

NEWS2USE

1 THE NEW YEAR BRINGS A NEW WAY TO ENTER THE CAMPUS

**NIH PERIMETER SECURITY PLAN –
NEW PEDESTRIAN ACCESS GATES MAP**

2 WALK THIS WAY: PEDESTRIAN SAFETY TIPS

3 NIH POLICE THEFT REPORT

4 BULK PURCHASING = COST SAVINGS

5 TECHNOLOGY ENABLES ACCESS TO OVER 4,000 JOURNALS

6 R&W GIFT SHOP OPENS IN ROCKLEDGE I

7 NEW PARTS, LESS TIME IN LINE

8 BUILDING 38 DINING CENTER RENOVATION

9 NEW CREDIT UNION ATM PLANNED FOR OUTSIDE BUILDING 50

10 INTERPRETING SERVICES AND SIGN LANGUAGE

11 INTERPRETING SERVICES SCHEDULING NOTES

12 PLAY IT SAFE WITH SPACE HEATERS

13 A REMINDER ABOUT THE NIH CHILD CARE WAITING LIST SERVICE

14 NIH RECOGNIZED AS “BEST WORKPLACE FOR COMMUTERS”

15 NIH SHUTTLE SCHEDULE NOW AVAILABLE FOR BLACKBERRYS

THE NEW YEAR BRINGS A NEW WAY TO ENTER THE CAMPUS



The construction of the fence surrounding the NIH Bethesda campus is nearing completion. Once finished the fence will include eight vehicle/pedestrian access gates and nine ‘stand-alone’ pedestrian access gates.

All of the vehicle access gates will have a security guard presence, and pedestrian access will be available during business hours. The other nine pedestrian access gates are stand-alone gates that do not require a security guard. “Once the fence is completed and the gates are in operation, we can rely more on electronic access security systems rather than having a guard present at each post,” says Arturo Giron, Associate Director, Security and Emergency Response.

“The pedestrian access gates, or portals, will be equipped with an electronic security system allowing all NIH employees entry just by waving their NIH ID badge in front of a card reader,” explains Giron.

For added security, the pedestrian only portals were designed such that once an NIH employee waves the ID in front of the reader, they open the gate to an



NIH PERIMETER SECURITY PLAN – NEW PEDESTRIAN ACCESS GATES MAP

The map below shows the stand-alone pedestrian access gates around the Bethesda campus.



entryway where they wave their ID card in front of another reader and then enter the campus. "This additional security measure will prevent any piggybacking and help ensure only those who are authorized gain entry," says David Chung of the Division of Physical Security Management.

The electronic systems for pedestrian entrances will be fully operational by this Spring. Until then employees will be able to manually open the gates to enter and exit the campus.

INFORMATION

David Chung
301-496-6893

PEDESTRIAN-ONLY ENTRANCES

CEDAR LANE:

- West Drive
- Garden Drive

OLD GEORGETOWN ROAD:

- South Drive
- Northwest corner between Center Drive and Cedar Lane
- Lincoln Drive (*just south of*)

SOUTH END OF CAMPUS:

- Near Building 14 Trailers
- Between 41 Lots and MLP-7

ROCKVILLE PIKE:

- Two entrances, one on each side of the planned Visitor's Center near the South Drive entrance (*Metro*)

VEHICLE / PEDESTRIAN ENTRANCES

OLD GEORGETOWN ROAD:

- South Drive
- Lincoln Drive
- Center Drive

CEDAR LANE:

- West Drive- Patient and Patient Visitor vehicles only
- Pedestrian access open to employees

ROCKVILLE PIKE:

- North Drive
- Wilson Drive
- South Drive
- Center Drive

WALK THIS WAY: PEDESTRIAN SAFETY TIPS

In Montgomery County, too many pedestrians have been killed last year while they were just crossing the street to go to school, to work, and even to the NIH Film Festival at Strathmore Hall last summer. The advice we all received as children to look both ways still applies, maybe more than ever with so many people distracted by cell phones and stress.

The NIH Police offer the following safety tips:

► Walk on the sidewalk

Stay within the crosswalks and on the sidewalk. Don't walk in the traffic. On roads that don't have sidewalks, walk facing the traffic.

► Cross at intersections

The most common way for a pedestrian to get hit by a car is when crossing the road at places other than an intersection. There is a temporary, painted crosswalk area at South Drive by the Metro vehicle inspection tent due to the Shuttle Loop construction. Two flashing traffic lights and stop signs have been installed there for your safety.

