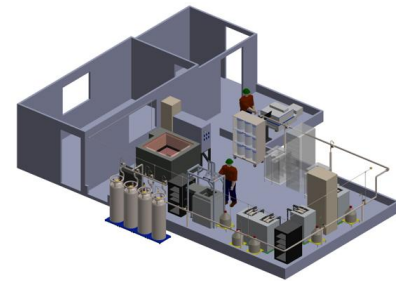


How to do Stuff at LBL





How to do Stuff at LBL (at the end)

- Rule #1: Don't just fill out a form, get a name and call someone
 - LBL has a frustrating bureaucracy, but people here are helpful more often than not.
- Rule #2: Things happen slowly here, plan ahead.
 - Typically doing things fast will expend political capital.
- Rule #3: People do each other favors here. Good karma will pay off.
- Rule #4: When in doubt talk to Steve Dardin.
- Rule #5: The EHS people are generally helpful, don't be afraid to come clean with them.
- Rule #6: Facilities is slow. Talk to technicians and look for workarounds to avoid asking facilities for anything.



A Few Rules for the Lab

- Every task has to be covered by a WPC (Work Planning Control) activity. You must have all the training under that WPC to do work
 - If you do not perform certain tasks, it is possible to exempt you from 1 or more trainings
 - All our WPCs have to be approved by at least Kevin L. and Marty White
- Anything you plug into the wall must be NRTL approved (it'll have a sticker). If not, it has to be inspected.
 - Yellow sticker: you can use it for a while, but get it fixed!
 - Green sticker: go for it
 - Red Sticker: NO!
- Anything over 4' tall or 500 lbs. should be anchored in case of seismic activity.
 - In practice this is a soft rule, not a hard rule.
 - If you do need to anchor something, it must be approved by Tim Hart. Tim's backlog is typically 1-2 months so plan ahead.
- If you need any modifications to the lab space, submit a work request [here](#)
 - Then follow up, get a name, and call someone (see Rule #1)
- All chemicals need to be in the chemical inventory



Main Contacts (Just for Reference)

- Steve Dardin: knows everyone
- Marty White: Physics Division Safety Coordinator
- Ken Wilson: Technician (Physics Division) office in 77A
- Ahmet Pekedis: Super Saiyan Level Technician (Engineering Division)
- If you need something machined
 - Cory Lee: in building 50, does things fast
 - Tom Lipton: runs a shop in 58, does more complicated jobs and welding, also has technicians
 - Main shop: building 77, they do ANYTHING and handle very large or complicated jobs (if you go to Tom first, he may redirect you to them)
- “Big Joe” Saba: LBL mechanical engineer for last 8 years
- For electrical needs (filters, cables, borrow equipment, high voltage safety issues):
 - Will Waldron: high voltage engineer
 - Chip Kozy: electrical tech who works for Will



Other Contacts

- Tim Montoya: head of transportation, handles work request for moving items (very helpful! Fills requests within three business days)
- Rick Kraft: head of main shop in 77
- Tom Bennett: carpenter who does equipment anchoring
- Chris Redding: LBL plating shop, does UHV parts cleaning
- Jeff Bramble/Bob Fairchild: typical physics contacts with radiation protection
- Tim Hart: approves all structures for seismic anchoring
- Lou Pandolfo: rigging supervisor (helps with purchasing rigging equipment, or one-time hosting jobs)
- Matt Rice: EHS fall-protection (has to give us a permit every quarter where fall protection is needed, currently only applies in 77A)



Other Useful Tips

- **Need to find someone you don't know? Go to <http://phonebook.lbl.gov/>**
- **Need to ship something? The guy who runs shipping is really nice and will package stuff for you.**
- **Need keys? Go to Steve (there's a website for this too, but the process turns out to be painful)**
- **Need stuff moved? Need stuff thrown out? You can submit a work transportation work request and it will typically be addressed within three days.**
- **Placed a purchase order? Typically this is easy, every once-in-awhile they fall into a supermassive black hole. Follow up on them.**