

PPPL Employees say 'We Care About You'

by Carol Phillips

Laboratory employees sent a clear message to their neighbors and friends during this year's United Way Fund Drive. With employee contributions totalling over \$27,095 and a participation rate approaching 70%, they said "We care about you!"

Jim Clark, PPPL's Deputy Director for Administrative Operations and United Way Campaign Chairman, said, "This

year's United Way Campaign was very successful for PPPL. We surpassed last year's total dollar contribution by an impressive 22.5% and the goal amount set at the beginning of the drive by nearly 12%. Coupled with an increase in employee participation from 50% to 68%, we had a banner year."

The Laboratory was recognized for its significant accomplishments at the United Way's Annual Banquet where it was presented with the United Way Gold Award. PPPL was also mentioned in a **Town Topics** article dated February 1 as one of several companies that had significant increases in employee campaigns. This was an important factor which contributed to the United Way exceeding its \$2.6 million goal for this year.

Incentives Spark Campaign

Two new elements were introduced into this year's fund drive by Laboratory United Way organizers: Employees who contributed \$20 or more were automatically eligible to win one of eight \$25 gift certificates given away by PPPL and Good Time Charley's, and the Engineering Group challenged the rest of the Laboratory to beat its participation rate and offered a party at the Gun Club to any group that succeeded.

The winners of the gift certificates were Marjorie Barnett, Diane Carroll, Elmer Fredd, John Frankenberg, Walter Maciolet, Richard Newman, Charlene Onofri, and Robert Wilson. And, with a commendable 87.1% participation rate, the Admin-

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(Photo by John Peoples)

The United Way thermometer was located near the entrance to the Laboratory during this year's fund drive. Updated weekly, it charted the steady growth in employee participation. Final Laboratory participation was a healthy 68%.



(Photo by John Peoples)

Fulfilling the promise of a party at the Gun Club to any group who could beat his Engineering Group in total participation during the United Way Campaign, Jack Joyce looked very dapper in tux and serving towel as he personally greeted and congratulated members of the Administrative Operations and Director's Office team on their victory. Jim Clark, Deputy Director for Administrative Operations, is served by Joyce as he enters the Gun Club to enjoy the victory spoils.

istrative Operations and Director's Office team beat Engineering and won the challenge.

Engineering Pays Up

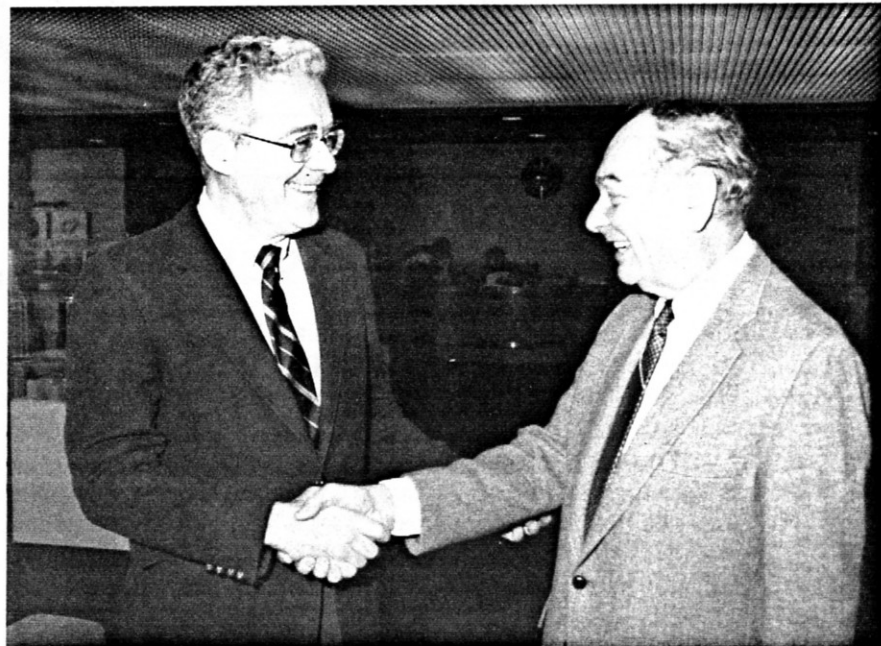
True to his word, Joyce and his group hosted a party for the winners. Wearing a black tuxedo and a white serving towel over his arm, Joyce personally greeted each winner with a formal bow, a big platter of food, and a pledge for a rematch next year. Commenting on behalf of Adm Ops, Bob Smart said, "Everyone on the team contributed to this win. The managers and volunteers were very supportive and worked especially hard. Besides, Administration loves a good party, especially when Jack Joyce offers to host. We accept Jack's challenge for a rematch and are looking forward to him hosting again next year." Bob also noted the strong leadership provided by Mary Ann Brown who did a great job keeping pressure on team leaders and filling in for Jack during his absence.

