



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	05/11/2023
SECTION	2: Quality
Training Tasks	Completion Dates
Required Reading	05/11/2023
Qualtrax Test	05/22/2023
SECTION	3: Security
Training Tasks	Completion Dates
Required Reading	05/11/2023
Laboratory Exercise	05/11/2023
Qualtrax Test	05/22/2023
SECTION	4: Safety
Training Tasks	Completion Dates
Required Reading	05/11/2023
Laboratory Exercise	05/10/2023
Study Questions	05/30/2023
Qualtrax Test	05/12/2023
Bloodborne Pathogen and Chemical Safety Training (NHO)	05/23/2023
Qualtrax Test (New Hire Orientation)	05/09/2023
SECTION	5: Toxicology Section Operation
Training Tasks	Completion Dates
Required Reading	05/12/2023
Study Questions	05/30/2023
Laboratory Exercise: Pipette Accuracy and Precision	05/23/2023
Observed Balance Performance Check	05/10/2023
Observed pH Meter Performance Check	05/10/2023
Observed Heath Block Thermometer Performance Check	05/10/2023



Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

Observed Downloading Temperature Monitor Report	05/16/2023
Observed Uploading Documents to e-Discovery Website	05/09/2023
Observed Toxicology Housekeeping Tasks-Glassware Cleaning	05/10/2023
Observed Toxicology Housekeeping Tasks-Waste Disposal	05/10/2023
Observed Toxicology Housekeeping Tasks-Outsourcing	05/23/2023
Observed Toxicology Housekeeping Tasks-Supply Management and Inventory	05/16/2023-05/18/2023
Observed Making a Reagent	05/17/2023
Observed Making a Drug Standard	05/26/2023
SECTION	6: Evidence Handling and Documentation
Required Reading	05/18/2023
Laboratory Exercise: Accessioning Training (DWI-FCN# 2023-05807, 2023-05806) (ToxKit-FCN#2023-05805)	05/24/2023
JusticeTrax Qualtrax Test	05/30/2023
JusticeTrax Skills Test	06/01/2023

Gabriela Villalobos

Digitally signed by Gabriela Villalobos
Date: 2023.06.02 14:59:18 -05'00'

Signature of Analyst

06/02/2023

Date

Cassandra Duvall

Digitally signed by Cassandra Duvall
DN: cn=Cassandra Duvall, o=Houston Forensic Science Center, ou=Toxicology, email=cduvall@houstonforensicscience.org, c=US
Date: 2023.06.02 15:04:36 -05'00'

Signature of Reviewer

06/02/2023

Date