



Houston Forensic Science Center

INTEROFFICE MEMO

To: Charles (Chase) Perkins, M.S., Forensic Scientist – Toxicology
Corissa Rodgers, M.S., D-ABFT-FT, Supervisor – Toxicology
Haley Melbourn, M.S., Forensic Scientist – Toxicology

From: Dayong Lee, Ph.D., F-ABFT, Manager – Toxicology

cc: Quality Division

Date: May 22, 2024

Re: Authorization for analysis and review of 1,1-difluoroethane by HS-GC/FID

This memo authorizes Chase Perkins (CRP), Corissa Rodgers (CLR), and Haley Melbourn (HM), to perform analysis and write case reports in the Toxicology section using the following method:

- Analysis of 1,1-Difluoroethane by Headspace Gas Chromatography-Flame Ionization Detection (HS-GC/FID) [DFE]

This authorization is based upon their successful completion of:

- 1) Prior authorization of other comparable analysis using the same technique, HS-GC/FID, approved on 09/21/2023 (CRP), 10/13/2015 (CLR), and 01/12/2021 (HM);
- 2) Study questions on 05/10/2024 (CRP and HM) and 04/18/2024 (CLR);
- 3) Verification packet (Verification_DFE_2024-04-11) on 04/11/2024 (CLR) or review of verification packet on 05/10/2024 (CRP) and 05/03/2024 (HM) related to use of non-certified reference materials in DFE analysis; and
- 4) DFE validation studies (Validation_DFE_HS-3_Eff. 2024-01-16) and/or laboratory exercises including review, as summarized in the table below.

Participation in validation of DFE served as laboratory exercises for the method for CRP and HM. The competency test was waived because DFE uses the same instrumental technique as denoted in the Training Manual v.4.0, section 1.4.3.

Batch Name	Batch Type	Analysis By (Date Completed)	Technical Review By (Date Completed)
DFE_20231020_HM	Validation	HM (12/13/2023)	CLR (12/20/2023)
DFE_20231031_CRP	Validation	CRP (12/13/2023)	CLR (12/20/2023)
DFE_20240327_CLR	Laboratory Exercises	CLR (04/05/2024)	CRP (04/08/2024)
DFE_20240408_CLR	Laboratory Exercises	CLR (04/17/2024)	HM (04/17/2024)

Additionally, this memo authorizes Mr. Perkins, Ms. Rodgers, and Ms. Melbourn to conduct batch technical reviews and technical/administrative review of case reports in the Toxicology section using the DFE method. This is based on their prior authorizations of reviewing data and reported results of other comparable analyses using the same technique, HS-GC/FID, approved on 03/27/2024 (CRP), 10/16/2015 and 07/15/2016 (CLR), and 09/20/2021 (HM).

This memo serves as the documentation of this training completion. LAB-076 (Training Checklist) will not be completed as this authorization is supplemental to the existing HS-GC/FID authorization.