would like a copy of either, contact Tom Beales at ext. 4510.

## ELECTRONIC EQUIPMENT MOVEMENT RECORD

Property Management and two divisional representatives have developed the criteria for an on-line Electronic Equipment Movement Record (EEMR) form that can be accessed via Toolkit by anyone with a VAX Cluster account. The Toolkit front end already gives the research community access to five administrative databases (Purchase Order, General Ledger, Job Order, Stores, and Property Management). Two of the unique features of the EEMR applications are Self-Registration into the EEMR system and data validation against five different databases.

The Self-Registration process allows a new user to register as an EEMR creator on-line with immediate access. However, the user must be an LBL employee and not a guest, contractor, or graduate student. After the first time, the user is no longer required to register. The registration process lets Property Management empower Division Administrators or designees to review EEMRs created for equipment in their division's user account series. The final review is completed by Property Management, prior to the official government record being modified.

The data validation process ensures that the record to be modified, and all portions of the modification, are validated as the EEMR is being created. The first data field, the item's property number, is checked to make sure that it is a valid property number and that there are no outstanding EEMRs already created (with that number) that have not been approved by the division administrator. The next two fields, Building and Room Number, are compared against the Plant Engineering master file and the Property Management unique building and room file. The next field, the account number, is checked against the General Ledger account master. Finally, the employee number is checked against the Personnel file to identify the name associated with the employee number.

This validating process ensures that the record being created is accurate: it is electronically processed through the division for approval and finally transmitted to Property Management. For more information, contact Gavin Robillard at ext. 4184.

## INSPECTION OF PURCHASED MATERIAL

One of the Tiger Team findings in the quality assurance (QA) area resulted in a corrective action plan agreement that "procedures will be developed to ensure that purchase orders include the required level of and, if required, the procedures to be used for inspections for materials received."

Stock material is received and inspected for compliance with the terms of the order and with the Inventory Management Quality Standards Program requirements established for individual items. This inspection function is performed by storeroom personnel prior to material being placed on the shelf.

For non-stock purchase orders, it is the requester's responsibility to clearly specify any QA procedures required for a particular order on the purchase requisition. Purchasing has numerous standard clauses that can be inserted in the purchase order to cover a wide range of QA issues and will provide them upon request. These, along with any requester provisions, will be incorporated in the order and can include such items as seller-performed inspections, special handlings, or inspections at LBL shops and other facilities.

Receiving will route the material to the location indicated on the purchase order for inspection. The requester is responsible for ensuring the material is inspected in full accordance with the purchase order terms deemed necessary to satisfy any QA issues. If material does not meet the requirements of the purchase order, the requester is to contact the buyer to arrange for corrective action. For further information, contact Ron Ball at ext. 4513.

## **UNAUTHORIZED PROCUREMENTS**

Please help the Laboratory avoid unauthorized procurements. Paragraph 6.01.B.3 of the RPM states that only certain individuals at LBL are delegated the written authority to commit the Laboratory to make purchases; individuals not authorized are responsible for payment of the charges incurred. This delegation of commitment authority is separate and distinct from signature authority levels which are recorded in the Laboratory's Account Authorization Book. When an unauthorized procurement is discovered, whether it be the result of oversight, the immediacy of need or any other reason, the Purchasing Department must review the action to determine if any Procurement policies were violated (e.g., competition, Buy American Act, socio-economic considerations, reasonableness of price, allowability of cost under Contract 98, sufficiency of insurance, etc.). These and similar considerations are made known to the Associate Division Director for Business and Materiel, and he will recommend to the individual's Division Director how the matter should be concluded. For further information, please contact Tom Beales at ext. 4510.

## **BLANKET ORDER RENEWAL NOTICE**

Effective immediately, only one renewal notice will be mailed to notify the requester that it is time to renew a blanket order. The notice will be sent three to four months before the order expires. Requesters are asked to submit their requisitions within 4 weeks after receipt of the notice to allow Purchasing sufficient time to issue a renewal order. If renewal requisitions are submitted without allowing for sufficient processing time, renewal may be delayed.

If a renewal requisition is not received in a timely manner, the appropriate Division Administrator will be notified that the goods or services provided under the blanket order will stop upon expiration of the current order. Any goods or services received after a blanket order expires may be treated as an unauthorized procurement.

Renewal notices are sent to the original requester. If employees transfer to new positions or leave the Laboratory it is important that the blanket order buyer be advised to whom subsequent renewal notices should be sent.

For further information, contact Julie Jones at ext. 4583.

