

**To:** Erika Cheung[echeung@theranos.com]  
**From:** Mark Pandori  
**Sent:** Sat 2/22/2014 12:50:18 AM  
**Importance:** Normal  
**Subject:** Task Assignments  
**Received:** Sat 2/22/2014 12:50:19 AM  
[Erika Cheung.docx](#)

Erika,

Attached is a listing of tasks for which you will be held responsible in CLIA Lab. Please do not hesitate to discuss if you have any questions.

Key amongst them is assessment of the current SOP for Edison testing. We want to make certain that the SOP on file are accurate with regard to how the testing is actually performed for patients. Please let me know if you require access to the current SOP on file, and if you have any questions with regard to how to edit them.

Thank you!

Mark Pandori

Erika Cheung

1. Daily: Maintain general orderliness and neatness in the Edison test processing areas. Designate "CLIA" areas and pipettes from Research areas and pipettes.
2. Daily: Perform laboratory testing, as directed by the Schedule. Report to Stella with results so that she can Review and Release them. On weekends, please do this with the scheduled CLS or CLS supervisor, as available.
3. Daily: Maintain temperature logs for downstairs Normandy refrigerators and freezers relevant to CLIA patient samples and reagents. Bryon Bailey will train this.
4. As needed (or monthly): Verify that SOP for Edison tests are accurate for how they are currently actually performed.
5. Continuous: Assist in any ongoing validations, calibrations, or QC operations, as necessary.