



Quality Division Use Only

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| Quality Tracking #: | 2017-024 | Date Quality Division Notified: | 4/17/2017 |
| Date Submitted to Management for Review: | 4/26/2017 | Date Submitted to Quality for Review: | 5/15/2017 |

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|--------------------|-----------|-----------|--|
| Date of Discovery: | 4/17/2017 | Division: | Client Services & Case Management Division |
| Date of Incident: | 4/17/2017 | Section: | Client Services & Case Management |

| Forensic Case Number(s), if applicable: | Agency Case Number(s), if applicable: |
|---|---------------------------------------|
| 2016-25021 | 164869816 |

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):

On April 17, 2017, the test report for case 2016-25021 was administratively reviewed and released through the laboratory information management system (LIMS). On the same day, the CS/CM specialist who administratively reviewed this test report noticed that one of the two attached outsourced test reports did not correspond to this case. The toxicology supervisor was immediately notified and the report was reset in LIMS.

Immediate Actions Taken:

On April 27, 2017, the correct external laboratory report was scanned and attached to the appropriate cover letter, with the following comment added to the cover page: "NOTICE: This Report No. ___ supersedes Report No. ____, which was dated April 17, 2017. HFSC has superseded Report No. ___ because results from another outsourced case were inadvertently attached to the results of this case. The report for the other outsourced case has been removed."

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Additional Information/ Follow Up (If applicable):

The results of the outsourced laboratory reports were correct and they were unintentionally attached into one report. This occurrence was administrative in nature and did not have an impact on the analyzed evidence nor on the technical results reported.

Section Manager: Gary Powers

Date: 5/15/2017



Houston Forensic Science Center
Incident Report Form
Quality Division

Division Director: Gary Powers
Quality Director: Lori Wilson

Date: 5/15/2017
Date Closed: 5/15/2017