



# Houston Forensic Science Center

## INTEROFFICE MEMO

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

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

**cc:** Dayong Lee, Ph.D., F-ABFT, Manager – Toxicology  
Erika Ziemak, Director – Quality

**Date:** August 20, 2020

**Re:** Authorization to use equipment in the Toxicology section

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This memo authorizes Ms. Melbourn to perform the following toxicology tasks:

- Preparation of reagents and drug standards
- Performance checks of laboratory equipment

This authorization is based on her completion of Section 5 of the Toxicology Section Training Manual v3.4.

Ms. Melbourn is authorized to use the equipment and instruments associated with analytical methods used in the section. She is also authorized to use other laboratory equipment and instruments for the purposes of training. These include, but are not limited to: balances, vial crimpers, heat blocks, pipettes, pH meter, Millipore Water System, Agilent GC-FID, Tecan Evo, Agilent GC-MS, SPE extraction equipment, Turbo-Vap evaporators, Agilent LC-MS/MS, and refrigerated storage units. In addition, she is authorized to use HFSC's Laboratory Information Management System (LIMS).