

# ORS News2Use

Spring 2015 Issue

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## James King Named Federal Librarian of the Year

Did you know that there are more than 1,000 libraries listed in the directory of the Federal Library and Information Network (FEDLINK)? The National Institutes of Health (NIH) Library is one of its member libraries, utilizing networking to reduce costs and create efficiencies through shared innovative practices. Members are offered premium products and services at discounted prices.

Shared knowledge is so important that FEDLINK established awards to recognize federal libraries, librarians, and library technicians throughout the United States and abroad for their innovative ways in delivery of

information within the federal government.

James King's nomination rose to the top of the current award submissions and he was named 2014 Federal Librarian of the Year at a celebration held May 5 at the Library of Congress. The Library of Congress recognized King, NIH Library branch chief and information architect, "for his unique ability to blend technology with librarianship to lead and implement information solutions at [NIH]."

King's vision and innovation are evident in the



work he does leading the Library's Custom Information Solutions Team (<http://nihlibrary.nih.gov/Services/Pages/CustomInformationSolutions.aspx>). The team supports the Library's informationist

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## Do You Know about DSEIS?

Are you in a time crunch to handle regular laboratory maintenance? Are you tired of administrative paperwork needed to acquire new lab equipment? Does your lab need a centrifuge calibrated or a freezer repaired? Are you looking to purchase a new incubator or autoclave? Did you know that there is an office on campus that handles all of these requests at reasonable costs?

Under the Office of Research Services (ORS), the Division of Scientific Equipment and Instrumentation Services (DSEIS) provides all of these services to all Intramural Research Program (IRP) scientists at NIH! Services include:

- Scientific equipment purchases
- Equipment rentals



- Rent-to-purchase equipment contracts
- Custom instrumentation
- Equipment design, fabrication and modification
- Equipment installation, testing, refurbishing
- and calibration
- Lab equipment evaluation and maintenance requirements
- Maintenance of current or proposed contracts

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## 8th Annual NIH Take a Hike Day



The Division of Amenities and Transportation Services (DATS) and the NIH Office of Management are hosting the 8<sup>th</sup> Annual Take a Hike Day on Thursday, June 4, from 11:30 a.m. to 1:30 p.m. Join Dr. Lawrence Tabak, this year's official starter, along with fellow staff in front of Building 1. All NIH employees and contractors are invited to walk or run around the perimeter of the NIH campus (approximately 3.25 miles from start

to finish) – rain or shine. NIH Take a Hike Day supports one of the White House initiatives to promote a healthier federal workforce and the U.S. Surgeon General's National Prevention Strategy. If you have not participated in this fun lunchtime event in the past, this is the year to start! Last year, there were nearly 1,100 registered participants.

Meet your co-workers and make new friends while exercising and taking in the sights around campus. Although we encourage all staff to participate, please obtain your supervisor's approval before registering. Take a Hike

Day is a voluntary event.

You can support your Institute or Center when you register! To register go to: <http://www.ors.od.nih.gov/pes/dats/wellnes/hike/Pages/hike.aspx>. To show your team spirit, your IC can sponsor a water station. Tables and water are supplied and you supply the decorations and IC staff to cheer on your co-workers. Bring your signs and pom-poms, and form your cheering section at one of the five perimeter water stations. Tables will be assigned on a first come, first served basis. If you would like to sponsor a water station, please contact Ms. Michelle Aikens at [Aikensm@mail.nih.gov](mailto:Aikensm@mail.nih.gov) or (301) 402-8180.

Individuals with disabilities who need Sign Language Interpreters and/or reasonable accommodations to participate in this event should contact Ms. Carole Harman at [Harmanc@ors.od.nih.gov](mailto:Harmanc@ors.od.nih.gov), (301) 402-8180, and/or the Federal Relay (1-800-877-8339). Requests should be made at least five days in advance of the event.

