



Houston Forensic Science Center

INTEROFFICE MEMO

To: Brooke Mendenhall – Toxicology Technician

From: Melissa Lloyd, D-ABFT-FT – Toxicology Supervisor

cc: Dayong Lee, Ph.D., F-ABFT – Toxicology Manager
Lori Wilson, B.S. ASQ CQA – Quality Director

Date: October 23, 2018

Re: Authorization of Toxicology Laboratory Support Tasks

This memo authorizes Ms. Mendenhall to perform the following technical toxicology task:

- Analysis of Alcohol and Other Volatiles by Headspace GC-FID for verification and/or validation purposes
- Preparation of reagents and drug standards
- Performance checks of laboratory equipment

This authorization is based upon her performance of

- 1) the seventeen training batches (ALC_20180207_BAM, ALC_20180215_BAM, ALC_20180220_BAM, ALC_20180226_BAM, ALC_20180228_BAM, ALC_20180305_BAM, ALC_20180309_BAM, ALC_20180413_BAM, ALC_20180418_BAM, ALC_20180504_BAM, ALC_20180508_BAM, ALC_20180523_BAM, ALC_20180530_BAM, ALC_20180531_BAM, ALC_20180606_BAM, ALC_20180719_BAM, and ALC_20180823_BAM),
- 2) the oral examination on August 14, 2018, regarding Alcohol Analysis by Headspace GC/FID as described in Section 7 of Training Manual v3.2,
- 3) the competency test on June 26, 2018, and
- 4) the completion of Section 5 of the Training Manual v3.2

Ms. Mendenhall's competency test included analysis of old proficiency test samples (2016-03135, 2016-16938, 2017-04268, 2017-17858, and 2018-02838). Her competency test also included two beverage samples, 2018-03779 Items 3 and 4. All results were acceptable, compared to the values obtained by other analysts (see detailed data maintained in the trainee's electronic file). Ms. Mendenhall completed the required and recommended readings associated with alcohol analysis in the Toxicology Training Manual v3.2.

Ms. Mendenhall is authorized to use the equipment associated with the Analysis of Alcohol and Other Volatiles by Headspace GC-FID method. She is also authorized to use other equipment for the purposes of training and performing her laboratory tasks as a toxicology technician. This equipment includes, but not limited to: Agilent GC-MS, SPE extraction equipment, centrifuge, Turbo-VAP, balances, vial crimpers, heat blocks, pipettes, Tecan Evo equipment, Agilent GC-FID, pH meter, Millipore Water System, chart recorders, and refrigerated storage units. In addition, she is authorized to use LIMS for tasks such as case research, entering batch information, and evidence transfers.