

<u>Responsibility</u>	<u>Primary</u>	<u>Backup / Secondary</u>
Animal Care (Aquaria, Vivarium, animals in labs)		Young, Mark
AV Equipment - Classrooms and teaching labs -- assist, troubleshoot, & train		Young, Mark
Biology 492 registration	Linnell, Kari	Ferris, Stacey
Budget - Departmental and Research - reconcile	Linnell, Kari	Knirck, Mari
Building monitor, includes sharing communications from Facilities, Safety, Security to department, reporting building issues	Young, Mark	
Chair's calendar and appointments	Ferris, Stacey	Linnell, Kari
Chemical Inventory System (ChIM)	Young, Mark	Martinez, Elaina
Chemical Spill kits	Young, Mark	Martinez, Elaina
Chemicals -- access	Martinez, Elaina	Young, Mark
Classroom help: show films, proctor exams, hand out materials, collect assignments	EVERYONE	
Collections maintenance (alcohol, insecticide, etc.)		Young, Mark
Compressed gases	Inst Techs	Martinez, Elaina
Computer -- repair, questions, printers, and software (all non teaching consuls, including instruments)	Young, Mark	
Construction and design associated with faculty and student projects	Inst Techs	
Copier/FAX - schedule maintenance, order supplies, & answer questions	Ferris, Stacey	Knirck, Mari
CWU Swimming Pool tests	Martinez, Elaina	Young, Mark
Darwin Day	EVERYONE	
Departmental email	Ferris, Stacey	Linnell, Kari
Englehorn Pond contact		Young, Mark
Enrollments - maintain quarterly enrollment and wait-list	Ferris, Stacey	Linnell, Kari
Equipment checkout	Young, Mark	
Equipment maintenance and repairs	Inst Techs	
Faculty travel	Linnell, Kari	Knirck, Mari
Fiscal projections for department	Linnell, Kari	
Flow cytometer maintenace and operation	Young, Mark	Martinez, Elaina
Forms including major application, course of study, grade change, individual study, overload, add/drop, incomplete	Ferris, Stacey	Linnell, Kari
Freezer defrosting	Martinez, Elaina	Young, Mark
Greenhouse		
Greet visitors to the Biology Department	Ferris, Stacey	EVERYONE
Hazardous waste collection and disposal	Young, Mark	Martinez, Elaina
Hiring	Linnell, Kari	Ferris, Stacey
Instrument mintenenace and repair	Inst Techs	

Inventory	Young, Mark	All Techs
Keys, building keys	Ferris, Stacey	Linnell, Kari
Keys, laboratory cabinet and microscope checkout	Young, Mark	All Techs
Lost and Found	Ferris, Stacey	Linnell, Kari
Mail	Ferris, Stacey	Linnell, Kari
Media and reagents preparation for classes	Martinez, Elaina	Young, Mark
Micropipette inventory, calibration and repairs	Martinez, Elaina	Inst Techs
Microscope inventory, troubleshooting, and maintenance	Martinez, Elaina	Inst Techs
Natural Science Seminars -- promotion & coffee duty	EVERYONE	
Office Supplies	Ferris, Stacey	Knirck, Mari
Office support including mail, faxes, copying	Ferris, Stacey	Linnell, Kari
Payroll - students, temps, & staff	Linnell, Kari	
Petty Cash	Young, Mark	Linnell, Kari
Poster Printing		Knirck, Mari
Pre-Med Files & interviews	Ferris, Stacey	Linnell, Kari
Promotional materials - creation & distribtioon	Ferris, Stacey	Knirck, Mari
Purchasing & Ordering - procard, & PO's, maintain documentation	Knirck, Mari	Linnell, Kari
Receiving Orders	Young, Mark	
Records, Department - maintain retention schedule & schedule destruction	Ferris, Stacey	Linnell, Kari
SDS (Safety Data Sheets)	Young, Mark	Martinez, Elaina
Safety issues and certification for new employees	Young, Mark	
Scheduling, quarterly offerings	Linnell, Kari	Ferris, Stacey
Scheduling, ad-hoc (lectuer & lab rooms) & computer labs	Ferris, Stacey	Linnell, Kari
Scholarship files - maintain files, promote, contact Scholarship office awardees	Ferris, Stacey	Linnell, Kari
Shipping	EVERYONE	
Standard Operating Procedures - animals, research labs, class labs, media, & chemical	All Techs	
Sterilizing items (includes autoclave use)	Martinez, Elaina	
Stockroom -- glassware & supplies, inventory, maintenance, etc.	Young, Mark	
Student Employee training & supervision	Linnell, Kari	
Student evaluation of instructors (SEOI)	Ferris, Stacey	Linnell, Kari
Student Files - enter majors into system, maintain undergraduate major, & minor and graduate	Ferris, Stacey	Linnell, Kari
Syllabi - collect quarterly & post to shared drive	Ferris, Stacey	Linnell, Kari
TA orientation meeting (Fall)	Linnell, Kari	Ferris, Stacey
Tours		Martinez, Elaina
Vehicle (boats & Expedition) maintenance		
Vehicles / Expedition checkout	Ferris, Stacey	Linnell, Kari
Web-site - Develop, maintain departmental web-site	Knirck, Mari	Ferris, Stacey
Weekend contact	Young, Mark	