



Houston Forensic Science Center

INTEROFFICE MEMO

To: Charles (Chase) Perkins, M.S. – Forensic Scientist, Toxicology Charles (Chase) Perkins Digitally signed by Charles (Chase) Perkins
Date: 2024.03.13 16:12:05 -05'00'

From: Corissa Rodgers, M.S., D-ABFT-FT – Supervisor, Toxicology Corissa L. Rodgers, M.S. Digitally signed by Corissa L. Rodgers, M.S.
Date: 2024.03.13 16:14:02 -05'00'

cc: Dayong Lee, Ph.D., F-ABFT – Manager, Toxicology Dayong Lee Digitally signed by Dayong Lee
Date: 2024.03.13 16:31:47 -05'00'
Quality Division Annalivia Harris Digitally signed by Annalivia Harris
Date: 2024.03.27 08:38:21 -05'00'

Date: March 13, 2024

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

This memo authorizes Mr. Perkins to perform technical review (TR) of batches and case reports and administrative review (AR) of case reports generated using the following method:

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

This authorization is based upon his successful completion of section 7.8 of the Toxicology Section Training Manual v.4.0, including:

- 1) Over five months of alcohol analysis casework experience including performing more than 10 casework batches;
- 2) Observing a qualified analyst perform batch TR of ALC_20231204_EP on 01/08/2024;
- 3) The evaluation of preliminary TRs conducted by him on the following casework batches and reports subsequently technically reviewed by other qualified analysts: ALC_20231219_JLA, ALC_20240103_HM, ALC_20240108_EP, ALC_20240123_AAJ and ALC_20240201_HM on 02/08/2024;
- 4) Successfully completing a TR competency test on batch ALC_20240130_CD on 02/15/2024;
- 5) Observing a qualified analyst perform AR of five alcohol casework reports (2023-12722, 2023-12659, 2023-12660, 2023-12666, and 2023-12730) on 01/11/2024;
- 6) The evaluation of preliminary ARs conducted by him on the case reports in batch ALC_20240130_CLR as well as 5 additional case reports (2024-00846, 2024-00847, 2024-00849, 2024-00852, and 2024-00853) in batch ALC_20240205_EP subsequently administratively reviewed by other qualified analysts on 03/04/2024; and
- 7) Successfully completing an AR competency test on case reports 2024-01460, 2024-01461, 2024-01491, 2024-01493, and 2024-01496 in batch ALC_20240221_CD on 03/11/2024.

Mr. Perkins is further authorized to perform technical review of alcohol calculations (i.e., Widmark equation and retrograde extrapolation).