

Welcome to the Jefferson Lab Receiving Dock

Delivery and receipt of scientific, office and other supplies is under the direction of the **Property Office** of Jefferson Lab.

This information brochure will explain the location and procedure guidelines of the main Receiving Dock .

Our goal is to build better relationships with our carriers through better communication and information ensuring better efficiencies for both Jefferson Lab and our carriers.

Rusty Sprouse
Property Manager (acting)

JEFFERSON LAB RECEIVING POLICIES AND PROCEDURES

Jefferson Lab requires prior notice of deliveries in order to ensure good workflow within our receiving facility and also to avoid any delay to the carrier at the dock.

If you need to advise us of changes in your delivery schedule or if you are scheduling a new delivery to Jefferson Lab, please use the contact information listed below.

JEFFERSON LAB RECEIVING DOCK CONTACT INFORMATION

You must contact a Receiving Specialist in order to schedule deliveries at the dock. *Failure to schedule a delivery time can result in unloading delays due to receiving volumes.*

Debbie Campbell—757-269-7077
Receiving Specialist

Elaine Zuchowicz—757-269-5010
Receiving Specialist

Rusty Sprouse—757-269-7589
Property Manager (acting)
sprouse@jlab.org

SCHEDULED DELIVERY HOURS:

8:00 am - 5:00 pm

The Thomas Jefferson National Accelerator Facility (Jefferson Lab) is funded by the [U.S. Department of Energy's Office of Science](#) with strong support from the [City of Newport News](#) and the Commonwealth of Virginia. As a user facility for scientists worldwide, its primary mission is to conduct basic research of the atom's nucleus at the quark level.

Jefferson Lab is managed and operated for the DOE by the [Jefferson Science Associates, LLC](#). JSA is a limited liability corporation created by Southeastern Universities Research Association and Computer Sciences Corp. specifically to manage and operate Jefferson Lab.

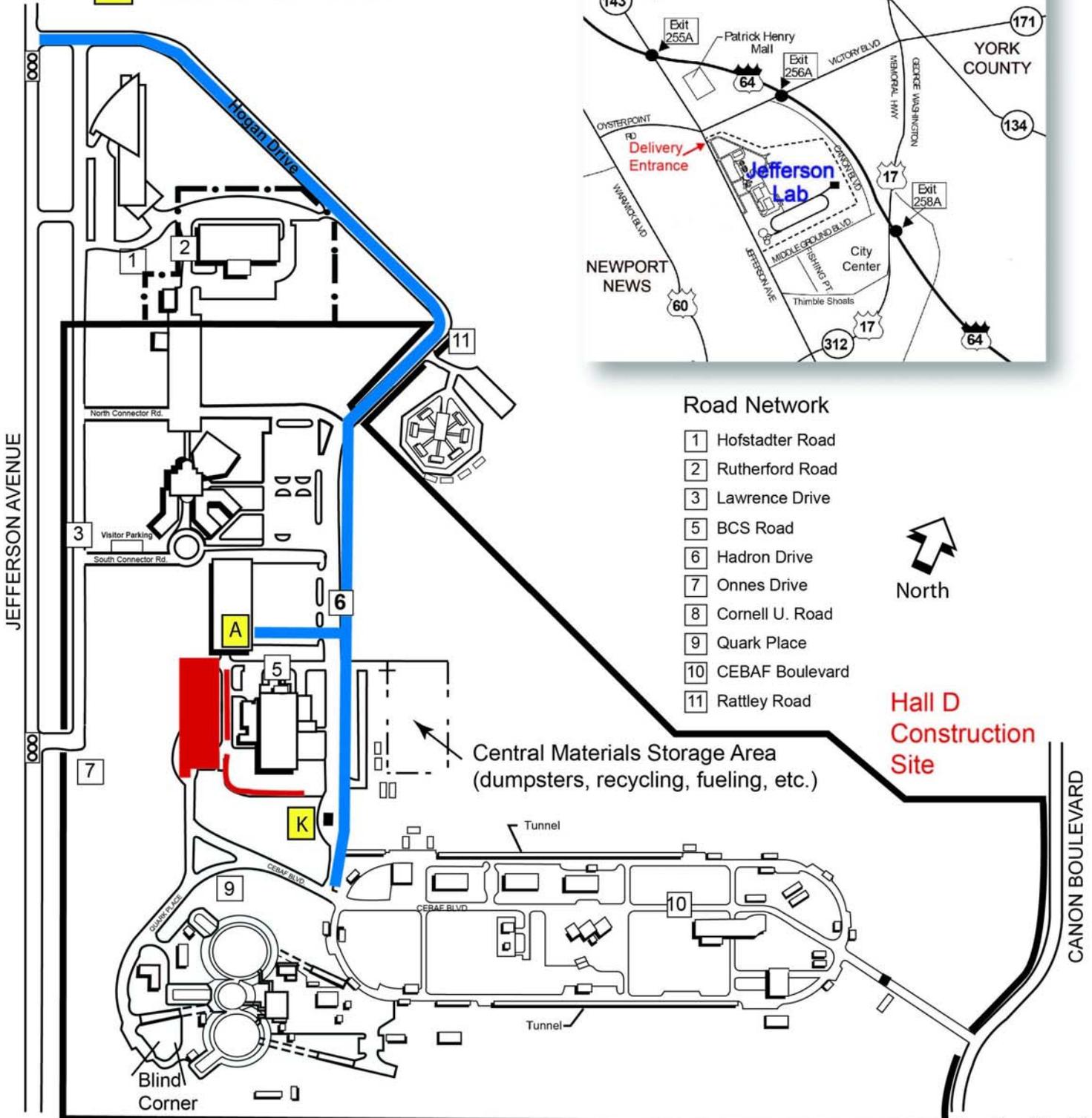
All Deliveries except, Eurest Dining Services or On-site Construction Contractor materials, **must** be delivered to the receiving dock or coordinated by receiving personnel. Receiving will determine if materials will require off-loading at other building sites on the Jefferson Lab campus.

JEFFERSON LAB DELIVERY ROUTE

 Primary Delivery Route

 1st Stop for All Deliveries:
Shipping & Receiving in Bldg. 90

 Accelerator Site Entrance



Road Network

- 1 Hofstadter Road
- 2 Rutherford Road
- 3 Lawrence Drive
- 5 BCS Road
- 6 Hadron Drive
- 7 Onnes Drive
- 8 Cornell U. Road
- 9 Quark Place
- 10 CEBAF Boulevard
- 11 Rattley Road



North

Hall D
Construction
Site

Central Materials Storage Area
(dumpsters, recycling, fueling, etc.)

Tunnel

Tunnel

Blind
Corner