Final Breakdown

Laboratory contributions totalled \$27,095.50, a more than \$5,000 increase over last year. The participation rate was 67.9% and broken down by teams is as follows: Administration and the Director's Office, Bob Smart team leader, 87.1%; Engineering Group, Jack Joyce team leader, 75%; Deputy Director for Technical Operations' Office, CIT, and Experimental Projects, Harry Howard team leader, 65%; Experimental Physics and Theoretical and Applied Physics, Don Monticello team leader, 56%, and TFTR, Halsey Allen team leader, 40%.

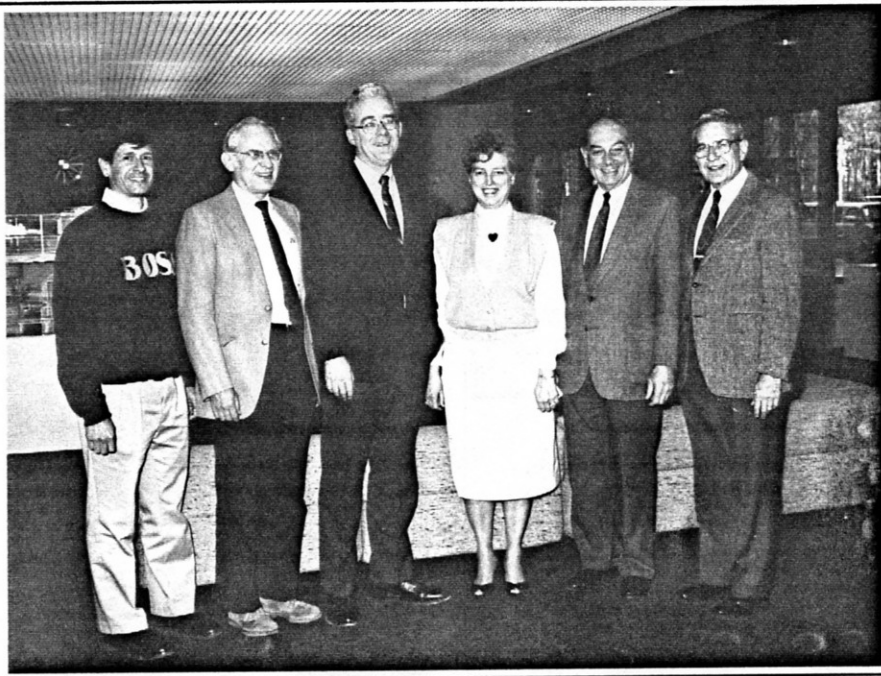
When asked about next year, Clark said, "We are looking forward to next year's campaign. We had a lot of fun this year with the new incentives, the special posters, and the employee photo collage in the Lobby. There really was an air of excitement in the Lab, and the result is an impressive contribution to our community. Thanks to all!"

