June 27, 2003

Quicknews will not be published next week. The next QuickNews will be published July 11.

Site Entry Procedures during SOS Days

Site entry over the shutdown period will follow a normal weekend or holiday schedule, and Safeguards and Security staffing levels will be at full capacity during the shutdown. Any special delivery packages or equipment will be escorted over to the SLAC Shipping and Receiving for processing (see below). As with any holiday or weekend, if someone has a visitor arriving, it would be helpful if the Main Gate had advance information and a point of contact number.

Limited Mail Service During the Shutdown Week

SLAC Mail Services will continue to receive incoming mail Monday through Thursday (June 30th – July 3rd), but mail delivery and pick-up services will only be provided to MS 69 & 99 (SSRL) and to MS 28 (SLAC Guest House). All other incoming mail will be sorted and kept in the mailroom for delivery on July 7th. Those wishing to pick mail up at the mailroom can call Gary Remerata at Ext. 2380 to make arrangements. Outgoing mail can be brought to the mailroom during this period. No services will be provided Friday, July 4th, and normal mail services will resume Monday, July 7th.

Limited Shipping and Receiving Services During the Shutdown Week

Shipping and Receiving will be open from 8 a.m. to 4 p.m. with limited staff during the shutdown period. Deliveries from off-site (FedEx, UPS, Yellow Freight, etc.) will follow a normal schedule. SSRL will have on-site deliveries during the week, but all other incoming material will be held at Shipping and Receiving until July 7th. If someone outside of SSRL has an outgoing package, please contact Greg Bologoff at 650-779-9409 (cell phone). Hazardous material shipments will not be made during the shutdown, and no services will be provided on Friday, July 4th.

2003 Update of the Particle Listings

The Particle Data Group has announced the availability of the 2003 Web Edition of the Particle Listings from the Review of Particle Physics. The review articles are scheduled to be updated on the Web in autumn 2003. The next printed edition of the RPP will be in 2004.

Find Out About Voice Recognition Software

Voice recognition software, which lets you use your voice to do work that would ordinarily be done via a keyboard, is gaining in popularity. Folks with repetitive motion pain and other conditions find the software very beneficial in their work environments. Rachel Claus is setting up a demonstration in July of a program that
works in many applications (MSWord, Excel, PowerPoint, Outlook e-mail, etc). If you are interested in attending, please contact her at Ext. 4343, rachel@slac.stanford.edu.

**Cafeteria Open Next Week**

The SLAC Cafe will be open next week from 6:30 a.m. to 1:00 p.m., serving a limited menu. The Grill will be open for breakfast and lunch, and box salads and sandwiches will be available.

**July 1 Sewer Pipe Work Means Limited Water Usage**

If you'll be working in buildings 41, 42, 43, 44 or 46 on July 1, be aware that sewer pipe work will be affecting those buildings from 7 a.m. to 4 p.m. Keep use of rest rooms, sinks, water fountains & floor drains to an absolute minimum. Domestic water will be valved off to buildings 45 & 123, so there will be no water use in those buildings during that same time.

**FleaMarket**


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**Comments? Suggestions?**

Contact Katherine Bellevin, x2585.

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