

# Travel Approval Form

Department: STOP

Event Name: Micro Labs

Location: Manvel


Event Dates: 02/10/2026 - 02/11/2026

Purpose:  Required Continuing Education/Certification  
 Job Training  
 Other: \_\_\_\_\_

**Name of Attendees:**

1 Investigator  
2 Investigators

**Court Decision:**  
This section to be completed by County Judge's Office



**Required Documents Checklist:**

**\*\* Same-Day Travel - Commissioners Court Approval is not required \*\***

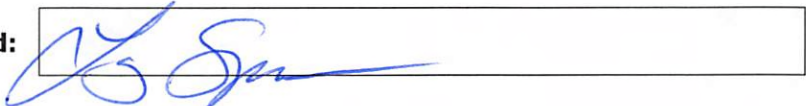
**Overnight Travel**

- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form

**For Out of State Travel, please also include:**

- Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head:



## Micah Short

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**From:** Midwest Counterdrug Training Center <info@counterdrugtraining.com>  
**Sent:** Friday, December 5, 2025 3:02 PM  
**To:** Micah Short  
**Subject:** Event Confirmation for [REDACTED] - Micro Labs: Fentanyl, One Pot, BHO, and Synthetic Hazards and Handling

**CAUTION: This email originated from outside of the Johnson County email system.  
Use care when opening links or attachments. Report suspicious emails.**

### **Micro Labs: Fentanyl, One Pot, BHO, and Synthetic Hazards and Handling**

**2/10/2026 - 2/11/2026**

**8:00 AM - 4:30 PM**

**Manvel Police Department**

**6605 North Masters St**

**Manvel, TX 77578**

[Add to Calendar](#)

Dear [REDACTED]

**This email confirms your registration for the above referenced event.**

**If you are found to be ineligible for this course, you will be contacted by our staff. Space is always limited in our classes - if you are not going to attend, click the "cancel button" at the bottom of this email and your registration will be canceled and someone else will be assigned your slot. We drop anyone from our training program who "no shows" without canceling.**

**This course does not have any tuition or registration fees.**

**- For courses on Camp Dodge: If you requested lodging on the registration form, a room has automatically been reserved for you. Lodging Instructions will be sent out a week before class begins.**

**- For In Person courses, a welcome letter with directions, equipment to bring (if needed) and general instructions will be emailed to you the week before class begins.**

**- For Distance Learning courses, a welcome letter including the Zoom details will be emailed to you the week before class begins. Course materials will also be mailed out for all Distance Learning courses.**

**If you have any questions or concerns please do not hesitate to contact us.**

**Thank you,  
Midwest Counterdrug Training Center  
Phone: 800-803-6532  
info@counterdrugtraining.com  
www.counterdrugtraining.com**

To remove yourself from this mailing list, click [here](#).

If the above link does not work, cut and paste the following link into your browser:

**https://new.counterdrugtraining.com//DECancel.aspx?t=EventBuilderCustomList&a=1&xa=ZmY0ZmQ5OGEtNzI5NS00OGY1LWExODgtODYwODZhNzcyZW4&f=GUID**

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# MIDWEST COUNTERDRUG TRAINING CENTER

Toll Free: (800) 803-6532 | Phone: (515) 252-4756 | Email: [info@counterdrugtraining.com](mailto:info@counterdrugtraining.com)

## MICRO LABS: FENTANYL, ONE POT, BHO AND SYNTHETIC HAZARDS AND HANDLING

**10-11 February 2026**

Manvel Police Department  
6605 North Masters St  
Manvel, TX 77578

POC: James McClain EMAIL: [jmclain@houstonhidta.net](mailto:jmclain@houstonhidta.net)

## REGISTRATION

Registration is restricted to local, tribal, state, federal, and military law enforcement officers.

**THERE IS NO COST TO ATTEND THIS COURSE.**

## COURSE DESCRIPTION

This course introduces law enforcement officers to the chemistry of domestic micro drug labs to better understand the processes and the hazards associated with these labs.

This course shall cover safety practices, including the use of various engineering, administrative and personal protective equipment (PPE) hazard controls, to protect law enforcement who handle, sample and dismantle these drug labs.



