

TO: All Sheriffs, Police Chiefs, and WSP District/Detachment Offices in Washington

RE: LEAF MARIHUANA IDENTIFICATION TRAINING

DATE: June 25-28, 2012 (Monday-Thursday). Class begins at 1 p.m. on Monday and ends at noon on Thursday

LOCATION: The Washington State Patrol Training Academy, 631 W Dayton-Airport Rd. Shelton, WA 98584-8945 360-426-1661

From Interstate 5:

- Follow Interstate 5 to Exit # 104, which is marked "Port Angeles- Aberdeen". This will put you on northbound SR 101. Follow SR 101 for approximately 6 miles. From the right lane, take the "Shelton- Port Angeles" exit to the right (where SR 101 and SR 8 separate).
- Proceed north on SR 101 for approximately 11 miles until the roadway changes from multi-lane to a two-lane road (stay in the left lane). Continue north on SR 101 for approximately 6 more miles. About ½ mile past the Shelton Airport Sanderson Field) and the Industrial Park, turn left onto SR 102 (Dayton Airport Rd). Follow SR 102 for ½ mile to the Washington State Patrol Academy on your left. For student parking, follow signs to the back of the Academy complex.

From State Route 101:

- (From south of Shelton, use directions above.) From north of Shelton, follow State Route 101 south past Hood Canal, Potlatch, and State Route 106. Watch for a right turn onto SR 102 (signs for the Washington Corrections Center). Follow SR 102 for ½ mile to the Washington State Patrol Academy on your left. For student parking, follow signs to the back of the Academy complex.

SPONSORED BY: WSP Crime Laboratory Division

ENROLLMENT: Each class is limited to 20 students

CRITERIA: Verified by Agency Head or Designee that:

1. Applicant must examine at least twelve leaf marihuana cases per year after qualification, and remain an active leaf marihuana technician for a minimum of three years.
2. The agency must be willing to support the applicant in maintaining the twelve cases per year minimum. This may require soliciting cases from other nearby agencies that do not have an active marihuana technician.
3. The technician will complete the certification process within 6 months of the end of class.
4. The technician will be required to complete a yearly verification case and attend a refresher course at or near their local crime laboratory every three years.

**LEAF MARIHUANA IDENTIFICATION REQUIREMENTS** (continued)

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COST: The class is free but the participating agency is responsible for all costs associated with lodging and per diem.

1. WSP Academy Class: The cost for each resident student at the Academy is approximately \$236 which includes all meals starting with lunch on Monday through lunch on Thursday, three nights lodging, and a facilities usage fee. The cost for each commuting student is approximately \$72 which includes a facilities usage fee and four lunches. **THE WSP TRAINING DIVISION WILL BILL YOUR AGENCY AT THE CONCLUSION OF THE TRAINING.** Students accepted for this training will receive a confirmation letter. Please indicate on the application form or contact Ms. Rebecca Cortez if the student wishes to stay at the WSP Academy during the class. Do not contact the Academy. Lodging at the Academy is dormitory style; two people per room. The WSP candidates accepted into the class will be registered in e-Train by Crime Laboratory Division personnel.

MATERIALS NEEDED: listed below.

NOTE: The materials listed below must be available for each technician you send to the class. Students are not allowed to share microscopes at the class. If you need two technicians at your agency and they must share a microscope at their place of work, then either send them to two classes or borrow a microscope from another agency for the class. Students without proper equipment may be turned away from the class. **Of the materials listed below, bring the microscope to the class, and leave the balance at your work place.**

QUESTIONS & APPLICATION FORMS: Call Ms. Rebecca Cortez, WSP Forensic Laboratory Services Bureau, at 360-596-4120.

**APPLICATION DEADLINE:** May 1, 2012

Leaf Marihuana Identification Requirements:

A leaf marihuana identification technician analyzes leaf material to determine whether or not the material contains marihuana by employing two methods – A microscopic exam to look for specific botanical characteristics of the marihuana leaf and a chemical color test. In order to become a technician the prospective student must attend and successfully complete the leaf marihuana identification training class. To pass the class the student will be expected to pass both a practical and a written exam. Failure of one or both of the exams may result in retaking the class.

The follow-up program consists of a field check to evaluate the safeness and adequacy of the students work space. The field check also includes a practical and written exam. Failure of the field check exams will result in remedial actions. The follow-up program also requires that the student complete ten adequately performed cases. These cases will be reviewed and verified by the local crime laboratory. Failure to complete ten acceptable cases within six months after the class may result in the denial of completion of these requirements. After certifications the technician will perform independent casework and will testify as an expert witness to the results of their analyses.

Technicians must be recertified every year. This is a requirement of the continued quality assurance/quality control procedures the leaf marihuana identification technician program has set into place. To be recertified the technician will be required to successfully complete an annual verification case and to complete a survey. Every three years, the technician will be required to attend a refresher class. As part of the quality guidelines, the technician will be required to perform a minimum of twelve cases per year. Inability to maintain a sufficient caseload may result in inactivation of the technician.

Detailed information about the follow-up and quality assurance/quality control programs will be provided during the class.

