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MEMORANDUM

TO: TARA TIGHE, QA MANAGER *11/15/2012*
FROM: TRISHA CONTI, SENIOR FORENSIC CHEMIST, ALCOHOL PROGRAM SUPERVISOR
SUBJECT: SOLUTION TRAINING
DATE: 11/15/2012

This memo is to document the training of Rebecca Mead in the making of solutions for the Forensic Laboratory; specifically the Alcohol Program. Furthermore, this memo also documents the approval of Rebecca Mead in the making of simulator solutions for the DataMaster DMT instruments at the Vermont Forensic Laboratory.

I, Trisha Conti, along with Amanda Bolduc trained Rebecca in these techniques from October 23rd through November 14th, 2012. She was shown the manual with the protocols, the location of the supplies and the forms that need to be filled out and retained for the purpose of general solution making and simulator solution preparation and certification. Rebecca was shown how to perform daily weight checks of the analytical balance and where that information is recorded. She was also instructed on how the data on chemical lots, dates, initials, etc. should be recorded in the reagent logs and how the reagents themselves should be labeled upon receipt to the lab and when used. Lastly, Rebecca assisted Amanda Bolduc in the preparation and certification of simulator solutions from November 9th through November 14th.