



Houston Forensic Science Center

INTEROFFICE MEMO

To: Erika Phung, M.S., Forensic Analyst – Toxicology

From: Corissa L. Rodgers, M.S., Supervisor – Toxicology

Cc: Dayong Lee, Ph.D., Manager – Toxicology
Erika Ziemak, Director – Quality Division

Date: December 3, 2020

Re: Authorization to perform technical and administrative review of alcohol analysis casework

This memo authorizes Ms. Phung to perform technical review of batches and case reports and administrative review of case reports generated using the following method:

- Analysis of Alcohol and Other Volatiles by Headspace GC-FID

This authorization is based upon her completion of Section 7.7. Review of Alcohol Case Reports of the Toxicology Section Training Manual v3.4, including:

- 1) approximately seven months of alcohol analysis casework experience;
- 2) observing administrative review of five alcohol reports (2020-10123, 2020-12500, 2020-12522, 2020-12750, and 2020-12970), conducted by a qualified analyst;
- 3) the evaluation of preliminary administrative reviews conducted by her on casework reports generated by qualified analysts in batch ALC_20201022_AAJ and ALC_20201102_CLR;
- 4) observing technical review of batch ALC_20200923_JP conducted by a qualified analyst; and
- 5) the evaluation of preliminary technical reviews conducted by her on the following casework batches and reports generated by qualified analysts: ALC_20200924_JP, ALC_20200930_JP, ALC_20201008_DM, ALC_20201009_AAJ, and ALC_20201008_JP.