

METALS AND CERAMICS DIVISION

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M&C SUPPORT SERVICES

Instructions for Reporting Emergencies and Occurrences

1. **Any emergency call 911**
2. When in doubt about what to do, call the ORNL Shift Supervisor, 574-6606 (for M&C operations at Y-12, call the Shift Superintendent, 574-7172)
3. When in doubt about whether to report something, call the ORNL Shift Supervisor, 574-6606
4. Inform your supervisor
5. Inform the M&C Division Office, 574-4065 or appropriate M&C ESH contact (listed below)

ES&H CONTACTS:

576-8665 Jamie Bain M&C Division Environmental Protection Officer, Pollution Prevention Coordinator, BUS Area Coordinator, Waste Coordinator/Generator Interface Equivalent (GIE)

574-8603 Ron Baldwin Operations Manager, Buildings 4508, 4515, 4500S Wing 1, 5500 (West), Janitor Coordinator, Painter Coordinator, F&O Liaison, Safety Work Permits, Hot Work Permits, Lockout/Tagout Permits, Emergency Preparedness Coordinator, Occurrence Filing

574-5060 Gabrielle Burn . . . M&C Division Training Coordinator

576-7401 Patricia Cleveland Environmental Protection & Waste Systems Division, Generator Interface

576-8568 Kennie Edwards . . M&C Division Safety Officer, M&C Division Laser Safety Officer
, Chemical Hygiene Officer, HMIS Coordinator, Back-up M&C Point of Contact (POC) for Research Hazard Analysis and Control Checklists

241-0446 Steve Hamley OSSD, M&C Division Radiation Control Officer, PAAA Program Officer

576-5373 Susan Lewis OSSD, Ergonomic Reviews, BUS Area Contact, GIE, ESH Checklists for Procured Services & Subcontracts

576-5384 Curtis Maples Safety Documentation Manager, Occurrence Manager

574-5744 Randy Ogle Chemical Hygiene Officer, M&C Division Industrial Hygienist, M&C Training Manager, M&C POC for Research Hazard Analysis and Control Checklists

576-1294 Tracy Strader OSSD, General Safety and Health Services

574-5102 Neena Woods M&C Division Training Officer

HEALTH PHYSICS CONTACTS:

574-4349 Bill Comings Buildings 4508, 4515, and 4500S Wing I (Back-up, 5505 HP @ 574-4997)

574-4997 Jeff Duff Building 5500 (Back-up, 5500 HP @ 574-6693, Shar Johnson)

574-0970 Patty Tedder Buildings 4508, 4515, and 4500S Wing 1 (Back-up, 5505 HP @ 574-4997)

F&O CONTACTS:

574-8358 Steve Bridges F&O Facilities Engineer for Building 5500

574-0957 Jewel Brown F&O Facilities Engineer for Buildings 4508, 4515, 4500S

574-4642 Bobby Hackler . . . F&O Project Leader (carpenters, electricians, laborers, painters, relamping)

576-6641 Bill Thomas F&O Project Leader (Instrumentation Services)

OTHER CONTACTS:

576-3876 Steve Ivey Quality Services Division
241-2078 John Smith Videographer
574-6245 Martha Carpenter . Quality Assurance in M&C, Back-up PAAA Program Officer

M&C ADMINISTRATIVE & ENGINEERING SERVICES (A&ES)*

574-4365 Darlene Hickman Capital Equipment Funding and Purchases, Special Purchase Requisitions (i.e., Maintenance Subcontracts, Outside Chemical Analysis, Repairs, etc.), Property Representative, Back-U-up Direct Purchases
574-4363 Jim Johnson Security Key/Lock Coordinator, Precious Metals Coordinator, Vehicle Coordinator, Shipping Order Preparation, Approving Manager for ACE Credit Card Activity, Back-up all A&ES Services
241-0057 Jan Palmer Direct Purchases (credit card)
574-4367 Karl Thatcher F&O, Special Fabrication Services
574-4478 Mary Upton Telecommunications Coordinator (telephone service, pagers, cell phones, etc.), AVID Plus, Conference Room Scheduling, PALS,

M&C PAGING

574-4069 M&C Page, 4500S & 4508
574-8295 M&C Page, 4515

M&C FINANCE OFFICE

576-9173 Janet Ault Research Business Management, Accounting Support (DOE EERE Program and Work for Others)
576-8179 Aurelia Carter Research Business Management, Work for Others Coordinator
241-6374 Maria Skipper Research Business Management, M&C Finance Officer
574-4475 Donna Slagle Research Business Management, M&C Finance Officer

INFORMATION TECHNOLOGY GROUP (IT)

574-8932 Randy Smith Computer Repair and Upgrade
574-3252 James Calloway Unix Support
576-9899 Dave Hill M&C Computer Network Administrator, Alternate M&C Division Computer Security Officer
574-8932 Wayne Kohrieser Computer Repair and Upgrade
574-3909 Katie Palmer Network Registration & Software Support
574-4483 Ann Stanton M&C Division Computer Security Officer, Computing Technician

RESEARCH SUPPORT OFFICE

574-5744 Randy Ogle Research Support Group Leader
574-5102 Neena Woods Group Secretary

*All members of the A&ES use the small service credit card