



**THIS FORM IS FOR BIOLOGY/DNA REPORTING ONLY**

**Quality Division Use Only**

Quality Tracking #:	<input type="text" value="2017-011"/>	Date Quality Division Notified:	<input type="text" value="3/14/2017"/>
Date Submitted to Management for Review:	<input type="text" value="3/20/2017"/>	Date Submitted to Quality for Review:	<input type="text" value="4/13/2017"/>

Date of Discovery:	<input type="text" value="3/13/2017"/>	Division:	<input type="text" value="Biology/DNA Division"/>
Date of Incident:	<input type="text" value="3/13/2017"/>	Section:	<input type="text" value="Biology/DNA"/>

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
050329304 128911201 111585603 149053903 2013-09899 2013-11274 2013-29276 2013-33206 2013-09357 181284807 2015-00717 120679509	050329304 128911201 111585603 149053903 040224592 017696092 128946213 141891913 160518307 181284807 006016915 120679509

**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):**

Six CODIS case to case notification reports were reset and amended due to administrative errors.

- (050329304/128911201): The CODIS case to case notification report (Laboratory Report #6) contained the case number 050329304 listed for both cases, instead of 050329304 and 128911201 respectively.
- (111585603/149053903): The CODIS case to case notification report (Laboratory Report #6) was missing the item description for case 149053903, Item TXH1310-1761-E01.
- (2013-09899/2013-11274): The CODIS case to case notification report (Laboratory Report #4) contained a misspelling of the word "fraction," in the item description for case 017696092, Item TXH1324-4513-E01.
- (2013-29276/2013-33206): The CODIS case to case notification report (Laboratory Report #6) contained an incorrect single digit in the case number 141891913.
- (2013-09357/181284807): The CODIS case to case notification report (Laboratory Report #5) contained an incorrect item description for case 181284807 Item: 1.1. Item should be listed as a Known Buccal swab.
- (2015-00717/120679509): The CODIS case to case notification report (Laboratory Report #5) contained an incorrect item description for case 120679509 Item: 3.2. Item should be listed as a Known Buccal swab.

**Immediate Actions Taken:**

- (050329304/128911201): The CODIS case to case notification report (Laboratory Report #6) was immediately reset, amended, and released by the Biology Director with the correction to the case number.



2. (111585603/149053903): The CODIS case to case notification report (Laboratory Report #6) was reset by the Client Services & Case Management Supervisor, amended by a Client Services & Case Management staff member, and re-administratively reviewed/released with the correction to the item description.
3. (2013-09899/2013-11274): The CODIS case to case notification report (Laboratory Report #4) was reset by the Client Services & Case Management Supervisor, amended by a Client Services & Case Management staff member, and re-administratively reviewed/released with the correction to the item description.
4. (2013-29276/2013-33206): The CODIS case to case notification report (Laboratory Report #6) was reset by the Client Services & Case Management Supervisor, amended by a Client Services & Case Management staff member, and re-administratively reviewed/released with the correction to the case number.
5. (2013-09357/181284807): The CODIS case to case notification report (Laboratory Report #5) was reset by the Client Services & Case Management Supervisor, amended by a Client Services & Case Management staff member, and re-administratively reviewed/released with the correction to the item description.
6. (2015-00717/120679509): The CODIS case to case notification report (Laboratory Report #5) was reset by the Client Services & Case Management Supervisor, amended by a Client Services & Case Management staff member, and re-administratively reviewed/released with the correction to the item description.

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**Additional Information/Follow Up (If applicable):**

This quality incident is linked to the corrective action process for quality corrective action 2016-041.

**Section Manager:** Jennifer OCallaghan

**Date:** 4/13/2017

**Technical Leader:** Robin Guidry

**Date:** 4/12/2017

**CODIS Administrator:** Cleva West

**Date:** 4/13/2017

**Division Director:** Peter Stout

**Date:** 4/13/2017

**Quality Director:** Lori Wilson

**Date Closed:** 4/13/2017