



Quality Division Use Only

Quality Tracking #:	2017-019	Date Quality Division Notified:	4/5/2017
Date Submitted to Management for Review:	4/14/2017	Date Submitted to Quality for Review:	4/20/2017

Date of Discovery:	3/22/2017	Division:	Comparative & Analytical Division
Date of Incident:	3/22/2017	Section:	Controlled Substances

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2017-05555	035249917

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 case was received by the analyst directly from the HPD Property Room Centralized Evidence Receiving Section for priority analysis. By Quality Manual policy, evidence does not have to be sealed when submitted for immediate analysis. However, evidence must be properly sealed before being stored by HFSC. After analysis and while preparing evidence for return to the submitting agency, the analyst realized the plastic bag (item 1) was not properly sealed by the submitting officer. The officer initialed and dated the adhesive flap, but did not remove the backing to seal the bag. The laboratory report had already been issued with item 1 described as "sealed plastic bag".

Immediate Actions Taken:

On March 22, 2017, the analyst reported the incident to a senior analyst who advised the analyst to take photographs of the condition of the plastic bag. A section supervisor was also notified. The following actions were taken: - Photographs of the plastic bag were included in the case file. -The plastic bag was properly sealed by the analyst. - The report was amended to correct the description of the condition of the plastic bag upon receipt by the analyst from "sealed plastic bag" to "plastic bag". The following comment was added to the report: "While preparing evidence for return to the submitting agency, the analyst discovered that the plastic bag (item 1) was not properly sealed by the submitting officer. Photographs of the condition of the plastic bag were included in the case file and are available upon request."

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Additional Information/ Follow Up (If applicable):



The Quality Division categorized this as an incident because the report had to be amended to correct the description of the evidence container when received by the analyst. Per the Quality Manual section 5.8.1.1.2, evidence submitted for immediate analysis, such as in this case, does not have to be sealed. This incident was administrative in nature and did not have an impact on the analysis of the evidence nor the technical results included in the written report. This type of incident will be monitored to track reoccurrence within the section and personnel. Continued occurrences may be elevated to a corrective action.

Section Manager: James Miller
Division Director: Irma Rios
Quality Director: Lori Wilson

Date: 4/18/2017
Date: 4/20/2017
Date Closed: 4/20/2017