



Houston Forensic Science Center

INTEROFFICE MEMO

To: Lori Wilson, B.S., ASQ, CQA, Director-Quality Division

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

cc: Amy Castillo, Ph.D., Chief Operating Officer

Date: June 22, 2018

Re: Exemption Authorization from Separation of TR/AR for Toxicology Reports in Toxicology

The current Quality Manual and Toxicology Analytical Manual v3.1 prohibit the same individual from performing both technical and administrative reviews. Both manuals are currently in revision to remove this clause. However, while the current Quality Manual and the Toxicology Analytical Manual v3.1 are in the revision process the toxicology section needs an exemption from this requirement.

In the toxicology section, currently only two individuals can perform technical review and administrative review of toxicology cases. Melissa Lloyd and Melissa Henry are qualified to perform technical review of toxicology case reports. Furthermore, Melissa Lloyd and Dayong Lee are qualified to perform administrative review of toxicology case reports. Dayong Lee, the Toxicology Manager, will be out of the office from June 25 – July 11, 2018. Therefore, to release toxicology reports that Ms. Henry will not be able to technically review Melissa Lloyd needs to be able to both technically and administratively review these toxicology case reports starting June 25, 2018.