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MEMORANDUM

TO: TARA TIGHE, QA MANAGER 
FROM: TRISHA CONTI, SENIOR FORENSIC CHEMIST, ALCOHOL PROGRAM SUPERVISOR
SUBJECT: SIMULATOR SOLUTION TRAINING
DATE: 4/24/2012

This memo is to document the approval of Amanda Bolduc in the making of simulator solutions for the DataMaster DMT instruments at the Vermont Forensic Laboratory. I, Trisha Conti, showed her the manual with the protocol, the location of the supplies and the forms that need to be filled out and retained for the purpose of simulator solution preparation and certification. I observed Amanda prepare and certify simulator solutions from April 17th through April 24th. This together with her previous experience as a Public Health Chemist at the Vermont Department of Health Laboratory, I qualify her to prepare and certify simulator solutions at the Vermont Forensic Laboratory.