

ORS News2Use

Spring 2014 Issue

3D Printing at the NIH Library

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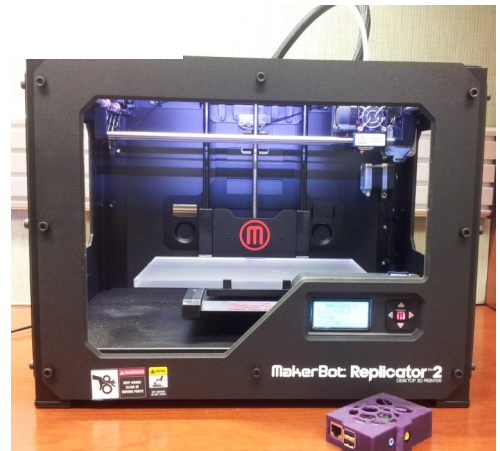
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The NIH Library has opened the "[Technology Sandbox](#)" (or the "Sandbox"), a new collaborative space designed to highlight technology-based projects at the NIH, to inspire curiosity and exploration in emerging technologies, and to facilitate the development of meaningful partnerships between the NIH Library staff and its customers.

As part of the Sandbox, the Library will offer free 3D printing for a limited time, from June 2 to August 29, to assess the need for this service at NIH. Interested NIH employees will have access to a Makerbot Replicator 2 3D printer and a Sense 3D scanner. Both scanners will be self-service. All users will be required to attend a 30-minute orientation prior to printing. Orientations will

be held weekly in the NIH Library Training Room starting in June with registration available through CIT: http://training.cit.nih.gov/class_details.aspx?cid=NIHCIT-LS217. All printed models must be related to NIH work or research. Participants will also be asked to complete an evaluation at the end of their print job. Along with the printer and scanner, the Library will offer several software packages to support 3D modeling. These packages include Autodesk Maya and Adobe Creative Cloud's Fireworks, Illustrator and Photoshop.

If you are interested in partic-



ipating in the pilot, please visit our [3D printing website](http://nihlibrary.campusguides.com/3dprinting) (<http://nihlibrary.campusguides.com/3dprinting>) for more information.

If you are interested in 3D modeling and printing at NIH, please join the NIH 3D Modeling and Printing listserv by sending an e-mail to "NIH LISTSERV (Commands Only)" (in the global address book) with the following text in the (continued on page 4...)

Wondering When the Next Shuttle Will Come?

In August 2013, the Division of Amenities and Transportation Services (DATS) conducted a customer satisfaction survey spanning six months. Although survey results indicated high praise for services, customers still wanted a tracking system for the NIH shuttles, similar to the NextBus system used by WMATA for posting arrival times for trains and buses.



As a result of the feedback and recommendation from

the surveys, DATS and the shuttle contractor, W&T Travel Services, have successfully implemented a website portal for shuttle riders to access shuttle tracking and real-time schedules from both computers and smartphones. This website portal provides the best estimated time arrival information for all NIH shuttle

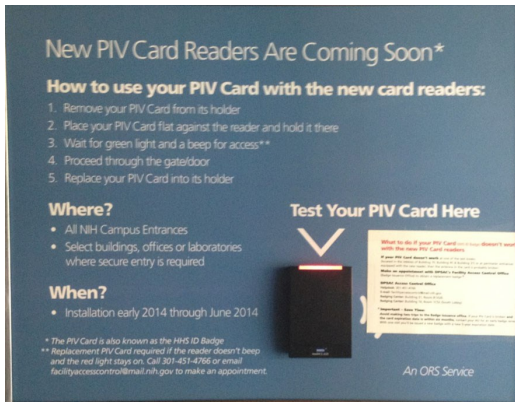
routes on and off campus. There is interactive mapping and up to the minute live data on bus arrivals and departures.

Please visit <http://wtssshuttle.com> from a computer, smartphone, or electronic device to access "real-time shuttle arrival" predictions in a mobile friendly format. No schedules or application download are required.

