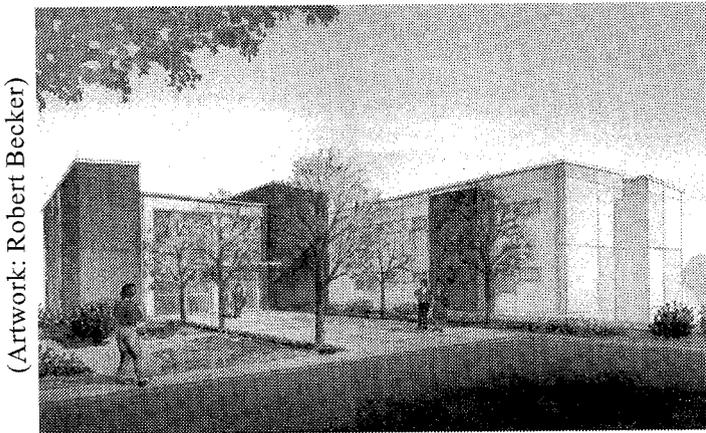


SLAC is operated by Stanford University for the Department of Energy

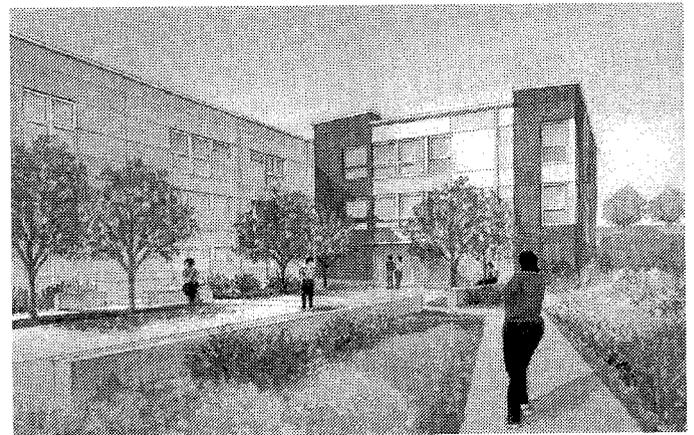
## SLAC User Lodging Moving Ahead



(Artwork: Robert Becker)

*Entrance View*

*Conceptual design for the SLAC User Facility, scheduled for completion in 2003.*



*Courtyard View*

MANY OF THE SCIENTISTS and researchers who use SLAC facilities are required to be here for short periods of time, from several days to several weeks, throughout the year. They need a home away from home. They need SLAC User Lodging.

On June 12, on the small bluff just east of the Sand Hill Road entrance, construction of the new Stanford-funded SLAC User Lodging Project began. The first step of the project involved relocating 14,000 cubic yards of soil to an approved relocation area near Sector 16—a daunting task! It was necessary to remove this large amount of soil so that very little of the building would be visible from Sand Hill Road. One third of the three-floor User Lodging will sit in a depression and from the front lobby entrance it will appear to be a two-story structure.

The SLAC User Lodging will be managed by Stanford University Housing and will have 112 rooms, some with bunk beds. Each room will have a window, a private bathroom, television, phone, network access, and blackout curtains

for daytime sleepers. There will also be a patio garden with a view of the Bay, laundry facilities, communal lounge areas, a convenience store, a 24-hour front desk and a small fitness room.

User Lodging will offer a range of benefits: economy, less travel to and from the lab each day, a reduced need for rental cars, more sleep time, more work time and a greater sense of community.

Many laboratories around the world offer lodging at their sites. With SLAC's increasing User population and exciting physics program, our User Lodging will aid the physics community by making SLAC a more pleasant and economical place to visit.

*—Roz Pennacchi and Tom Mead*

## Director's Corner



by Jonathan Dorfan

I AM VERY PLEASED to welcome two visiting physicists for a new summer fellowship at SLAC. Dr. Stephen Egarevwe and Dr. Stephen McGuire are the first Fellows as part of this new partnership between SLAC and four historically black colleges: Fisk University, Paine College, Savannah State University, and Southern University and A & M College. Al Ashley, a long-time SLAC employee who retired from Employee Relations, initiated this wonderful program.

