

Activity Name	2009				2010	
	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	
DFA PRESENTATION	★					
TRACE VERIFICATION PROGRAM 1	▼	●	—	—	—	
Admin Contact Information returned to HSPO by 4/15/09		●				
TRAINING 2						
Training Advisor	▼	—	▼			
Training Advisor Completed by 5/1/09		▼				
Courses identified on Training Advisor completed by 6/1/09		▼				
COMPLIANCE 3						
Q1 Lab Self Inspection (3/1 - 3/31/09)	▼	▼	●			
Q2 Lab Self Inspection (6/1 - 6/30/09)		▼	▼	●		
Q3 Lab Self Inspection (9/1 - 9/30/09)			▼	▼	●	
Annual General Workplace...			▼	▼	●	
Q4 Lab Self Inspection (11/15 - 12/31/09)				▼	▼	●
EMERGENCY MANAGEMENT 4						
Corrective Action Plan		▼	—	▼		
Show Progress on Corrective Action Tracking Tool by 7/31/09			▼			
Department Plan Update		▼	—	●		
Full Update of Dept Emergency Plan including identification of critical equipment, data preservation procedures, research material preservation procedures, and freezer management plans by 8/31/09.			●			
	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	

Notes

- 1** Administrative Contacts form will be sent to DFA's during week of 3/23/09; review, update and return to HSPO by 4/15/09.
- 2** Letter sent to DFA on 3/18/09. Training Advisor to be completed by ALL SOM personnel by 5/1/09: Identified courses completed by 6/1/09.
- 3** Notification and forms for special topic are sent to Health and Safety Contacts quarterly.
- 4** Department Emergency Coordinators and DFA's will be sent an email on 4/1/09 with due dates for Correction Action (7/31) and Department Plan (8/31) updates.

Key

- ▼ Communication sent to DFA
- ▼ Due Date
- Response from DFA to HSPO