## Training Checklist for Chemistry Technician

**Trainee:** _____

### Evidence Handling

|  | Date Completed | Initials |
|---|---|---|
| Read literature pertaining to evidence handling | | |

The trainee has successfully demonstrated how to do the following:

|  | | |
|---|---|---|
| Transfer evidence in FA | | |
| Properly mark evidence. | | |
| Remediate improper seals. | | |
| Reconcile a vault. | | |

Evaluation:

|  | | |
|---|---|---|
| Successfully marked and remediated seals on four pieces of evidence | | |
| Successfully transfer four mock cases from ECU vault to section vault. | | |
| Independently reconcile two shelves in the section evidence vault. | | |
| Written examination. | | |

### Stop Work Cases

|  | | |
|---|---|---|
| Read literature pertaining to stop work cases | | |

The trainee has successfully demonstrated how to do the following:

|  | | |
|---|---|---|
| Use FA | | |
| Complete stop work cases | | |

Evaluation:

|  | | |
|---|---|---|
| Independently complete two stop work cases | | |

Form Approved For Use By: _____

## Equipment Calibration and Maintenance

| Read literature pertaining to equipment calibration  maintenance | | |
|---|---|---|

The trainee has successfully demonstrated how to perform the calibration, calibration check and/or performance check of the following instruments/equipment in the Firearms Unit:

| | | |
|---|---|---|
| Comparison microscopes | | |
| Balances | | |
| Micrometers | | |
| Calipers | | |
| DMD-48 | | |
| Measuring tapes | | |
| Trigger pull weights | | |

The trainee has successfully demonstrated how to perform the calibration, calibration check and/or performance check of the following instruments/equipment in the Trace Unit:

| | | |
|---|---|---|
| FTIR | | |
| GC-FID | | |
| GC-MS | | |

## Safety Inspections

| Read the NCSCL Safety Manual | | |
|---|---|---|

The trainee has successfully demonstrated how to do the following:

| | | |
|---|---|---|
| Perform monthly safety inspections | | |

Evaluation:

| | | |
|---|---|---|
| Independently completed the monthly safety inspections to the satisfaction of the unit safety officers. | | |

## Preparation for Court

| Read literature pertaining to court proceedings | | |
|---|---|---|

The trainee has done the following:

| | | |
|---|---|---|
| Reviewed courtroom testimony | | |
| Prepared qualifying questions | | |
| Observed pretrial conferences, courtroom testimony and/or moot courts if available | | |
| Prepared a CV | | |

Evaluation:

| | | |
|---|---|---|
| Successfully completed a moot court covering evidence handling procedures. | | |