



# Houston Forensic Science Center

## INTEROFFICE MEMO

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**To:** Alexis Ramirez-Wiggins, M.S., Fellow (PhD Student) - Toxicology

**From:** Ashley Ann Johnson, M.S., D-ABFT-FT, Lead Forensic Scientist - Toxicology  
Brooke Mendenhall, Senior Forensic Technician – Toxicology

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

**Date:** June 14, 2024

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

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This memo authorizes Ms. Ramirez-Wiggins 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 1-5 of the Toxicology Section Training Manual v4.0.

Ms. Ramirez-Wiggins 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 training and validation/verification purposes. 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).