The program is funded primarily by a grant to Paine College from the Department of Energy and NASA. Each summer, from one to four faculty members from these universities will be joining a SLAC faculty member to learn and contribute to the research being done at SLAC.

Egarevwe is an Assistant Professor in the department of Math and Computer Science at Fisk University as well as an Assistant Research Professor at the NASA Center for Photonic Materials and Devices. He did his undergraduate work in nuclear physics and engineering and received his Ph.D. in Applied Physics from Alabama A & M University. At Fisk, he primarily teaches computer science classes. At SLAC this summer he will be working with Charles Prescott, Group A, on the Enriched Xenon Observatory (EXO) Project. He expects to learn a lot about instrumentation through this project. Egarevwe has already absorbed ideas that he can incorporate into his lab at Fisk.

McGuire is Professor and Chair of the Department of Physics at Southern University and A & M College. He is no stranger to SLAC as he was an invited lecturer at our Summer Science Program during its early years. McGuire has been on the faculty at Cornell University and Alabama A & M University, and has experience at Oakridge and Lawrence Livermore national laboratories. At SLAC, he will be working on one of his own projects with Piero Pianetta, SSRL, using the SSRL Microcontamination station to determine trace metal contamination on optics for the LIGO project.

## Work Safe, Work Smart

No new injuries involving days away from work have been reported since 2/21/02 according to Sharon Haynes, Workers' Compensation Coordinator. The number of calendar days between then and this update of 6/19/02 is 118 days. SLAC's record number of days between claims involving days away from work remains at 184 days.

## 40th Anniversary Countdown

This Month in SLAC History:

**40 years ago:**

July 1962. Groundbreaking; construction of SLAC starts.

**33 years ago:**

July 1969: Sid Drell becomes Deputy Director of SLAC.

**29 years ago:**

July 7, 1973. SPEAR's first synchrotron radiation experiment begins operation inside the tunnel (see photo at bottom).

**28 years ago:**

July, 1974. Construction of a \$2.9 million SLAC Computer Services (SCS) building begins.

**25 years ago:**

July, 1977. MARK I detector is dismantled and removed from SPEAR; MARK II detector is installed at SPEAR; and a new injector for polarized electrons, PEGGY II, is installed on the main accelerator.

**24 years ago:**

July, 1978. SPEAR storage ring operates as a dedicated synchrotron radiation source under a special arrangement between SSRL and SLAC made possible by a grant from the National Science Foundation.

**16 years ago:**

July, 1986. SLAC presented with Stanford's first Affirmative Action Recognition Award for the Summer Science Program (SSP).

**14 years ago:**

July, 1988. Record heat wave of 105° strikes Palo Alto, shutting down the SLAC Linear Collider (SLC) microprocessors.

**11 years ago:**

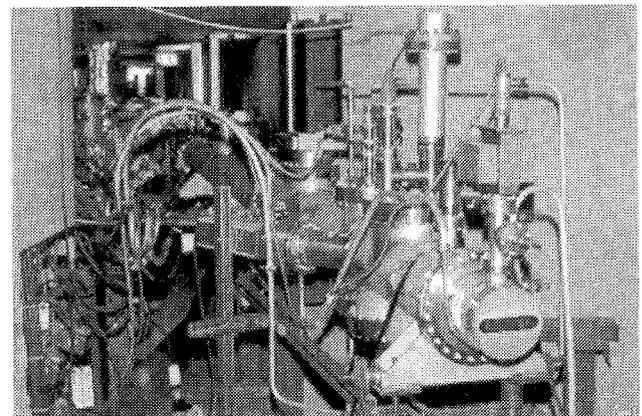
July 15-19, 1991. SLAC's first Summer Science Workshop for Teachers held.

**4 years ago:**

1998: On July 10, the PEP-II B-Factory positron ring installation is completed; on July 11-12, the Low Energy Ring (LER) is completed and successfully stores a positron beam, marking the end of construction for the machine; and on July 16, the first positron beam is stored in PEP-II.