## Discontinued Prescription Drug Take Back Events

The Drug Enforcement Administration (DEA) has discontinued the Prescription Drug Take Back events. In their place, the DEA has created and published new prescription drug disposal regulations according to the Secure and Responsible Drug Disposal Act of 2010. The Final Rule allows particular DEA registrants (manufacturers, distributors, retail pharmacies, hospitals, etc.) to become authorized collectors after modifying their registration through the DEA. These new regulations took effect October of 2014 and can be viewed in the [Federal Register](#).

The DEA began hosting National Prescription Drug Take-Back events four

years ago. During the four years, nine events were held and over 4.1 million pounds of unused and/or expired prescription drugs were collected and properly disposed of. Unused and/or expired medications can be potential safety and health hazards to your family and environment. With the DEA's assistance and under the Final Rule, you can still safely dispose of these potential hazards. To find an authorized



collector near you, call the DEA Office of Diversion Control's Registration Call Center at 1-800-882-9539.

## Incoming Summer Students to Get RLA Badge

DPSAC will issue the new Restricted Local Access (RLA) badge for physical and logical access to all summer students this year.

The RLA Badge requires the normal two appointments. During the first appointment the student will be identity proofed, fingerprinted and photographed. At the second appointment, the student will be issued his or her RLA Badge. Issuance is subject to DPSAC's successful review of the fingerprint-check results.

Any issues identified through the fingerprint check (i.e., issues that might impact the suitability of the summer student to do the proposed work at NIH), must be reviewed by the Personnel Security Office in DPSAC prior to issuance of an RLA Badge.

**Helpful tip:** DPSAC is encouraging ICs to advise their incoming students to make their enrollment and badging appointments as soon as they are able to do so to avoid any delay in the ID badging process.

### The RLA Badge Lifecycle

An RLA Badge will be valid for the duration of the summer student's appointment, but will expire no later than September 30 of the year it is issued. Badges should be collected and returned to DPSAC or the appropriate badge issuance office when the summer student leaves.

To learn more about summer student badging policies and procedures at NIH, including the badging of summer students at remote



locations and the processing of foreign summer students, click on: <http://www.ors.od.nih.gov/ser/dpsac/badge/Pages/students.aspx>.

## NED Training Schedule: June — September, 2015

Whether you are new to the NIH Enterprise Directory (NED) or an advanced NED user who needs to hone your NED skills, the HSPD-12 Program Office has a training program for you. These classes are designed to help beginners and advanced users quickly master NED in a hands-on computer lab environment. All classes are FREE! NED training is important because all data entered into NED is then used to identify employees via their HHS ID.

### How to Enroll

The NED courses are posted on the CIT Training site where visitors can view availability for any class and receive a confirmation immediately

Class	Date	Time	Location
NED for Beginners	Tuesday June 9, 2015	9:00 a.m. - 12:00 p.m.	Building 12A/B51
	Tuesday July 14, 2015	9:00 a.m. - 12:00 p.m.	Building 12A/B51
	Tuesday August 11, 2015	9:00 a.m. - 12:00 p.m.	Building 12A/B51
	Tuesday September 15, 2015	9:00 a.m. - 12:00 p.m.	Building 12A/B51
Class	Date	Time	Location
NED for Advanced Users	Tuesday June 9, 2015	1:00 p.m. - 4:00 p.m.	Building 12A/B51
	Tuesday July 14, 2015	1:00 p.m. - 4:00 p.m.	Building 12A/B51
	Tuesday August 11, 2015	1:00 p.m. - 4:00 p.m.	Building 12A/B51
	Tuesday September 15, 2015	1:00 p.m. - 4:00 p.m.	Building 12A/B51

after registering. The catalog of NED classes is posted at: <http://training.cit.nih.gov/coursecatalog.aspx> under "General Seminars."

When you see a course you want to take, just click on the course name (listed in the right column of the table). You will be taken to the HHS Learning Management System (LMS)

where you can register for the course online.

To log on to the HHS Learning Management System, you can use either your PIV card and PIN or your NIH credentials. If you experience any difficulties accessing the LMS, please contact the CIT Training Program at (301) 594-6248 or send an e-mail to: [citraining@mail.nih.gov](mailto:citraining@mail.nih.gov).