► See and be seen

Drivers need to see you to avoid you. Stay out of the driver's blind spot. Wear bright colors or reflective clothing when walking at night. Carrying a flashlight is also very helpful.

► Finally, remember the 3 "C"s that will help to keep you safe:

- **Courtesy**
- **Common Sense**
- **Caution**

NIH POLICE THEFT REPORT

The following is an overview of theft violations that have occurred at NIH since the September 2003 issue of The Antidote newsletter was published. Antidote information and reports will now be part of the ORS News2Use.

From these reports it is obvious that in many cases simply using locks – on office doors or drawers – would have kept the property safe.

THEFT OF PERSONAL PROPERTY

- Hand cart stolen off of a truck parked at the east loading dock – Building 10
- Two rings stolen from conference room. One is diamond valued at \$1000 and one is a floral design valued at \$400 – Building 10
- \$40 and a credit card stolen from wallet left in office. The area was unattended and left unsecured at the time – Building 10
- Sony CD player and numerous CDs stolen from employee's personal vehicle. Valued at \$1,680 – MLP 8
- Power tools stolen from toolbox left unsecured at construction site – Building 30
- Wallet containing money and credit cards taken from a backpack left in an unsecured and unattended office – Building 10
- Blank checks (13) stolen from office desk – Building 31A
- Black leather backpack stolen from unlocked office desk drawer. – Building 10
- Nikon camera, two lenses and camera case stolen from personally owned vehicle. Total value \$685 – Building 5 loading dock
- Man's silver wedding band ring, valued at \$500, stolen from car glove compartment. – 31B parking lot
- Two \$20 bills and 6 Metro fare cards stolen from women's locker room. Total value \$172. The owner had left the locker door open and departed the area for 2 hours. – Building 10

THEFT OF GOVERNMENT PROPERTY

- Honda generator, valued at \$1095, stolen from mechanical shop. – Building 13
- Blackberry PDA stolen from office desk. It had been left overnight and was missing in the morning. Valued at \$400 – Building 13
- View Sonic flat screen 15" computer monitor stolen from equipment room. The room was not secured at the time – Building 37
- Mac G4 Titanium laptop computer stolen from an unlocked file cabinet – Building 10

BULK PURCHASING = COST SAVINGS

The Division of Veterinary Resources (DVR) continues to look for ways to streamline procedures and processes to improve service and reduce costs. As a result they found that consolidating purchases for caging, carts, and ancillary equipment produced significant savings.

DVR consolidation of purchases resulted in 27 percent savings in 2002 and 23 percent in 2003. In dollar figures, for FY 2002, the savings by ordering bulk was \$229,174 and in FY 2003, \$108,687. There were more orders placed in FY 2002, which accounts for the higher savings in dollars that year.

Combining orders for all of DVR buildings provided concentrated buying power based on volume. The centralization of the ordering process encourages vendors to provide the most competitive pricing available and potentially attracts a wider variety of companies willing to present quotes and do business with the Federal Government.

Consolidation of purchasing reduced by half the number of purchase requisitions, significantly reducing paperwork, labor and effort, and time for both the Government and the vendor. An added benefit for the vendors is to receive a single prompt payment.

The ability to modernize equipment allows the program to stay current with technology, meet

the principal investigator's needs, and better support the NIH mission. Keeping current technology is costly but necessary. By consolidating purchases the savings allowed DVR to stretch their budget further and to acquire additional needed items. Further, standardizing caging and equipment between buildings reduces space required for storage for each facility since there are fewer types of equipment that need to be stored separately. Standardization of caging and equipment also allows DVR to shift equipment between buildings in the event of an emergency.

INFORMATION

Eileen Morgan
301-496-9055

TECHNOLOGY ENABLES ACCESS TO OVER 4,000 JOURNALS

Gone are the days of braving the weather to get that much needed journal article by closing time at the library. Now over 75 percent of the NIH Library's journal collection is available online. What this means is that you have access to over 3,000 full-text journals online, 24/7, and electronic options for ordering and receiving the additional thousand or so journals only available in print. Whether you are gathering information for a paper or searching for a supporting citation to debate a conference colleague, the Library has you covered. Your access is practically seamless onsite, or offsite with a Parachute or VPN account. For more information about remote access registration read the Center for Information Technology's web page: <http://remoteaccess.nih.gov/>.

