

**CHEM 07.1 Example PTP***Approved by Director: Dr. Guy Vallaro*

Document ID: 37567

Revision: 1

Effective Date: 03/11/2024

Status: Published

Page 1 of 5

**To:****Cc:****From:****Date:****Subject:** Personal Training plan, (PTP) ; Chemistry Unit**Training Mentor:***Several topics below may have been completed prior to the issuance of this PTP*

Topic		Expected Completion Date	Trainee: Initials & Date	Trainer: Initials & Date
<b>General Introduction: Chemistry Unit, Fire Debris, Gunshot Residue</b>	Safety; Fire Debris Overview; Gunshot Residue Overview			
<b>Training Log</b>	Record of Activities	Ongoing		
<b>QMS &amp; Literature</b>	SOPs; Textbooks; ASTM Standards (Fire Debris: E1386, E1388, E1412, E1413, E1618, E2451, E3245) (Gunshot Residue: E1588, E3309)			
<b>General QA/QC</b>	Instruments; Equipment; Documentation			
<b>Supplies: Inventory, Ordering, Receiving, Storage</b>	Maintaining Adequate Supplies; Quotes; Purchase Requests; Packing Slips			

**State of Connecticut Department of Emergency Services and Public Protection  
Division of Scientific Services**

*Documents outside of the QMS are considered uncontrolled.*

*Approved by Director: Dr. Guy Vallaro*

<b>Evidence Handling &amp; Laboratory Information Management System (LIMS)</b>	ERU Shadowing; Receipt; Storage; Return Evidence			
	Inventory of Evidence			
	Handling Discrepancies			
	Evidence Itemization			
	Data: Viewing, Creating, and Editing; Reports; Milestones			
<b>Preparation of Controls, Reagents, and Standards</b>	All Relevant SOPs			
<b>Fire Debris Sample Examination/Preparation</b>	Sample Matrices; Photos; Controls; Blanks; Standards; Extraction Techniques			
<b>Gas Chromatography / Mass Spectrometry (GC/MS) Analysis</b>	Theory; Instrument Software/Operation			
	QA/QC; Sequencing			
	Sample Preparation			
	Data Processing & Interpretation of Results			
	Practice Samples			

*Approved by Director: Dr. Guy Vallaro*

	Written Competency Test			
	Practical Competency Test			
<b>Fire Debris Case Observation</b>	(2) Cases (Minimum): 1) 2)			
<b>Fire Debris Practice Samples</b>	(5) Samples (Minimum) to Include Solid and Liquid Matrices; All Necessary Examination, Preparation, and QA/QC			
<b>Gunshot Residue Sample Preparation</b>	Sample Matrices; Photos; Controls; Blanks; Standards; Sample Collection			
<b>Scanning Electron Microscopy / Energy Dispersive X-Ray Spectroscopy (SEM/EDS) Analysis</b>	Theory; Instrument Software/Operation			
	QA/QC; Sequencing			
	Sample Preparation			
	Data Processing & Interpretation of Results			
	Practice Samples			

*Approved by Director: Dr. Guy Vallaro*

	Written Competency Test			
	Practical Competency Test			
<b>Gunshot Residue Case Observation</b>	(2) Cases (Minimum): 1) 2)			
<b>Gunshot Residue Practice Samples</b>	(5) Samples (Minimum) to Include SEM Stubs and Clothing; All Necessary Examination, Preparation, and QA/QC			
<b>Case Files</b>	Case Documentation			
	Required Data			
	Recording Data			
<b>Courtroom Testimony Observation</b>				
<b>Moot Court</b>				

Trainees will be expected to maintain a training log detailing their progress.

Expected completion dates listed are guidelines. However, if expected completion dates for training milestones are not met, then reasons for the delay(s) will be captured within the training log by the trainee.

\*All written and practical exams will be performed independently without the assistance from others

Examiner/Trainee: \_\_\_\_\_

Lead Examiner: \_\_\_\_\_

Assistant Director: \_\_\_\_\_