



Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

Training Checklist

Toxicology Section – Training Manual Version 3.8	
SECTION	1: Introduction
Training Tasks	
Required Reading	07/27/2022
SECTION	2: Quality
Training Tasks	
Required Reading	07/28/2022
Qualtrax Test	07/28/2022
SECTION	3: Security
Training Tasks	
Required Reading	07/28/2022
Laboratory Exercise	07/26/2022
Qualtrax Test	07/28/2022
SECTION	4: Safety
Training Tasks	
Required Reading	07/28-08/04/2022
Laboratory Exercise	07/28/2022
Study Questions	08/26/2022
Qualtrax Test	08/04/2022
Bloodborne Pathogen and Chemical Safety Training (New Hire Orientation)	08/16/2022
Qualtrax Test (New Hire Orientation)	08/22/2022
SECTION	5: Toxicology Section Operation
Training Tasks	
Required Reading	08/05-08/08/2022
Study Questions	08/12/2022
Laboratory Exercise: Pipette Accuracy and Precision	08/09/2022
Observed Balance Performance Check	07/26/2022
Observed pH Meter Performance Check	07/26/2022
Observed Heath Block Thermometer Performance Check	07/26/2022



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Observed Downloading of Temperature Monitoring Report	07/27/2022; 08/08/2022 (monthly report)
Observed Uploading Documents to e-Discovery Website	07/27/2022
Observed Toxicology Housekeeping Tasks-Glassware Cleaning	07/26/2022
Observed Toxicology Housekeeping Tasks-Waste Disposal	07/28/2022
Observed Toxicology Housekeeping Tasks-Outsourcing	07/29/2022; 08/08/2022
Observed Toxicology Housekeeping Tasks-Supply Management and Inventory	08/10/2022
Observed Making a Reagent	08/10/2022
Observed Making a Drug Standard	08/10/2022
SECTION	6: Evidence Handling and Documentation
Required Reading	08/08/2022
Additional Resources	08/09-08/10/2022
Laboratory Exercise: Accessioning/LIMS Training (DWI-FCN #2022-09666; FCN #2022-09788) (DFC-FCN #2022-09561)	08/12/2022; 08/15/2022
JusticeTrax Qualtrax Test	08/19/2022
JusticeTrax Skills Test	08/22/2022

Signature of Analyst

08/26/2022

Date

Signature of Reviewer

08/26/2022

Date