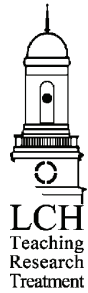


# Larue D. Carter Memorial Hospital The Carter Insider



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June 2009

## It's Good to Be Green!

You'd like to recycle, but how do you know what's recyclable and what's not? And how do you prepare materials for recycling? Here's some helpful information:

### Paper

Most paper can be recycled as long as it's dry, not laminated or waxed, and free of food or grease. Most recycling facilities can take paper with staples and clear window envelopes.

Bundle paper in brown paper bags separate from contaminants such as metal, foil, glass, plastic, carbon paper, stickers, sanitary products, tissues, synthetic fabrics and hazardous chemicals.

Cardboard can be recycled as long as it isn't contaminated with food or grease. Some recycling facilities ask that boxes be broken down for recycling.

Aseptic packaging (used for juice boxes, for instance) shouldn't be

mixed with recyclable paper.

### Plastics

Check the bottom of plastic containers for a number surrounded by three arrows. The number tells whether you can recycle the container. Recycling facilities will accept plastics with these numbers:

1. Soda bottles, water bottles and medicine containers can be recycled into fiberfill insulation, car bumpers, combs, sails, and more plastic bottles.
2. Heavier, higher-density plastics used in detergent, milk, or shampoo containers can be recycled into toys, plastic lumber, and pipes.
6. Styrofoam materials such as meat trays, packing peanuts, and insulation can be recycled into cassette tapes and rigid foam insulation.

Most recycling facilities will not accept plastics with the numbers 3, 4, 5, and 7. So, don't

mix plastics such as PVC pipes, medical tubing, sandwich wrap, shopping bags, or Tupperware in with the recyclable plastics.

### Glass, steel, aluminum, tin

Clear glass bottles are easy to recycle. Just don't mix broken glass, mirrors ceramic/glass cookware/tableware, or light bulbs with them.

Aluminum, steel, and tin are always recyclable.



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## Keep Your Cool!

If you haven't already, you will soon be revving up your air conditioner. Here are some tips to help your unit work better and save you money.

### **For wall and window units:**

- **Clean the outside. Unplug the unit.** Use a household cleaner such as Fantastik to wipe it down. Remove the front cover to

clean it thoroughly. You can wipe down the back casing, which contains the fan motor, electrical control box and compressor, but never remove it to clean inside.

- **Clean the air filter.** If the air filter is worn, replace the filter with the kind recommended in the

owner's manual. (You may be able to use a generic filter and cut it to fit.) But if it's in good shape, just clean it. Foam filters can be washed under a faucet with warm water and gentle kitchen soap. Check your owner's manual for

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## Make the Most of Your Time



George Allen, the former coach of the Los Angeles Rams and the Washington Redskins, once said "Every day you waste is one you can never make up." How true that is!

Here are **some ways you can make the most of your time:**

- Figure out what you want to accomplish.
- For a few days or weeks, write down everything you do and how long it takes.
- Identify time wasters and eliminate them.
- Set short-term and long-term goals.
- Set your priorities every day.
- Pick the most important task or goal and work on it, without interruption, until it's done. (This one may not be possible on the job.)
- Consider turning off your email or blackberry so you can focus on what's in front of you at the moment. (Here's another one that may not be possible at work.)
- Be prepared even when you're not at work. Always have a book, a notebook or work with you in case you have to wait in line or at a doctor's office.

By making the most of your minutes, you can make the most of your days.

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- cleaning instructions if it has a fiber filter. To avoid mold, make sure the filter is dry before reinstalling it.
- **Clean the fins of the evaporator coils.** Use a paintbrush or a vacuum with a soft-brush attachment to clean these thin aluminum strips behind the filter. Avoid bending the fins by using a gentle motion in the same direction that the fins run.
- Straighten bent fins gently with a kitchen knife or a fin comb, which can be purchased for less than \$15 at home improvement stores.
- **Check the thermostat sensor** to make sure it is not touching the evaporator coils. (The thermostat is the metallic two-inch bulb on the end of a thin copper tube.)
- **Clear the condensation drain.** Located at the bottom of the unit, beneath the coil fins, this drain channels the condensation from the coils into a drip pan. Just insert a straightened paperclip or wire hanger into the hole to make sure it isn't clogged. Ensure the unit slopes slightly below the windowsill so runoff flows

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## LCH Potpourri



**LCH welcomes: Donna Burk** (Charge Nurse), **Dale Christine** (Housekeeper), **Kenyada Hamilton** (Attendant), and **Nakia Hope** (Attendant).

Write these dates on your calendars: the 39th annual **Indiana Black Expo and Summer Celebration** will be held July 9-19. And the **Indiana State Fair** will be held August 7-23.

**Beware of a computer**

**scam** currently making the rounds using state computers. An email says the user's mailbox has been deactivated and the user must send her/his email user name and password to an email address they provide. **Do not do this!** The state IOT will never ask for this kind of information in an email. If you receive such an email, report it to **Denton Gross (extension 4377)** immediately.

