

STATE OF VERMONT  
DEPARTMENT OF PUBLIC SAFETY  
VERMONT FORENSIC LABORATORY

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MEMORANDUM

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**TO:** TARA TIGHE, QA MANAGER

**FROM:** TRISHA CONTI, SENIOR FORENSIC CHEMIST, ALCOHOL PROGRAM SUPERVISOR

**SUBJECT:** SOLUTION TRAINING

**DATE:** 3/7/2012

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This memo is to document the training of Amanda Bolduc in the making of solutions for the Forensic Laboratory; specifically the Alcohol Program. I, Trisha Conti, trained Amanda in these techniques from March 1<sup>st</sup> through March 5<sup>th</sup>, 2012. I showed her the manual with the protocol, the location of the supplies and the forms that need to be filled out and retained in the VFL Reagents for Alcohol Analysis Book. Amanda was shown how to perform daily weight checks of the analytical balance and where that information is recorded. I also instructed her how the data on chemical lots, date and initials should be recorded in the Reagent Book and how the reagents themselves should be labeled upon receipt to the lab and when used.