



# Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

## Training Checklist

Toxicology Section – Training Manual Version <u>3.3</u>	
SECTION	1. Introduction
Training Tasks	
Required reading	
Completion Dates	
<b>09/17/2019</b>	
SECTION	2. Quality
Training Tasks	
Required reading	
Completion Dates	
<b>09/18/2019</b>	
Qualtrax test	
<b>09/18/2019</b>	
SECTION	3. Security
Training Tasks	
Required reading	
Completion Dates	
<b>09/18/2019</b>	
Qualtrax test	
<b>09/18/2019</b>	
Escort a visitor	
<b>09/17/2019</b>	
SECTION	4. Safety
Training Tasks	
Required reading	
Completion Dates	
<b>09/19/2019</b>	
Tox lab safety training	
<b>09/16/2019</b>	
Blood borne pathogen and chemical safety training	
<b>09/24/2019</b>	
Study questions	
<b>09/23/2019</b>	
Qualtrax test	
<b>09/19/2019</b>	
SECTION	5. Section Operations
Training Tasks	
Required reading	
Completion Dates	
<b>09/20/2019</b>	
Study questions	
<b>09/26/2019</b>	
Pipette accuracy and precision exercise	
<b>09/27/2019</b>	
Observe balance performance check	
<b>09/23/2019</b>	
Observe pH meter check	
<b>09/23/2019</b>	



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Observe heat block thermometer check	09/23/2019
Observe downloading of TempAlert Report	09/17/2019
Observe uploading documents to e-Discovery website	09/18/2019
Observe Tox housekeeping tasks	09/23/2019
Observe preparation of drug standard	09/25/2019
Observe the preparation of a reagent	09/25/2019
SECTION	6. Evidence Handling and Documentation
Training Tasks	
Required reading	09/20/2019
Additional resources	09/23/2019
Accessioning training	09/27/2019
LIMS training	09/25/2019
Justice Trax Test	10/11/2019

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# Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

## Training Checklist

Toxicology Section – Training Manual Version <u>3.3</u>	
SECTION	7. Analysis of Alcohol and Other Volatiles by Headspace GC-FID
Training Tasks	
Required Reading	<b>03/20/2020</b>
Study Questions	<b>02/14/2020</b>
Laboratory Exercises	<b>03/10/2020</b>
Competency Test	<b>03/17/2020</b>
Oral Examination	<b>03/23/2020</b>
SECTION	17. Testifying in Court
Training Tasks	
Study Questions – Part I and Part II	<b>02/14/2020</b>
Laboratory Exercises	<b>12/11/2019</b>
Mock Trial	<b>03/24/2020</b>

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Houston Forensic Science Center  
Comparative and Analytical Division - Toxicology

**Training Checklist**

Toxicology Section – Training Manual Version <u>3.4</u>	
SECTION	7.7 Review of Alcohol Case Reports: Technical Review
Training Tasks	
Completion Dates	
Observe technical review of a batch of alcohol case reports.	<b>10/08/2020</b>
Perform technical review on at least five batches of alcohol case reports	<b>10/29/2020</b>

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# Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

## Training Checklist

Toxicology Section – Training Manual Version _____ <b>3.4</b> _____	
SECTION	7.7 Review of Alcohol Case Reports: Administrative Review
Training Tasks	
Completion Dates	
Observe review of at least five alcohol case reports.	<b>11/06/2020</b>
Perform administrative review on at least one batch of alcohol case reports	<b>11/25/2020</b>

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# Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

## Training Checklist

Toxicology Section – Training Manual Version <u>3.5</u>													
SECTION	8. Drug Screen by Enzyme-Linked Immunosorbent Assay (ELISA)												
	<table border="1"> <thead> <tr> <th>Training Tasks</th> <th>Completion Dates</th> </tr> </thead> <tbody> <tr> <td>Required Reading</td> <td>03/05/2021</td> </tr> <tr> <td>Study Questions</td> <td>05/21/2021</td> </tr> <tr> <td>Laboratory Exercises</td> <td>05/19/2021</td> </tr> <tr> <td>Competency Test</td> <td>05/28/2021</td> </tr> <tr> <td>Oral Examination</td> <td>05/28/2021</td> </tr> </tbody> </table>	Training Tasks	Completion Dates	Required Reading	03/05/2021	Study Questions	05/21/2021	Laboratory Exercises	05/19/2021	Competency Test	05/28/2021	Oral Examination	05/28/2021
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Oral Examination	05/28/2021												
SECTION	20. Testifying in Court												
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Training Tasks	Completion Dates												
Study Questions – Part III (ELISA portion)	05/21/2021												
Testimony Q&A Sessions	06/01/2021												

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# Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

## Training Checklist

Toxicology Section – Training Manual Version <u>3.7</u>	
SECTION	8.7 ELISA Batch Review
Training Tasks	Completion Dates
Observe at least one ELISA batch review	<b>10/18/2021</b>
Perform batch review of at least five ELISA batches	<b>12/20/2021</b>

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# Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

## Training Checklist

Toxicology Section – Training Manual Version <u>3.8</u>													
<b>SECTION</b>	<b>9. Drug Screen and Qualitative Confirmation by Gas Chromatography-Mass Spectrometry</b>												
	<table border="1"> <thead> <tr> <th>Training Tasks</th> <th>Completion Dates</th> </tr> </thead> <tbody> <tr> <td>Required Reading</td> <td>12/01/2022</td> </tr> <tr> <td>Study Questions</td> <td>01/23/2023</td> </tr> <tr> <td>Laboratory Exercises</td> <td>01/17/2023</td> </tr> <tr> <td>Competency Test</td> <td>02/16/2023</td> </tr> <tr> <td>Oral Examination</td> <td>02/07/2023</td> </tr> </tbody> </table>	Training Tasks	Completion Dates	Required Reading	12/01/2022	Study Questions	01/23/2023	Laboratory Exercises	01/17/2023	Competency Test	02/16/2023	Oral Examination	02/07/2023
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<b>SECTION</b>	<b>20. Testifying in Court</b>												
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Training Tasks	Completion Dates												
Study Questions – Part IV (GC-MS)	01/23/2023												
Testimony Q&A Session	02/01/2023												

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