# LEAF MARIHUANA IDENTIFICATION REQUIREMENTS

The following is an outline of requirements to become a "Leaf Marihuana Identification Technician":

1. A stereomicroscope with the following specifications:
  - a. 20x and 40x magnification (10X and 30X will work, but not as well).
  - b. Built-in illuminator for transmitted light.
  - c. A separate high-intensity light source.
  - d. Interpupillary adjustment range of 52 to 75 millimeters (mm) at a minimum.
  - e. Focusing range of 2 1/2 inches, with a working distance of about 3 3/4 inches.
  - f. Stage clearance of about 3 5/16 inches.
  - g. A dust cover of some type (a plastic bag will do).
2. An electronic balance accurate to 0.01 gram, is strongly recommended for the marihuana class. If you have a triple-beam balance (such as an Ohaus #750-S) it must have three-tiered beams with a 10 gram beam in 0.1 gram increments, a 100 gram beam in 10 gram increments, and a 500 gram beam in 100 gram increments. **An electronic balance is the preferred choice.** If your agency currently has a balance of any kind it **MUST** have had a certified calibration within the last year. You will not receive your certificate as a marihuana leaf identification technician until your balance is certified. Places to order a balance include, but are not limited to:
3. A place to store the balance and stereomicroscope and other supplies (such as weight paper, pipettes and test tubes). This must be a place where they can be kept clean and away from acids and other chemical fumes and any other source of contamination.
4. A place to work. This should include a table, desk, or workbench where an analyst can place the stereomicroscope and the balance and still have room to spread out the evidence to be examined. The area must be well ventilated.
5. Safety equipment that should include but is not limited to gloves, lab glasses, a nearby sink, and a box of baking soda (for neutralizing acid spills).
6. A secure place to store evidence before and after analysis. This means a locked place (such as a locker, a drawer, a room, or some lockable area that is not accessible to other people). This is important for maintaining the chain of custody while the analyst has the evidence.
7. A known sample of marihuana, received from the Crime Lab during the class. This is used to test the chemicals used in the Duquenois-Levine portion of the analysis. The known sample should be stored in a locked area.
8. A place to store chemicals. The Duquenois reagent and chloroform can be stored in a non-food refrigerator. The hydrochloric acid must be stored in a well-ventilated area and protected from possible breakage.

**LEAF MARIHUANA IDENTIFICATION REQUIREMENTS** (continued)

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9. A place to store supplies (such as test tubes, pipettes, weighing paper) and other items needed for the analysis. The items must be stored so there is no possibility of contamination.
10. Evidence tape for resealing evidence items. Masking, scotch or packing tape is not suitable for evidence sealing. Most of the tapes will not accept ballpoint pen ink. A permanent felt tipped marker will write on the tape and packaging.
11. Writing materials for notes, reports, etc.
12. Time to do the analysis.
13. You are required to pass both a practical and a written exam to become a leaf marihuana identification technician. If you fail either exam you may be required to retake the course.
14. Once you are a certified technician you will be expected to testify as an expert witness.

**APPLICATION FOR LEAF MARIHUANA IDENTIFICATION SCHOOL**

Sponsored by the:  
Washington State Patrol-Crime Laboratory Division

This application is for the Leaf Marihuana Identification School scheduled for: June 25 – 28, 2012

Name\_\_\_\_\_

Title\_\_\_\_\_

Commissioned? Yes\_\_\_\_\_ No\_\_\_\_\_

Agency\_\_\_\_\_

Address\_\_\_\_\_

City, Zip\_\_\_\_\_

Phone\_\_\_\_\_ Fax\_\_\_\_\_ E-mail\_\_\_\_\_

Do you wish to lodge at the WSP Academy during the class? Lodging at the Academy is dormitory style; two people per room. Yes\_\_\_\_\_ No\_\_\_\_\_

Technician's Supervisor's Name\_\_\_\_\_

Technician's Supervisor's Phone Number\_\_\_\_\_

How many marihuana cases does your agency receive each year? \_\_\_\_\_

How many active leaf marihuana technicians are employed by your agency? \_\_\_\_\_

Is the new technician replacing a current technician\_\_Y\_\_N\_\_ if so who? \_\_\_\_\_

Are there any agencies in your area that currently have a marihuana technician that could analyze your agency's cases for you? \_\_Y\_\_N\_\_

Are there any agencies in your area that currently do not have technicians that your future technician would be able to help? \_\_Y\_\_N\_\_ if so please list agencies and contact numbers on separate sheet.

Provide a short explanation of why your agency wants you to pursue this training:

\_\_\_\_\_  
\_\_\_\_\_

Do you have any questions that we can answer about the marihuana technician program?

\_\_\_\_\_  
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**THE FOLLOWING CRITERIA MUST BE VERIFIED BY AGENCY HEAD OR DESIGNEE:**

1. Upon completion of training, the technician will examine 12 cases per year and remain an active marihuana technician for a minimum of 3 years from the date of certification.
2. The agency is willing to support the technician in maintaining 1 case per month; this may require soliciting cases from nearby agencies that do not have an active marihuana technician.
3. The agency currently has or is in the process of obtaining a stereomicroscope and a balance that meets the listed specifications.
4. The agency has a properly ventilated, appropriate working area for the technician with a secure storage location for evidence that is being analyzed, an appropriate location to secure the chemicals and proper safety equipment.
5. The technician will complete the certification process within six months from the end of class.
6. The technician will be required to complete a yearly verification case, and attend a refresher course at or near their local crime laboratory every three years.

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Signature

Title

Date

PLEASE RETURN EITHER VIA EMAIL TO [Rebecca.Cortez@wsp.wa.gov](mailto:Rebecca.Cortez@wsp.wa.gov) OR VIA MAIL TO:

Attn: Rebecca Cortez  
Washington State Patrol  
Forensic Laboratory Services Bureau  
PO Box 42600  
Olympia, WA 98504-2600