



Houston Forensic Science Center

INTEROFFICE MEMO

To: Haley Melbourn, M.S., Forensic Analyst - Toxicology

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

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

Date: January 5, 2021

Re: Authorization for alcohol analysis casework

This memo authorizes Ms. Melbourn to perform alcohol analysis and write case reports in the Toxicology section using the following method:

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

This authorization is based upon her successful completion of

1. Required readings and study questions as described in sections 7 (Analysis of Alcohol and Other Volatiles by Headspace GC-FID) and 17 (Testifying in Court) of the Toxicology Training Manual v.3.4 on 11/25/2020;
2. Laboratory exercises that included:
 - a. training batches ALC_20200914_HM, ALC_20200921_HM, ALC_20200928_HM, ALC_20201002_HM, ALC_20201006_HM, ALC_20201013_HM, ALC_20201019_HM, ALC_20201020_HM, ALC_20201027_HM, and ALC_20201102_HM on 11/17/2020;
 - b. observing one testimony by a qualified analyst on 11/10/2020;
3. A practical competency test on 12/10/2020;
4. An oral examination on 12/04/2020; and
5. A mock trial on 12/22/2020.

Ms. Melbourn's competency test included analysis of previously completed blind quality control samples and proficiency test samples (2020-00180, 2020-00181, 2020-00182, 2020-00183, 2020-00184, 2020-00186, 2020-00187, 2020-00188, 2020-00189, 2020-00190, 2020-00191, 2020-00192, 2020-00193, 2020-00194, 2020-00196) in the development JusticeTrax system. Her competency test also included two beverage samples (2020-00195 items 001-01 and 001-02). All results were acceptable when

compared to values obtained by other qualified analysts (see detailed data in Ms. Melbourn's training file maintained in the Toxicology section electronic storage).

Ms. Melbourn is authorized to provide opinions and interpretations pertaining to alcohol analysis. She is also authorized to perform method development, modification, verification, and validation for all alcohol and toxicology analytical methods used in the section.