New Test PIV Card Readers at NIH Vehicle Entrances

To help NIH employees, contractors and other affiliates entering campus with a PIV Card prepare for the transition from the current readers to more secure readers at the vehicle entrances, test PIV Card readers are being installed at two vehicle entrances. These PIV Card readers have been installed as part of a pilot program to give people a chance to test the new readers in preparation of widespread deployment.

The two vehicle test sites are located at the following entrances:



- South Drive (Metro) vehicle entrance -- BOTH lanes.
- South Drive and Old Georgetown Road vehicle entrance -- RIGHT lane (from 6:00 a.m. to 10:00 a.m. weekdays).

As a reminder, PIV Card holders can also test badges at special kiosks, with the new

readers, installed in the lobbies of the following buildings:

- Building 31A
- Building 31C
- Building 45
- Building 10 (Clinical Center) North
- Building 10 (Clinical Center) South
- Bayview Research Center (BRC) in Baltimore, MD

How You Use Your PIV Card Will Change

The Division of Personnel Security and Access Control (DPSAC) and the NIH Division of Police (DP) created and produced a tutorial video demonstrating the three steps necessary to utilize the new card readers when entering campus. Click here to view the video: <http://youtu.be/EeNzoTijjDQ>.

If, during the testing process, the PIV Card Reader does not show a sustained green light when you place and hold your PIV Card on the reader, an antenna in your badge is probably broken. You will need to make an appointment through Access Control to obtain a replacement badge (facilityaccesscontrol@mail.nih.gov or 301-451-4766).

Should you have questions about this transition or would like to provide feedback, please contact: HSPD-12@mail.nih.gov.

Parking, Food and Other Services Easier to Find with New Website

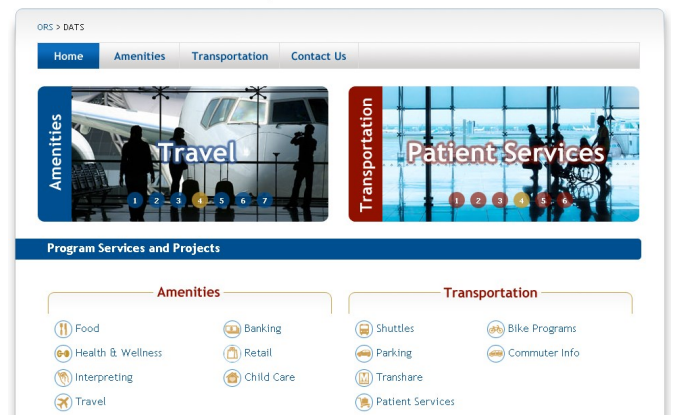
The Division of Amenities and Transportation Services (DATS) recently relaunched an innovative website for its NIH customers. DATS provides employees, patients, visitors and contractors with various reliable, safe and dependable services such as parking, transportation and travel programs. DATS also oversees and manages several other contracts and use agreements in order to provide banking services, childcare programs, fitness and wellness programs, food services, retail services, and sign language and other translation services.

The improved website is more intuitive and easier to navigate -- finding information is more convenient than ever, with fewer clicks! The new design incorporates the ORS banner for consistency and familiarity while still offering DATS customers a distinctive, new

look. An "Upcoming Events" calendar was added as a new feature. Below are a few specific features of the new DATS site:

- **Rotating images** on the [homepage](#) allow users to go to 13 program main pages quickly, in as few as 1-2 clicks.
- **Icons** on the [homepage](#) allow users to access individual program pages with one click.
- **Graphic-enhanced banners** link directly to relevant internal or external information.
- **Graphic-enhanced headers** with large text and icons help visitors easily identify where they are on the site.

Division of Amenities and Transportation Services



Please visit the new site, <http://www.ors.od.nih.gov/pes/dats/Pages/index.aspx>, to learn more about the extensive programs and services DATS provides. For additional questions, please contact DATS at 301-402-8981.

Fire Safety Tips for Barbecue Grills

With summer cookouts approaching, the Division of the Fire Marshal (DFM), would like to share a few tips that will make using your barbecue grill a fire-safe and enjoyable experience.



