



HOTLINE

PRINCETON PLASMA PHYSICS LABORATORY

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Energy Conservation

Increased energy costs, budgetary restrictions and an energy consumption limit mandated by DOE will require the continuance of last year's summer energy conservation program.

In accordance with U.S. DOE recommendations, all air conditioning systems operated for human comfort will be run at a minimum indoor temperature of 78 degrees. Departments with individual air conditioning units are requested to adhere to the temperature minimum, and to turn off all units during nights, weekends and non-use hours. Timers should be used where available.

Air conditioning used for special requirements, such as laboratory experiments, sensitive equipment, valuable books and the like should be minimized as much as possible. Systems with humidity controls may be operated below the 78 degrees level to conserve the energy necessary to reheat the air.

Employees are also asked to turn off unnecessary lights and reduce their use of heat-producing equipment.

By observing similar restrictions last year, a major reduction in energy consumption was attained. That reduction helped keep PPL within DOE energy limits all year, preventing shut-down of experimental devices.

Please Don't Take a Spring 'Break'

With the coming of spring weather, many employees are taking walks during breaks and at lunch time. PPL encourages you to get out and stretch your legs - but *not* in the construction area. Safety, insurance, and good common sense say to stay away. Even if you personally aren't the victim of an accident, you can easily distract a construction worker from his job and result in his becoming an accident victim.

Stars To Shine At Lab Picnic

Reserve June 14 on your social calendar, for that's the day slated for the annual PPL picnic. The festivities will begin at 1 p.m., with food served between 3 and 6 p.m. and a talent show from 6 to 8 p.m. All budding Broadway stars wishing to be discovered at the picnic should contact Mary Alice Eubank at ext. 2555.

Volunteers are needed to handle the children's games, which will run from 3 to 4 p.m. Those interested in assisting should call Mary Alice.

Tickets for the picnic will go on sale June 2.

Men's Softball Season Begins

In spring, 'tis said, a young man's fancy turns to thoughts of - softball? That's where the thoughts of the 18 members of the PPL men's softball team have been turning in recent weeks.

The team is one of 26 squads in the Princeton Industrial League, and plays its games each Tuesday at 6 p.m. Team members are employees of the laboratory, and although Tom Holoman reports that three-quarters of the team are newcomers, prospects look good for the coming season.

Tom is one of three team "organizers", along with Jim Conover and coach Ramon Pressburger Jr. The team was slated to open against Firmenich Inc. on April 29, but was rained out.

Home games are played on the field near the picnic grounds. For future game information, contact any team member or Tom Holoman at ext. 2748.

Toka-Smash Set

The laboratory is preparing to embark on a new project: the Toka-Smash. That's not the name of a machine, however; it's a tennis tournament.

Scheduled for May 17 at the Princeton University tennis courts, the PPPL Tennis Toka-Smash is open to all laboratory employees and their families. The tournament offers an opportunity for players to meet and sharpen their game for the summer. An attempt will be made to match players of similar ability.

Each entrant in the tournament will play two singles matches and one doubles match. Parings for doubles teams will be determined by the singles results.

Matches are decided on the best two of three sets (with 12 point tie-breakers), or by the leader at the end of each 1 1/2 hour slot.

A picnic lunch will be provided, with a barbecue for players and their cheering sections beginning at 11 a.m.

Prospective players should contact Marilee Thompson before May 15. Each entrant must bring \$5 and one can of new yellow tennis balls to the tournament. Players will be notified of the time of their first match.

In case of rain, the Toka-Smash will be held on May 18.

Return Empty Cylinders

The stockroom department is asking everyone to return their "empties" -- their empty gas cylinders -- as soon as possible.

Due to the laboratory's failure to return empty cylinders to vendors promptly, serious problems in receiving adequate deliveries of commercial gas have developed. The returning of empty cylinders allows the stockrooms to order and receive larger quantities of full gas cylinders.

To arrange for pick-up of empty cylinders, contact Jean Henderson at ext. 3576 or 3575, giving the location and number of the cylinders to be returned.

Writing Course

Employees who wish to bolster their writing skills can now do so with the "Writing for Clarity" course being offered through the Personnel Department.

The course, to be taught by published novelist Meg Gilbert and former college writing instructor Paula Greenberg, will deal with letter, report and memo writing. Students will have an opportunity to practice their writing, and will receive pointers on how to eliminate weaknesses and maximize strengths.

The course is free, and is open to any PPL employee who writes, edits or corrects written materials. Supervisor's approval should be obtained prior to registration.

Classes will be held from 2 to 4 p.m. in the PLT Conference Room on May 14 and 15; May 21 and 22; May 28 and 29; and June 4 and 5. To register, call Joyce Lafharis at ext. 2685.

Parking Problems 'Noted'

In recent weeks, a number of tickets have been issued to PPL employees for unauthorized parking in designated visitor spaces. Some of these tickets have been appealed because of unusual circumstances, including PPL emergencies, temporary handicap, or pick-up and delivery of heavy packages. In each case, the ticket would not have been issued if the driver had left a note on his windshield explaining why it was necessary to park illegally.

The Security personnel do not enjoy issuing tickets, but a number of complaints were received about a handful of employees who were flagrantly abusing restricted parking areas. Without a note or other authorization, the Security guard cannot tell a vehicle on bona fide business from one that is not.

To avoid future parking difficulties, *LEAVE A NOTE*. If you have any special parking problem that a note can't resolve, call Jim Kopliner (7-2-6688) for assistance.

The PPL Hotline is issued by the Princeton University Plasma Physics Laboratory, a research facility supported by the U.S. Department of Energy. Correspondence should be directed to PPL Communications Office, Aero Lab, James Forrestal Campus.

Personnel People: Problem Solvers

Got a problem and don't know where to turn for an answer? Pick a number from this Personnel Department directory to get guidance or a solution.

Affirmative Action Program	Cathy Howard	3480
Apprentice Program	Al Drake	2047
Blood Bank	Eleanor Schmitt	2035
College Recruiting	Al Drake	2047
Co-op Programs	Cathy Howard	3480
Complaints/Grievances	Lenny Thomas	2052
Credit Union Information	Eleanor Schmitt	2035
Employee Records/Verifications	Eleanor Schmitt	2035
Exempt Employment	Chris Legaard	2046
Exit Interviews: Exempt	Chris Legaard	2046
Non-Exempt	Al Drake	2047
	Cathy Howard	3480
Financial Aid, Tuition Reimbursement	Eleanor Schmitt	2035
Job Bids & Postings	Cathy Howard	3480
Job Evaluations:	Angelo Candelori	2043
	Gary Kater	2045
Life Insurance	Eleanor Schmitt	2035
Long Term Disability	Eleanor Schmitt	2035
Medical Insurance	Eleanor Schmitt	2035
Non-Exempt Employment	Al Drake	2047
	Cathy Howard	3480
Orientation	Larry Holpp	2401
Personnel Policy	Steve Iverson	2041
Reception Areas	Barbara Norton	2050
Retirement Program	Eleanor Schmitt	2035
Sports Activities	Lenny Thomas	2052
Summer Employment	Cathy Howard	3480
Supervisory Training & Development	Larry Holpp	2401
Temporary Disability	Eleanor Schmitt	2035
Temporary Help	Rosemary Benson	2041
Wage & Salary Administration	Angelo Candelori	2052
Wage & Salary	Gary Kater	2045
Workers' Compensation	Eleanor Schmitt	2035
Suggestions	Lenny Thomas	2052