Journal titles cover major topics of concern to NIH researchers. Visit the Library's Online Journals page: <http://nihlibrary.nih.gov/secure/onlinejournals.shtm> to link to journals alphabetically by the first letter in the title. Additional journals are available through vendor packages listed on the right side of the Online Journals page. If you need an article

from a journal not found in the NIH Library's collection, don't fret – make an online request. Detailed information about document delivery options can be found at: <http://nihlibrary.nih.gov/About/articlebookordering.htm>. The Library staff is committed to getting you the information that you need. Ninety-six percent of journal article requests are filled within three working days and delivered to your office or lab. The default delivery method is as a PDF document via your NIH e-mail address. For special circumstances, discuss your needs with a document delivery specialist by calling 301-496-4651.

In the article "Print to Online: Making the Transition," (<http://nihlibrary.nih.gov/Secure/printtoelectronic.htm>), Library Director Suzanne Grefsheim discusses key points guiding NIH Library staff as they make choices of journal titles and formats for the Library's collection. How to suggest that the Library purchase a new journal subscription is also covered. Please contact Mrs. Grefsheim by e-mail at sg8d@nih.gov or by phone at 301-496-2448 if you would like to explore these or other issues further.

INFORMATION:

Cindy Clark
301-496-2186

R&W GIFT SHOP OPENS IN ROCKLEDGE I

On October 28, the ORS Division of Employee Services, along with the NIH Recreation and Welfare Association and its Board of Directors, celebrated the relocation of its gift shop and service center to the Rockledge One building in the Rock Springs Cluster of NIH. Grand Opening events included a ribbon cutting, door prizes, giveaways, and food specials and demonstrations in the adjacent NIH Dining Center.

The new space is adjacent to the Breakaway Cafe on the 4th floor of 6705 Rockledge Drive, convenient for employees within the Rock Springs cluster for purchasing gifts, greeting cards, videos, photo processing, and other items and services. Open Monday through Friday from 9:00 am to 3:45 pm, the store is designed to assist employees with the latest items for their gift giving needs. Purchases from the R&W stores contribute to the success of the Children's Inn, Camp Fantastic, and Friends of the Clinical Center.

As always, questions, comments or concerns about this and other programs of the ORS Division of Employee Services are welcome. These programs include child care, sign language interpreting services, food services and retail services.

INFORMATION

ORS Division of Employee Services
301-402-8180

NEW PARTS, LESS TIME IN LINE

The Division of Travel and Transportation Services (DTTS) implemented a new Parking and Transshare System (PARTS) on October 24, 2003. This system serves the DTTS as the new software solution for the administration and management of the Parking and Transshare Programs. One great improvement is the use of your NIH ID badge — instead of the old NIH Commuter Cards — to retrieve your Transshare subsidy. The new system has reduced the time it takes to serve customers by 50 to 75 percent.



Gary Freeman, Traffic Management Specialist, presenting a gift to Donna Pearman, our first Parking and Transshare customer using the new system.

The NIH Parking Office
Building 31, Room B3B04
Open 7:30 am to 4:30 pm

Temporary parking permits are available from 6:00 am to 7:30 am at the NIH Police Desk, Building 31, Room B3B17.

There are two R&W Store Metrochek pick up locations:

- 1 NIH Bethesda campus:
Building 31, Room B1W30
open from 7:30 am to 3:45 pm
- 2 Executive Plaza
Building 6120, Room 150C
open from 9:00 am to 3:35 pm

INFORMATION

Gary Freeman
301-496-8403

BUILDING 38 DINING CENTER RENOVATION

The Building 38 Dining Center is currently under renovation. The upgrade should be completed by spring of 2004. This long anticipated project will enhance the seating area, improve the flow of foot traffic, and increase the amount of food options available. Manager George Abbott is quite pleased with the new plans and he is sure that this renovation will bring more patrons to the facility.

A salad bar will be added to respond to many requests for healthy eating alternatives in NIH dining facilities. Please note that during the renovation the dining center will remain open during regular hours; however, made-to-order hot food will not be available. For alternative hot meals please visit the Building 45 (Natcher) Dining Center, which has just added new menu stations and new food concepts.

INFORMATION

301-402-8180
Dwayne Parris
www.nih.gov/od/ors/dss/special/food.htm

NEW CREDIT UNION ATM PLANNED FOR OUTSIDE BUILDING 50



The small kiosk in front of Building 50 is the future site of an National Institutes of Health Federal Credit Union (NIHFCU) ATM machine. Facing South Drive, this will be a convenient location for many campus employees, particularly those coming from the Metro to points south. There will be appropriate lighting for safe night use, with cameras placed inside the machine to monitor activity. The kiosk will continue to have information posted on the bulletin boards on its remaining free sides.