**3 years ago:**

**July 12, 1999.** Luminosity at *BABAR* reaches  $5.6 \times 10^{32} \text{cm}^{-2} \text{sec}^{-1}$ .



(Photo courtesy of SLAC Archives)

*The Stanford Synchrotron Radiation Project (SSRP) pilot project beamline inside the SPEAR storage ring where the first X-ray beam was extracted on July 7, 1973.*

## X-Band ain't X-Files

HEP LABORATORIES AT SLAC and around the world have advanced our depth of understanding of fundamental particles and forces to the point where deeper interrogation of nature will require that the high-energy physics community design, build and take command of a new kind of linear accelerator 10 times more energetic than the 2-mile long SLAC linac.

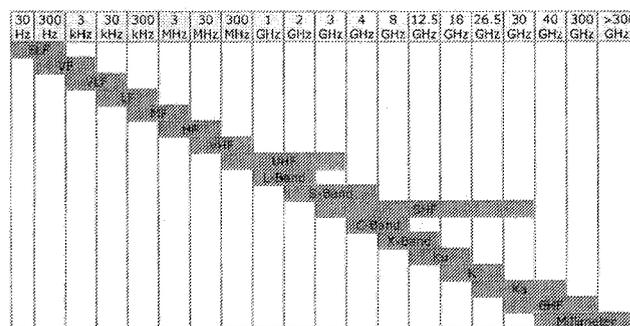
The SLAC linac uses S-band microwaves at 3 gigahertz to accelerate beams of electrons and positrons to energies up to 50 GeV. The SLC, the world's first linear collider, collided those beams for high-energy physics experiments from 1989 to 1998.

The concept for the next linear collider, called NLC here at SLAC, is a pair of colliding, 500-GeV linacs, each energized by high-power, 11 gigahertz X-band microwaves. The S-band microwaves we use to energize the SLAC linac have about a 4-inch wavelength; the X-band envisioned for NLC has a wavelength of about 1 inch. Because of the higher microwave frequency (and correspondingly shorter wavelength), the NLC accelerators will be capable of imparting more of an energy boost to the beam over any given distance. Boost per distance is called the "acceleration gradient." NLC physicists expect to achieve the desired 10X increase in beam energy with only a 3X increase in linear accelerator length.

The properties of the X-band also permit a significant improvement in overall electrical efficiency. NLC designers are working to minimize the cost of construction and operation of facilities used for advancing the exploration of particle physics. Improvements in all three areas have already been shown in R&D at the SLAC NLC Test Accelerator, where the X-band technology is under development.

The new accelerator structures, klystrons, modulators, and manufacturing techniques needed for the X-band

Frequency Bands



ELF = Extremely Low Frequency  
 VF = Voice Frequency  
 VLF = Very Low Frequency  
 LF = Low Frequency  
 MF = Medium Frequency  
 HF = High Frequency  
 VHF = Very High Frequency  
 UHF = Ultra High Frequency  
 SHF = Super High Frequency  
 EHF = Extremely High Frequency

accelerator are being developed as a collaboration among SLAC, Fermilab, LLNL, the KEK Laboratory in Japan (where the next linear collider is called JLC), and by several small high-technology companies in the US funded by DOE Small Business Innovative Research grants.

Many mysteries of high-energy physics await investigation with the 500 GeV colliding beams that will be used within the next linear collider. Because land and money are limited, the most efficient way of approaching those energies is to increase the acceleration gradient and operational efficiency of linear accelerators by exploiting the benefits of the X-band range of microwaves.

High gradient X-band acceleration will be 21st century physics.

—Ted Lavine and Tom Mead

## New Department Head, Deputy and Home for EFD



RESEARCH DIVISION'S EXPERIMENTAL FACILITIES Department (EFD) has a new Department Head, John Weisend (above right), and new Deputy Head, Perry Anthony (above left). In addition to this change in leadership, EFD has set up its main operations in a new location. EFD is now located on the first floor of Building 280-A. To familiarize everyone with the new location, Weisend and Anthony, along with the rest of the EFD staff, will host an Open House for the SLAC community on July 9.

