



Houston Forensic Science Center

INTEROFFICE MEMO

To: Jessica Lynn Ayala, Ph.D., D-ABFT-FT, Supervisor – Toxicology

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

cc: Quality Division

Date: August 26, 2022

Re: Authorization to perform laboratory tasks and use equipment in the Toxicology section

This memo authorizes Dr. Ayala to perform 1) method development, modification, verification, and validation for all alcohol and drug analytical methods used in the Toxicology section and 2) to perform the following toxicology tasks:

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

This authorization is based on 1) her education, training, and experience in toxicological analysis, as documented in her statement of qualifications, and 2) her completion of Sections 1-6 of the Toxicology Section Training Manual v3.8.

Dr. Ayala 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 purpose of training. These include, but are not limited to: balances, vial crimpers, heat blocks, pipettes, pH meter, Millipore Water System, SPE extraction equipment, Turbo-Vap evaporator, Agilent GC-FID, Tecan Evo, Agilent GC-MS, Agilent LC-MS/MS, and refrigerated storage units. In addition, she is authorized to use HFSC's Laboratory Information Management System (LIMS).