



Guy M. Vallaro, Ph.D.
Director

STATE OF CONNECTICUT
DEPARTMENT OF
EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF SCIENTIFIC SERVICES



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To:

Cc:

From:

Date:

Subject: Personal Training Plan, (PTP); Controlled Substance Unit

Training Mentor:

Topic		Expected Completion Date	Trainee initial/date	Trainer initial/date
Familiarization of Seized Drug Handling/Analysis	SWGDRUG Guidelines and Recommendations			
General Introduction to Division/ Section/ Unit	General Orientation ; Safety; T&L; Ethics; Meet Co-Workers			
	Alarm arming and disarming			
Literature Review	Unit SOPs; Reference articles (ongoing); Maintain reading list in training log	Ongoing		
Shadowing of Examiners	Record in training log	Ongoing		
Qualtrax	Accessing SOPs, Workflows, Tasks, Training Files, Resumes,			



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Topic		Expected Completion Date	Trainee initial/date	Trainer initial/date
	etc.			
General QA/QC Oversight	Refrigerators and Freezers; Instrument QA/QC; Balances; Pipettes; Organization of documents			
Inventory / Ordering Supplies; Process Packing Slips; Storage	Maintaining adequate supplies; quotes; purchase requests; packing slips			
Familiarization of Seized Drug Handling / Analysis / Inventory	General Chemical Handling / Labeling ; Equipment / Materials in Controlled Substances Unit			
Evidence Handling/Laboratory Information Management System (LIMS)	ERU shadow ; Receipt, Storage, Return evidence ; ERU combinations			
	Inventory of Evidence			
	Handling Discrepancies			
	Evidence Itemization			
	Viewing, creating, editing data and updating milestones			



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Topic		Expected Completion Date	Trainee initial/date	Trainer initial/date
Equipment (Balances; Pipettes)	Use of balances			
	Balance uncertainty			
	Use of pipettes			
Preparation of controls, reagents, standards	All relevant Unit SOPs			
Weighing of Case Materials	Weight Types			
Measurement Uncertainty	Weighing Events			
	Calculation of Measurement Uncertainty			
Sample Types (Observation Only)	Rock/Powder	Ongoing		
	Plant Material	Ongoing		
	Tablets/Capsules	Ongoing		
	Residue	Ongoing		
	Liquids	Ongoing		
	Food Products	Ongoing		



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Topic		Expected Completion Date	Trainee initial/date	Trainer initial/date
Gas Chromatography/ Mass Spectrometry (GC/MS)	Theory; Instrument Software / Operation			
	QA/QC			
	Sample Preparation			
	Data Processing & Interpretation of Results			
	Practice Samples			
	Written Competency Test			
	Practical Competency Test			
Fourier Transform Infrared Spectrophotometry (FTIR)	Theory; Instrument Software / Operation			
	QA/QC			
	Sample Preparation			
	Data Processing & Interpretation of Results			
	Practice Samples			
	Written Competency Test			
	Practical Competency Test			



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Topic		Expected Completion Date	Trainee initial/date	Trainer initial/date
Case Files	Case Documentation			
	Data needed within case files			
	Unit Forms			
Case Observation	Maintain list in Training Log	Ongoing		
Courtroom Testimony Observation				
Moot Court				

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

Authorizations for individual topics will be sent forward as they are completed on this PTP. Expected completion dates for each unit of training are a guideline. However, if expected completions dates for training milestones are not achieved, reasons for the delay(s) will be captured within training logs by the trainee.

All exams will be completed independently, without the assistance of others.

Examiner Trainee: _____

Lead Examiner: _____

Assistant Director: _____