



Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

Training Checklist

| Toxicology Section – Training Manual Version <u>3.3</u> | |
|---|------------------------------|
| SECTION | 1. Introduction |
| Training Tasks | |
| Required reading | |
| 9/17/2019 | |
| SECTION | 2. Quality |
| Training Tasks | |
| Required reading | |
| 9/18/2019 | |
| Qualtrax test | |
| 9/18/2019 | |
| SECTION | 3. Security |
| Training Tasks | |
| Required reading | |
| 9/18/2019 | |
| Qualtrax test | |
| 9/18/2019 | |
| Escort a visitor | |
| 9/17/2019 | |
| SECTION | 4. Safety |
| Training Tasks | |
| Required reading | |
| 9/19/2019 | |
| Tox lab safety training | |
| 9/16/2019 | |
| Blood borne pathogen and chemical safety training | |
| 9/24/2019 | |
| Study questions | |
| 9/19/2019 | |
| Qualtrax test | |
| 9/19/2019 | |
| SECTION | 5. Section Operations |
| Training Tasks | |
| Required reading | |
| 9/20/2019 | |
| Study questions | |
| 9/20/2019 | |
| Pipette accuracy and precision exercise | |
| 9/27/2019 | |
| Observe balance performance check | |
| 9/23/2019 | |
| Observe pH meter check | |
| 9/23/2019 | |



Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

| | |
|--|--|
| Observe heat block thermometer check | 9/23/2019 |
| Observe downloading of TempAlert Report | 9/17/2019 |
| Observe uploading documents to e-Discovery website | 9/18/2019 |
| Observe Tox housekeeping tasks | 9/23/2019 |
| Observe preparation of drug standard | 9/25/2019 |
| Observe the preparation of a reagent | 9/25/2019 |
| SECTION | 6. Evidence Handling and Documentation |
| Training Tasks | |
| Required reading | 9/23/2019 |
| Additional resources | 9/23/2019 |
| Accessioning training | 9/27/2019 |
| LIMS training | 9/25/2019 |
| JusticeTrax Test | 10/15/2019 |

Jesal Patel

Digitally signed by Jesal Patel
DN: cn=Jesal Patel, o=Houston Forensic Science Center, ou=Toxicology,
email=jpatel@houstonforensicscience.org, c=US
Date: 2019.10.21 12:49:47 -05'00'

Signature of Analyst

10/21/2019

Date

Melissa Henry

Digitally signed by Melissa Henry
DN: cn=Melissa Henry, o=HoustonForensic Science Center, email=mhenry@houstonforensicscience.org, c=US
Date: 2019.10.21 14:12:38 -05'00'

Signature of Reviewer

10/21/2019

Date



Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

Training Checklist

| Toxicology Section – Training Manual Version <u>3.3</u> | |
|---|--|
| SECTION | 7. Analysis of Alcohol and Other Volatiles by Headspace GC-FID |
| Training Tasks | |
| Required Reading | 1/13/2020 |
| Study Questions | 2/13/2020 |
| Laboratory Exercises | 2/21/2020 |
| Competency Test | 3/12/2020 |
| Oral Examination | 3/23/2020 |
| SECTION | 17. Testifying in Court |
| Training Tasks | |
| Study Questions – Part I and Part II | 2/13/2020 |
| Laboratory Exercises | 12/11/2019 |
| Mock Trial | 3/25/2020 |

Jesal Patel Digitally signed by Jesal Patel
Date: 2020.04.01 10:22:44
-05'00'

Signature of Analyst

04/1/2020

Date

Valerie L. Coronado Digitally signed by Valerie L.
Coronado
Date: 2020.03.27 10:09:25 -05'00'

Signature of Reviewer

03/27/2020

Date



Houston Forensic Science Center
Comparative and Analytical Division - Toxicology

Training Checklist

| Toxicology Section – Training Manual Version <u>3.4</u> | |
|--|---|
| SECTION | 7.7 Review of Alcohol Case Reports: Administrative Review |
| Training Tasks | |
| Completion Dates | |
| Observe administrative review of at least five alcohol case reports. | 10/13/2020 |
| Perform administrative review on at least one batch of alcohol case reports. | 10/16/2020 |

Jesal Patel Digitally signed by Jesal Patel
Date: 2020.10.26 15:04:57
-05'00'

Signature of Analyst

10/26/2020

Date

Valerie L. Coronado Digitally signed by Valerie L.
Coronado
Date: 2020.10.26 15:09:42 -05'00'

Signature of Reviewer

10/26/2020

Date



Houston Forensic Science Center
Comparative and Analytical Division - Toxicology

Training Checklist

| Toxicology Section – Training Manual Version <u>3.4</u> | |
|--|--|
| SECTION | 7.7 Review of Alcohol Case Reports: Technical Review |
| Training Tasks | |
| Completion Dates | |
| Observe technical review of a batch of alcohol case reports. | 11/02/2020 |
| Perform technical review on at least five batches of alcohol case reports. | 12/08/2020 |

Jesal Patel Digitally signed by Jesal Patel
Date: 2020.12.16 17:17:39
-06'00'

Signature of Analyst

12/16/2020

Date

Andrea Gooden Digitally signed by Andrea Gooden
Date: 2020.12.16 17:42:28 -06'00'

Signature of Reviewer

12/16/2020

Date