## **FREE POLAROID PRODUCTS AND SERVICES**

Polaroid Corporation has made a number of free services available to Laboratory users; these include providing film samples, holding training sessions, and making equipment inspections. The training sessions are designed to improve image quality, reduce film waste, and teach techniques to extend the use of current equipment and films. These would also provide an opportunity to ask questions and give feedback. Polaroid will conduct a safety inspection of MP-3/MP-4 photostands, discuss new applications/hardware/films, and provide a photomicrography "tips" booklet. Free samples of newly-introduced Polaroid scientific films are available by contacting the Polaroid Technical Imaging Representative, Kevin Mahoney at (415) 570-7236. (Laboratory contact is Jim Bettencourt, ext. 4215.)

## **EXPENDED LASER PRINTER TONER CARTRIDGES**

Do not dispose of your cartridge as waste. The expended toner cartridge and wand should be placed in the cardboard container in which the new replacement cartridge comes and sent to the Property Disposal Center at Building 42. These units will then be sold, generating revenue for the Laboratory. It is important to recognize that the toner inside the cartridge is considered toxic, and the cartridge should be handled with care.

## **PRECIOUS METAL INVENTORIES**

Property Management is in the process of performing the annual physical inventories of Precious Metals. Precious Metal holders are called in advance and appointments are set. Your assistance in completing this effort is appreciated. For further assistance, please call ext. 5151.

## **CARDKEYS**

Process requests for new cardkeys or changes to existing cardkey access via the Badge/Parking Permit Office in Building 90.

## **PARKING PERMITS FOR DAY VISITORS**

Requests from Division or Department Offices for parking permits to be sent to the Main Laboratory Gate may be requested via the Badge/Parking Permit Office in Building 90 or via fax on ext. 7076.

## **PARKING ENFORCEMENT--VEHICLE OPERATOR RESPONSIBILITY**

With the merger of LBL Protective Services and the UCB Police Department, Laboratory parking regulations will be enforced by the University Police assigned to the Laboratory. Parking regulations are published in the Regulations and Procedures Manual (RPM), Section 1.05. Driver responsibility when using an official vehicle is published in the RPM manual, Section 1.06.

Vehicle operators, whether in a private or official vehicle are reminded that they are personally responsible for any parking violation which results in a fine.

## **LOST OR FOUND**

Please call ext. 5472 (Police Dispatch Desk) to report a lost or found item. A police officer will call you back to make arrangements.

## **REPLACEMENT OF OLDER VEHICLES**

The Motor Pool has received several calls concerning excess smoke from buses and vehicles. To ensure that Laboratory vehicles and buses meet fuel reduction requirements set forth by the Executive Order "Federal Energy Management", LBL's Motor Pool has replaced an older bus with a new one equipped with a cleaner-running Cummins engine. A five-year vehicle replacement plan is updated every year to manage the replacement of older vehicles. Alternative fuel vehicles are also being investigated in an effort to stop excess smoke and emission and also to conserve energy. Questions or concerns should be directed to Fred Schirmer at ext. 5476.

## **CAUTION -- FIRE HAZARD NOTICE**

The formulas for corrosion inhibitor (6850-46716) and lubricant/rust inhibitor/penetrant (6850-64891; WD 40) have been changed by the manufacturers to comply with environmental concerns. This has resulted in an increase in fire hazard rating from combustible to flammable. Anyone using these products should read the label and follow the instructions. For more information, contact Cheryl Durbin at ext. 4264.

## LETTER SIZE RECYCLED PAPER IN STOCK

White, 20 lb, 8-1/2 X 11 inch, recycled xerocopy paper (7530-72136) is now available from stock at Bldg. 901. This paper contains 50% waste paper including 10% post consumer. The paper is currently in use at the LBL Printing Plant where no problems have been experienced. Customers are encouraged to use this paper whenever possible.

## WHAT'S NEW IN STOCK

5935-71961 Conn. Adapter, Lemo FTY.00.250.CTF (Bldg. 7)  
5975-72073 Buss Strip, Vector T107/C (Bldg. 7)  
6515-71985 Disposable Sharps Container, 20 syringe Cap. (Bldg. 7)  
7530-72136 Recycled Xerocopy Paper, 8-1/2X11, Sub. 20 (Bldg. 901)  
7600-72074 Folder, Two Pocket, Blue w/LBL Logo (Bldg. 7)  
7600-72124 Shipping Document, 4-Part (Bldg. 7)  
8105-71984 Biohazard Bag, Red, 24 X 23 Inch (Bldg. 901)  
8105-72032 Garbage Bag, Blue, 12 X 8 X 22 Inch (Bldg. 901)  
8105-72033 Garbage Bag, Blue, 23 X 17 X 46 Inch (Bldg. 901)  
8105-72034 Garbage Bag, Blue, 33 X 39 Inch (Bldg. 901)

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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.**