



# Houston Forensic Science Center

## INTEROFFICE MEMO

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**To:** Kalei Terlaje, MSFS, Forensic Scientist - Toxicology

**From:** Cassandra Duvall, MFS, D-ABFT-FT, Supervisor - Toxicology

**CC:** Dayong Lee, Ph.D., F-ABFT, Manager – Toxicology  
Quality Division

**Date:** September 1, 2023

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

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This memo authorizes Ms. Terlaje to perform 1) method development, modification, verification, and validation for all alcohol and toxicology analytical methods used in the 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 through 6 of the Toxicology Section Training Manual v3.9.

Ms. Terlaje 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).