



Houston Forensic Science Center

INTEROFFICE MEMO

To: Haley Melbourn, M.S. – Forensic Scientist, Toxicology **Haley Melbourn** Digitally signed by Haley Melbourn
Date: 2024.07.23 11:25:13 -05'00'

From: Ashley Ann Johnson, M.S., D-ABFT-FT – Lead Forensic Scientist, Toxicology **Ashley Ann Johnson,** Digitally signed by Ashley Ann
M.S., MBA, D-ABFT-FT Johnson, M.S., MBA, D-ABFT-FT
Date: 2024.07.23 11:20:56 -05'00'

cc: Corissa L. Rodgers, M.S., D-ABFT-FT – Supervisor, Toxicology **Corissa L. Rodgers** Digitally signed by Corissa L.
Rodgers
Date: 2024.07.24 13:21:47 -05'00'

Quality Division

Date: July 23, 2024

Re: Authorization of Technical Review – Immunoassay Batches

This memo authorizes Ms. Melbourn to conduct batch technical review (TR) in the Toxicology section using the following method:

- **Drug Screen by Enzyme-Linked Immunosorbent Assay (ELISA)**

This authorization is based upon her successful completion of Section 9.7. of the Toxicology Section Training Manual v4.0 including:

- 1) Observation of TR of batch EIA_20240508U_HM conducted by a qualified analyst on 05/15/2024;
- 2) Evaluation of preliminary TRs conducted by her on the following casework batches generated by qualified analysts: EIA_20240606U_CRP, EIA_20240613U_CRP, and EIA_20240620B_CRP; and
- 3) EIA TR competency created from modified casework batch EIA_20230614U_FB TR COMP on 07/12/2024.