

DRUG CHEMISTRY SECTION POLICY AND PROCEDURE MANUAL		
1995-DCS-04	On-Call Program	
Effective Date:	August 18, 2008	Page 1 of 1

## On-Call Program

An On-Call Program for the ASACs will be maintained in the Drug Chemistry Section. The duties and responsibilities of the ■on-call■ ASAC include the following:

The ASAC is designated as ■in charge■ during the supervisor■s absence.

The ASAC is to assist the supervisor with the day-to-day management of the section and is to make necessary administrative decisions whenever the supervisor is unavailable.

The ASAC is responsible for ensuring the security of the Section and following the appropriate guidelines stated in 95-DCS-10.

The period of time ■on-call■ will be one week, starting and ending on a Monday morning. In the event that either Monday is a holiday, there will be a shift to Tuesday for that particular Monday. The section secretary will be responsible for maintaining the ■on-call■ roster in the DCI Mapper System.