More than 200,000 barbecue grills are purchased by Americans every year and, on most nice summer days, some four million barbecue grills are in use in the United States. Because they are easy to use, homeowners sometimes take these appliances for granted. Many times, grills are not inspected, maintained, used, and/or stored in a safe and appropriate fashion. Barbecue grills are quick to light, easy to control, fast and practical. They come in a wide variety of shapes and sizes, and with various accessories. However, they all have two things in common -- they must be used in a safe manner and maintained in accordance with the manufacturer's recommendations. The following are some common manufacturer's recommendations. Consult your individual manufacturer's owner manual for specific details.

- When assembling a new propane barbecue unit, follow the manufacturer's instructions carefully. Leak test all the fittings that run from the propane tank to the barbecue grill. Gas leaks will lead to severe fires.
- Store, transport, and use propane cylinders only in the upright, vertical position. When transporting a cylinder in a vehicle, secure it in an upright position, making certain it will not tip over, and leave

your trunk or vehicle windows open for ventilation.

- Check the tank collar for the date of manufacture or the latest inspection. All propane tanks must be inspected and re-certified every 10 years.
- When lighting a gas barbecue grill without a built-in 'igniter,' have the match or lighter already burning and the lid of the grill open before you light the barbecue.
- Be cautious of wearing loose clothing while lighting or using the grill. Loose clothing can be easily ignited and cause serious injuries and burns.
- Do not leave the grill unattended or move the grill until the fire has completely burned out and the grill is cool. For propane grills, turn off both the barbecue gas control valve(s) and the propane cylinder valve.
- Do not use barbecues indoors! If used indoors, toxic carbon monoxide fumes can accumulate and cause bodily injury or death.
- Position the grill at least 10 feet away from any combustible material including buildings, wooden decks, furniture, vinyl siding, plants, and overhead combustible construction such as overhangs to the house, combustible canopies, gazebos and wooden decks. Hot gases and/or coals from the grill can ignite combustible materials.
- Position the grill so the wind cannot carry ashes to combustible surfaces.
- All barbecues should be constantly attended by a competent

person until the fire has been extinguished. The fire attendant should be equipped with a charged garden hose or fire extinguisher. Fires are easily extinguished in the early stages of fire development. Readily available fire extinguishment equipment can help prevent a major fire from occurring.

- Thoroughly clean your barbecue grill on a regular basis. Aside from the health issues, a barbecue grill full of greasy buildup can create an unwanted flare up.



If you have any fire safety questions regarding the use of barbecue grills on the NIH Bethesda campus or at home, please contact DFM at 301-496-0487.

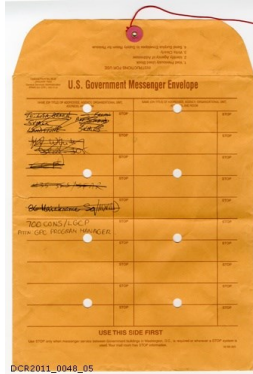
DID YOU KNOW?

- ◆ In 2013, DFM reviewed and commented on 303 NIH projects for new construction or renovation.
- ◆ DFM also conducted 270 fire safety awareness training sessions for the Clinical Center in 2013.

How to Properly Address NIH Inter-Office Mail

What is Inter-Office Mail?

Inter-office mail is an internal NIH mail system that typically utilizes a Standard Form 65-B U.S. Government Messenger Envelope (also referred to as a "Holey Joe" or "Shotgun" envelope — pictured right), or using preprinted envelopes designed for that purpose. Inter-Office mail may be sent from and to any one of NIH's Montgomery County facilities. Inter-office mail is handled exclusively by the Division of Mail Management Services (DMMS), so it never leaves the direct control of NIH.



How to Address Inter-Office Mail

When addressing envelopes for inter-office correspondence, always use mail stop codes (MSCs) in addition to building and room numbers to ensure proper delivery. Names and routing information should be printed legibly to ensure timely and proper delivery as well. When using Government Messenger Envelopes, the address should be placed on the next unused line and all previous entries should be crossed out to prevent misrouting. See Example 1 below.

