



Houston Forensic Science Center

Comparative and Analytical Division - Toxicology

Training Checklist

Toxicology Section – Training Manual Version 3.9	
SECTION	1: Introduction
Training Tasks	
Completion Dates	
Required reading	08/03/2023
SECTION	2: Quality Management System
Training Tasks	
Completion Dates	
Required reading	08/03/2023
Qualtrax test	08/03/2023
SECTION	3: Security
Training Tasks	
Completion Dates	
Required reading	08/03/2023
Qualtrax test	08/03/2023
Laboratory Exercise: escort a visitor	08/08/2023
SECTION	4: Safety
Training Tasks	
Completion Dates	
Required reading	08/04/2023
Qualtrax tests	08/04/2023
Laboratory exercise: section safety representative overview of safety measures	08/04/2023
Study questions	08/10/2023
Laboratory exercise: blood borne pathogen training	08/18/2023
Laboratory exercise: chemical safety training	08/18/2023
SECTION	5: Toxicology Section Operation
Training Tasks	
Completion Dates	
Required reading	08/14/2023
Qualtrax test	08/14/2023
Study questions	08/22/2023
Laboratory exercise: perform pipette precision and accuracy exercise	08/18/2023
Laboratory exercise: observe balance performance check	08/07/2023
Laboratory exercise: observe pH meter performance check	08/02/2023



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Laboratory exercise: observe heat block thermometer performance check		08/07/2023
Laboratory exercise: observe downloading of temperature monitoring report		08/08/2023
Laboratory exercise: observe uploading documents to e-Discovery website		08/01/2023
Laboratory exercise: observe toxicology housekeeping tasks		08/02, 08/08, 08/10, 8/16/2023
Laboratory exercise: observe the preparation of a drug standard		08/10/2023
Laboratory exercise: observe the preparation of a reagent		08/08/2023
SECTION	6: Evidence Handling and Documentation	
	Training Tasks	Completion Dates
Required reading		08/10/2023
Qualtrax test		08/10/2023
Laboratory exercise: observe accessioning of three cases; ACN 1147652-23, ACN 1152402-23 and FCN 2023-08735		08/16/2023
JusticeTrax Skills Exam		08/28/2023
JusticeTrax Qualtrax quiz		08/18/2023

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