**Proposed Point Zones and Responsibilities**

**Point Management and Operations Meeting**

**October, 2021**

**\* group lead**

| **PROPOSED ZONE** | **PROPOSED RESPONSIBILITIES** |
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| **EQUIPMENT, VEHICLE AND TRAILER COORDINATORS** |
| **Staff Responsible****Wilson Fink\*****Mary Meleshko** | Coordinate safety, maintenance/repair, winter storage of equipment, vehicles (including departmental van) and trailers.Communicate with Allison regarding licencing/registration.Ensure tie-down equipment is in place for each trailer.Maintain sign out sheets for departmental equipment, trucks and trailers.Maintain log books for each piece of equipment, vehicle and trailer. QR code scan, pre trip inspection (class 3)Maintain SOP and SWP for equipment, vehicles and trailers.Providing log books to Allison for quarterly chargebacks. Report concerns or improvements to Point Management and Operations Committee (PMOC).Oversee the operations of the machine storage shed. |

| **SHOP COORDINATORS** |
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| **Staff Responsible****Mel Kaufman****Roger Larios\*** | Maintain tool and shop equipment inventory and sign-out sheet.Coordinate cleaning and organization of shop.Order fuel, oil, grease, shop supplies, etc.Serve as shop contact for Allison. Allison will serve as contact person with physical plant.Coordinate large garbage disposal with Physical Plant. This is done on an “as needed basis”.Coordinating disposal of used oil and recycle batteries.Coordinate winterizing of buildings.Report concerns or improvements to PMOC.  |

| **SAFETY SOP, SWP COORDINATORS** |
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| **Staff Responsible****Becky Dueck\*****Codi Hennan****Katherine Stanley** | Each piece of equipment should have a SOP and SWP for operation repair/maintenance.Coordinate the development of SOP and SWP for each piece of equipment.Fire safety marshall.Monitor building/general use first aid kits.Quarterly evaluate building checklist. Maintain MSDS book in a common location (individual users need to contribute their own sheets).Serve as a member of the departmental safety committee.Report concerns or improvements to PMOC. |
| **FERTILIZER AND CHEMICAL STORAGE COORDINATORS** |
| **Staff Responsible****Rob Visser\*****Mary Meleshko** | Coordinate space and use.Communicate with user when storage/safety items are not properly maintained, disorganized or if there are safety issues. Maintain chemical/fertilizer inventory list.Individual programs are responsible for contacting Environmental Health and Safety Office for disposal purposes (474-6633). Report concerns or improvements to PMOC. |

| **LAND COORDINATORS** |
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| **Staff Responsible****Rob Visser****Mike Erb****Mary Meleshko\*****Ardelle Slama** | Communicate with physical plant regarding flood control.Monitor and log crop rotations. Collect chemical application details from user.Receive land use requests and report to PMOC.Monitor conditions of the roads, culverts and ditches.Interview and hire Point summer student.Manage day-to-day activities of the Point Summer Student (mowing lawn, field work, seeding/managing rotational/cover crops).Coordinate seed orders for rotational land.Individual groups are responsible for maintaining land that is under experimentation.Winter wheat breeding program will manage the irrigation system.Brassica breeding program will manage land at Bison and the Arboretum.Report concerns or improvements to PMOC. |
| **DRYING, PROCESSING AND SEED STORAGE COORDINATORS** |
| **Staff Responsible****Mike Erb\*****Zesong Ye****Becky Dueck****Wilson Fink****Brodie Erb** | Coordinate space allocations and log books.Coordinate drying room space and use.Maintain processing/drying equipment SOP and log books.Coordinate equipment maintenance/repair.Coordinate seed storage use and allocations.Report concerns or improvements to PMOC. |

| **BIOSECURITY and GROUNDS COORDINATORS** |
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| **Staff Responsible****Roger Larios****Ardelle Slama\*****Rob Visser** | Coordinate use and maintenance of Biosecurity equipment and facilities.Serve as contact point for access after hours.Monitor road/point access.Coordination of snow removal.Report concerns or improvements to PMOC.Coordinate activities that affect the hort storage building operation. |
| **GROWTH ROOM COORDINATORS** |
| **Staff Responsible****Cathy Bay\*****Judith Nugent-Rigby****Paula Parks****Mary Meleshko** | Coordinate use and maintenance of growth room areas and facilities.Develop hand book for Point and SOP and SWP for growth room equipment and procedures.Report concerns or improvements to PMOC. |

**Notes:** All staff are encouraged to report issues or concerns to the coordinator of the specific zone. Zone coordinators will communicate with the PMOC in order to improve the working environment/conditions or efficiencies.

All Department of Plant Science members are responsible for ensuring Biosecurity protocols are followed and recognizing when others are not following protocol.

Technicians will be responsible for their own program equipment, vehicles and trailer maintenance and repair.