**St. Vincent's Mobile Mam-**

**mography Van** will be here **July 13, July 24, August 17 and August 31**. The van houses state-of-the-art digital imaging. **Eligible employees** will be able to make appointments between the hours of 10:00 am to 5:00 pm. For more information on eligibility, call **Patti Clift at extension 4350**. Remember, early detection is the best protection against breast cancer. It saves lives and reduces medical treatment costs.

## Skin Cancer Prevention

Skin cancer is the most common form of cancer. The two most common types, basal cell and squamous cell carcinomas, are highly curable. However, melanoma, the third most common skin cancer, is more dangerous. Most melanomas are caused by exposure to ultraviolet (UV) light in sunlight or tanning beds. Anyone can get skin cancer, but some things put you at higher risk, like having:

- Lighter natural skin color
- A personal or family his-

tory of skin cancer

- Exposure to sun through work and play
- A history of sunburns early in life
- Skin that burns, freckles, reddens easily or becomes painful in the sun
- Blue or green eyes
- Blond or red hair

To protect yourself :

- Seek shade especially during midday hours.

- Cover up with clothing to protect exposed skin.
- Wear a hat with a wide brim to shade the face, head, ears, and neck.
- Wear sunglasses that wrap around and block as close to 100% of UVA and UVB rays as possible.
- Use sunscreen with sun protective factor (SPF) 15 or higher and both UVA and UVB protection.
- Avoid tanning beds and sunlamps.



## Paperless Paychecks

**The first paperless paycheck is scheduled to arrive on July 15.**

**For those employees who have direct deposit,** nothing will change at first. Check stubs will continue to be printed for a while and those will be distributed. At some point in the future, the paycheck stubs will not be distributed, but employees will be able to go online and print out a paycheck stub themselves. This date is yet to be an-

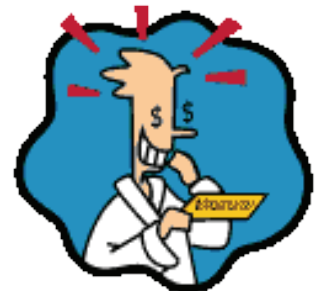
nounced.

**If you choose not to have direct deposit,** you will receive a cash card, and effective July 15, your paycheck will begin to be deposited to the card, and you will be able to access your money as you would with a debit card.

**If you are an employee who currently receives a paper paycheck,** you must contact **Tammy May at extension 4353** as soon as possible so

she can make sure that your current contact information is correct. This way, the company handling the cash cards can ensure that the set up for your card is done correctly.

**If you decide to sign up for direct deposit,** see Tammy for the forms you will need. You should also contact Tammy for answers to any questions you may have.



## Keep Your Cool! continued from page 2

away from the house.

- **Inspect the weather stripping** between the unit and the window frame. If there are gaps, replace the stripping.
- **Trim any foliage** near the unit until it's at least two feet away from the unit.

All of these steps are inexpensive and you can do them yourself. However, if the unit fails

to cool a room, it may be leaking refrigerant or have some mechanical problem that will require a home appliance professional. For information on energy efficiency and maintenance tips, visit [www.cooloff.org](http://www.cooloff.org).

**For central air conditioning:**

- **Clean the condenser coil** located inside the unit that sits on a slab outside

your house. First, **ensure the circuit breaker for the system is turned off.** Vacuum the coils with a soft-brush attachment. Clear away debris.

- **Change the main air filter.** Consult your system manual for correct replacement.
- **Have a professional do an annual maintenance check-up.**



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Larue D. Carter Memorial Hospital  
2601 Cold Spring Road  
Indianapolis, IN 46222-2202

Phone: 317-941-4000  
Fax: 317-941-4085

- Teaching
- Research
- Treatment

*The Carter Insider*  
Editor: Deb Doty  
This Month's Contributors:  
Hank Kimmel, Tammy May, Paula  
McAfee, Kathy Scott,

June 2009

### Our Vision

Our vision is to serve the citizens of Indiana as a center of excellence in mental health.

### Our Mission

Our mission is to provide specialized treatment, education, and research in the field of mental health.



### Quote of the Month:

“Cowardice asks the question: Is it safe?  
Expedience asks the question: Is it politic?  
Vanity asks the question: Is it popular?  
But conscience asks the question: Is it right?”

Dr. Martin Luther King, Jr.

## Training Opportunities for Supervisors

### Mentoring and Motivating

Date: June 18

Time: 1:00 pm to 4:00 pm

Place: Government Center, Room 16

### Interviewing and Selection

Date: June 24

Time: 9:00 am to 1:00 pm

Place: Government Center, Room 16

### Progressive Discipline

Date: June 30

Time: 9:00 pm to noon

Place: Government Center, Room 16

### Leading Teams

Date: June 23

Time: 1:00 pm to 4:00 pm

Place: Government Center, Room 16

### Coaching for Improvement

Date: June 25

Time: 9:00 am to 1:00 pm

Place: Government Center, Room 16

### Family and Medical Leave

Date: June 30

Time: 1:00 pm to 3:00 pm

Place: Government Center, Room 16

To register, contact Hank Kimmel at 4336.

