



Houston Forensic Science Center

INTEROFFICE MEMO

To: Jami Reber, M.Sc., Forensic Scientist – Toxicology

From: Corissa Rodgers, M.S., D-ABFT-FT, Supervisor – Toxicology

cc: Dayong Lee, Ph.D., F-ABFT, Manager – Toxicology
Quality Division

Date: July 7, 2022

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

This memo authorizes Ms. Reber 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 successful completion of Section 7.8. Review of Alcohol Case Reports of the Toxicology Section Training Manual v.3.7, including:

- 1) over nine months of alcohol analysis casework experience at Houston Forensic Science Center;
- 2) observing technical review of batch ALC_20220526_HM conducted by a qualified analyst;
- 3) the evaluation of preliminary technical reviews conducted by her on the following casework batches and reports generated by qualified analysts: ALC_20220526_JP, ALC_20220531_MR, ALC_20220602_HM, ALC_20220606_EP, ALC_20220610_KMY, and ALC_20220616_HM;
- 4) observing administrative review of five alcohol reports (2022-05047, 2022-05146, 2022-05148, 2022-05324, 2022-05325) conducted by a qualified analyst; and
- 5) the evaluation of preliminary administrative reviews conducted by her on casework reports generated by qualified analysts in batch ALC_20220526_HM.