Everyone is welcome to drop by and talk to Department members about some of the many projects that EFD helps support.

Weisend gives EFD's mission as "Simply put, we support experiments at SLAC. Perry and I have the privilege of working with a group of highly skilled professionals to accomplish this mission." EFD has expertise in custom beam line components, cryogenics, data acquisition, electronics, vacuum systems, mechanical design, and project management. Currently, they are involved with *BABAR*, fixed target experiments in End Station A, test beams and experiments in FFTB, LCLS, PEL, ARDB, Group B and small experiments both at SLAC and on campus. Anthony says, "EFD is a whirlwind of activity. On any given day you can work on cryogenic SQUIDS (superconducting quantum interference devices) in the morning, high rate real-time data acquisition after lunch, and concrete shielding walls before heading home. This dynamic environment is both exciting and challenging for everyone in the Department."

—Perry Anthony, Vickie Flynn, and John Weisend



## Riordan Wins Award

### Summer Fellow Announced



SLAC WELCOMES JENNIFER JOYCE as the first Katherine E. Pope Summer Fellow. Joyce is a fifth year student at the University of Massachusetts, Amherst with a double major in physics and chemistry. Even with this rigorous academic pursuit, she still has time for soccer, hiking, kayaking, and camping. She also likes to “fool around” with computers, learning new languages as well as understanding the hardware. She eventually wants to teach.

This summer, Joyce will be working at SLAC with Stanley Hertzbach, SLD, and Guy Blaylock, *BABAR*, studying how to optimize the signal separation between BB events and background in the *BABAR* detector.

We think Joyce embodies the spirit of the Pope Fellowship. It was established to remember the life of Katherine E. Pope, an undergraduate student from Smith College in Massachusetts, who was working at SLAC under the direction of her physics advisor. Pope was tragically killed in July 2001, while riding a bicycle on her way to SLAC (see *TIP* article at <http://www.slac.stanford.edu/pubs/tip/pdf/tip0801.pdf>). Pope was a young renaissance woman with a fascination not only for physics but also for history, art and animals. Her warm personality and sense of humor made her an excellent colleague. Even as an undergraduate, she had earned her place on the publication list for one of SLAC’s experiments. This fellowship honors Katherine Pope and encourages other undergraduates with an interest in science, especially physics, to pursue their academic interest at SLAC.

### Family Day Update

ON SEPTEMBER 14, 2002, SLAC employees and their families will be “celebrating 40 years of accelerating” at the biennial Family Day 40th anniversary celebration.

In addition to great food, games, prizes and music, this Family Day will also include a vintage car show and art, crafts and hobby show. Watch for your opportunity to sign up for a spot in the car show to display your vintage car or motorcycle. If art, crafts and hobbies are more interesting to you, you can display your talents or sell your wares. Space in these shows will be allocated on a first-come, first-served basis. Watch for the announcements to reserve your place.

–Carmella Huser

CONGRATULATIONS TO MICHAEL RIORDAN, until recently science writer at SLAC, who was awarded the 2002 Andrew Gemant Award for Communicating Physics by the American Institute of Physics.

“Riordan’s work has enhanced the public’s appreciation of physics as a source of beneficial applications and as an integral part of our intellectual life,” a citation accompanying the award said.

Riordan, who earned a physics Ph.D. from the Massachusetts Institute of Technology now lectures at Stanford University and teaches a course at UCSC called “The Quantum Century” about 20th-century physics. His articles and book reviews have appeared in major publications including the *New York Times* and *Technology Review*. Riordan has written several books, including *The Solar Home Book: Heating, Cooling, and Designing with the Sun*, a best-seller he co-authored with Bruce Anderson, and *The Hunting of the Quark*, winner of the 1988 American Institute of Physical Science Writing Award. Past recipients of the award include Stephen Hawking, Steven Weinberg, and Freeman Dyson—a select crew.

