

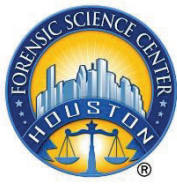


Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

Training Checklist

Toxicology Section – Training Manual Version <u>3.4</u>	
SECTION	1. Introduction
Training Tasks	
Completion Dates	
Required reading	
8/05/2020	
SECTION	2. Quality
Training Tasks	
Completion Dates	
Required Reading	
8/06/2020	
Qualtrax Test	
8/06/2020	
SECTION	3. Security
Training Tasks	
Completion Dates	
Required reading	
8/07/2020	
Qualtrax Test	
8/07/2020	
Escort a visitor	
8/10/2020	
SECTION	4. Safety
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	5. Toxicology Section Operations
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	



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Comparative and Analytical Division - Toxicology

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

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

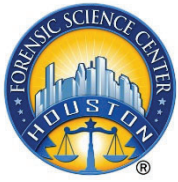
**Corissa L. Rodgers,
M.S.**

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

Signature of Reviewer

08/20/2020

Date



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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



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Comparative and Analytical Division - Toxicology

Training Checklist

Toxicology Section – Training Manual Version <u>v3.7</u>	
SECTION	7.8.1.1. Review of Alcohol Case Reports – Technical Review
Training Tasks	
Observe technical review of one batch of alcohol case reports	07/28/2021
Successfully complete technical review of five alcohol batches	08/30/2021
SECTION	7.8.1.2. Review of Alcohol Case Reports – Administrative Review
Training Tasks	
Observe administrative review of five alcohol case reports	07/29/2021
Successfully complete administrative review of one alcohol batch	08/20/2021

Haley Melbourn

Digitally signed by Haley Melbourn
Date: 2021.09.17 13:14:56 -05'00'

Signature of Analyst

09/17/2021

Date

Corissa L. Rodgers, M.S.

Digitally signed by Corissa L. Rodgers, M.S.
Date: 2021.09.17 14:54:09 -05'00'

Signature of Reviewer

09/17/2021

Date



Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

Training Checklist

Toxicology Section – Training Manual Version <u>v3.7</u>	
SECTION	8. Drug Screen by Enzyme-Linked Immunosorbent Assay (ELISA)
Training Tasks	
Required Reading	02/11/2022
Study Questions	03/25/2022
Laboratory Exercises	03/21/2022
Competency Test	04/18/2022
Oral Examination	04/21/2022
SECTION	20.3.4. Testifying in Court: Drug Analysis – Part III (ELISA)
Training Tasks	
Study Questions	03/25/2022
Testimony Q & A Sessions	04/20/2022

Haley Melbourn Digitally signed by Haley Melbourn
Date: 2022.04.21 16:29:09 -05'00'

Signature of Analyst

04/21/2022

Date

Melissa Henry Melissa Henry
cn=Melissa Henry, o=Houston Forensic Science
Center, ou=Toxicology,
email=melissa.henry@houstonforensicscience.org, c=US
2022.04.28 15:30:05 -05'00'

Signature of Reviewer

04/28/2022

Date