



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		
Review of ANAB Guiding Principles of Professional Responsibilities		10/17/2023
Acknowledgement of TOX Lab Forms and Memos at Qualtrax		10/17/2023
Read HFSC Toxicology Section Training Manual v 3.9		10/18/2023
SECTION	2 - Quality	
Training Tasks		
Completion Dates		
Read HFSC Quality Manual / Acknowledgement at Qualtrax		10/19/2023
Take Qualtrax test QA – Quality Manual Effective		10/19/2023
SECTION	3 - Security	
Training Tasks		
Completion Dates		
Read HFSC Security Manual		10/19/2023
Take Qualtrax test Security Manual Review		10/19/2023
Understand HFSC visitor policy / escort a visitor with another employee		10/24/2023
SECTION	4 - Safety	
Training Tasks		
Completion Dates		
Read HFSC Health and Safety Manual		10/20/2023
Read Safety Documents		10/20/2023
Qualtrax tests (Safety Manual Review, HFSC Fire Safety quiz, Business Continuity Plan General and Checklist, 18th floor Laboratory System)		10/20/2023
Overview of safety measures in HFSC with safety representative		10/18/2023
Blood Borne Pathogen and Chemical Safety Training (Texas Mutual)		10/31/2023
Study Questions		10/30/2023
SECTION	5 – Toxicology Operational Section	
Training Tasks		
Completion Dates		
Read Toxicology Analytical Manual v. 3.9		10/24/2023
Qualtrax Test TOX – Acknowledgement of Analytical Manual		10/24/2023
Study Questions		10/27/2023



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Pipette Precision and Accuracy Exercise	10/27/2023
Observe Balance Performance Check	10/23/2023
Observe pH meter Performance Check	10/23/2023
Observe Heat Block Thermometer Performance Check	10/24/2023
Download DicksonOne Report for Temperature Control	10/23/2023
Uploading Documents to eDiscovery website	10/23/2023
Toxicology housekeeping (glassware cleaning, waste disposal, supply management/inventory, outsourcing)	10/31/2023
Observe preparation of a drug standard	10/26/2023
Observe preparation of a reagent	10/24/2023
SECTION	6 – Evidence Handling and Documentation
Training Tasks	
Completion Dates	
Read Client Services & Case Management Division SOP: Toxicology Procedures	10/25/2023
Qualtrax Test – CS/CM - SOP	10/25/2023
Read additional resources (four book chapters)	10/26/2023
Accessioning Training (Cases: 2023-12253, 2023-12271, 2023-12282)	11/03/2023
JusticeTrax Skill Test	11/06/2023
SECTIONS	7 – 22
Training Tasks	
Completion Dates	
Reading of all sections	10/27/2023
Qualtrax Test TOX – Acknowledgement of Training Manual	10/27/2023

Signature of Analyst

11/07/2023

Date

Signature of Reviewer

11/07/2023

Date