



# Houston Forensic Science Center

## INTEROFFICE MEMO

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**To:** Haley Melbourn, M.S. – Forensic Scientist, Toxicology

**From:** Ashley Ann Johnson, M.S., D-ABFT-FT – Lead Forensic Scientist, Toxicology

**cc:** Corissa L. Rodgers, M.S., D-ABFT-FT – Supervisor, Toxicology  
Quality Division

**Date:** August 19, 2024

**Re:** Authorization of drug screening and qualitative confirmation by gas chromatography-mass spectrometry (GC-MS)

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This memo authorizes Ms. Melbourn to perform GC-MS drug screening and confirmation analyses and to write test reports for casework in the Toxicology section using the following method:

- Drug screen and qualitative confirmation by GC-MS (BSD)

This authorization is based upon her successful completion of Section 10 of the Toxicology Section Training Manual v4.0 including:

- 1) Required readings on 06/18/2024 and study questions (Section 10 and 22.3.5 questions 1, 2, and 6) on 06/18/2024;
- 2) Laboratory exercises completed on 05/30/2024 that included:
  - a. Training batches BSD\_20240223B\_HM, BSD\_20240307B\_HM, and BSD\_20240412U\_HM;
  - b. Observing qualified analysts draft case reports completed on 01/04/2024 and drafting practice case reports on 05/30/2024;
- 3) GC-MS testimony Q&A sessions on 06/26/2024 and 07/10/2024;
- 4) Written examination on 08/14/2024; and
- 5) Competency test in batches BSD\_20240801B\_HM and BSD\_20240807B\_HM completed on 08/13/2024.

Ms. Melbourn's competency test included analysis of 5 blood samples fortified with drugs at different concentrations (requests 0001 in TOX24-TEST06, TOX24-TEST07, TOX24-TEST08, TOX24-TEST09, and TOX24-TEST10) in the JusticeTrax system.

Ms. Melbourn has been authorized to use the equipment associated with the GC-MS analyses. This equipment includes but is not limited to: Agilent GC-MS, SPE extraction equipment, Turbo-VAP, balances, vial crimpers, pipettes, pH meter, and Millipore Water System.

Ms. Melbourn is authorized to provide opinions and interpretations pertaining to the GC-MS drug analyses.