



Houston Forensic Science Center

INTEROFFICE MEMO

To: Erika Phung, M.S., D-ABFT-FT, Forensic Scientist – Toxicology

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

cc: Cassandra Duvall, M.F.S., D-ABFT-FT, Supervisor – Toxicology
Quality Division

Date: June 20, 2024

Re: Authorization to perform batch technical review of Drug Screening and Qualitative Confirmation by Gas Chromatography-Mass Spectrometry (GC-MS)

This memo authorizes Ms. Phung to conduct batch technical review 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 20.3.2.1. and 20.3.2.3. of the Toxicology Section Training Manual v4.0 including:

- 1) Observation of TR of batch BSD_20240213U_DM conducted by a qualified analyst on 04/03/2024;
- 2) Evaluation of preliminary TRs conducted by her on the following casework batches generated by qualified analysts: BSD_20240327U_EC, BSD_20240410B_DM, and BSD_20240424_DM; and
- 3) BSD TR Competency created from modified casework batch BSD_20231117B_AAJ TR COMP on 06/11/2024.