

**FORENSIC TOXICOLOGY LABORATORY
OFFICE OF CHIEF MEDICAL EXAMINER
CITY OF NEW YORK**

PERSONNEL TRAINING CRITERIA

Criteria outlined below are used to train personnel to perform various tasks in the laboratory. All criteria for individual tasks must be met prior to assignment of that particular task.

GENERAL SECTION

1. Demonstrated ability to enter, add to, and amend work lists appropriately.
2. Mandatory annual agency-wide Right to Know training.
3. Documentation that safety manual has been read.

SPECIMEN MANAGEMENT

1. Demonstrated understanding of chain-of-custody, labeling requirements and documentation requirements.
2. Demonstrated ability to receive, accession and store specimens in accordance with the SOP.
3. Demonstrated understanding of various specimen storage requirements.

ANALYTICAL METHODOLOGIES

1. Documented ability to perform all tests in all samples. This criterion is achieved by analyzing specimens previously analyzed by a qualified analyst.
2. Acceptance criteria for the assay must be met.

a. Qualitative Tests

Previously positive results must be positive; negative results must be negative.

b. Semi-Quantitative Results

Ninety percent of results originally positive must be positive and 95% of originally negative results must be negative.

c. Quantitative Tests

Chromatography

For specimens, chromatography must be clean with between peak resolution of 70%. All previously identified peaks must be present. If extra peaks are present, consult a supervisor. A maximum of one (1) failed injection is acceptable.

For quantitative analyses in fluids, 80% of the analytes found must meet either of the following criteria:

- a. For original analyte concentrations less than 0.1 mg/L (for assays reported in mg/L) or less than 10 ng/mL (for assays reported in ng/mL), the training results must also be less than 0.10 mg/L or less than 10 ng/mL.
- b. For original analyte concentrations 0.10 mg/L, 10 ng./mL, or greater, the training concentrations must agree within $\pm 20\%$ of the mean of the two values.

For quantitative analyses in tissues, the 80% criteria also applies with the change that samples with concentrations 0.1 mg/kg or 10 ng/g (similarly to the above) are acceptable within 30% of the mean of the two values.

COMPUTERS AND INSTRUMENTATION

1. Demonstrated ability to effectively use routine computer programs.
2. Demonstrated ability to perform routine instrument maintenance and basic troubleshooting.

NOTES

Demonstrated criteria are documented on the training log.

Documented criteria are documented by hard copies of paperwork or analytical runs to which additional acceptance criteria may be applied.