# EFSC Melbourne OUR Program Science Dept.
## Division of Responsibilities

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<th>Lab Coordinator’s Responsibilities</th>
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| 1. Assist OUR Directors and faculty with ordering supplies, obtaining quotes, etc.  
2. Provide Supply Request form | 1. Provide funds for supplies (Index/account #s). | 1. Submit written equipment and supply requests with 1-2 weeks of advance notice which includes the approximate number/amounts and timeframe of use.  
2. Provide all ordering info (i.e. vendor, item #, etc.)  
3. Complete Supply Checkout form and seek required signatures. | 1. Identify and communicate supply and equipment needs to mentor faculty.  
2. Accept financial responsibility for any lost or damaged items.* |
| 2. Provide safety contracts. | 1. Supervise, train, and advise OUR faculty mentors.  
2. Create training checklist for faculty | 1. Supervise and train research students.  
2. Create training outline for students. | 1. Perform all tasks, research, procedures, etc. according to the safety contract, procedural training by the mentor faculty, OUR Directors, and lab coordinator. |
| 3. Assist OUR Directors & faculty of OSHA, EPA, and Health Dept. regulations. | 1. Advise OUR faculty of any OSHA, EPA, Health Dept., IRB and IACUC regulations. | 1. Comply with all OSHA, EPA, Health Dept., IRB and IACUC regulations and train students accordingly. | 1. Perform all tasks, research, procedures, etc. according to the safety contract and procedural training (including waste management), OSHA, EPA, Health Dept., IRB and IACUC regulations under the guidance of research mentor, OUR Directors, and lab coordinator. |
| 4. Supply faculty with request forms (i.e. supply checkout forms, etc.)  
2. Create form for use of Science Dept. facilities. | 1. Advise and assist faculty in finding appropriate facility space for students. | 1. Obtain approval through appropriate channels for Science Dept. work space/storage for each student (i.e. labs, greenhouse, or other locations) from OUR Director, lab coordinator, & Dept. chairperson. Note: students must sign an agreement for maintaining and using the lab, as well as, proper waste disposal. | 1. Work within the restrictions, approved procedures, and locations of the OUR agreement. |
| 5. Inform faculty and OUR Directors of any safety, facility use, or supply/equipment issues.  
2. Have the authority to immediately cease any research work for any violations of the issues mentioned above. | 1. Address any safety, facility use, or supply/equipment issues with faculty, lab coordinator, and student.  
2. Have the authority to immediately cease any research work for any violations of the issues mentioned above. | 1. Address any safety, facility use, or supply/equipment issues with the student directly.  
2. Have the authority to immediately cease any research work for any violations of the issues mentioned above. | 1. Be aware that any noncompliance to any of the agreements (i.e. safety, facility use, supply abuse, etc.) may result in the immediate termination of research. |

* Research regarding current procedures for reimbursement by students is needed.