



# 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

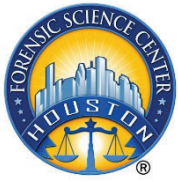
Corissa L. Rodgers, M.S.

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

Signature of Reviewer

12/31/2020

Date



# Houston Forensic Science Center

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	<b>07/28/2021</b>
Successfully complete technical review of five alcohol batches	<b>08/30/2021</b>
SECTION	7.8.1.2. Review of Alcohol Case Reports – Administrative Review
Training Tasks	
Observe administrative review of five alcohol case reports	<b>07/29/2021</b>
Successfully complete administrative review of one alcohol batch	<b>08/20/2021</b>

**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



# Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

## Training Checklist

Toxicology Section – Training Manual Version _____ v4.0 _____	
SECTION	9.7. ELISA Batch Review
Training Tasks	Completion Dates
Required readings for Training Manual Section 9	<b>05/10/2024</b>
Observe at least one ELISA batch review	<b>05/15/2024</b>
Perform successful batch review of at least 3* ELISA batches	<b>06/28/2024</b>
Complete ELISA batch review competency test	<b>07/12/2024</b>

\*See SOP deviation form

**Haley Melbourn**

Digitally signed by Haley Melbourn  
Date: 2024.07.12 15:29:16 -05'00'

Signature of Analyst

**07/12/2024**

Date

**Ashley Ann Johnson, M.S., MBA, D-ABFT-FT**

Digitally signed by Ashley Ann Johnson, M.S., MBA, D-ABFT-FT  
Date: 2024.07.22 16:44:00 -05'00'

Signature of Reviewer

**07/22/2024**

Date