**Drug Chemistry Training Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **Chemistry Technician Trainee Name** |  | **Hire Date** |  |

| **Subject/Task** | **TRN****Coordinator****Initials/Date** | **Chem Tech****Trainee****Initials/Date** | **Date Completed/****Comments** |
| --- | --- | --- | --- |
|  **Orientation/Introduction (~ 1 week)*** Complete Section orientation/DOJ orientation
* Review all Lab-Wide and Section Policies and Procedures
* Learn to navigate Network Drives and the Laboratory’s SharePoint site
* Participate in a guided tour of Evidence Control to gain an understanding of the following:
* Procedure for Evidence Management and Policy and Procedure for Evidence Submissions
* Triage/Case acceptance and Prioritization
* Review the Kanban process for inventory control and the ordering process
 |  |  |  |
| **Introduction to Forensic Advantage (FA) (~1 week)*** Review the Procedure for Use of FA and the Procedure for Stop Work Orders
* Demonstrate ability to process a stop work order
* Learn to navigate Resource Manager for the following:
* Standards
* Reagents
* Balances
* Weights
* Instruments
 |  |  |  |
| **Standards (~1 week)*** Review the Technical Procedure for Drug Chemistry Analysis and the Technical Procedure for Preliminary Color Tests
* Review the training Procedure for Standards and Preliminary Color Tests
* Review the Administrative Procedure for Quality Assurance
* Review the protocol regarding certified/training standards
* Receive a personal set of standards to use for quality control checks
 |  |  |  |
| **Reagents (~1 week)*** Review Safety Protocols and perform routine safety maintenance
* Demonstrate independent ability to make color test reagents to include but not limited to:
	+ Marquis
	+ Cobalt Thiocyanate
	+ Modified Duquenois-Levine
	+ Gold Chloride
* Perform QC Checks and record in Forensic Advantage
* Complete Basket Exercise # 1
 |  |  |  |
|  **Balances/Weights (~ 1 week)*** Review the Technical Procedure for Balances, the Procedure for Measurement Assurance, the Procedure for Procurement and Receipt, and the Procedure for Equipment Calibration and Maintenance
* Review the training procedure for Balances
* Review the following with the current balance coordinator:
* Applicable Vendors – both yearly calibration vendors (e.g. BioTek) as well as maintenance vendors (e.g. Troemner, LLC)
* Weights
* Operations
* Measurement Assurance requirements, etc.
* Demonstrate the ability to properly perform all necessary QC checks for all balances
 |  |  |  |
|  **Instrumentation (~2 weeks)*** Review the Technical Procedures for IR, Microscopy, and GC-MS
* Review the training procedures for IR, Microscopy, and GC-MS
* Review instrument/equipment operations for:
* FTIR
* Microscopes
* GC-MS
* Demonstrate the ability to properly perform all preventative/post maintenance and repair check on all instrumentation
* Complete Basket Exercise # 2 (Includes Balances/Weights and Instrumentation)
 |  |  |  |
| **Mock Trial/Round Table regarding Chain of** **Custody/Transfer of Evidence (~1 week)****\*Note: this module is only required to be completed if evidence handling duties will be performed by Technician*** Review the procedures for Evidence Management, Policy and Procedure for Evidence Submissions, Use of FA, and Stop Work Orders
* Review Drug Chemistry Quality Assurance
* Review the training procedure for Notetaking
* Complete Basket Exercise # 3 (Evidence Handling/Batching)
* Complete Evidence Written Exam #1 (regarding evidence handling)
* Successfully complete a mock trial involving evidence handling.
 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| * Prepare a Statement of Qualifications (Curriculum Vitae, CV)
 |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Chemistry Technician Trainee Signature** |  | **Date** |
| **Training Coordinator Signature** |  | **Date** |

\*\*Note: these modules of training can be signed off in any order (not including the mock trial/round table module)