



## Position Descriptions and Organization

Approved by  Sergei Y. Tolmachev, Director  
September 2011

*This policy provides brief descriptions and functions of positions within, and associated with, the Registries.*

### **Functional Organization Chart for the Registries**

Administratively, the Registries is a part of the Department of Pharmaceutical Sciences, College of Pharmacy at Washington State University. The Registries organization chart is shown in Figure 1.

#### **Director**

This faculty member provides overall administration, management, and scientific leadership of the United States Transuranium and Uranium Registries. The Director serves as the principal investigator for the grant, and fulfills all responsibilities associated with this position. In addition, the Director establishes programmatic responsibilities and priorities, approves Registries' policies and procedures, supervises the activities of the staff, and serves as the official and primary representative of the Registries. The Director carries out scientific research related to the goals and purposes of the Registries. This research is conducted individually, or in collaboration with other members of the Registries staff, or investigators at other institutions.

#### **Scientific Staff/Research Faculty**

The scientific staff consists of faculty members (including the Director) who carry out individual or collaborative research related to the goals of the Registries. The specific activities of this staff focus on research endeavors, but include technical and administrative support to the Registries and the Director. Research activities include the following: radiochemical analysis of

tissues taken at autopsy, evaluation and interpretation of health physics, medical, industrial hygiene and radiochemistry data; biokinetic modeling of these data; radiobiological, pathology, mortality and morbidity studies; and dosimetry research.

#### **Fiscal Technician**

This is a full-time position that provides day-to-day fiscal and administrative support to the USTUR by preparing budgets, processing orders for needed supplies, submitting proposals through the Office of Grant and Research Development (OGRD), obtaining Registrant records, processing payroll, preparing quarterly and annual reports.

#### **Laboratory Technician 3 (Radiochemistry)**

The technician ashes and acid dissolves tissue specimens; performs actinide radiochemical separation on acid-dissolved samples; and prepares and counts these samples using  $\alpha$ -spectrometry. Results of the analyses are reviewed for accuracy and reported to the USTUR director. Analyses of human tissue samples for actinide elements are performed at the USTUR Radiochemical Laboratory in Richland, WA.

#### **Secretary**

This classified staff member is responsible for staff-support functions such as typing and revising correspondence, filing, data entry, taking notes and transcribing minutes, processing staff travel requests, maintaining inventory of supplies, and scheduling meetings.

Other responsibilities include answering the Registries' multi-line telephone and routing calls, photocopying, faxing, and distributing mail.

### **Medical Technologist/Prosector**

This staff member is a licensed medical technologist who provides part-time services to assist in autopsies at the USTUR Research Center's laboratory facility and to carry out subsequent tissue dissections.

### **Information Technology Services**

A private consultant is subcontracted to provide information technology (IT) systems support on an as-needed basis. He maintains network security and is responsible for handling computer hardware, software, and network needs that cannot be addressed by internal staff.

### **Pathologist Services**

Forensic pathologists are subcontracted to perform autopsies on an as-needed basis.

Autopsies performed in the state of Washington are carried out by a medical examiner/forensic pathologist from Seattle who is also a member of WSU/COP/USTUR's adjunct faculty. Denver area autopsies are performed by the Arapahoe County Coroner/Medical Examiner. If a Registrant passes away in another location, the USTUR subcontracts a local pathologist to perform an autopsy.

### **Extramural Collaborators**

Extramural collaborative projects and research relationships are externally funded – by grant or contract – work that is carried out in conjunction with national and international scientific specialists and institutions. These projects include studies in the application of advanced analytical and measurement techniques for actinides, developments in the detection and measurement of beryllium in NHRTR tissues, and testing and developing chelation models.

Figure 1. USTUR Organization Chart