Anyone who would like to be involved in next's years fund drive activities is invited to contact Steve Iverson, ext. 2007, or Mary Ann Brown, ext. 3045. ✱



(Photo by John Peoples)

Jack Joyce (right) and Bob Smart are still friends even though Joyce's Engineering Group had to pay up on the challenge it issued at the beginning of this year's United Way Fund Drive: "Any other group attaining a higher percentage of participation than Engineering will be treated to a party at the Gun Club." Smart's team, which included Administrative Operations and Director's Office personnel, achieved a participation rate of over 87%, while Joyce's team came in second with 75%. When issuing the party invitation, Joyce challenged the winners to a rematch. "Enjoy your victory, for we in Engineering can't wait for the return match this year," he said.



(Photo by John Peoples)

1988 United Way team leaders and organizers are from left to right: Don Monticello, Experimental Physics and Theoretical and Applied Physics; Halsey Allen, TFTR; Bob Smart, Administrative Operations and the Director's Office; Mary Ann Brown, Laboratory Coordinator; Jack Joyce, Engineering; and Jim Clark, United Way Campaign Chairman. Harry Howard, not pictured, was team leader for the Deputy Director for Technical Operations' Office, CIT, and Experimental Projects.

Your Role in PPPL's Future

In a time of very tight federal budgets, especially for research and development, the Laboratory has done well, despite the recent budget cut. For the current fiscal year PPPL's total budget is approximately \$102 million. This reflects continuing progress toward our stated goal of providing the scientific and technical basis for the development of controlled fusion.

To remain in the mainstream of fusion research, PPPL must offer continuing assurance to the Department of Energy, the University, and our neighbors that we can rise to the requirements demanded for tritium operations, whether they are undertaken now or two years from now. To do so, we need to recognize and respond to a new, high level of detailed planning and especially respond to safety concerns. Many of you are now involved in this planning and already are experiencing the application of more formal procedures in TFTR operations, the expansion of training programs, etc. These are designed to assure safe work habits by a competent and knowledgeable staff.

Many of you have given generously of your time to conduct tours, give talks and, in other ways, speak out for the Laboratory's fusion program. However these activities, involving some 5000 members of the public each year, reach only a small portion of the surrounding population. A small oil spill which finds its way into Bee Brook, and then into the newspapers, can leave many more people with a perception that PPPL is careless about environmental matters. Accidents of any kind, even those involving no environmental consequences, carry a message that damages our credibility with respect to overall safety.

The bottom line is that each and every one of us must do our job with a constant awareness of safety and the environment, not only to keep us from injury, but to assure the funding and public confidence that is vitally important to our continued existence. We must have an extraordinary safety record that speaks for itself.

All of us are involved. One person, with one careless act, can undo the efforts of many. Please do your part.

Oil Spills Waste Resources

On January 25, approximately five quarts of oil (one oil change) was found floating in a waterline access-valve pipe next to the RESA building. Although this was a very minor spill with no impact beyond the Laboratory, it will require an unnecessary expenditure of program funds and manpower for cleanup.

For example, last year a subcontractor dumped 2.5 gallons of diesel fuel on the ground and it cost the Laboratory over \$10,000 to conduct a cleanup which met the standards of the New Jersey Department of Environmental Protection (NJDEP). PPPL is required to submit a written report of such incidents to the NJDEP, with the potential for poor public relations.

Accidents do happen, despite our best efforts to prevent them. However, no one will be pleased to learn of the unnecessary expenditure of limited program funds because of one individual's thoughtless behavior. Appropriate disciplinary action will be taken in all cases involving employee negligence. Methods are available for the proper disposal of oil and hazardous materials. PPPL's HAZMAT Coordinator, Scott Larson, ext. 3387, will provide information and assistance. Employees may also call Joe Stencel, ext. 2529, Head of PPPL's Project and Operational Safety Office and the Laboratory's Environmental Coordinator. The cooperation of all employees is essential. *

Procedures, No Longer a Mystery

by Carol Phillips

If you have been reading the PPPL News Alert bulletin, you know that a series of training sessions on the newly developed PPPL Procedures Manual have been taking place since the beginning of the year. As advertised, these one-hour sessions provide a general overview of the manual, as well as an in-depth look at a particular subset of procedures dealing with specific functions such as procurement, administration, physics or engineering. You probably have a pretty good idea as to what a procedure is and what it is attempting to do if you have attended one of these sessions. But, for those of us not yet initiated, procedures and their purposes are still a mystery.