## TOPICS INCLUDED



- National, state and local policy and trends update
- Methamphetamine production
- Toxicology
- Chemical and physical hazards
- Personal Protective Equipment (PPE) and respiratory protection
- Air monitoring
- Chemistry of each process
- Assessment and dismantling procedures
- Safety procedures
- Sample and waste packaging and transportation
- Live demonstration of drug production for one of the following: One-Pot meth, BHO, or Fentanyl

**Micah Short**

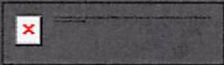
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**From:** Courtyard By Marriott Reservations <reservations@res-marriott.com>  
**Sent:** Monday, December 8, 2025 10:09 AM  
**To:** Purchasing  
**Subject:** Reservation Confirmation #98843716 for Courtyard by Marriott Houston Pearland


**CAUTION:** This email originated from outside of the Johnson County email system.  
Use care when opening links or attachments. Report suspicious emails.



[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)



## Courtyard by Marriott Houston Pearland

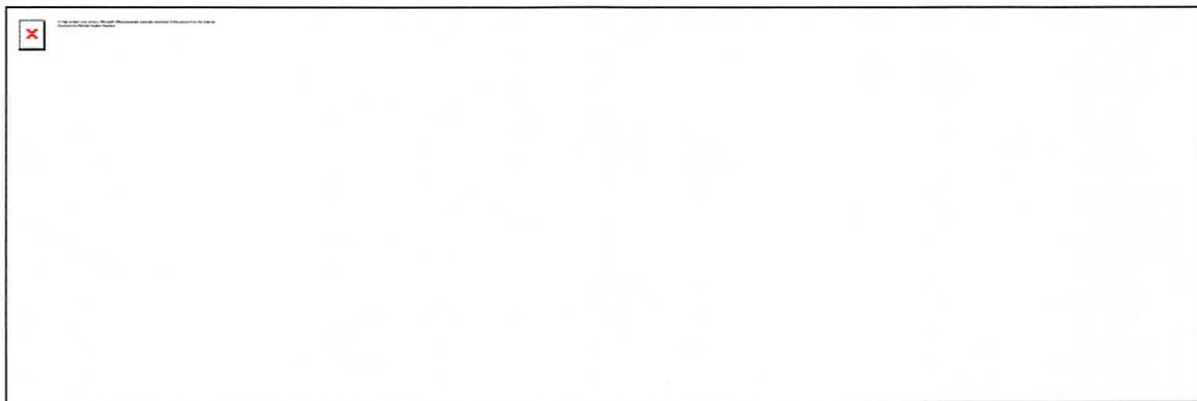
 11200 Broadway St, Ste. 2000 Pearland, Texas 77584  +1-713-413-0500  
USA

Thank you for booking with us, 

## Pursue your Passion

Mon, Feb 09, 2026 – Wed, Feb 11, 2026

Confirmation Number: 98843716



Check-In: Monday, February 9, 2026

03:00 PM

Check-Out: Wednesday, February 11, 2026

12:00 PM

Number of rooms	1 Room
Guests per room	1 Adult
Guarantee Method	Credit Card Guarantee, Master Card
<hr/>	
Total for Stay (all rooms)	415.84 USD

### Room 1

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Room Type  Guest room, 1 King, Sofa bed

[UPGRADE ROOM](#)

#### Guaranteed Requests:

None

[ALL REQUESTS](#)

[Manage Stay](#)

## Important Information About Your Stay



In order to prepare for your upcoming stay, we invite you to **learn more** about what to expect when you arrive and the experiences that await you.

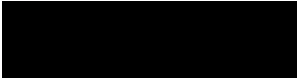


## Shop Courtyard

Shop all your Courtyard favorites today. Bed, bedding, pillows, blankets, sheet amenities, and more ready to be welcomed home.

[Shop Now](#)

## So Much More Awaits

 you could earn 3,680 points on this stay as a Marriott Bonvoy® member — it's free and easy to join.

Transform your points into free nights, flights, and unrivaled experiences. Plus, access contactless check-in through the mobile app, enjoy Member Rates, and get exclusive offers.

