



Houston Forensic Science Center

INTEROFFICE MEMO

To: Roberta P. Gorziza, Ph.D., Forensic Scientist - Toxicology

From: Corissa Rodgers, M.S., D-ABFT-FT, Supervisor – Toxicology

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

Date: November 8, 2023

Re: Authorization to use equipment in the Toxicology section

This memo authorizes Dr. Gorziza 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 their 1) education, training, and experience in toxicological analysis, as documented in their statement of qualifications, and 2) completion of Sections 1 through 6 of the Toxicology Section Training Manual v3.9.

Dr. Gorziza is authorized to use the equipment and instruments associated with analytical methods used in the section. They are 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, Dr. Gorziza is authorized to use HFSC's Laboratory Information Management System (LIMS).