
NCSBI MOLECULAR GENETICS SECTION

Administrative Orders Manual

Order 96-ADM-1 Effective Date : August 26, 1996

Revised Date: October 15, 2000

SUBJECT : Administrative Orders Manual



Issuance of the Molecular Genetics Section Administrative Order 96-ADM-1 establishes a Section policy and procedures system which will be called the Molecular Genetics Section Administrative Orders Manual. This system is designed and created as a communications tool to disseminate clear and understandable SECTION policy and procedures.

Effective August 26, 1996, the creation of new Section policy or procedures and any modifications or changes to existing Section policy and procedures will be communicated to all staff by Administrative Orders. Any changes/modifications will bear the same number as the old Administrative Order but with a new effective date. Upon receipt of changed or modified Administrative Orders, Molecular Genetics Section members are update their Administrative Orders Manual.

The Administrative Orders Manual will be subdivided into four (4) sections dealing with:

- a. Administrative/Management issues (ADM)
- b. Safety issues (SAF)
- c. Technical Procedures issues (PRO)
- d. Evidence issues (EVI)

Administrative orders issued will be numbered by the year-the three letter code above-and a sequential number (e.g. 96-ADM-1). Safety related Administrative Orders may be issued by the Section Safety Officer with the prior approval of the SAC.

The section reviews it's manuals every year, and at this time, some of the administrative orders may be incorporated within other manuals. At this time, they will be rescinded and removed from the Administrative Orders Manual. Periodically, the rescinded orders will be pruned from the Administrative Orders Manual and the whole Manual renumbered.