



Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

Training Checklist

Toxicology Section – Training Manual Version 3.9	
SECTION	1: Introduction
Training Tasks	Completion Dates
Required Reading	06/07/2023
SECTION	2: Quality
Training Tasks	Completion Dates
Required Reading	06/08/2023
Qualtrax Test	06/08/2023
SECTION	3: Security
Training Tasks	Completion Dates
Required Reading	06/08/2023
Laboratory Exercise: Visitor Escort & Gas Cylinder Exchange	06/13/2023
Qualtrax Test	06/08/2023
SECTION	4: Safety
Training Tasks	Completion Dates
Required Reading	06/08/2023
Laboratory Exercise	06/14/2023
Study Questions	06/20/2023
Qualtrax Test	06/08/2023
Bloodborne Pathogen and Chemical Safety Training (NHO)	06/15-06/16/2023
Qualtrax Test (New Hire Orientation)	06/08/2023
SECTION	5: Toxicology Section Operation
Training Tasks	Completion Dates
Required Reading	06/12/2023
Study Questions	06/16/2023
Laboratory Exercise: Pipette Accuracy and Precision	06/09/2023
Observed Balance Performance Check	06/07/2023
Observed pH Meter Performance Check	06/07/2023
Observed Heat Block Thermometer Performance Check	06/07/2023



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Observed Downloading DicksonOne Temperature Monitor Report	06/13/2023
Observed Uploading Documents to e-Discovery Website	06/06/2023
Observed Toxicology Housekeeping Tasks-Glassware Cleaning	06/07/2023
Observed Toxicology Housekeeping Tasks-Waste Disposal	06/07/2023
Observed Toxicology Housekeeping Tasks-Outsourcing	06/21/2023
Observed Toxicology Housekeeping Tasks-Supply Management and Inventory	06/13 & 06/16/2023
Observed Making a Reagent	06/13/2023
Observed Making a Drug Standard	06/16/2023
SECTION	6: Evidence Handling and Documentation
Training Tasks	Completion Dates
Required Reading	06/13/2023
Laboratory Exercise: Accessioning Training (DUI-FCN # 2023-07087,02023-07096; ToxKit FCN # 2023-06984)	06/23/2023
JusticeTrax Qualtrax Test	06/16/2023
JusticeTrax Skills Test	06/29/2023

Charles (Chase) Perkins

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06/29/2023

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Date

Cassandra Duvall

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06/29/2023

Signature of Reviewer

Date



Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

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Toxicology Section – Training Manual Version _____ 3.9 _____	
SECTION	7: Analysis of Alcohol and Other Volatiles by Headspace Gas Chromatography-Flame Ionization Detector
Training Tasks	
Required Reading	7/11/2023
Additional Readings	7/10/2023
Study Questions	8/22/2023
Laboratory Exercises	9/8/2023
Competency Test	9/11/2023
Oral Examination	9/12/2023
SECTION	21: Testifying in Court
Training Tasks	
Required Reading	7/11/2023
Study Questions – Part I Voir Dire and Part II Alcohol Analysis	8/28/2023
Mock Trial	9/19/2023

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Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

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	Toxicology Section – Training Manual Version <u>4.0</u>	
SECTION	7.8 : Review of Alcohol Case Reports	
	Training Tasks	Completion Dates
	Observe Technical Review of an Alcohol Batch and case reports	1/8/2024
	Observe Administrative Review of 5 Alcohol Case reports	1/11/2024
	Complete Training Technical Review of 5 Alcohol Batches and case reports	2/8/2024
	Complete Competency Technical Review of 1 Alcohol Batch and case reports	2/15/2024
	Complete Training Administrative Review of 1 Alcohol batch of case reports	3/04/2024
	Complete Competency Administrative Review of 5 Alcohol Case Reports	3/11/2024

Charles (Chase) Perkins
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