–Neil Calder

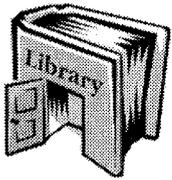
**SLAC EMERGENCY HOTLINE**

**1-877-447-7522**



(Photo courtesy of R. Barrett)

Volleyball Champions from the 2000 Family Day event.



From the SLAC Library  
*Besley Wolf*

### A Little Knowledge Goes a Long Way

HAVING WORKED AT THE front desk of the SLAC Library for 18 months now, I have come to believe that the library is one of SLAC's (warning: incoming pun) best 'HEP' secrets. But the library (second floor, Central Lab) is not just for HEP folk. The library staff and resources serve office administrators, engineers, machinists, carpenters, and just about anybody who has a SLAC badge.

### Did you know?...

- The Library staff will visit SLAC employees in their offices to answer questions as well as assist in finding information and using online research-related databases available from either SLAC or Stanford including, of course, SPIRES, our homegrown physics database.
- Upon request, the Library staff will also attend group meetings to promote and demonstrate the wealth of electronic resources available from your desktop.

### We can...

- Demonstrate how to use the Stanford Library Socrates Catalog to find what you want quickly and accurately.
- Instruct you in fast, effective web searching techniques.
- Show you how to access electronic journals available through SLAC and Stanford University Libraries.
- Show you how to use useful literature databases, such as SPIRES and INSPEC.
- Show you how to upload your theory, research, computing, and instrumentation papers to the (formerly LANL, now Cornell) arXiv.
- Inform you about resources and services offered by the SLAC Library.
- Answer any questions you may have about how the SLAC Library can help you stay informed, find the unfindable, and get you the data you need (and not the data you don't!) effectively, thoroughly and accurately.

Contact the reference librarian, Kim Sutton at x4388, ksutton@slac.stanford.edu, to schedule a visit.

—Lesley Wolf and Kim Sutton

## Milestones

### AWARDS

**Riordan, Michael**, formerly with SLAC, awarded the 2002 Andrew Gemant Award for Communicating Physics by the American Institute of Physics

**Gosal, Balbir**, MFD; **Farvid Ali**, MFD; **Kirby, Robert**, PEL; **Regan, Mary**, KLY; **Cellamare, Richard**, WM; **Morales, Harold**, SSRL; **Hug, Michael**, EPR; **Byers, Butch**, EPR, the Champion of Green Government award, presented during the May 2002, Federal Facilities Conference in Sparks, Nevada

### SERVICE AWARDS

**Metcalfe, Stuart**, AD, 5 years, 7/15/02  
**Morris, Dianne**, MD, 15 years, 7/1/02  
**Myers, William**, SEM, 15 years, 7/1/02  
**Lavine, Theodore**, NLC, 15 years, 7/14/02  
**West, Sharon**, TIS, 15 years, 7/16/02  
**Colon, Jeffrey**, OHP, 15 years, 7/29/02  
**Wright, Daniel**, AD-Mech. Supp, 25 years, 7/18/02  
**Bienstock, Arthur**, ESRD Materials Res/User Supp, 35 years, 7/1/02  
**Weber, Thomas**, EFD Research Supp B, 35 years, 7/3/02

### MARRIED

**Escudero, John**, PUR, to **Kammer, Laurie**, BUD, on 6/8/02  
**Bower, Gary**, SLD, to **Flynn, Vickee**, EFD, on 6/15/02

### DECEASED

**Fiedor Adolph (Ted)**, retired from Klystron, passed away early in May, age 86  
**Gray, Robin**, Accelerator Dept., on 6/12/02  
**Norton, Frank**, retired from Accounting, passed away on 2/24/02, age 79

Email milestones to tip@slac.stanford.edu.