## Fire Safety Tips for Gas Fueled Barbecue Grills

With spring cookouts in full swing, the Division of the Fire Marshal, Office of Research Services, would like to share a few tips that will make using your propane barbecue grill a fire-safe and enjoyable experience.

More than 200,000 propane fueled barbecue grills are purchased by Americans every year and, on most nice, summer days, some four million gas barbecues are in use in the United States. Because they are easy to use, homeowners sometimes take these appliances for granted. Many times gas grills are not inspected, maintained, used and/or stored in a safe and appropriate fashion.



Propane fueled barbecues 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.

### Check & Maintain Your Barbecue Grill

When assembling a new unit, follow the manufacturer's instructions carefully. When in doubt, take it back to the store or dealer, or call a qualified propane service technician.

On all barbecue grills, make certain the burner ports are free of rust or dirt, and that the burner gas supply

throat (the tube connected to the burner) is free of dust, dirt or cobwebs. Leak test all the fittings that run from the propane tank to the barbecue. To do this, prepare a solution of dishwashing detergent and water (one cup of water with a tablespoon of detergent). With the barbecue connected to the propane cylinder (make sure the barbecue valve is turned off), turn on the propane tank cylinder valve. Spray the soapy solution gen-

erously over all hose connections and fittings, and all over the hose. If bubbles appear and become larger or more numerous - you have a leak.

Never check for leaks with an open flame. If you discover a leak, turn off the propane cylinder valve and replace the hose and fitting or have them checked and repaired by a qualified service technician. Also, on many gas grills, the nozzle type fitting on the hose which is threaded into the propane cylinder, has a rubber "O" ring on the end. If you have this type of barbecue, check that ring every time you connect the hose fitting to a propane cylinder, and replace the "O" ring if it appears cracked, torn or is losing its shape.

### Lighting & Storing Your Barbecue

When lighting a gas barbecue without a built-in 'igniter,' have the match or lighter already burning and the lid of the grill open before you turn on the grill gas control valve. Also, never move the barbecue after it has been lit. When you finish cooking, turn off both the grill gas control valve(s) and the propane cylinder valve. Always use gas grills outside -- never in a house or garage and do not use a gas grill on a combustible surface such as a wood deck.

You should 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. Whenever a propane cylinder is not attached to an appliance, the cylinder valve must be closed and plugged with a POL (Put On Left/Counterclockwise) plastic plug. 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.

Treat empty propane tanks with the same respect as full ones. Always avoid dropping and/or rough handling of a propane tank and keep it away from sparks or open flames.

If you have any questions regarding fire safety issues for gas fueled barbecue grills, please contact the Division of the Fire Marshal, Office of Research Services at (301) 496-0487.



## Proper Addressing of Outgoing Mail

With the United States Postal Service (USPS) now relying almost entirely on computer-based mail sortation, it's critical that outgoing mail is properly addressed to ensure that the item arrives at its correct destination and without delay.

A complete delivery address is necessary to allow an exact match with the USPS ZIP+4 database (including company name, apartment/suite number, and correct ZIP code).

When placing the destination address on the mail item, it's important to start with the most general address element, the City, State, ZIP Code line, on the bottom, with the address line above it. Every line up from there should become increasingly specific.

Punctuation is no longer necessary

when addressing mail, except for the dash (-) between the first five digits of the ZIP Code and the "+4" add-on.

If the mailer places both a street address and a P.O. Box number in the destination address then the U.S. Postal Service will deliver the item to whichever address is directly above the City, State, and ZIP Code line. See exhibits 1.1 and 1.2 for examples.

Bear in mind that P.O. Box deliveries often have different ZIP Codes than street address deliveries within the same city. Using an incorrect ZIP Code can delay receipt of the item.

More information on proper addressing and other subjects regarding mail can be found in the online Mail Services Guide at:

<http://www.ors.od.nih.gov/pes/dmms/Documents/MailServicesGuide.pdf>.