According to Jim Norris, Vice President of the NIHFCU Delivery Systems, "We are excited about this new location and the convenience it will add, with 24-hour access to the NIH community. We continue to evaluate new locations for ATM machines with enhanced accessibility for both members and non-members and improved convenience in mind."

INFORMATION

Jim Norris
301-348-2023

INTERPRETING SERVICES AND SIGN LANGUAGE

Recently, the Office of Research Services (ORS) has implemented several organizational changes. One is that the Worksite Enrichment Programs Branch has been elevated to a Division. Effective October 1, 2003, the project office for the NIH-wide interpreting services contract will reside within the new Division of Employee Services. Please know that this will not affect the services we provide through our contract with Sign Language Associates.

Another result of this restructuring is a change in the contract Project Officer. As of October 1, Tim Tosten was named Acting Project Officer, while Carole Harman will continue to be Quality Assurance Assistant. Ellen Grant has worked on the interpreting services contract since 1999. However, she is also the Project Officer for the Travel Management Center Contract with Omega and will now be working for a new ORS entity, the Division of Travel and Transportation Services.

Our contract with Sign Language Associates (SLA) has entered its last option year. Tosten will be working to ensure that the new contract is awarded in a timely manner. Two or three users of the sign language contract sit on the technical review panel.

In four years, ORS provided over 38,000 hours of interpreting services to the NIH. Those are simply the hours provided, but how well did SLA fare against the contract's performance standards? At the end of each contract year, our project office team compiles all the monthly usage data and offers the community an executive summary that provides answers and overviews of the services provided during the previous year; the period of June 2002 through May 2003 is available at: www.nih.gov/od/ors/dss/special/execsummary3.htm

INTERPRETING SERVICES SCHEDULING NOTES

The Interpreting Services Project Office and Sign Language Associates (SLA) are dedicated to ensuring that all interpreting service requests are confirmed with assigned interpreters. However, there are times when no matter how much creative thinking and scheduling adjustments are made a request may not be filled for several reasons. To assist us in meeting your needs, we ask that when possible the following be taken into consideration:

- All of us have been in the situation where we are asked to attend a last minute or unplanned urgent meeting, however, many are known in advance. To limit the number of unfilled requests, please enter your interpreting service requests five or more business days in advance of the event start date. This extra time is needed by SLA to ensure the most appropriate interpreter is assigned to your request.
- When you know that your previously scheduled event has been postponed or cancelled, please try to let the Project Office know two business days in advance. Not only will this conserve financial resources, but it may also free an interpreter who can then fill a last minute request.
- When you are planning your annual leave, please keep the Project Office in mind. You may have an ongoing or one-time request on our master calendar that needs to be cancelled or changed.
- If you need to make a change or cancel your request, please go to our web site: <http://www.nih.gov/od/ors/dss/special/interp.htm>

Please avoid sending e-mail messages to one particular individual in the office. There are times when the primary point of contact may be out of the office, and SLA might not receive the information. By entering it online, the entire office and SLA have immediate access and your request will be expeditiously processed.

We look forward to continuing to provide the NIH with exceptional interpreting services, but your assistance is also key to accomplishing that goal.

INFORMATION

Carole Harman or Tim Tosten
301-402-8180 or 301-435-1908 (TTY)

PLAY IT SAFE WITH SPACE HEATERS

Each winter, questions arise concerning the use of space heaters at the NIH. Before a space heater can be considered for an area, any difficulties in regulating or maintaining a comfortable temperature must first be directed to the Office of Research Facilities Development and Operations (ORFDO) Central Call-In Desk at 301-435-8000 or <http://des.od.nih.gov/msweb>. A building engineer will attempt to make mechanical adjustments to the heating system. If it is determined that an area cannot be adequately heated, a space heater may then be purchased for use in designated areas only. *Space heaters are not permitted, under any circumstances, in laboratories, patient care units, or clinics.*

Prior to installing any space heater, ORFDO must verify that the electrical service to the area is adequate to accommodate the heater safely. Space heaters can easily overload electrical circuits in a building; therefore, additional circuitry may need to be installed. If electrical work is required, it is the responsibility of the requesting IC to initiate and fund the necessary work requests.

