



Houston Forensic Science Center

INTEROFFICE MEMO

To: Jihau Yu, M.S., Forensic Scientist – Toxicology

From: Jessica Ayala, Ph.D., D-ABFT-FT, Supervisor - Toxicology

cc: Dayong Lee, Ph.D., F-ABFT, Manager - Toxicology
Quality Division

Date: October 27, 2023

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

This memo authorizes Mr. Yu 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) his education, training, and experience in toxicological analysis, as documented in his statement of qualifications, and 2) his completion of Sections 1-6 of the Toxicology Section Training Manual v3.9.

Mr. Yu is authorized to use the equipment and instruments associated with analytical methods used in the section. He 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, he is authorized to use HFSC's Laboratory Information Management System (LIMS).