To help clear up this mystery for myself, I started with Webster's New Collegiate Dictionary, which defined a procedure as "a particular way of accomplishing something or of acting; a series of steps followed in a regular definite order; a traditional or established way of doing things." So, the PPPL Procedures Manual must be a set of documents that explain the best way to do a particular job.

Interesting, but why do we need procedures and what good are they? I went to Harry Howard, Head of PPPL's Quality Assurance/Reliability Program and the person responsible for Technical Operations' procedures documentation for my answer.

Harry told me that procedures are like maps. A quick look shows you the general organization (like the relationship of the states to each other), while a closer examination shows the best way to accomplish a given task (like how to find the fastest and safest route from one state to another). "You may not need to refer to a map to get from home to PPPL each morning, but you quickly get out the latest map to plan a vacation," he said.

Harry further explained that we at PPPL need procedures because it is good management to document the best way to do a job. Procedures help avoid errors because they explain in detail how to do a specific task; they save time because they are a

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training tool for new or transferred employees and a source for seasoned employees who need to review how to do a job; they provide for consistency and standardization because different groups performing similar tasks use the same procedures; and they are a simple and convenient way to communicate to people. Procedures also provide a basis for monitoring our performance against DOE requirements and expectations.

Procedures are characterized as "living documents." This means they are constantly being changed and updated. "Conditions are continually changing, and as we get smarter frequently we do things better," said Harry. He continued, "This is one of the advantages with written procedures, we can easily update them and get the information out to the employees." If anyone believes that a current procedure can be improved, he/she should let his/her supervisor know or he/she can send a note to the Quality Assurance Group. Someone will review the recommendations and take appropriate action to initiate the revision process.



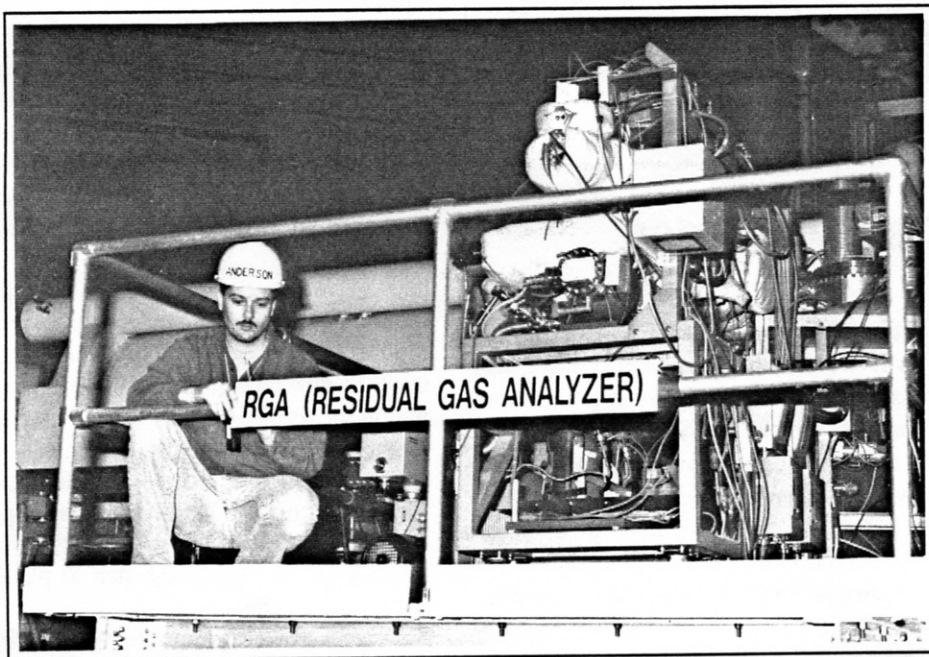
(Photo by John Peoples)

The Technical Operations and Administrative Operations Departments have been documenting approaches and methods used at the Laboratory. The result is the new PPPL Procedures Manual. Here, Deputy Directors Tip Brolin (left) and Jim Clark examine the new manual.

