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| **Training Area** | Date Completed/Trainee’s Initials | Trainer’sInitials |
| 1. **Safety**
 |  |  |
| Read and understand the NCSCL Policy on Laboratory Security |  |  |
| Blood borne Pathogen training |  |  |
| Read and understand the Forensic Biology Section Policy on Fire Evacuation Instructions |  |  |
| Read and understand the Forensic Biology SectionPolicy and Procedure on Safety and Hazardous Waste Disposal |  |  |
| Be familiar with the Chemical Hazards/SDS Sheets and know the location in which to find |  |  |
| Attend Demonstration(s) of safety checks |  |  |
| Demonstrate the section safety checks |  |  |
| 1. **Ethics**
 |  |  |
| Ethics lecture |  |  |
| 1. **Ordering**
 |  |  |
| Attend Demonstration(s) of ordering supplies |  |  |
| Demonstrate the ability to perform ordering supplies |  |  |
| 1. **Evidence Handling**
 |  |  |
| Evidence Handling Lecture |  |  |
| Read NCSCL Evidence Guide |  |  |
| Read and understand the Evidence Control Unit Procedure for Data Entry |  |  |
| Read and understand Forensic Biology Section Procedure forEvidence Handling |  |  |
| Attend a demonstration of use of FA documentation/SAECK inventory process |  |  |
| Demonstrate use of FA documentation/SAECK Inventory Process |  |  |
| 1. **Courtroom Testimony for Evidence Handling**
 |  |  |
| Lecture |  |  |
| Read CV’s or Statements of Qualifications of other Evidence Technicians |  |  |
| Read Ron Smith and Associates, Inc. “Courtroom Testimony Techniques: Success Instead of Survivals.” Collinsville, Mississippi |  |  |
| **Training Area** | Date Completed/Trainee’s Initials | Trainer’sInitials |
| Observed Courtroom Testimony (at least 3 required)(Date, Witness observed)1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  |  |
| Successful Completion of Moot Court |  |  |
| This Chemistry Technician is approved for assisting with evidence. Evidence Control Supervisor DateThis Chemistry Technician is approved for conducting inventory of SAECK. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forensic Biology Technical Leader Date |
| 1. **Aseptic Technique and Contamination Control**
 |  |  |
|  Read and understand the Forensic Biology Section Policy on  Aseptic Technique and Contamination Control |  |  |
|  Attend a Demonstration of Aseptic technique/cleaning of equipment |  |  |
| Demonstrate ability to perform Aseptic technique/cleaning of equipment |  |  |
| Demonstrate ability to clean glassware and autoclave |  |  |
| Demonstrate ability to handle items of evidence/extracts |  |  |
| Successfully complete competency test for handling of DNA extracts (FA case \_\_\_\_\_\_\_\_\_\_\_\_) |  |  |
| This Chemistry Technician is approved for cleaning lab ware and handling DNA extracts. Forensic Biology Technical Leader Date |
| 1. **Blood Identification**
 |  |  |
| Lecture |  |  |
| Read and understand for Forensic Biology Section Procedure for Blood Analysis  |  |  |
| Attend Demonstration(s) of KM testing on samples |  |  |
| Supervision KM testing on samples |  |  |
| Attend Demonstration(s) of RSID Blood Test |  |  |
| Demonstrate ability to run RSID Blood Test |  |  |
| 1. **Semen Identification**
 |  |  |
| Lecture  |  |  |
| Read and understand the Forensic Biology Section Procedure for Semen and Sperm Analysis |  |  |
| Complete AP testing on samples for Semen |  |  |
| Attend Demonstration(s) of slide preparation and microscope use to identify spermatozoa |  |  |
| Demonstrate slide preparation and microscope use for spermatozoa identification |  |  |
| Attend Demonstration(s) of RSID Semen Test |  |  |
| Demonstrate ability to run RSID Semen Test |  |  |
| 1. **Body Fluid Competency testing**
 |  |  |
| Successful completion of competency Test samples FA Case Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 1. **Body Fluid Reagent Preparation and Quality Control**
 |  |  |
| Lecture |  |  |
| Read and understand the Forensic Biology Section Procedure for Body Fluid Unit Quality Control |  |  |