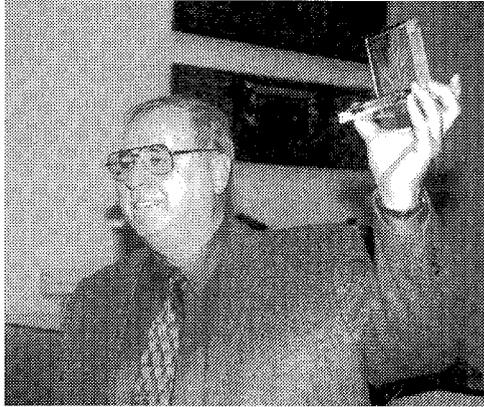
For expanded information, see <http://www.slac.stanford.edu/pubs/tip/milestoneindex.html>.

## Juneteenth Celebration



*Celebrants captured during SLAC's annual Juneteenth Day, held June 13, 2002.*

## Beach Retires



JOHN BEACH, RESEARCH TECHNICAL Manager and Group Leader of the Power Systems Operations Support Group of the Electronic Software and Engineering Department (ESD) retired on April 30, shortly after celebrating his 25th SLAC anniversary on April 11th of this year.

Beach was a distinguished veteran, having served with the Army's prestigious 82nd Airborne (All American) Division and later in the Air Force. His foreign service included duty in wartime Lebanon and Vietnam.

Beach joined SLAC after retiring from a military career that spanned 20-years. He then went on to have a very successful career at SLAC, literally rising through the ranks. Beach ultimately assumed responsibility for the maintenance and upkeep of all electrical power conversion systems at SLAC. He also played major roles in the design, installation and commissioning of power conversion systems for several projects, the most recent being the PEP II project.

Beach was known for being a very affable and colorful (to say the least) character. His retirement luncheon was "standing room only" and included many retired SLAC employees. A good time was had by all. Beach was very well liked at SLAC and will be missed. Everyone that knew him wishes him good luck and a long and happy retirement.

*—Paul Bellomo and Pete Segura*

## Solvents Solved

WE HAVE ENVIRONMENTAL CHAMPIONS in our midst. The US Environmental Protection Agency (EPA) has announced that the SLAC Alternative Solvents Team has been recognized and distinguished with the Champion of Green Government award. Karin King, the Regional Pollution Prevention Coordinator in the Oakland, CA DOE office, escalated the team nomination to the national level. The award was presented by the EPA during the May 2002, Federal Facilities Conference in Sparks, Nevada.

This award represents the summit of an ascension that began in 1993 when an interdepartmental team began developing alternatives to ozone-depleting solvents to help SLAC reduce pollution. In the intervening years, the team has risen up through municipal and regional-level awards for their work. The Champion of Green Government award is the first national-level recognition of their remarkable results.

When preparing parts to be used in vacuum chambers and in the LINAC, where even miniscule levels of contamination can corrupt research results, the term 'clean' comes to have something of a rather strict definition. In order to define the term ("Good, hard scrubbing" was deemed insufficient), PEL began by using x-ray photoelectron spectroscopy to compare the performance of existing methods of cleaning parts with new methods and solvents.

As methods were developed to discern what level of clean constituted 'clean', the Klystron Department replaced two vapor degreasers with a low-water aqueous system for cleaning Klystron tubes, SSRL implemented an alternative



*Team members: Front row, left to right: Balbir Gosal, MFD; Ali Farvid, MFD; Robert Kirby, PEL; Mary Regan, KLY; Richard Cellamare, WM. Back row, left to right, Harold Morales, SSRL; Michael Hug, EPR; Butch Byers, EPR.*

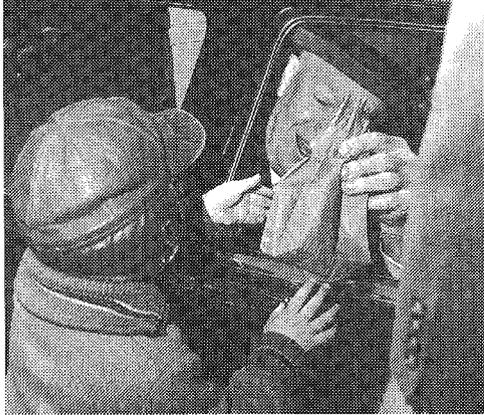
organic-based solvent for cleaning vacuum equipment, and the Mechanical Fabrication Department (MFD) purchased and installed a near zero emission vapor degreaser that recycles a non-ozone depleting solvent and substantially reduces solvent emissions to the atmosphere. This degreaser was put into regular operating service at SLAC in 1999 by MFD.

