

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

RE: LEAF MARIHUANA IDENTIFICATION TRAINING

DATES AND LOCATIONS:

1. September 23-25, 2009 (Wednesday-Friday)
Class begins at 8 a.m. and goes until 6 p.m. on Wednesday and the class hours on Thursday and Friday will be 7 a.m. to 6 p.m.
Location: Richland Police Department, 871 George Washington Way, Richland, WA 99352 509-942-7360
[Directions](#)
2. November 3-6, 2009 (Tuesday-Friday)
Class begins at 1 p.m. on Tuesday and ends at noon on Friday
Location: Washington State Patrol Training Academy, 631 W Dayton-Airport Rd. Shelton, WA 98584-8945 360-426-1661
[Directions](#) (scroll to the bottom of the webpage)

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 (12) leaf marihuana cases per year after qualification, and remain an active leaf marihuana technician for a minimum of three (3) 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.

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

1. Richland Class: Making lodging arrangements for this class is the responsibility of the participating agency. A list of lodging options in the area is available on the last page of this document. You are not required to stay at the lodging establishments mentioned below; these are just a few located in the surrounding area of Richland, WA.
2. WSP Academy Class: The cost for each resident student at the academy is approximately \$260 which includes all meals starting with lunch on Tuesday

LEAF MARIHUANA IDENTIFICATION REQUIREMENTS (continued)

through lunch on Friday, three nights lodging, and a facilities usage fee. The cost for each commuting student is approximately \$61 which includes a facilities usage fee and four lunches. **THE WSP TRAINING DIVISION WILL BILL YOUR AGENCY AT THE CONCLUSION OF THE TRAINING** (you do not need to bring a check to registration as in past years). Those students accepted will receive a confirmation letter. Please inform Rebecca Cortez if the student wishes to stay at the WSP Academy during the class. Do not contact the academy. The WSP candidates accepted into the class will be registered in TRMS 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 Rebecca Cortez, Crime Laboratory Division Headquarters, at (206) 262-6002 Fax: (206) 262-6091.

APPLICATION DEADLINES:

1. Richland Class: September 16, 2009
2. WSP Academy Class: October 16, 2009

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.
 - b. Transparent stage plate.
 - c. Built-in illuminator for both reflected and transmitted light.
 - d. A separate high-intensity light source.
 - e. Interpupillary adjustment range from 52 to 75 millimeters (mm).
 - f. Focusing range of 2 1/2 inches, with a working distance of about 3 3/4 inches.
 - g. Stage clearance of about 3 5/16 inches.
 - h. A dust cover of some type (a plastic bag will do).

Places to order a stereoscope include, but are not limited to:

Fisher Scientific (www.fisherscientific.com)

VWR (www.vwrsp.com)

The McCrone Group: (www.mcrone.com)

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:

Fisher Scientific

VWR

Precision weighing balances (www.balances.com)

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).

LEAF MARIHUANA IDENTIFICATION REQUIREMENTS (continued)

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 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)

Lodging options in Richland, WA surrounding area:

0.1 mile away from Richland PD

Red Lion Richland Hanford House [as low as \$111]
802 George Washington Way
Richland, WA 99352
(509) 946-7611

0.32 mile away from Richland PD

Days Inn Richland [as low as \$64]
615 Jadwin Ave
Richland, WA 99352
(509) 943-4611

0.73 mile away from Richland PD

Shilo Inn Suites Hotel - Richland [as low as \$65] 50 Comstock St Richland, WA
99352
(509) 946-4661

0.99 mile away from Richland PD

Clarion Hotel and Conference Center
1515 George Washington Way
Richland, WA 99352
(509) 946-4121

1.51 miles away from Richland PD

Courtyard by Marriott Richland - Columbia Point [as low as \$139] 480 Columbia Point
Dr Richland, WA 99352
(509) 942-9400

2.0 miles away from Richland PD

Sleep Inn Pasco [as low as \$90]
9930 Bedford Street
Pasco, WA 99301
(509) 545-9554

3.8 miles away from Richland PD

Holiday Inn Express & Suites- Richland [as low as \$100] 1970 Center Parkway
Richland, WA 99352
(866) 270-5110

5 miles away from Richland PD

Super 8 Motel Kennewick/tri-cities Area [as low as \$60]
626 North Columbia Center Boulevard
Kennewick, WA 99336
(509) 736-6888

APPLICATION FOR LEAF MARIHUANA IDENTIFICATION SCHOOL

Sponsored by the:
Washington State Patrol-Crime Laboratory Division

Please indicate below which class you would like to enroll in:

Date/Location: September 23-25, 2009, Richland Police Department, Richland WA _____

Date/Location: November 3-6, 2009, WSP Training Academy, Shelton WA _____

Name _____

Title _____

Commissioned? Yes _____ No _____

Agency _____

Address _____

City, Zip _____

Phone _____ Fax _____ E-mail _____

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?

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.**

Signature

Title

Date

PLEASE RETURN VIA FAX TO ATTN: REBECCA CORTEZ AT 206-262-6091 OR MAIL TO:

**Attn: Rebecca Cortez
Washington State Patrol
Crime Laboratory Division
2203 Airport Way South, Suite 250
Seattle WA 98134-2028**