SENDER'S NAME

SENDER'S ADDRESS

JANE DOE, PRESIDENT  
SUNNY DAY INSTITUTE  
6721 SMILEY AVE STE 400  
BERKELEY CA 94702-3211

**Exhibit 1.1—Sample of Complete Outgoing Street Address**

SENDER'S NAME

SENDER'S ADDRESS

JANE DOE, PRESIDENT  
SUNNY DAY INSTITUTE  
PO BOX 201  
BERKELEY CA 94701-0201

**Exhibit 1.2—Sample of Complete Outgoing PO Box Address**

## James King Named Federal Librarian of the Year

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program (<http://nihlibrary.nih.gov/Services/Pages/Informationists.aspx>) working alongside informationists to create specific technology solutions needed to solve research problems. Solutions often involve web development, database architecture and taxonomy development. Examples of King's leadership of NIH Library team collaboration with institutes and centers that have made a positive difference at NIH include:

- The International Alzheimer's Disease Research Portfolio at <http://iadrp.nia.nih.gov/> aggregates over 14,000 funding records from 26 funding organizations around the globe in order to provide a snapshot of Alzheimer's research priorities and direction. The site was created by the NIH Library for the National Institute on Aging and the project earned the entire team a

NIH Director's Award in 2014.

- The International Pain Research Portfolio at <http://paindatabase.nih.gov/> contains funding information focused on chronic pain research from member agencies of the Inter-agency Coordinating Committee on Chronic Pain Conditions. The site was created by the NIH Library for the National Institute for Neurologic Diseases and Stroke to promote collaboration and understanding of pain-related treatment strategies.
- The Pandemic Influenza Digital Archive at <http://pida.nihlibrary.com/> richly indexes original publications focused on the epidemiology, etiology, diagnosis, and treatment of all influenza pandemics and epidemics, especially the 1918 Pandemic. The site (currently in beta) was created

by the NIH Library for the National Institute of Allergy and Infectious Diseases to promote global collaboration and increased understanding of historic influenza.

King was also recently selected for Catholic University of America's (CUA) Von Dran Memorial Award. Given by CUA's Library and Information Science (LIS) Alumni Association to an alumna/alumnus, the award recognizes demonstrated qualities of former LIS dean Raymond Von Dran—collaboration, innovation and leadership.

Innovation is King's default mindset. His ability to envision ways to maximize technology for enhanced information access, retrieval and management is an asset to NIH. King welcomes challenges. He can be reached at (301) 496-2187 or by e-mail at [James.King@nih.gov](mailto:James.King@nih.gov).

## DIS 13th Annual Immigration Conference Recap

The Division of International Services (DIS) hosted its 13<sup>th</sup> Annual Immigration Conference, May 6 and 7, 2015, serving the NIH administrative community across our 27 Institutes and Centers. This year a total of 247 participants were registered for the conference. A record number of administrators from the Food and Drug Administration (FDA) also attended. DIS has processed non-immigrant visa status requests for the FDA for the past eight years, and

this year's FDA attendees looked at NIH best practices for administrative policies and procedures for foreign human resource management. Fourteen different sessions were offered two to three times to help educate those who bring international scientists and researchers to the NIH and FDA.

For more information, please contact the DIS office at (301) 496 – 6166.



## Do You Know about DSEIS?

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DSEIS's ultimate goal is to meet the scientific equipment needs of the NIH IRP community proficiently and at a competitive cost. Given recent budget constraints placed on ICs and to accommodate the labs across campus, DSEIS recently reduced its service rates. To view DSEIS's rates for 2015, click [here](#). Additionally, DSEIS hired a new branch chief with management, administrative and lab experience to better serve the needs and expectations of the scientists and their labs. Anju Vergheese has a Master's in bioengineering and

almost 10 years of experience at NIH. A few of the unique skills that Anju contributes to DSEIS and its mission:

- Project management and program analysis
- Analytical and research skills
- Research study coordination
- Business process improvement
- Strategic thinking and problem solving
- Interpersonal skills and multicultural awareness

For more information about DSEIS and its services, call (301) 496-9748 or e-mail Anju Vergheese for equipment sales and rentals at [anju.vergheese@nih.gov](mailto:anju.vergheese@nih.gov) or John Maynard for equipment repairs and maintenance at [maynardj@mail.nih.gov](mailto:maynardj@mail.nih.gov).



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