SLAC's implementation of the team's recommendations achieved cleaning needs and reduced emissions of hazardous air pollutants from these operations from an average of 5800 pounds per year (over an 11 year period) to as little as 10 pounds in 2001.

*—Tom Mead*

## A Little History

IT HAPPENED 43 YEARS ago, the date was March 29th, 1959, the place Gettysburg, Pennsylvania. It was early in the morning outside of the Presbyterian Church. Crowds had gathered around to greet the President of the United States as he, his wife and their family exited Easter Sunday morning services. Unbeknownst to the President, Dwight David Eisenhower, but surely with the blessing of the Secret Service staff, a gift was about to be bestowed upon him.



*Robert Reif, at age 3, hands a present to President Eisenhower.*

Walking bravely forward, urged by reporters and family, Robert Reif moved quickly to the rear door of the presidential limousine. Upon seeing young Reif at the window, President Eisenhower slowly rolled the window down, and accepted a paper bag that was offered—this bag contained a gift from Reif. Looking into the bag the President laughed as he discovered and cupped in his hands a baby chick. The gift was gladly accepted and the chick lived out its days on the Eisenhower farm in Gettysburg, PA.

The Reif family had been on a trip to the Gettysburg area and had purchased the chick in a service station earlier in the morning. It was the idea of the local media to present the chick as a gift to the President, hoping to add to the interest of the day's story.

Shortly after this date, on May 14th, 1959, President Eisenhower endorsed the proposal for the Stanford Linear Accelerator. Coincidence? You decide. Reif, who is a long time SLAC employee in group EB, was three years old at the time.

—Robert Reif

THE WHITE HOUSE  
WASHINGTON

Gettysburg,  
March 29, 1959.

Dear Bobby:

Thank you so much for giving to me, as I left Church services this morning, what I am certain was your prized Easter gift -- a little chicken.

I hope you and your family are having a happy Easter here in Gettysburg. To all of you I send my good wishes.

Sincerely,

Bobby Reif,  
4 Beaver Circle,  
Stratford, New Jersey.

## New Communications Staff Introduced



*(l-r) Joni White and Tom Mead.*

JONI WHITE IS THE new Administrative Associate in the Communications Office. In this capacity, she provides administrative support for Neil Calder, Director of Communications, and for the other Communications office members. Her routine tasks include compiling press clippings from current journals for distribution to lab directors, making travel arrangements, purchasing supplies, maintaining files and records, scheduling meetings and appointments and easing

inter-department communication. She also helps answer correspondence and requests from the media. As the Communications Office expands, "I am excited to have the opportunity to improve information flow to all SLAC staff," White said.

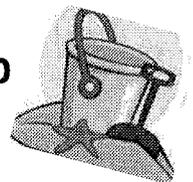
Tom Mead started at SLAC in April as the first science writer in the new Communications Office. The essential core of his work is to communicate complex particle physics concepts and developments in the form of articles and press releases to both generalist and specialized audiences. Mead writes at all points along the continuum, from the densely technical science-journal level (he is working with SLAC staff on an article for the *CERN Courier*) to the wide-eyed kid level (he is trying to interest *My Weekly Reader* in an article about ball lightning). "I often feel that the title for the position should be Science Writer/Translator, as I work with, and for, SLAC staff to translate the complexities of their work into clear, accurate journalistic prose for the enormous, intelligent, but non-scientific audience out there. I work to put into the readers hands a sense of the beauty and power of scientific inquiry."

Mead also writes SLAC brochures and articles for *TIP* and the *Stanford Report*. "I hope the SLAC community comes to understand that I am a resource for them," he said. You can call him at x5133, email [tmead@slac.stanford.edu](mailto:tmead@slac.stanford.edu).

