**Drug Chemistry Training Checklist**

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

| **Subject/Task** | **TRN**  **Coordinator**  **Initials/Date** | **Chem Tech**  **Trainee**  **Initials/Date** | **Date Completed/**  **Comments** |
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| **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. |  |  |  |

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

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| **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)