

STATE OF VERMONT  
DEPARTMENT OF PUBLIC SAFETY  
VERMONT FORENSIC LABORATORY

P.O. BOX 47  
WATERBURY, VERMONT 05676-0047



TEL: 802•244•8788  
FAX: 802•241•5557  
E-MAIL: [cjs0lab@dps.state.vt.us](mailto:cjs0lab@dps.state.vt.us)  
<http://www.dps.state.vt.us/cjs/>

---

**MEMORANDUM**

---

**TO:** TARA TIGHE, QA MANAGER   
**FROM:** TRISHA CONTI, SENIOR FORENSIC CHEMIST, ALCOHOL PROGRAM SUPERVISOR   
**SUBJECT:** SOLUTION TRAINING  
**DATE:** 7/16/2012

---

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

I, Trisha Conti, along with Amanda Bolduc trained Kendra in these techniques from July 2<sup>nd</sup> through July 13<sup>th</sup>, 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. Kendra 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, date, 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, Kendra assisted Amanda Bolduc in the preparation and certification of simulator solutions from July 10<sup>th</sup> through July 13<sup>th</sup>.