**Drug Chemistry Training Fast-Track Checklist**

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| **FS Trainee Name** |  | **Hire Date** |  |

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| **Subject/Task** | **TRN****Coordinator****Initials/Date** | **FS****Trainee****Initials/Date** | **Date Completed/****Comments** |
|  **Orientation/Introduction (~3 days)*** Section orientation/DOJ orientation
* Review all Lab-Wide Policies and Procedures
* Review all Section Administrative Policy and Procedures
* Introduction to Forensic Advantage (FA)/read over lab-wide procedure for Use of FA
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| **Structures (~3 weeks)*** Study Questions
* Practical/Laboratory Exercises
* Written Exam
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| **Preliminary Color Tests (~3 days)*** Read drug chemistry technical procedures, administrative policies, lab-wide policies, etc.
* Review color testing/show proficiency with unknowns and FA section
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| **Standards (~1 day)*** Familiarization with protocol regarding certified/training standards
* Issue personal set of training standards to be used during training (if applicable)
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| **Infrared Spectroscopy (IR) (~1.5 weeks)*** Read over Infrared Spectroscopy (IR) procedure
* Familiarization with the IR (straight/subtraction) section of Forensic Advantage
* Verify drug standards that are provided using

 FTIR instrumentation (~**2 days**)* Show subtraction proficiency through practical exercise (~**1 week**)
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|  **Balances (~1 day)*** Read over Balance procedure and requirements
* Familiarization with the Balances section of Forensic Advantage
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| **Origins, Extractions and Separations of Drugs** (~**1 week**)* Read over extraction procedure/watch demos
* Show proficiency on extractions (~**3 days**)
* Familiarization with the Extraction sections of Forensic Advantage
* Observe casework and attend court proceedings with a seasoned forensic drug chemist (**concurrent with other training**)
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| **Microscopic Techniques (~1 week)*** Read over Polarizing Light Microscopy procedure/show proficiency with unknowns and FA section
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| **Gas Chromatography-Mass Spectrometry**  (**GC-MS**) (~**1.5 weeks**)* Read over Gas-Chromatography/Mass Spectroscopy (GC/MS) procedure
* Show proficiency with GC/MS instrumentation
* Perform practical exercises for the GC/MS section **(~1 week)**
* Familiarization with the GC/MS section of Forensic Advantage
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| **Sampling (~1 week)*** Study Questions
* Practical/Laboratory Exercises
* Familiarization with Forensic Advantage using “sampling” scenarios
* Written Exam
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| **Clandestine Laboratory (~1 week)*** Types of Clandestine Laboratories
* Evidence Analysis
* Safety
* Study Questions
* Familiarization with the Clandestine Laboratory section of Forensic Advantage
* Written Exam
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| **Policy Review, Note Taking, Report Writing (~3 weeks)*** Study Questions
* Practical/Laboratory Exercises
* Written Exam
* Identify a set of unknowns using all techniques
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|  **Moot Case, Courtroom Testimony (~3 weeks)*** Completion of moot case
* Meet with legal counsel to confer about moot case
* Defense of Competency Test in Moot Court
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| **FS Trainee Signature** |  | **Date** |
| **Training Coordinator Signature** |  | **Date** |

\*Note – Clandestine Response was archived due to this being primarily for sworn agents responding to crime scenes.