—Tom Mead



## A Summer Tip



Don't forget to check the racks outside the Benefits Office (Bldg. 41, Rm. 236) for brochures and discount coupons to make your summer vacation planning even easier!

JUST WHAT DOES IT take to be a web author at SLAC? Take a look at <http://www-group.slac.stanford.edu/wim/authoring/> to see the skills that a beginning and advanced web author should have. I'm working on background material for each skill. To start, you need to become familiar with the policies under which we operate, identify your web support coordinator, determine where your web site will be located (we have both Unix- and Windows-based web servers), get the necessary computer accounts, and obtain permission to write to the web space.

Next, it is time to consider the nature of your web site. What content will you provide? Should the information be public or restricted-to-SLAC access? Who is the audience—SLAC employees, collaborators and users, the general public, schools, or others? What computing platform and browsers are they using? Are they working on fast computers and high-speed lines or slow dialup connections? These factors will all have an impact on site design.

Now you need to learn to write HTML or learn to use a tool, such as FrontPage, to create or edit the web pages. Other skills include organizing the content so it is easy to use, creating PDF files, understanding cross-browser compatibility and content accessibility issues, web graphic file formats, the impact images can have on download speed, meta-tags for improved indexing, how to keep a clean web, collecting information with a web form, and when and who to ask for help.

Feel free to send me your questions—use the form at the bottom of the authoring page. I will collect the information into a FAQ site for others to use.

## Refresher Training: Definition of STOP



*AMERICAN HERITAGE DICTIONARY*,  
VERB: "To bring or come to an end or halt." Octagonal red signs with white letters stating "STOP" do not present a complicated message. And it's not optional—someone's life may depend upon it. Just ask that person you saw jump back from the curb as a car swung around the corner at Sector 30/

Loop Road intersection without stopping. Just ask the employee who was walking from the Central Lab to the Computer Building and was narrowly missed by a Chevy truck whizzing through the stop sign, occupying the crosswalk simultaneously. Just ask yourself when you do a "soft stop" on the way out the Main Gate and cut it too close with a merging car or bicycle.

The recent Talk, Walk, Clean (TWC) discussions reminded us of the concern many employees share about safety on SLAC roads. The first two intersections mentioned earlier are prime near-miss areas, and though more engineering controls can be implemented (flashing lights, speed bumps), wouldn't it be less costly and more effective if we all took responsibility for driving safely on site? Your driving habits outside the SLAC boundaries may effect us if we share your commute, but Operating Safety Committee's mission is to increase safe behavior on site. Toward this goal, OSC monitors the effectiveness of the Traffic Control Program (<https://www-internal.slac.stanford.edu/do/allhands/2002-02-01.pdf>) and has been assigned TWC '02 traffic safety concerns by the ES&HCC. We will be

## TIPS from TIP

### •Have questions about investing for your retirement?

Arrange a one-on-one counseling session with a representative from Fidelity, TIAA-CREF, or Vanguard. Contact information and upcoming dates can be found on the SLAC Benefits web page at <http://www-group.slac.stanford.edu/hr/b/retirement.html>.

•Take advantage of existing methods to inform people about your schedule, including outgoing voicemail and email messages. Follow these steps, and you'll calm the nerves of many co-workers trying to reach you:

*Voicemail:* Dial 4242 from an internal phone (650-926-4242 from outside SLAC) and after you've punched in your extension and password, dial "8-2-2" and then "5" to record an internal outgoing message (press "#" when done). You can listen to the existing greeting by pressing "2" and erase it by pressing "76." Even if you're out for just a day, people won't keep waiting for your call, and you can give a back-up name/number to keep operations moving. Put a post-it on your earpiece to remind yourself when you return that you need to change your message back to current status.

Next month: Part II - How to Use Outlook's "Out of Office Assistant" – it's easy!

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examining ways to enforce vehicle registration and motivate supervisors to put more muscle behind the program.

Even those of us who resist authority can understand the merit of following some simple rules of the road. Individual freedom is not compromised by respect for another's freedom. Remember: the life saved by that stopping vehicle might be yours.

—Janice Dabney, Chair  
Operating Safety Committee