

Controlled Substance Section

Trainee: \_\_\_\_\_

## Training Checklist;

This outline will be used to document when a trainer feels that they have adequately covered a specific topic and also when the trainee feels comfortable with the topic. This is to be used in conjunction with section specific SOPs. This is not a replacement of a Certificate of Competency issued by the Deputy Director and Authorization letter issued by the Director.

Topic	Trainee initial	date	Trainer initial	date
General Information				
Maintaining chain of custody				
Evidence storage				
Blue ink/no Pencils on case paperwork				
Forensic corrections				
Laboratory security				
Evidence handling and receipt				
Analyst/Witness case analysis system				
Case assignment through JT				
Electronic transfers through JT				
Opening and Itemizing cases				
Handling discrepancies				
Verification of agency identifiers				
Labeling				
Case notes				
Storage of case materials				
Case files and Reports				
Different case types				
Weighing Case Materials				
Proper use of balances				
Calculated weights				
Weights with packaging				
Direct weights				
Weight of items analyzed				
Uncertainty of Measurement for Weights				
Sample Collection and Preparation				
Handling controls in the same manner as samples)				
Use of appropriate controls (negative and positive)				
Rock and Powder samples				
Plant material extraction				
Tablets				
Tablets with extractions				
Cigar/cigarette extractions				

Residue extractions				
Liquids				
Microscopic examination (MiScope)				
Solubility in Water				
GC/MS – Theory				
Daily instrument preparation				
Instrument software				
Sample prep				
Sequence set up				
Temperature programs				
SCAN v. SIM				
Qualitative v. Quantitative				
Data retrieval				
Interpretation of results				
FTIR- Theory				
Daily instrument preparation				
Monthly validation				
Instrument soft ware				
Sample preparation				
Spectrum program				
Interpretation of results				
Case Reports Justice Trax report function				
Components of reports				
Review (draft complete, administrative and technical reviews)				
Standards retrieving and validation				
Retrieving controlled standards				
Retrieving non-controlled standards				
Validation of qualitative standards				
Validation of quantitative standards				
UV-spectrophotometer use				
Court Room Testimony				
Moot court Review of typical questions				
Preparation of standard answers				

Upon completion of this document the section supervisor will review this and any other training documentation including the written and practical examinations; they will give this documentation to the Deputy Director with their recommendation stating whether the trainee is competent or not competent. If the supervisor feels that further training is needed a memo should be attached explaining exactly what further training they suggest.

I have reviewed the training documentation and I **recommend /do not** recommend (see attached memo) this trainee as competent in the basic skills needed for Controlled substance analyses. Section Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_