



# Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

## Training Checklist

Toxicology Section – Training Manual Version <u>3.4</u>	
SECTION	<b>1. Introduction</b>
Training Tasks	
Completion Dates	
Required reading	
8/05/2020	
SECTION	<b>2. Quality</b>
Training Tasks	
Completion Dates	
Required Reading	
8/06/2020	
Qualtrax Test	
8/06/2020	
SECTION	<b>3. Security</b>
Training Tasks	
Completion Dates	
Required reading	
8/07/2020	
Qualtrax Test	
8/07/2020	
Escort a visitor	
8/10/2020	
SECTION	<b>4. Safety</b>
Training Tasks	
Completion Dates	
Required reading	
8/03/2020	
Toxicology Lab Safety Training	
8/05/2020	
Bloodborne Pathogen and Chemical Safety Training	
8/04/2020	
Study Questions	
8/19/2020	
Qualtrax Test	
8/07/2020	
SECTION	<b>5. Toxicology Section Operations</b>
Training Tasks	
Completion Dates	
Required reading	
8/11/2020	
Study questions	
8/13/2020	
Pipette accuracy and precision exercise	
8/11/2020	
Observe Balance Performance Check	
8/10/2020	
Observe pH Meter Performance Check	
8/10/2020	



# Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

Observe Heat Block Thermometer Performance Check		<b>8/10/2020</b>
Observe downloading of DicksonOne Report		<b>8/06/2020</b>
Observe uploading documents to e-Discovery website		<b>8/06/2020</b>
Observe Tox housekeeping tasks		<b>8/10/2020</b>
Observe the preparation of a drug standard		<b>8/12/2020</b>
Observe the preparation of a reagent		<b>8/11/2020</b>
SECTION	<b>6. Evidence Handling and Documentation</b>	
Training Tasks		Completion Dates
Required reading		<b>8/10/2020</b>
Additional resources		<b>8/11/2020</b>
Accessioning training		<b>8/14/2020</b>
LIMS training		<b>8/12/2020</b>
JusticeTrax Test		<b>8/18/2020</b>

**Haley Melbourn**

Digitally signed by Haley Melbourn  
DN: cn=Haley Melbourn, o=Houston Forensic Science Center, ou=Toxicology,  
email=hmelbourn@houstonforensicscience.org, c=US  
Date: 2020.08.20 08:20:17 -05'00'

Signature of Analyst

08/20/2020

Date

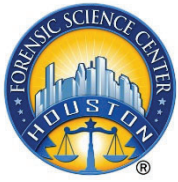
**Corissa L. Rodgers,  
M.S.**

Digitally signed by Corissa L. Rodgers, M.S.  
Date: 2020.08.20 11:48:21 -05'00'

Signature of Reviewer

08/20/2020

Date



# Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

## Training Checklist

Toxicology Section – Training Manual Version <u>3.4</u>	
SECTION	7. Analysis of Alcohol and Other Volatiles by Headspace GC-FID
Training Tasks	
Required Reading	09/01/2020
Study Questions	11/25/2020
Laboratory Exercises	11/17/2020
Competency Test	12/10/2020
Oral Examination	12/04/2020
SECTION	17. Testifying in Court
Training Tasks	
Study Questions – Part I and Part II	11/25/2020
Observe Analyst Testimony	11/10/2020
Mock Trial	12/22/2020

Haley Melbourn

Digitally signed by Haley Melbourn  
Date: 2020.12.22 10:49:31 -06'00'

Signature of Analyst

12/22/2020

Date

Corissa L. Rodgers, M.S.

Digitally signed by Corissa L. Rodgers, M.S.  
Date: 2020.12.31 13:51:58 -06'00'

Signature of Reviewer

12/31/2020

Date