[Join Now](#)



## Summary Of Charges

Monday, February 9, 2026 – Tuesday, February 10, 2026

1 Night at 169.00 USD per night per room

Flexible Rate

Tuesday, February 10, 2026 – Wednesday, February 11, 2026

1 Night at 199.00 USD per night per room

Flexible Rate

Taxes & Fees (per night per room)

Estimated Government Taxes & Fees	23.92 USD
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Totals

Total for Stay (all rooms)	415.84 USD
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Other Charges

Complimentary on-site parking

## Rate Details & Cancellation Policy

**Micah Short**

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**Sent:** Monday, December 8, 2025 10:12 AM  
**To:** Purchasing  
**Subject:** Reservation Confirmation #98849082 for Courtyard by Marriott Houston Pearland

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[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)



## Courtyard by Marriott Houston Pearland

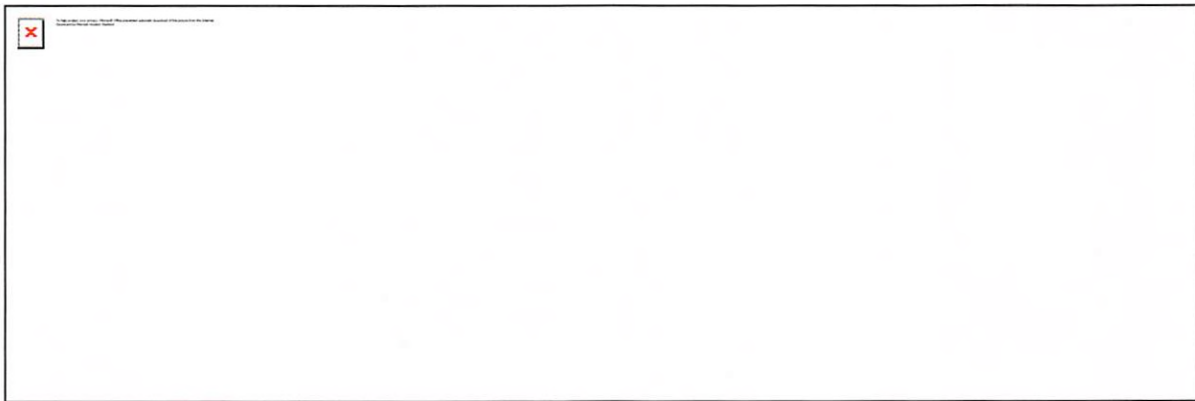
 11200 Broadway St, Ste. 2000 Pearland, Texas 77584  +1-713-413-0500  
USA

Thank you for booking with us, 

## Pursue your Passion

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Confirmation Number: 98849082



Check-In: Monday, February 9, 2026

03:00 PM

Check-Out: Wednesday, February 11, 2026

12:00 PM

Number of rooms	1 Room
Guests per room	1 Adult
Guarantee Method	Credit Card Guarantee, Master Card

---

Total for Stay (all rooms) 415.84 USD

### Room 1

---

Room Type  Guest room, 1 King, Sofa bed

[UPGRADE ROOM](#)

### Guaranteed Requests:

None

[ALL REQUESTS](#)

[Manage Stay](#)

## Important Information About Your Stay



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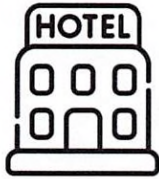
Totals

Total for Stay (all rooms) 415.84 USD

Other Charges

Complimentary on-site parking

## Rate Details & Cancellation Policy



# TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at [pur@johnsoncountytexas.org](mailto:pur@johnsoncountytexas.org))

DATE: 12/05/2025

DEPARTMENT: STOP

PERSON SENDING REQUEST: Micah Short EXT: 3700

Person (s) Name Attending:

1.	[REDACTED]
2.	[REDACTED]
3.	
4.	
5.	
6.	

*\*If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:*

LEOSE FUNDS

Function Attending: Micro Lab

Hotel Name: Courtyard by Marriott Houston Pearland
Hotel Address: 11200 Broadway St
City: Pearland State: TX Zip: 78666
Hotel Phone# 713-413-0500
Special Requirements:
Conference Hotel Block Code:
Conference/Training Website: <a href="https://new.counterdrugtraining.com/EBForms.aspx?EBID=8045&amp;E">https://new.counterdrugtraining.com/EBForms.aspx?EBID=8045&amp;E</a>
How many rooms needed: <u>2</u>
Date of Check In: <u>2/9/20</u> Date of Check Out: <u>2/11/20</u>

**NOTE:** When the Purchasing Department reserves the hotel room, payment will be processed and paid for on the travel credit card. ALL Travel PO's MUST be in place prior to travel. The hotel receipt will need to be receipted on your PO upon return. If the traveler does not obtain a hotel receipt upon check out, it's the travelers responsibility to call the hotel and obtain a copy for receipting.