It is clear that procedures are a useful tool for us all. To further remove the mys-

tery, I intend to attend the next scheduled training sessions. See you there! *

New Signs for TFTR



(Photo by John Peoples)

Tokamak Operations technician Mike Anderson installs sign identifying the RGA, the Residual Gas Analyzer of the TFTR. Various diagnostics and parts of the TFTR are now identified due to the efforts of graphic artist Terry Birch and others. A factsheet defining the signs and other TFTR information is being devised as part of an information program.

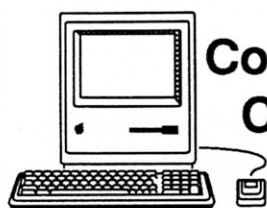
Graphic Services Modernized

The Graphics Services Section of Information and Administrative Services is now utilizing the latest Macintosh computers and software to produce camera-ready artwork for the Laboratory. All technical graphs, organization charts, flow diagrams, illustrations, etc. are produced to required publications standards using Adobe Illustrator 88 software. The Section also has the capability of accepting technical data graphs on floppy disks and converting them directly to camera-ready Adobe Illustrator 88 artwork and supplying photo-quality reproduction from a laser printer. This is an important time saving capability. In addition, utilizing a DEST scanner, Graphic Services is capable of scanning your hardcopies and converting them to Adobe Illustrator 88 documents on floppy disk. Because the artwork is stored on disks, revisions can now be done in a very short amount of time.

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Along with the new computer capabilities, the Section is still providing publication design and printer preparation. The group continues to produce color illustrations, airbrush art, posters, banners, and four-color separations. Although the Section is now working with reduced staff, the new computer capabilities allow it to serve the Laboratory in a timely, professional, and efficient manner.

The Graphics Services Section consists of Bernie Giehl, Section Head; G. Terry Birch, Graphic Artist/Illustrator; and Greg Czechowicz, Graphic Artist. The Graphic Services Section is located in the LOB, Rooms 344, 345, and 346. Hours are from 7:00 a.m. to 5:00 p.m. All job requests should be submitted to Bernie Giehl, LOB Room 344, ext. 3370. ✱



Computer Corner

Recycling Benefits Everyone

It has been barely six years since the IBM PC-XT and the Apple Macintosh were first shipped. In that time large quantities of hardware (CPU's and peripherals) and software have been acquired at PPPL.

A significant part of this material is gathering dust on shelves.

Please turn in any hardware and/or software for which you have no plans. Someone may be able to use that monitor or software package that didn't meet your needs.

Software should be turned into Sally Connell in LOB B206, ext. 2689. Please be sure to include all documentation and your name on the software so that any update registration changes can be made and any questions can be answered.

Hardware should also be turned in to Sally, but please call to make arrangements if it is a large package. If the hardware is registered in the PPPL Property Control System, a change in custodianship will also be required. ✱

At the Movies

Travel to California, Moscow and other locations via the PPPL Videotape Library. Tapes on subjects ranging from building the TFTR to the beginnings of fusion are available and may be borrowed overnight.

To obtain a copy of the videotape list or to borrow tapes, call the Photography Services Section at Ext. 2090. ✱

R.G. Mills Named ANS Fellow

Robert G. Mills, director emeritus of the Plasma Science and Fusion Reactor Technology Program, has been named a Fellow of the American Nuclear Society. Bob was cited for direction of the engineering of experimental machines at PPPL for over 20 years; for invention of the D-shaped coil; for conception of the catalyzed-D advanced fusion fuel mixture; and for his leadership as the first director of Princeton's Interdepartmental Program in Plasma Science and Fusion Technology. He retired from the Laboratory in 1987, after forty-four years of service. ✱

TRANSITIONS

The HOTLINE offers congratulations to the following employees:

Births

Jim Conover, Materiel Control, and his wife, Patti, whose son, Andrew, was born January 28.