| Read and understand the NCSCL Procedure for Procurement and Receipt |  |  |
| Attend Demonstration(s) of QC Check of Critical Reagents |  |  |
| Supervision QC Check of Critical Reagents |  |  |
| Attend Demonstration(s) of Solution and Reagent Preparation* 3% Hydrogen Peroxide Dilution
* Phenolphthalein
* Kernechtrot Stain
* Picroindigocarmine Stain
* RSID Kits
* AP Working Solutions
 |  |  |
| Demonstrate the ability to perform of Solution and Reagent Preparation* 3% Hydrogen Peroxide Dilution
* Phenolphthalein
* Kernechtrot Stain
* Picroindigocarmine Stain
* RSID Kits
* Working Solution
 |  |  |
| This Chemistry Technician is approved for ordering supplies, scheduling, calibrations and quality control for Body Fluid Analysis. Forensic Biology Technical Leader Date |
| 1. **CODIS**
 |  |  |
| CODIS Lecture |  |  |
| Read and understand the Forensic Biology Section Policy on Procedure for CODIS |  |  |
| Attend Demonstration(s) of Specman |  |  |
| Attend Demonstration(s) of FA for CODIS submissions/notifications |  |  |
| Demonstration(s) of FA for CODIS submissions/notifications |  |  |
| This Chemistry Technician is approved to assist with CODIS.State CODIS Administrator Date |
| 1. **Extraction**
 |  |  |
| Lecture |  |  |
| Read and understand the Forensic Biology Section Policy on DNA extraction using the EZ 1 Advanced XL |  |  |
| Attend Demonstration(s) of EZ1 robotic extractions |  |  |
| Supervision EZ1 robotic extractions |  |  |
| Attend Demonstration(s) of Differential Extractions |  |  |
| Demonstrate the ability to perform Differential Extractions (sperm fraction only) |  |  |
| Perform Extraction of all training samples |  |  |
| 1. **Quantitation**
 |  |  |
| Lecture |  |  |
| Read and understand the Forensic Biology Section Policy on DNA Quantitation with Quantifiler DUO |  |  |
| Attend Demonstration(s) of RT PCR Set-up Procedure(Manual) |  |  |
| Attend Demonstration(s) of RT-PCR Set-up Procedure (QIAgility) andInterpretation |  |  |
| Completion of manual setup of Quantifiler DUO standard curve |  |  |
| Demonstrate the ability to perform RT PCR Setup (Manual) and Interpretation |  |  |
| Demonstrate the ability to perform RT PCR Setup (QIAgility) and Interpretation |  |  |
| Perform Quantitation of All Training Samples |  |  |
| 1. **STR/PCR Amplification**
 |  |  |
| Lecture |  |  |
| Read and understand the Forensic Biology Section Policy PCR Amplification for casework |  |  |
| Attend Demonstration(s) of Amplification setup (Manual) |  |  |
| Attend Demonstration(s) of Amplification setup (QIAgility) |  |  |
| Demonstrate the ability to perform Amplification setup (Manual) |  |  |
| Demonstrate the ability to perform Amplification setup (QIAgility) |  |  |
| Perform Amplification of all training samples |  |  |
| 1. **Electrophoresis**
 |  |  |
| Lecture |  |  |
| Read and understand the Forensic Biology Section Policy Use of 3500 for casework |  |  |
| Attend Demonstration(s) of 3500 Maintenance |  |  |
| Supervision 3500 Maintenance |  |  |
| Attend Demonstration(s) of 3500 Plate-Setup (Manual) andelectrophoresis run |  |  |
| Attend Demonstration(s) of 3500 Plate-Setup (QIAgility) |  |  |
| Demonstrate the ability to perform 3500 Plate Set-Up (Manual) and electrophoresis run |  |  |
| Demonstrate the ability to perform 3500 Plate Set-Up (QIAgility) and electrophoresis run |  |  |
| Perform Electrophoresis of all training samples |  |  |
| 1. **Interpretation**
 |  |  |
| Lecture |  |  |
| Attend Demonstration(s) of Genemapper ID-X Software |  |  |
| Demonstrate the ability to perform Application of Genemapper ID-X Software |  |  |
| Attend Demonstration(s) of Excel Tables using Genemapper ID-X |  |  |
| Demonstrate the ability to perform Application of Excel Tables using Genemapper ID-X Software |  |  |
| 1. **Training Samples**
 |  |  |
| Completion and Review of 5 Known Blood SamplesFA Case Number: |  |  |
| Completion and Review of 5 Known Blood SamplesFA Case Number: |  |  |
