

Important LANL Directions and Contacts

Updates to personal or emergency contact information, send an email to rr-desk@lanl.gov.

Los Alamos Area Code is (505). When calling outside the Laboratory, for local calls, dial 8 and then all seven digits. When on Laboratory property, dial the last five digits of the number, ie 7-1234.

Otowi Building (TA-3, Bldg 261)*

- Badge Office: 667-6901 (2nd floor)
- Benefits: 667-1806 (2nd floor)
- Clearance Processing: 667-7253 (2nd floor)
- Payroll: 667-4594 (basement)
- Travel: 667-4314 (basement)
- New Hire Representatives: Christella Baca, 667-0139, Pam Padilla, 665-5039, Alexine Lopez, 665-5685
- Terminations: 667-4451 (2nd floor)
- Personnel Records: 667-4451 (2nd floor)
- Immigration Services: 665-0760 (2nd floor)

***DIRECTIONS TO THE OTOWI BUILDING FROM LOS ALAMOS:**

Take Trinity Drive west and turn left on Diamond Drive. After the bridge, the road will curve to the left. Turn right at the light to go through the guard stations VAPs (Vehicle Access Portals). During normal security conditions, there is **no ID check**, slow down as you will need to go over some speed humps. Proceed straight on West Jemez Road through the light at Diamond Drive. Take the first left onto Casa Grande Road. Otowi Building is the first building on your right.

Taxi Services

Taxi hours of operation are 5:30 am to 5:30 pm

5:30 am to 8:30 am - Support Park & Ride Commuters

8:40 am to 3:00 pm - Dispatch Service

3:00 pm to 5:30 pm - Support Park & Ride Commuters

Rules for use of Dispatch service are: First come, first serve and business trips only

Requests for Taxi service may be made by calling 667-TAXI (7-8294).

Useful Web Sites and Contacts:

Laboratory directory assistance: 667-5061 or 0 (within the Laboratory)

Occupational Medicine: 667-0660 - Located on Pajarito Road, TA-3, SM-409

Legal Office (Patent questions): 667-3970

Safety Help Desk: 665-7233/Email: safety@lanl.gov

Security Help Desk: 665-2002/Email: security@lanl.gov

Resources: <http://int.lanl.gov/admins/>

Security Perimeter: http://int.lanl.gov/security/perimeter/docs/EJemezVAPs_brochure.pdf

Employee Assistance Program: 667-7339, <http://int.lanl.gov/health/eap>

Voluntary Protection Program: <http://int.lanl.gov/esh/vpp/>

Wellness Center: 667-7166 - Located on Jemez Road, TA-3, SM-166

<http://int.lanl.gov/health/wellness/customer.shtml>