Sue Pontani, Computer Division, and her husband, David, whose daughter, Adrienne, was born February 22.

Linda and Kenneth Silber, Computer Division, whose daughter, Lisa Michelle, was born February 16.

Retirees

Marjorie F. Barnett who retired March 1 after 24 years of service. Marjorie was Manager of Telecommunications in the Administrative Department.

John G. Murray who retired February 1 after 34 years of service. John was a member of the Engineering Department.

Frank Tiffenbach who retired March 1 after 12 years of service. Frank was a

Technician in Technical Operation's Mechanical Engineering Shop.

Emil Yeager who retired March 1 after 10 years of service. Emil was a Technician in Technical Operation's Mechanical Engineering Shop. ✱

Obituary

Mrs. Irene R. Long, who was associated with PPPL's engineering effort for more than 25 years, died Friday, February 24th, at her home in Jackson, New Jersey. She retired from the Laboratory in 1983.

A former, lifelong Princeton area resident, Irene began her career on Main Campus, transferring to the classified Project Matterhorn, a forerunner in early fusion research, in the 1950's. A few years later, after Project Matterhorn became the Plasma Physics Laboratory, Irene joined the Engineering and Development Division, which had been created by combining the former Engineering Division (where she then worked) and the Machine Design Division.

At that time Irene acquired a new supervisor, Dr. Robert Mills, whom she would serve well for more than a decade as unofficial liaison between the professional staff and the Laboratory's technical expertise. From then on, if an engineer or a technician had a question — no matter how vague — he/she hastened to ask Irene for the answer. And she never failed them — if she didn't know, she would find out. Mostly she knew.

After her retirement, Irene moved to Jackson where she lived quietly with her dog, K.C., enjoying a life for which she never had time while PPPL was her life.

Donations in Irene's memory may be made to the American Cancer Society.

Written by Connie Hopkins a former Administrator in the Engineering Department and a long-time friend of Irene's. ✱

Obituary

John Nicol died on March 7. John, who was a Technical Associate in the Engineering Department, had been a Laboratory employee since 1956.

John is survived by his wife, Adrienne, and his son, John. ✱

Faxs Flash Facts Faster

Facsimile equipment, commonly referred to as "fax machines," are becoming more common in the modern office. Faxes are used to rapidly transmit or receive information from one location to another, and it is recognized that faxes can increase productivity, save time, and enhance decision-making and collaborative efforts. There are a number of fax machines at the Laboratory for employee use. Their locations and telephone numbers are given below.

PPPL Facsimile Equipment

<u>Group/Location</u>	<u>Use</u>	<u>Contact</u>	<u>Model</u>	<u>Fax Phone (609) 243-</u>
Procurement Module I Room 140 C-Site	Restricted	E. Spears Ext. 2428	Xerox 295	2021
Accounting Module II C-Site	Restricted	L. Manuel Ext. 3512	Murata F-30	3520
Materiel Control Property Trailer C-Site	Restricted	R. Cargill Ext. 3573	Pitney-Bowes	2709
Research L246 C-Site	General Research	N. Shakir Ext. 2897	Murata F-50	2418
TFTR Operations LOB B314 C-Site	General TFTR	A. Rosenwasser Ext. 3303	Canon FAX-230	3248
CIT 305 College Road E	General CIT	G. Marshall Ext. 3517	Xerox 295	3315
Director's Office LOB B382 C-Site	General LOB Third Floor	L. Wohar Ext. 3048	Murata F-30	2749
Applied Physics, ITER LOB B143 C-Site	General LOB First Floor	E. Carey Ext. 2646	Murata F-50	2160

Our best story ideas for HOTLINE and "In Focus" come from you. So if you have an idea for an article or video segment, call Information Services. For HOTLINE, call Carol Phillips at ext. 2754. "In Focus" ideas can be channeled to Ed Farris, ext. 2090, or Phyllis Rieger, ext. 2752. What's your news?

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