



HOUSTON FORENSIC SCIENCE CENTER QUALITY DIVISION INCIDENT TRACKING REPORT

Quality Division use only

Quality Tracking #

Date Submitted:

Date Closed:

Date of this Report:

Division:

FCN:

(If applicable)

Date of Incident:

Section:

In this space, record details of the incident, include dates. Do not include analysts names unless otherwise instructed by the Section Manager or Division Director(s):

This report was originally issued on Friday, February 26, 2016 and a copy was automatically distributed via LIMS to the HCDAO Grand Jury Division. Immediately upon approving the report in LIMS, the administrative reviewer realized that a sampling footnote was not included on the report. The reviewer advised the section manager of the incident on the next working day which was Monday, February 29, 2016. An amended report was issued on February 29 to include the appropriate footnote, and a copy of the amended report was emailed to the recipient of the original report namely the HCDAO Grand Jury Division.

Quality Division Use Only

Additional Information/ Follow Up (If applicable):

- Section supervisor and managers have the approval in LIMS to amend reports. They will continue to monitor amended reports. This incident is administrative, it does not impact casework but it will be monitored to track any recurrences of this type of incident. Recurrent incidents may be elevated to a corrective action. 3/9/16 JHM

Technical Personnel: _____

Date: _____

Section Manager: Jan T. Mills

Date: 3-8-16

Division Director: Juan Rios

Date: 3-25-16

Quality Director: JHM

Date: 3/29/2016

Delivered to L. Rios mailbox on 3/16/16. she will be out of the office until Monday March 21st JHM

Continued to be out of the office until 3-25-16 return due to death in the family LR

Incident Tracking Report
Issued by: Quality Director

HFSC-QDiv-INCR
Issue Date: March 02, 2015

Page 1 of 1

Delivered to Section Manager on 3/8/16 5:00pm by JHM