| Completion and Review of 5 Differential SamplesFA Case Number: |  |  |
| Completion and Review of 5 Differential Samples FA Case Number: |  |  |
| 1. **Competency Test**
 |  |  |
| Successful Completion of Competency Test 1FA Case Number: |  |  |
| Successful Completion of Competency Test 2FA Case Number: |  |  |
| 1. **Quality Assurance/Quality Control- DNA**
 |  |  |
| Read and understand the NCSCL Policy on Equipment Calibration and Maintenance |  |  |
| Read and understand the NCSCL Policy on Quality Manual |  |  |
| Read and understand the Forensic Biology Section DNA Reagent Preparation and Quality Control Procedure |  |  |
| Lecture on Forensic Biology Quality Control |  |  |
|  Attend Demonstration(s) of Standard Traceable to NIST/annual  checks |  |  |
| Supervision creating Standard Traceable to NIST/annual checks |  |  |
| Attend Demonstration(s) of Solution/Reagent/Standards Preparation and QC* 0.5M EDTA
* 1M Tris-HCl
* STR-Stain extraction buffer (STR-SEB)
* STR-Tris-EDTA (STR-TE)
* STR-Tris-EDTA-NaCl (STR-TEN)
* 3M NaOAc pH 5.0
* Proteinase K (ProK) (aliquots)
* 0.39M STR-Dithiothreitol (DTT) (aliquots)
* Hi-Di Formamide (aliquots)
* Carrier RNA (cRNA) (aliquots)
 |  |  |
| Demonstrate the ability to perform Solution/Reagent/Standards Preparation and QC* 0.5M EDTA
* 1M Tris-HCl
* STR-Stain extraction buffer (STR-SEB)
* STR-Tris-EDTA (STR-TE)
* STR-Tris-EDTA-NaCl (STR-TEN)
* 3M NaOAc pH 5.0
* Proteinase K (ProK) (aliquots)
* 0.39M STR-Dithiothreitol (DTT) (aliquots)
* Hi-Di Formamide (aliquots)
* Carrier RNA (cRNA) (aliquots)
 |  |  |
| Attend Demonstration(s) of DNA Quantitation Standards |  |  |
| Demonstrate the ability to perform DNA Quantitation Standards |  |  |
| Attend Demonstration(s) of QC of commercial kits* DNA Investigator kit
* Quantitation
* Amplification
 |  |  |
| Demonstrate the ability to perform of QC of commercial kits* DNA Investigator kit
* Quantitation
* Amplification
 |  |  |
| Attend Demonstration(s) of Bulb Thermometers QC |  |  |
| Demonstrate the ability to perform QC Bulb Thermometers |  |  |
| Attend Demonstration(s) of Balances QC |  |  |
| Demonstrate the ability to perform QC Balances |  |  |
| Attend Demonstration(s) of maintenance, repair, and QC for:- Extraction robotics* QIAgility robotics
* Real- Time PCR Monthly maintenance
* Genetic Analyzers weekly/monthly tasks except running WEN plate
* Pipettors
* Temperature Chart Recorders/Data Loggers
* Centrifuges
* Biosafety Cabinets/Chemical Fume Hoods/Laminar Flow Clean Air Benches
* Freezers/Refrigerators/incubator temperature recordings
* Thermal cyclers annual verification
* QIACube instrumentation
 |  |  |
| Demonstrate the ability to perform maintenance, repair, and QC for:- Extraction robotics* QIAgility robotics
* Real- Time PCR Monthly maintenance
* Genetic Analyzers
* Pipettors
* Temperature Chart Recorders/Data Loggers
* Centrifuges
* Biosafety Cabinets/Chemical Fume Hoods/Laminar Flow Clean Air Benches
* Freezers/Refrigerators/incubator temperature recordings
* Thermal cyclers annual verification
* QIACube instrumentation
 |  |  |
| Attend Demonstration(s) of maintenance, repair, and QC for:- Extraction robotics* Real- Time PCR Semi-annual & Post-Maintenance QC Check
* Genetic Analyzers running WEN plate, spatial, spectral, changing array, post maintenance QC check
* Thermal cyclers performance QC check
 |  |  |
| Demonstrate the ability to perform maintenance, repair, and QC for:- Real- Time PCR Semi-annual & Post-Maintenance QC Check* Genetic Analyzers running WEN plate, spatial, spectral, changing array, post maintenance QC check
* Thermal cyclers performance QC check
 |  |  |
| This Chemistry Technician is approved for ordering supplies, calibrations and quality control for DNA Analysis excluding activities where running samples are required. Forensic Biology TL DateThis Chemistry Technician is approved for quality control for DNA analysis to include running samples for post-maintenance activities.Forensic Biology TL Date |