When using preprinted inter-office envelopes, a two-line address format is best. Place a return address in the upper left-hand corner of the envelope (name, building, room and MSC). Clearly enter the addressee's name in the center of the envelope and list the building, room and mail stop code below the name. See Example 2 below.

For more information on the NIH inter-office mail service and other subjects regarding mail, please visit our online Mail Services Guide at: <http://www.ors.od.nih.gov/pes/dmms/Documents/MailServicesGuide.pdf>.

Example 1 -- Standard Form 65-B Government Messenger Envelope

U.S. Government Messenger Envelope			
Name (or Title) of Addressee, Agency, Organizational Unit, Address, and Room		Name (or Title) of Addressee, Agency, Organizational Unit, Address, and Room	
	STOP		STOP
	STOP		STOP
	STOP		STOP

Example 2 -- Two-line Address with MSC

<p>INTER-OFFICE COMMUNICATION National Institutes of Health Name of Sender Bldg/Rm/MSC</p> <p style="text-align: center;">Name of Addressee Bldg/Rm/MSC</p>
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CHILD CARE CENTER UPDATE

A groundbreaking ceremony was held for the new Child Care Center on April 29. Expected Project Completion is fall of 2015.

3D Printing at the NIH

(continued from front page...)
 body of the e-mail: "Subscribe 3D-SIG-L firstname lastname". Be sure to replace "firstname" and "lastname" with your actual first name and last name. The NIH Library is in Building 10 and serves the information needs of the

NIH staff and select Department of Health and Human Services (HHS) agencies. Full-text online journals, the library catalog and other resources, and information about the Library are available at: <http://nihlibrary.nih.gov/>.



A Message from HHS -- Staying Safe at Work

“As a Department, HHS seeks to advance the health, safety, and well-being of Americans through the coordinated effort of our agencies and offices, but none of that important work is possible if we don’t first ensure our employees’ safety in the workplace.” These words recently appeared in a letter from HHS leadership that was sent out to every employee in the Department. The point of the letter and more importantly this particular line is to emphasize that our employees are the engine that makes everything work. Without our employees our mission will fail and subsequently Americans will suffer. Ensuring the safety of our workforce through a safe and healthful workplace has to be

mosphere conducive to safe operations by supporting safety functions and activities. Managers develop procedures to ensure adherence to standard operating procedures that describe the who, what, where, when, and how of safe workplace operations. Employees follow the established safety procedures and properly use provided safety equipment. Employees also report any discovered unsafe or unhealthful working conditions to management for remediation. Employees do so without fear of reprisal because senior leadership values this feedback and management protects the employee’s right to be heard. Basically all of us working together is the ‘**WE.**’

safety holistically you can even see the importance of staying safe at home as well. If your favorite thing to do over the weekend is hiking in the woods then it is in your best interest to **Stay Safe At Work For ...** hiking in the woods **Away From Work**. Then when you stay safe while you are hiking in the woods the following week you can **Stay Safe At Work For ...** gardening, dancing, or whatever activity you love to do **Away From Work**. Basically you can say we “**Stay Safe For Life**” because life is of course what it is all about. It is the message within the message so to speak because it’s really all about living.

You may wonder SO WHAT! What is the bottom line? The Bottom line is that safety awareness is more than just rules or regulations; it’s a way of living. Safety knowledge is completely exportable. You can take it anywhere. Safety knowledge and awareness needs to be a part of our work life culture and influential in our daily decision making. At work managers and supervisors must incorporate risk assessment and safe operations into their leadership culture to ensure the maximum protection of their most vital resources.

The next time you note a hazardous situation or see something that could hurt you or one of your co-workers take a moment to remember that **we stay safe at work for life away from work**, address the hazard, and then make a deliberate plan to **Stay Safe For Life**.



STAY SAFE AT WORK – because this is where we often encounter hazards. It is important that we recognize those hazards and either avoid or remediate them. If we ignore the hazards at work, one day we may get complacent or inattentive and those ignored hazards will still be there waiting for us. Put simply, staying safe at work means we all do our jobs and fulfill our responsibilities to the safety program.

one of our most important internal missions.

