

3.1 Introduction - No Activities

3.2 Orientation Activities

		Trainee Initials	Completion Date	Mentor Initials
a.	Read Forensic Alcohol Analysis SOP, TP101, 1.0 Introduction and 2.0 Operations.			

3.3 Receiving Activities

		Trainee	Completion	Mentor
		Initials	Date	Initials
a.	Read Forensic Alcohol Analysis SOP, TP101, Section 6.0)	
	Sample Management, subsection 6.1, 6.1.2, 6.1.3 and 8.0			
	Procedure, subsection 8.1.1			
b.	Observe the training mentor perform the process of receiving			
	of samples.	>>		
c.	Receive samples under the supervision of the training mentor.			
d.	Answer the questions			

3.4 Blood Analysis Training – Sample Preparation

		Trainee	Completion	Mentor
		Initials	Date	Initials
a.	Read Forensic Alcohol Analysis SOP, TP101, Section 6.0			
	Sample Management, subsection 6.1.1 and 8.0 Procedure			
b.	Read Forensic Alcohol Analysis SOP, TP101, Section 13.2.1,			
	Diluter Performance Check			
c.	Perform the Diluter Performance Check procedure outlined			
	in Forensic Alcohol Analysis SOP, Section 13.2.1			
d.	Describe the difference between accuracy and precision.			

3.4 Blood Analysis Training – Headspace Gas Chromatography

		Trainee Initials	Completion Date	Mentor Initials
a.	Read Garriott Chapters 1, 5, 9, 10 and 11			
b.	Read Forensic Alcohol Analysis SOP, TP101, Sections 4 – 9.			
c.	Observe the mentor (or other qualified analyst) do one run of casework samples for GC analysis.			

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d.	Perform the procedure in section 13.1.1.1 on both the Trace			
	GC Ultra and Trace GC 1310. Complete an Individual			
	Volatile Retention Time Determination form, TF201.6, for			
	each different column and submit with supporting			
	documentation.			
e.	Perform an accuracy and precision run on the Trace GC Ultra			
	(see 13.1.1.2).		4	
f.	Perform an accuracy and precision run on each column of the			
	Trace GC 1310 (see 13.1.1.2).			
g.	On the Trace GC Ultra, perform two (2) different valid runs			
	of analysis using the method and procedures from the			
	Forensic Alcohol Analysis SOP, TP101. Each run shall			
	contain ten (10) replicates of a previously quantitated			
	secondary alcohol standard and three replicates of a Cerilliant			
	standard.			
h.	On the Trace GC 1310, perform two (2) valid runs, one on			
	each column, using the method and procedures from the			
	Forensic Alcohol Analysis SOP, TP101. Each run shall			
	contain ten (10) replicates of a previously quantitated			
	secondary alcohol standard and three replicates of a Cerilliant			
	standard.			
i.	Competency test: Conduct two valid GC analysis runs. Each			
	run shall contain one replicate of 30 previously analyzed			
	casework samples. The mean of the trainee's analyses must			
	agree within 0.010% (w/v) of the qualified analyst's results.			
j.	Review the operator's manuals for the current instrument			
	software, gas chromatographs and headspace autosamplers.			
k.	Read the references (as available) and answer the questions			

Upon completion of the activities above, the Forensic Lab Manager may provide the trainee with an application to the North Carolina Department of Health and Human Services for qualification as a chemical analyst.

3.5 Reporting Activities

		Trainee	Completion	Mentor
		Initials	Date	Initials
a.	a. Read Garriott Chapter 12			
b.	Read Forensic Alcohol Analysis SOP, TP101, Sections 9 – 11.			
c.	c. Observe analysts perform the steps listed below:			
	Technical review of a blood alcohol run			
	Verification and analyst signature			
	Entry of results into Sample Information Log			
	Preparing a written report			

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	Technical and administrative peer review			
	Notarizing reports			
	Distributing reports			
d.	Prepare a written report			
e.	Complete the WPCL FAA <u>Uncertainty of Measurement</u>			
	Training			
f.	Review course material from "Introduction to Measurement			
	Uncertainty in Forensic Chemistry and Toxicology." RTI			
	International (Online) or enroll in online course if available.			
g.	Competency Test (written): Complete the comprehensive		7) 7	
i	written examination provided by the training mentor.			

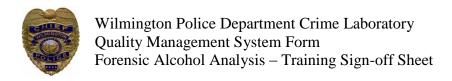
3.6 Court Testimony (Analysis) Activities

		Trainee	Completion	Mentor
		Initials	Date	Initials
a.	Read the Court Testimony Training SOP, QP102.9.1,			
	Sections $1.0 - 4.2$.) /		
b.	Read the references (as available)			
c.	Prepare a Curriculum Vitae (CV) for yourself. Use other			
	analysts' CVs as a template/guide for yours.			
d.	Answer the questions			
e.	Participate in a mock trial(s) in conjunction with your training			
	mentor which deal with the following aspects of testimony:			
	• Voir dire			
	Chain of custody			
	Forensic alcohol analysis			
f.	Participate in a mock trial(s) in conjunction which will			
	encompass all aspects of a potential trial setting. As available,			
	mock trials will include role players to serve as judges,			
	attorneys, and jurors.			
g.	Observe another analyst's testimony whenever possible.			
h.	Be prepared to verbally answer the direct examination			
	questions.			

Upon satisfactory completion of training modules 3.1 - 3.6, the forensic chemist may be authorized by the Forensic Lab Manager to testify to the accuracy and reliability of blood alcohol analysis and results.

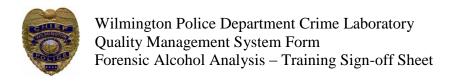
NOTE: A forensic chemist may be required to give testimony regarding blood alcohol analysis prior to observing another forensic scientist's testimony. However, participation in a moot court exercise is required prior to real court testimony.

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Revision Table

Revision #	Effective date	Revised by	Description of Revisions
Original		B. Pridgen	
#1	01/24/2012	B. Pridgen	Updated reporting activities to include check box items to be completed and adding completion of a written report as part of training.
#2	12/17/2013	B. Pridgen	Changed header and footer. Updated to comply with TP101, Section 3
#3	12/19/2014	B. Pridgen	Addition of steps in 3.4 and 3.5 to match training requirement in updated FAA SOP



Authorization

This Standard Operating Form, Revision Issue #3, has been approved and authorized by:

D. I. D. D. I. MEC	
Bethany P. Pridgen, MFS Forensic Lab Manager	Date
Ralph M. Evangelous	Date
Chief of Police	