The Division of the Fire Marshal does not endorse any particular brand or manufacturer of space heaters; however, a convection-type heater is preferable. Convection models slowly warm the air around them and pose less of a burn hazard since their surface temperatures are generally lower. Prior to purchasing the heater, be sure that the unit is equipped with all of the following features that minimize fire hazards typically associated with these devices:

- *A multi-directional tip-over switch that automatically turns off the unit regardless of which way it may fall.*
- *An overheat sensor that automatically turns off the unit if it becomes too hot.*
- *A visible on/off switch and light.*

Proper placement of the space heater is important for safety as well as for comfort. Make sure the unit is placed on a hard non-combustible surface instead of carpet. All combustible materials (e.g., paper, plastics, wood, etc.) must be stored away from the heater. The power cord must not be covered by carpeting or other materials. Extension cords should not be used. Never leave the heater in operation when an area is unoccupied.

INFORMATION

Division of the Fire Marshal
301-496-0487

A REMINDER ABOUT THE NIH CHILD CARE WAITING LIST SERVICE

The National Institutes of Health sponsors three child care centers for children of NIH employees. The three centers are of such high quality and so well respected, not to mention convenient, that there are always long waiting lists for spaces.

In order to address employee concerns about access to the centers, a Waiting List Management Service was developed and implemented in May 2002. This service, provided by NIH through a contract with LifeWork Strategies, Inc. has four components to assist NIH employees wanting child care.

First, an employee may call or go to a website to place a child's name on the waiting list for any one or more of the three NIH centers. One phone call or online application registers a child or children for a waiting list.

Second, all employees are offered personal consultation by a trained child care resource specialist about other child care options while they are waiting for a space at NIH. Since the wait can be long, especially for the youngest children, a LifeWork Strategies counselor can help families look for alternate care or other options near home or work. This service is provided by the NIH Work/Life Center in coordination with ORS.

Third, the Waiting List Service contacts every family on the list on a regular basis to confirm their place on the waiting lists and to update contact information.

Fourth, the service maintains extensive demand data for ORS to use when presenting a case for additional resources to provide additional child care for NIH.

The ORS is pleased to offer this successful service in response to employee requests for streamlining, reliability and fairness.

INFORMATION

To place your child's name on a waiting list for NIH Child Care
301-309-1466 ext. 107
To register online: www.nih.gov/od/ors/dss/special/chintro.htm

NIH RECOGNIZED AS "BEST WORKPLACE FOR COMMUTERS"

The Greater Washington DC Region's Best Workplace for CommutersSM Coalition recently placed the National Institutes of Health, along with 75 other employers, on the first-ever regional "Best Workplaces for CommutersSM" List.

According to the Transportation Action Partnership (TAP), "the list spotlights employers who offer outstanding commuter benefits to employees, thus reducing traffic and air pollution and improving commuters' - and the region's - health and quality of life."

Employers must meet a National Standard of Excellence by offering employees commuter benefits, such as employer-provided transit passes, vanpool subsidies, preferred parking for carpools/vanpools, bike lockers, and compressed work schedules, said TAP, a nonprofit group of local businesses working to improve traffic conditions in North Bethesda and Rockville.

CONTACT:

Thomas Hayden
301-496-6278

NIH SHUTTLE SCHEDULE NOW AVAILABLE FOR BLACKBERRYS

NIH Shuttle users can now obtain employee shuttle schedules via Blackberry devices. The URL for Blackberry devices is: <http://shuttle.nih.gov>. This schedule application is suitable for Blackberry models 6510 and 6710. It is not compatible for Blackberry models 850, 950 and 957 due to their memory limitation. To use this feature, the subscriber must have wireless internet access on the device.

WE WANT TO HEAR FROM YOU! Mr. Steve Ficca, Office of Research Services Director encourages you to submit questions, comments and suggestions about the services the ORS provides to the NIH community. Either Mr. Ficca or someone from the ORS staff will personally respond to each question. Just e-mail, phone or fax your comments and questions to the appropriate location listed below.

For questions or comments about ORS services to the NIH community, contact the ORS Information Line:

E-mail: ORSInfo@mail.nih.gov

Phone: 301-594-6677

Fax: 301-402-2204

Website: <http://www.nih.gov/od/ors/security/index.htm>

For questions or comments about articles in the *News2Use* or to suggest future story ideas:

E-mail: ORSNews2Use@mail.nih.gov

NEWS2USE

News2Use is published on recycled paper by the
**OFFICE OF RESEARCH SERVICES
NATIONAL INSTITUTES OF HEALTH
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

EDITOR Bradley Moss

WRITER Ann Cochran

ORS DIRECTOR Stephen A. Ficca

LAYOUT DESIGN Medical Arts and Printing Services

INTERNET ADDRESS www.ors.od.nih.gov