In the hallways of the Hubert H. Humphrey Building in Washington, DC, the slogan **WE STAY SAFE AT WORK FOR LIFE AWAY FROM WORK** is plastered on every hallway bulletin board. The slogan is more than an interesting play on words. Let’s break it down and discover the deeper meaning.

WE – that’s all of us. Every Leader from the Secretary on down and every employee from the newest Pathways employee to the most senior manager has a role to play in ensuring safety in the work place. Leaders establish an at-

FOR – is an investment or a proactive action. In the world of safety we always prefer to be proactive instead of reactive. Safety procedures and safety equipment are for our personal safety and benefit. We need to use safety devices and follow safety procedure for our own safety.

LIFE AWAY FROM WORK – is what we work for. Here’s the bottom line ... we work to live we don’t live to work. Your safety at work is what allows you to go home safe and sound with all of your fingers and toes still attached and wiggling. In order for you to live life and enjoy its wonderful pleasures it is important that you not get injured. If you think about

DID YOU KNOW?

- ◆ In 2013, the Division of Fire and Rescue Services (DFRS) conducted over 16,000 fire extinguisher inspections.
- ◆ DFRS responded to 1,856 emergency calls on the NIH Campus in 2013. DFRS arrived on scene 96% of the time in 5 minutes or less.

Foreign Student Advisors' Breakfast Meeting

For the third year in a row, the Division of International Services (DIS) hosted the February 2014 training event – the “FSA Breakfast Meeting” – for professionals working in immigration and international education. Originally organized by “Foreign Student Advisors,” the FSA Breakfast Meeting grew to include those serving visiting foreign national scientists and scholars, and has become a well-known regional source for sharing resources and best practices.

February’s meeting included presentations by regional and national leaders in the field of immigration. Moderated by the DIS, participants shared a lively discourse on cross-cultural programming, immigration requirements for health insurance, and what advisors need to know about the Patient Protection and Affordable Care Act. For the programming portion, Dr. Ravikiran S. Yedidi, a Visiting Fellow at NIH, talked about the NIH Visiting Fellows Committee and events, such as socials and the “Science Voices from Home” series. Catholic University Director of International Student and Scholar Services, Roy Braine, discussed the difficulties in serving remote site visitors such as researchers commuting from Greenbelt. Felixa Wingen, International Student Advisor at the University of Maryland, talked about using social and internet media

to advertise social events to help engage foreign national students and scholars with their American counterparts.

Attendees were particularly impressed by a presentation given by David Fosnocht, Director of Immigration Practice Resources for NAFSA Association of International Educators, who has assisted regional and national organizations with understanding the Affordable Care Act (ACA). Before a packed and quiet room, he discussed insurance and tax regulations, arguably two of “everyone’s favorite topics,” which elicited chuckles from the audience. Ms. Amy Powers, the Immigration Policy Analyst at DIS, and Ms. Sue Dougherty, Director of International Student and Scholar Services at University of Maryland, continued the health insurance discussion with insights into immigration requirements for insurance.

Finally, government partners provided insight into systems or processes used to verify immigration information in order for a federal, state, or local government to grant a benefit. For example, when a foreign national applies for a social security number or driver’s license, the agency queries an online system maintained by the U.S. Citizenship and Immigration Service known



as “SAVE” (Systematic Alien Verification for Entitlements). Mr. Quinton D. Eaton, a Management and Program Analyst, explained how SAVE checks a benefit applicant’s immigration information against millions of Department of Homeland Security database records before approval.

Candelario Zapata, DIS Director, provided brief J-1 Exchange Visitor Program updates sent by the Department of State’s Academic and Government Programs. Ms. Cynthia Tasaki, a Section Chief at Immigration and Customs Enforcement, discussed how her unit connects with universities to help them understand the complex regulations pertaining to foreign national students.

DIS received many compliments about the meeting and plans to continue to host the February meeting.

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