

# **CONTROLLED SUBSTANCES TRAINING MANUAL**

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## **APPENDIX A: TRAINING SCHEDULE**

The below time tables are approximate and subject to change depending on availability of the trainer, the successful completion by the trainee of assigned tasks, and additional training required by the section, the division, the department and the city per employment.

### **Week 1-2**

- Overview of the Department, the Division and the Sectional Manuals.
- Overview of the training outline – modification to program is dependent on prior experience
- Online training required for use of computer systems and cyber security.
- Laboratory Safety

### **Weeks 3 – 4**

- Drug Overview
- Legislation
- LIMS system
- Quality Assurance \ Ethics
- Court Testimony
- Evidence handling and security
- Laboratory Safety continued
- Analytical Scheme and Sampling
- Measurement of Uncertainty
- Balances
- Stereomicroscope
- Color test
- Cannabis
- Thin Layer Chromatography
- Attend court proceeding of other analysts as made available

### **Month 2 -3**

#### **Mock casework utilizing LIMS system**

- Continuation of Balances
- Continuation of Stereomicroscope
- Continuation of Color Test
- Continuation of Cannabis
- Continuation of Thin Layer Chromatography
- Continuation of Measurement of Uncertainty
- Analytical Scheme and Sampling for marihuana case
- Reporting guideline for marihuana cases

- Mock Trial for identification of Marijuana
- Introduction to Drug of Abuse
- Continue to attend court proceeding of other analysts as made available

#### Month 4-9

- Continuation of Drugs of Abuse
- Continue Thin Layer Chromatography for drugs of abuse
- Introduction to instruments
  - Gas Chromatography
  - UV-Vis
  - FTIR
  - GC-MS
  - LC-MS
- Analytical Scheme and Sampling for drug of abuse
- Separation and Extraction Techniques
- Reporting guidelines for drug of abuse: state versus federal
- Introduction to clandestine laboratory
  - Types of drug of abuse manufactured clandestinely
  - Routes of synthesis used at most clan labs
  - Training required to perform duties on site at clandestine labs
  - Personnel protective equipment and safety at clandestine labs
- Continue to attend court proceeding of other analysts as made available
- Mock trial on drug of abuse and instrumentation